



Franklin County School District  
 Facilities Use Form  
 85 School Road, Suite One  
 Eastpoint, Florida 32328  
 Phone 850.670.2810 X 4100  
 Fax 850.670.2811  
 rtolliver@franklin.k12.fl.us

District Use Only	Date Received
Payment Amount \$ _____	
Payment Number _____	
Check _____	
Money Order _____	

Organization Leasing Facility: \_\_\_\_\_

Organization Representative: \_\_\_\_\_

Organization Contact Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Profit: \_\_\_\_\_ Non-Profit: \_\_\_\_\_ Todays Date: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: (Begin) \_\_\_\_\_ (Approx. End) \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Rehearsals: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Facilities use fee is a flat rate of \$400.00 payable to Franklin County School District in the form of check or money order. This fee is non-refundable and is necessary to cover the costs of security, damages, utilities and cleaning.

Franklin County School Board policy – Use of Facilities (#9.30\*+)

[www.franklincountyschools.org/policypdf/Policy%209.30.pdf](http://www.franklincountyschools.org/policypdf/Policy%209.30.pdf)

Required additional liability insurance form and information

[www.paec.org/AboutPAEC/departments/risk/facilities/index.aspx](http://www.paec.org/AboutPAEC/departments/risk/facilities/index.aspx)

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Title

Signature \_\_\_\_\_ Date