FACILITY USE INFORMATION SHEET

1. **Any event to be held at any MNPS campus requires a Facility Use Request Form**, completed in full **WITH** the appropriate approval. Forms need to be submitted to the school of your choice at least 14 days prior to the event. More lead-time is required for filming and photography events. The initial authorization is given at the school level. Please take all of the completed documents directly to the school. DO NOT deliver documents directly to the Facility Use office; this will only delay the processing.

2. **Hold Harmless Agreement**: The person, group, association, or organization requesting the use, must also execute a Waiver and Release of Liability. This is not a document that the insurance company completes; it's for the organization to complete.

3. **Insurance:** All organizations, with the exception of school-related organizations listed in the Facilities Use Policy (5114), requesting the use of Metropolitan Nashville Public Schools facilities shall file a Certificate of Insurance with the Office of Building and Facility Use, 2601 Bransford Avenue, Nashville, TN 37204. The policy must name Metropolitan Government of Nashville and Davidson County as an additional insured for no less than One Million Dollars ($1,000,000) for the duration of the organization's use of the facility. Please mark "PUBLIC SCHOOL USE" on the certificate. A photocopy of the certificate of insurance must be attached to the Facilities Use form.

4. **Not-for-profit organizations**: If fees or admissions are involved, an IRS not-for-profit 501(c) (3) letter must be provided.

5. **Usage Fees**: A deposit is required for your usage of the facility prior to the event. That check or money order should be made out to Metro Nashville Public Schools. Once your request has received final **approval from the Facility Use Office**, you are then fully authorized to utilize the facility. An invoice for any remaining amount will be sent to you in from the MNPS Business Office detailing your remaining charges and fees (if applicable).
   (a) Custodian: there is a $30.00 per hour charge for custodial services outside normal Metro Schools Operating Hours for any event. You will be billed the amount of hours indicated on the request form. There is a minimum of a 4 hour charge.
   (b)Food Service: if you need coverage by the cafeteria staff, there is a $30.00 per hour charge.
   *****DO NOT pay the local school or district personnel directly for use of services and facilities, you must submit payment to the Business Office. *****
   Payments for invoices are due every 30 days. Invoices not paid within 60 days are subjected to be submitted to a Collection Agency and your usage will be terminated. You will be placed on the Do Not Rent List for non-payment.

6. **Notifications**: You will be notified of the status of your request via email from School Dude Messaging Center. All responses are handled via email. Please check your SPAM folder for messages as well. If you need to cancel your event, you must notify the Facility Use Office in writing at: facility.use@mnps.org in order to avoid being billed for usage. If we do not receive the notification billing will be assigned as the schedule indicates.