

**TO:** Outside Organizations Using Shelby County Public Schools Facilities

**RE:** Requirements for Use of Shelby County Public Schools Facilities by Outside Organizations

The Shelby County Schools Board of Education recognizes that public schools are public property and should be used for activities that will enhance the cultural, educational, and recreational opportunities in the community. As protection against undue liability, insurance requirements must be met by outside organizations using public schools. If fees or admissions are involved, an IRS not-for-profit 501(c)(3) letter must be provided.

The Shelby County Schools Business Office will invoice organizations. DO NOT pay the local school or district personnel for use of services and facilities. Additional information is needed to comply with these requirements before we can act on your request. Please provide the following:

- \_\_\_\_\_ Request Form
- \_\_\_\_\_ Hold Harmless Agreement (copy enclosed)
- \_\_\_\_\_ Copy of Certificate of Insurance (see requirements below)
- \_\_\_\_\_ Internal Revenue Service Letter 501(c)(3)

All organizations, with the exception of school-related organizations listed in the Facilities Use Policy #7005, requesting the use of Shelby County Public Schools facilities shall file a Certificate of Insurance with the Director of Facilities, Shelby County Schools, 160 S. Hollywood Street, Memphis, TN 28112, (901) 321-2215. The policy must name Shelby County Schools 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 this certificate of insurance must be attached to the Request for Use of Shelby County Public Schools Facilities form.

Return to the DIRECTOR OF FACILITIES, 160 S. Hollywood Street, Memphis, TN 38112. If you have any questions, please call (901) 321-2215. Forms may be faxed to (901) 321-2216.