

## 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.christopher@mybradford.us](mailto:coffey.christopher@mybradford.us) or 904-966-6080

For the auditorium there is additional charges for BCSD employees to work the sound

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

**Lamar Waters contact information:**

[waters.lamar@mybradford.us](mailto:waters.lamar@mybradford.us) or 904-966-6098

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 Dana Bell.
- ii. Or you may purchase insurance through [TULIP](#)
- iii. Event Day insurance may be purchased by third party insurance vendors.

3. **Return form to Dana Bell in HR.** She will verify the insurance is correct. **The form will then be sent to the school and once the deposit/rental amount is received the facility will be reserved.**

**Dana Bell contact information:**

[bell.dana@mybradford.us](mailto:bell.dana@mybradford.us) Or Phone 904-966-6023 or FAX 904-966-6011