

FACILITY RENTAL INFORMATION

1. **Contact the school and see what dates the facility is available.**

This step will NOT reserve the facility for your use so you may want to select several possible dates.

- a. For BHS auditorium - the contact person is AP Chris Coffey

Chris Coffey contact information:

coffey.chris@mybradford.us or 904-966-6080

*There is an additional charge for a BCSD employee to work the sound

- b. For athletic facilities the contact person is AD Lamar Waters

Lamar Waters contact information:

waters.lamar@mybradford.us or 904-966-6098

- c. For all other facilities, contact the school site directly.

2. Complete the **rental form**:

- a. **Janitorial fees and insurance are required for ALL rentals.**

b. Rental Fees

- c. Liability and Insurance Coverage - Each organization utilizing school facilities shall hold the school board harmless from any liability. Provide general liability insurance in the amount of at least \$1 million dollars naming the School Board as “Additional Insured” and execute a form of indemnity agreement.

i. NEFEC Insurance may be purchased a minimum of 2 weeks in advance of the event. Contact HR/Risk Management Department at 966-6023.

ii. Or you may purchase insurance through **TULIP**

iii. Event Day insurance may be purchased by third party insurance vendors.

3. **Return form to the HR Department to verify insurance. The form will then be sent to the school and once the deposit/rental amount is received the facility will be reserved. HR contact**

information: bell.dana@mybradford.us Phone 904-966-6023;or

FAX 904-966-6011