



Use of Facility Guidelines

for Parent Volunteer Organizations

Every year, Parent Volunteer Organizations, such as PTA/PTSA, Booster Club(s), Alumni and/or Foundations are required to enter a Blanket Use of Facility agreement.

Your school is required to produce this for your principal's annual audit.

Blanket UoF agreements will be in effect for the duration of your COI (*Certificate of Insurance*). There is no charge for these agreements, once it has been approved by the district and will cover the following:

- ✓ Permission to use the school's name
- ✓ Fundraising efforts on behalf of the school

Per annual agreement, Parent Volunteer Organizations will be required to enter a separate use of facility (UoF) agreement for:

- ❖ **ANY/ALL** carnivals, fairs, and/or festivals no matter when they take place
- ❖ **Any** after-school programs sponsored by PTA/PTSA or Booster Club(s)
- ❖ **All** weekend, evening or events scheduled on non-student days

- Each reservation will serve as a separate UoF agreement for these events. Events must be submitted 30 days prior to planned event to provide time for verification of documents/information and approval process.

Note: PTA & Booster Clubs are waived of paying rental fees. However, these organizations are still required to cover the indirect costs that our district incurs associated with reservations, so the school/district does not incur these fees itself. These costs can include personnel OT, utilities when not in normal use and custodial supplies such as hand soap, toilet paper, paper towels, and other cleaning supplies used during their events, if applicable. Organizations cannot provide outside custodial supplies. Every reservation is evaluated on a case-by-case basis.

What your organization is responsible for:

- You will need to create an account in your organization's name if you have not already done so
 - *Note: PTA/PTSA name should match what they have registered with the FL PTA (example: B C Graham Elementary PTA)*
- Parent Volunteer Organizations are required to enter their request a minimum of 30 days prior to first date of use
- Organizations must be in compliance with parent organization and/or the IRS

You will need to upload the following documents:

- **Current/Valid Certificate of Insurance (COI)**
- **EIN and/or Tax exempt Certificate**

This document will be uploaded to the insurance section of the organizations account and must be in compliance with HCPS policies:

- The PTA/PTSA/Booster Club shall provide the school with proof of general liability insurance to cover all its activities at the Property with an amount of \$50,000 per accident and \$300,000 per occurrence
- Name on COI must match account name in Facilitron (*example: B C Graham Elementary PTA*)
- Must have HCPS listed as "Additionally Insured" and should read exactly as follows:
 - **Hillsborough County Public Schools**
901 E. Kennedy Blvd.
Tampa, FL. 33602

- Valid Tax exempt certificate or EIN # associated your organization's name**

This document will be uploaded to the "document" section and should be applied to "ALL" reservations. This document tells us that you are an active non-profit organization that is allowed to use the name of your parent organization PTA or School Booster Club.



Blanket Use of Facility Guide for Parent Volunteer Organizations

1. You will need a **digital copy of your certificate of insurance (COI)** and **ending date of the policy**.
2. Log into your parent volunteer organization account.
3. From your dashboard (a) or welcome screen (b) - **type your school's name** in the enter facility box and **select your school** from the listings in your city.

Dashboard

Payments
No Payment Required

Upcoming Events
No events found.
[Details](#)

Pending Requests
No Pending Requests

New Request
Freedom High |
Freedom High School, Oakley, CA
Freedom High School, Tampa, FL
Freedom High School, Orlando, FL
Freedom Middle School, Orlando, FL
Freedom Elementary School, Fort Wor
Freedom Elementary School, Bradentc
Freedom Elementary School, DeLand,

a.

Welcome screen

facilitron

Our Product Renting Facilities Resources Support Hi, Jackie

Level up your facility management game at F14! Apr 11 16-18, Los Gatos, CA [Learn More](#)

Find Your Space
What kind of space do you need?
freedom high |
Freedom High School, Oakley, CA
Freedom High School, Tampa, FL
Freedom High School, Orlando, FL
Freedom Middle School, Orlando, FL
Freedom Elementary School, Fort Worth, TX
Freedom Elementary School, Bradenton, FL

**Your Event. Your Space.
Find it on Facilitron.**

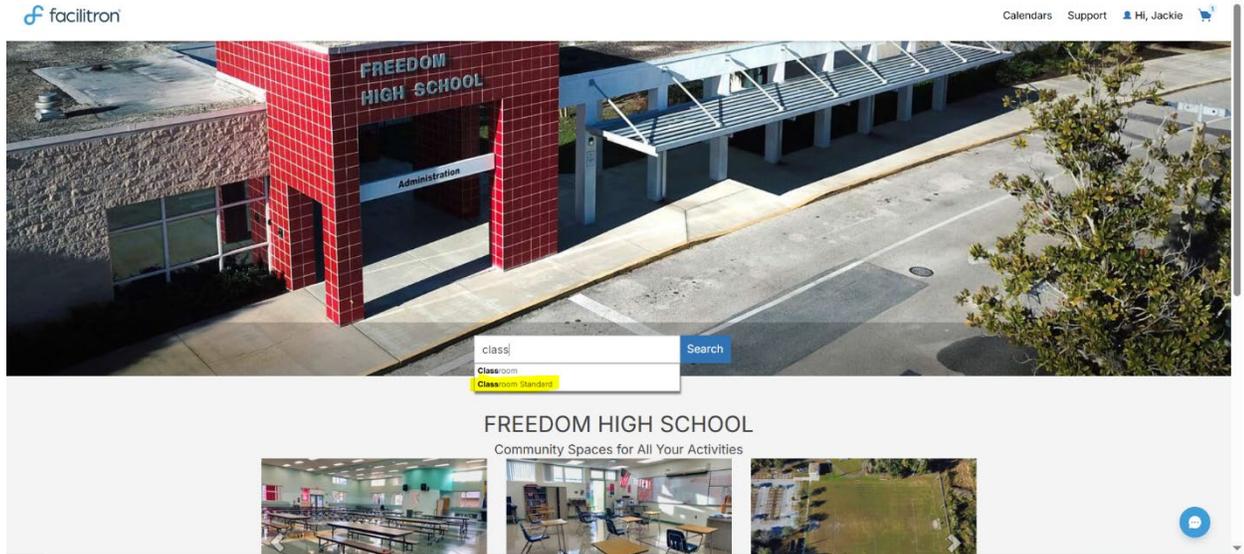
Connect with the ideal venue for your next event effortlessly on Facilitron – the world's largest public spaces rental marketplace.

b.

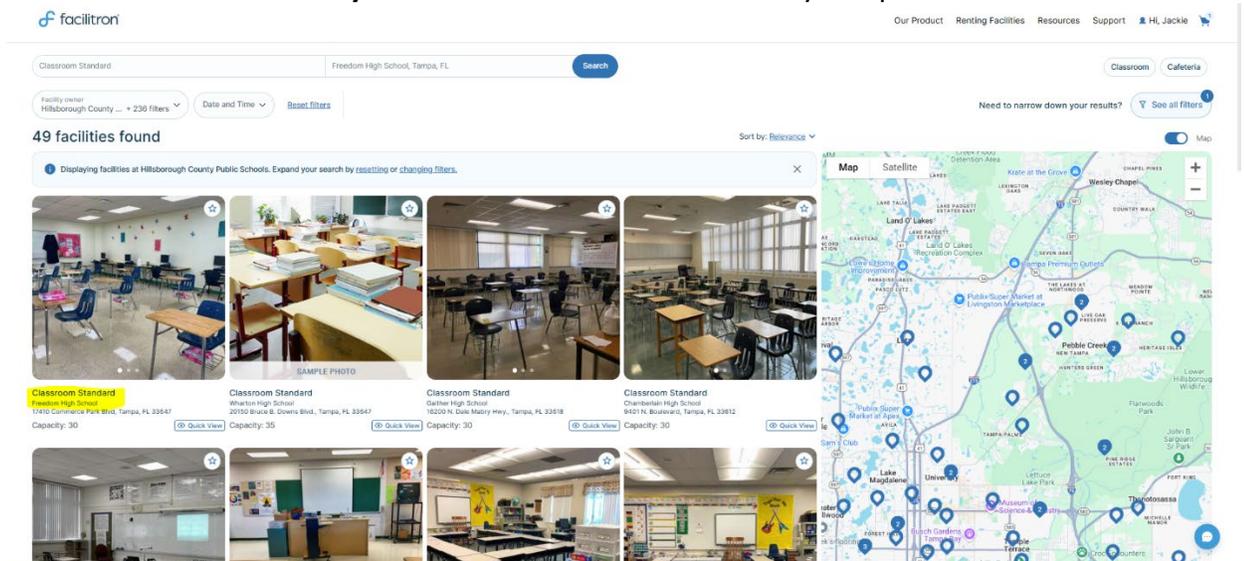


Blanket Use of Facility Guide for Parent Volunteer Organizations

- Once on your school's landing page, in the "search facility" box, **type classroom** and **select Standard Classroom**, then **click Search**.



- Select the standard classroom at your school. This should be the very 1st option listed.





Blanket Use of Facility Guide for Parent Volunteer Organizations

- Increase quantity of classrooms to 1, this will then allow you to choose the COI ending date on the calendar.

Classroom Standard

Freedom High School 17410 Commerce Park Blvd, Tampa, FL 33647 [See on map](#)

About this facility

- Description: Classrooms can be used for both traditional and non-traditional meeting and teaching programs. Classrooms have a whiteboard, a computer, and a projector for presentations.
- Capacity: 30 (*Capacity is provided by the venue owner)
- Rates: From \$74.77

Offered with the facility Additional fees may apply

- Comfort: Heat, AC, Tables/Chairs
- General: Handicap Access, Whiteboard, Parking
- Technology: Projector with Screen

Select your date & quantity (qty)

Qty of classrooms? (up to 75) - 1 +

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

a.

- Click on the month/year to scroll change the year and/or month, **select the date your COI expires** then **select any 30 min window of time available**. Then **click continue**.

Select your date & quantity (qty)

Qty of classrooms? (up to 75) - 1 +

2025

Jan Feb Mar

Apr May Jun

Jul Aug Sep

Oct Nov Dec

Open availability through 06/30/2026

More items in your cart

[More facilities at Freedom High School](#)

Select your date & quantity (qty)

Qty of classrooms? (up to 75) - 1 +

April 2026

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Open availability through 06/30/2026

Select start & end time

Saturday, Apr 04, 2026

Start time: 9:00 AM End time: 9:30 AM

6:00 AM 6:30 AM 7:00 AM 7:30 AM 8:00 AM 8:30 AM

9:00 AM 9:30 AM 10:00 AM 10:30 AM 11:00 AM 11:30 AM

12:00 PM 12:30 PM 1:00 PM 1:30 PM 2:00 PM 2:30 PM

3:00 PM 3:30 PM 4:00 PM 4:30 PM 5:00 PM 5:30 PM

6:00 PM 6:30 PM 7:00 PM 7:30 PM 8:00 PM 8:30 PM

9:00 PM 9:30 PM 10:00 PM 10:30 PM 11:00 PM

Adjust minutes Continue (30 min)

Remember to include set up and break down time

More items in your cart

a.



Blanket Use of Facility Guide for Parent Volunteer Organizations

8. Add 1 day to cart.



About this facility

Description Classrooms can be used for both traditional and non-traditional meeting and teaching programs. Classrooms have a whiteboard, a computer, and a projector for presentations.

Capacity 30
*Capacity is provided by the venue owner

Rates From \$74.77

Offered with the facility Additional fees may apply

Comfort	General	Technology
Heat	Handicap Access	Projector with Screen
AC	Whiteboard	
Tables/Chairs	Parking	

Services
*Some services may be required for a reservation and others may not be available for a given configuration

Other Classroom Utilities • Classroom Utilities (PTA) • Custodial Staff • Custodial Supplies • School Security • Site Supervisor

Possible uses

Education Class • Workshop

General Other (meeting, class, etc.)

Finalize selection ✕

Note: you can only use selected quantity (1) of classrooms

Quantity 1

Date Apr 04, 2026

Start & end time 9:00 AM - 9:30 AM (30m)

Repeat/Add days? Does not repeat

Add 1 day to cart

More items in your cart ▾

[More facilities at Freedom High School](#)

a.

9. Click “No Thanks” to additional facilities.

Classroom Standard

Freedom High School 17410 Commerce

About this facility

Description Classrooms can be used for both traditional and non-traditional meeting and teaching programs. Classrooms have a whiteboard, a computer, and a projector for presentations.

Capacity 30
*Capacity is provided by the venue owner

Rates From \$74.77

Offered with the facility Additional fees may apply

Comfort	General
Heat	Handicap Access
AC	Whiteboard
Tables/Chairs	Parking

Services
*Some services may be required for a reservation and others may not be available for a given configuration

Other Classroom Utilities • Classroom Utilities (PTA) • Custodial Staff • Custodial Supplies • School Security • Site Supervisor

Possible uses

Education Class • Workshop

General Other (meeting, class, etc.)

Need more facilities for the same dates and time you've just added?

Practice Field

Field - Practice 1 Field - Practice 2

Baseball Field

Field - Baseball

Softball Field

Field - Softball

Football Field

Field - Football (Turf)

Tennis Court

Tennis Courts

Parking Lot

Parking Lot - Athletics Parking Lot 1 Parking Lot 2

Gym

Gym

Cafeteria

Cafeteria

Library

Library

Theater

No, thanks Add to cart

Finalize selection ✕

Note: you can only use selected quantity (1) of classrooms

Quantity 1

Date Apr 04, 2026

Start & end time 9:00 AM - 9:30 AM (30m)

Repeat/Add days? Does not repeat

Add 1 day to cart

Booking summary ▾

More items in your cart ▾

[More facilities at Freedom High School](#)

a.



Blanket Use of Facility Guide for Parent Volunteer Organizations

10. Click Check Out.



About this facility

- Description** Classrooms can be used for both traditional and non-traditional meeting and teaching programs. Classrooms have a whiteboard, a computer, and a projector for presentations.
- Capacity** 30
*Capacity is provided by the venue owner
- Rates** From \$74.77

Offered with the facility Additional fees may apply

Comfort	General	Technology
Heat	Handicap Access	Projector with Screen
AC	Whiteboard	

Booking summary

Classroom Standard (Qty: 1)
Sat, Apr 04, 2026; 9:00 AM - 9:30 AM

More items in your cart ▼

[More facilities at Freedom High School](#)

a.

11. Name event **Blanket Use of Facility** and complete facility use questionnaire as it is below, then click Continue.

Step 1 out of 3

Event Information

Event at Freedom High School
Email of Person or Organization Booking Event:
jacqueline.thoms@hcps.net

Parent Volunteer Organization ▼

Blanket Use of Facility

Other (meeting, class, etc.) ▼ 25

What are the hours of your event/rehearsal (excluding any setup time)?
Enter Your Answer
N/A

Is this a school-oriented (PTA/PTSA/Booster Club) Activity? If yes, please describe which organization. Otherwise, please enter N/A.
Enter Your Answer
Yes PTA

Is this a government-sponsored activity?

Effective June 15, 2016 to June 14, 2022, the following local governments are participants in the joint use of recreational facilities. The following organizations qualify for use: Hillsborough County, City of Plant City, City of Tampa, City of Temple Terrace.

HCPS will make available property, specifying the location, and scheduled times for use of the property. No rental fee will be charged by HCPS. However, HCPS will charge for all direct costs associated with the use of the Property including but not limited to, staffing (including overtime at current established rates), and materials and/or supplies associated with use.

Applicable fees: a) Restroom fees: User will pay HCPS for restroom supplies at game facilities. HCPS will keep their restroom facilities open for games throughout the season. There will be no restroom fee at practice facilities and b) Facility: User will pay HCPS to have a staff member open and close facility for approved events.

Nothing herein is intended to serve as a waiver of sovereign immunity as provided by s. 768.28, Florida Statutes, by any agency or political subdivision to which sovereign immunity may be applicable.

In the event of any conflict between this Agreement for the Use of Facilities and the General Cooperative Agreement, the General Cooperative Agreement will prevail.

If Yes, please describe which local government that you are associated with (Hillsborough County, City of Plant City, City of Tampa, City of Temple Terrace). Otherwise, please enter N/A.
Enter Your Answer
No

Is this a personal/private business activity? Yes No

Reservation details

SAMPLE PHOTO

Classroom Standard
Sat, Apr 04, 2026 | 9:00 AM - 9:30 AM

My dates and times are flexible ?

a.



Blanket Use of Facility Guide for Parent Volunteer Organizations

12. Click continue (No need to add additional services).

Step 2 out of 3

Insurance & Services

Blanket Use of Facility

Room 107 - Classroom Sat, Apr 04, 2026; 9:00 AM - 9:30 AM

Event Insurance

This facility requires event liability insurance. [View insurance requirements.](#)

Event Insurance Protection

Please note that **you will need to obtain and upload a Certificate of Insurance** that satisfies the requirements above prior to your first event date. You can purchase insurance from your provider of choice. Once purchased, you can upload a PDF of your certificate of insurance for verification.

Optional Services & Equipment

Options selected below apply to all days in the reservation. Prices shown are the totals (per unit) for all uses.

School Security \$102.00

Reservation details



SAMPLE PHOTO

Custodial Staff	\$112.00
Custodial Supplies	\$53.27
Site Supervisor	\$200.00
Classroom Utilities	\$28.00
Room 107 - Classroom	\$74.77

My dates and times are flexible

[Continue](#)

This is the best estimate based on the provided information.
IMPORTANT: All requests must be approved by Hillsborough County Public Schools | Freedom High School and all payment and insurance requirements (if any) must be satisfied before the user is granted authorization to use facilities. It is recommended that users review the terms and conditions for facility use and be able to provide the use permit (available from your reservation) at the time of your event.

a.

13. Agree to Terms & Agreements, then Submit.

Terms & Conditions ×

Hillsborough County Public Schools (HCPS)

Agreement for the Use of District Facilities Information

Policy 7510 Reference

The Board believes that the grounds and facilities of the district should be made available for community purposes provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this district. Full use of these facilities for educational, civic, cultural, recreational, artistic, or charitable programs is encouraged by the Board with appropriate compensation to the Board associated with use. The Board will permit the use of district grounds and facilities, when such *permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

Use by School-Oriented Organizations and Groups

- There shall be no charge for use of school facilities and

Print or download the terms [here](#)

I agree to the terms, Facilitron's [Terms of Service](#), and [Privacy Policy](#)

[Submit](#)

a.



Blanket Use of Facility Guide for Parent Volunteer Organizations

14. Choose “pay by mail” to temporarily bypass the payment process, then **select Submit**
- Note: After the school accepts your request and your information is validated by Facilitron, fees will be removed when the permit is issued.

Step 3 out of 3
Payment

Payment Method

Card

eCheck

PayPal

By Mail

To pay by check or money order:

- Please make your check or money order payable to Facilitron
Facilitron, Inc. is the authorized processor of all payments for this transaction
- Include printout of the confirmation email or write the order number from the confirmation email on your check.
- Mail to: Facilitron - Requests, PO Box 1935, Los Gatos, CA 95031-1935.

Blanket Use of Facility
Attendance: 25
Freedom High School
Requested By: Jackie's Test External Renter Quotes Account (Jackie Thoms)
Classroom Standard Sat, Apr 04, 2026 9:00 AM - 9:30 AM

Reservation details

SAMPLE PHOTO

Classroom Utilities	\$28.00
Custodial Staff	\$112.00
Custodial Supplies	\$53.27
Room 107 - Classroom	\$74.77
Sales Tax 1/1/25	\$30.42
Site Supervisor	\$200.00
Subtotal	\$498.46

Pay Now **\$498.46**

My dates and times are flexible

Submit

Helpful Links:
[Why am I being charged these rates/fees?](#)

15. Confirmation page ~ Almost Done!

Take note of the “Request No.” If you have questions that will be needed to find your specific request.

Your request has been submitted
You will receive a confirmation email. [Print](#) this page for your records

Request No. JXKD3W9NG9H4

Blanket Use of Facility
Attendance: 25
Hillsborough County Public Schools | Freedom High School
Requested By: Parent Volunteer Organization (Jackie Thoms)
Classroom Standard Sat, Apr 4, 2026; 9:00 AM - 9:30 AM

Enter instruction and comments here...

Submit
You can also submit additional instructions later.

You may attach supporting documents
This reservation requires event liability insurance

Certificate of Insurance ▼

Select a file to upload (PDF, PNG, JPEG, etc.)

Choose file
No file chosen

Upload

Your request is now awaiting approval
Once your request is approved, you will receive an email notification with finalized pricing. Please note that it may take **several business days** to review and respond to this request.

SAMPLE PHOTO

Reservation Details

Custodial Supplies	\$53.27
Site Supervisor	\$200.00
Custodial Staff	\$112.00
Classroom Utilities	\$28.00
Room 107 - Classroom	\$74.77
Sales Tax 1/1/25	\$30.42
Total	\$498.46

Continue Shopping

This is the best estimate based on the provided information.
IMPORTANT: This request has to be approved by **Hillsborough County Public Schools | Freedom High School** and all payment and insurance requirements must be satisfied before you are authorized to use the facilities.

Helpful Links
[When will my reservation be approved?](#)
[How do I send in my insurance certificate?](#)
[How can I pay for my reservation?](#)
[What if I need to make changes to my reservation?](#)
[View more](#)

a.

Next up – Insurance requirements

Facilitron 24/7 helpline: 1-800-272-2962, [Facilitron Webinar Registration](#) - offered bi-weekly
Online tutorials and helpful FAQ visit: [Facility Owner/Administrator Solutions](#) : [Facilitron Helpdesk](#)



Blanket Use of Facility Guide for Parent Volunteer Organizations

COI Sample: Parent Volunteer groups policy requirements: Liability coverage at the Property with a minimum amount of \$50,000 per accident and \$300,000 per occurrence.

ACORD **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY) 06/05/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
First Commercial Insurance Agency
P.O. Box 295
Cassadaga FL 32706

CONTACT NAME: Tony Cannizzaro
PHONE (A/C, No., Ext.): (386) 775-1781 **FAX (A/C, No.):** (386) 775-3666
E-MAIL ADDRESS: insuranceguy@cfl.rr.com

INSURER(S) AFFORDING COVERAGE
INSURER A: ZODIAC INSURANCE COMPANY

INSURED
A Party 2 Remember LLC
11102 Bridgecreek Drive
Riverview FL 33569

COVERAGES **CERTIFICATE NUMBER:** USP243794 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED. RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			ZIS255897	06/10/2018	06/10/2019	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Hillsborough County Schools is an additional insured with respect to general liability.

CERTIFICATE HOLDER
Hillsborough County Public Schools
901 East Kennedy Boulevard
Tampa FL 33602

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE
Anthony Cannizzaro

Must be completed and include DBA if applicable

X - Indicates additional insured

SAMPLE ONLY
Policy expiration date must be a future date

SAMPLE ONLY
Insurance limits may vary

Must contain this statement and/or marked with an X in the box above

HCPS including address must appear as certificate



Blanket Use of Facility Guide for Parent Volunteer Organizations

16. **Upload your Insurance** - You can upload your COI from this confirmation page (a), the request management page (b) or from your dashboard (c).

You may attach supporting documents
This reservation requires event liability insurance

Certificate of Insurance

Select a file to upload (PDF, PNG, JPEG, JPG, etc.)

Choose file COI Sample AIM Certificate of Insurance.pdf

Upload

a.

Click Go to Request Management Page

Your request is now awaiting approval

Once your request is approved, you will receive an email notification with finalized pricing. Please note that it may take **several business days** to review and respond to this request.

Manage your request

You can view and manage your request from the Request Management Page on your dashboard, where you can also:

- View request details and pricing
- Share event calendars (after approval)
- Submit additional instructions and requests
- Upload proof of insurance and other documents
- Make payments (after approval)
- Retrieve permit (after approval)

Go to Request Management Page

Classroom Utilities	\$28.00
Room 107 - Classroom	\$74.77
Sales Tax 1/1/25	\$30.42
Total	\$498.46

Continue Shopping -

This is the best estimate based on the provided information.

IMPORTANT: This request has to be approved by Hillsborough County Public Schools | Freedom High School and all payment and insurance requirements must be satisfied before you are authorized to use the facilities.

Helpful Links

- When will my reservation be approved?
 - How do I send in my insurance certificate?
 - How can I pay for my reservation?
 - What if I need to make changes to my reservation?
- View more

b.

Navigate to insurance section (left column, 4th box down) click **Upload...** to choose file.

Insurance:

Renter-Provided | Completed *Auto

Upload Certificate

Newest First

c. **Dashboard - Select Insurance tab** from left menu pane – then in upper right corner Insurance: **select Upload.**

Note: Terms lists policy requirements this will only appear if you have no policy uploaded, your policy was not able to be auto verified and needs to be viewed by a team member to manually verify or if it's invalid.

facilitron S&R Parent Volunteer Organization

Insurance Certificates

04/11/2025	Hillsborough County Public Schools	Pending Verification	View Certificate
04/11/2025	Hillsborough County Public Schools	10/22/2024 - 10/22/2025	View Certificate

Pending Verification

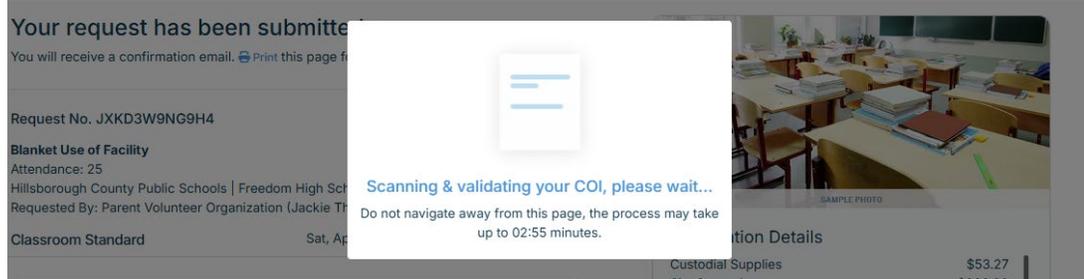
Freedom High School	Blanket Use of Facility	04/04/2026	Insurance: Terms Upload
JXXC3W9N63H4			

Next Up – COI auto verification and correction notifications



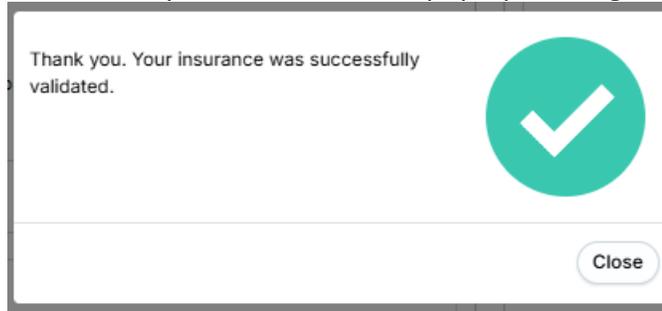
Blanket Use of Facility Guide for Parent Volunteer Organizations

17. Once you upload your COI the system will attempt to auto verify the document.



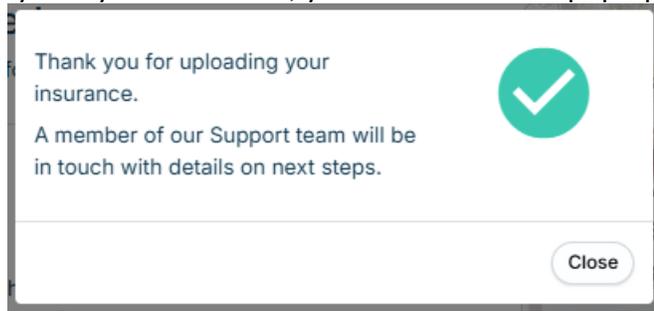
a.

18. If your **COI is valid**, you will receive this pop-up message: 😊



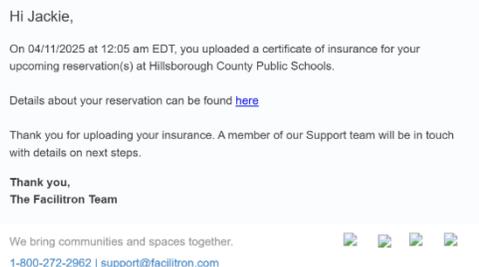
a.

19. If your document was not able to be auto verified and must be reviewed by a team member to manually verify or it is invalid, you will receive this pop-up message: 😞



a.

20. If your insurance was not able to be verified automatically and must be manually reviewed by a team member you will receive this email until they review and respond.



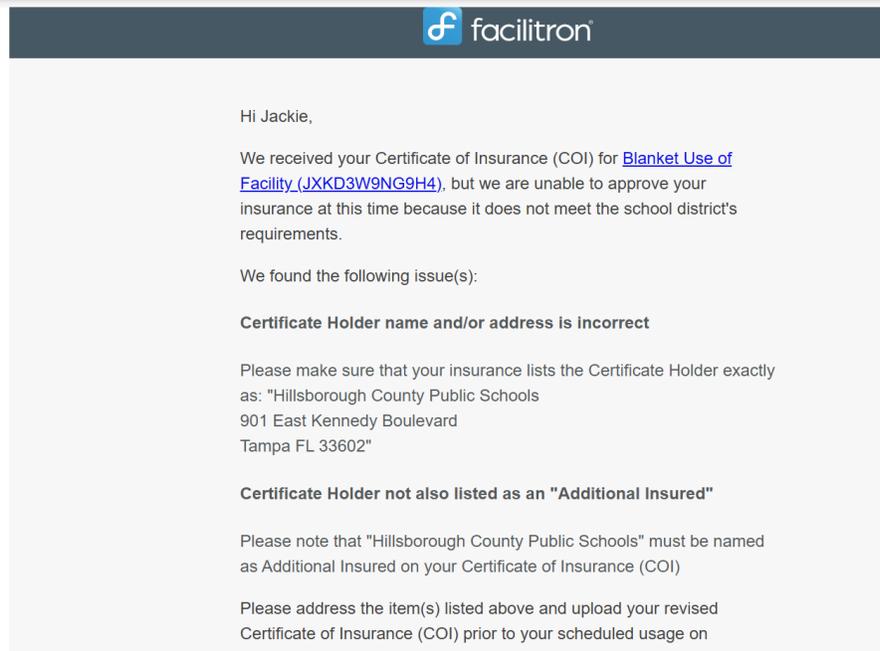
a.



Blanket Use of Facility Guide for Parent Volunteer Organizations

21. If your COI is invalid, you will receive an email listing the corrections that must be made.

Invalid insurance. Please update immediately for Blanket Use of Facility



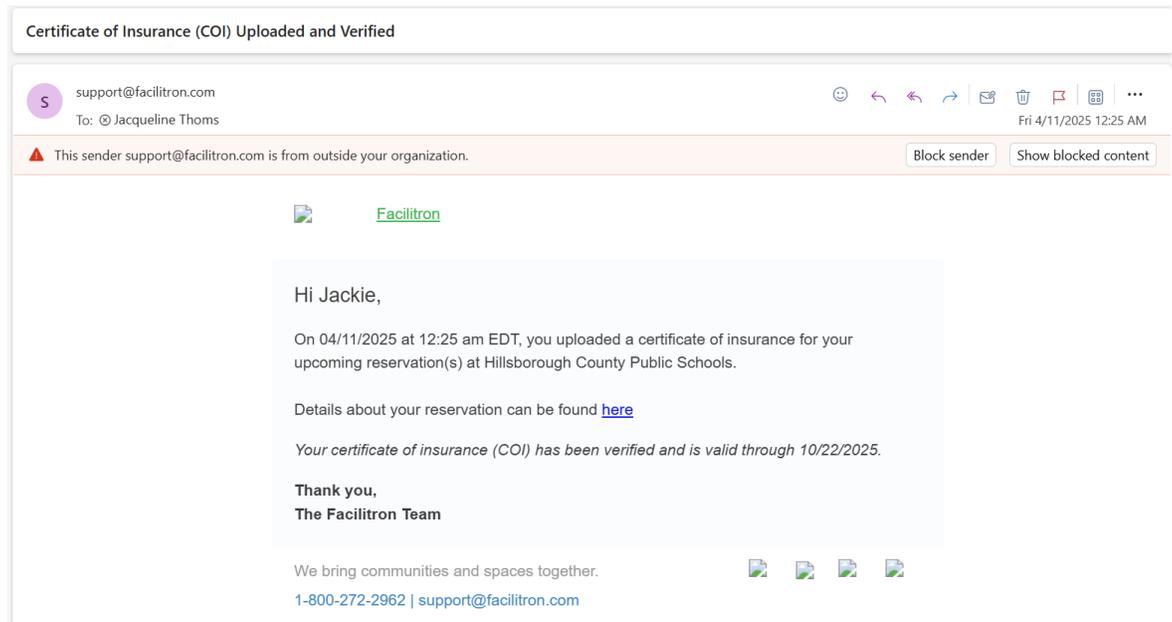
a.

Possible Mistakes	How to Fix
Wrong Document Type – Usually when you upload your policy receipt containing your payment and the full policy details. If your policy you are uploading is more than 2 pages, it is most likely the incorrect document.	Ask your insurance provider to supply you with your Certificate of Insurance with the additionally insured endorsement.
Insured Name incorrect	Have your insurance carrier change insured name in the upper section of the certificate to your organizations name
Certificate Holder information missing or incorrect. This must be listed as our district's name and home office address	Have your insurance carrier change Certificate Holder's name in the lower left section of the certificate to Hillsborough County Public Schools 901 E. Kennedy Blvd. Tampa, FL. 33602
Additional Insured Endorsement missing. Certificate must say "HCPS is additionally insured...) in the Description of Operation box or have a separate additionally insured endorsement page	Have your insurance carrier add Hillsborough County Public Schools as additionally insured to your policy
Missing Signature	Have your insurance carrier provide a signed (by the insurance agent) document back to you
Insurance expires before event starts/ends	Check your dates on your request and/or COI



Blanket Use of Facility Guide for Parent Volunteer Organizations

22. Once corrects have all successfully made you will receive this email:



23. Now the school must accept your request

24. Once the school accepts, your request it will be moved to the next approval process where the following will be reviewed:

- a. Any documents uploaded, COI not auto verified, 501-C Tax exemptions etc.
- b. IRS and/or parent organization compliance
- c. Any notes in the comment section from school are addressed
- d. Your Blanket Use of Facility agreement will be made audit ready for your school

25. A permit will be issued 😊

- a. Note: If at any time the district is notified that your unit/organization is out of compliance with your parent organization your permit will be suspended or revoked until all compliance has been satisfied. You will be notified via email from no-reply@facilitron.com if this happens.

26. You will be required to complete this process each year when you renew your COI.

Thank you!



Hillsborough County Council PTA/PTSA Resources

How to contact Hillsborough County Council PTA/PTSA for concerns of compliance or have other questions regarding by-laws, board officers, membership, 990's, 501-C or other IRS questions? Reach out to Hillsborough County Council PTA/PTSA.

Below are the HCC PTA/PTSA Officer Emails

president@hccptapsa.org

vptraining@hccptapsa.org

treasurer@hccptapsa.org

vpareas@hccptapsa.org

HCC PTA/PTSA Homepage: <https://www.hccptapsa.org>

Compliance Checklist: <https://www.hccptapsa.org/compliance-checklist>

Training Resources: <https://www.hccptapsa.org/pta/ptsa%20training%20resources>

FL PTA Kit of Materials: <https://www.hccptapsa.org/kit-of-materials>

PTA Facilitron Instructions: <https://www.hccptapsa.org/facilitron>

New or Restarting Unit: <https://www.hccptapsa.org/new-or-restart-unit>

New/Returning Officers Form: <https://www.floridapta.org/new-or-returning-officers-form/>

PTA Meeting Rules: <https://www.hccptapsa.org/pta-meeting-rules>

Find Your PTA Unit's Status: <https://www.floridapta.org/find-your-local-pta/>

HCC PTA/PTSA Calendar: <https://www.hccptapsa.org/events>

Membership: <https://www.hccptapsa.org/membership>

Principal Resources: <https://www.hccptapsa.org/principal-resources>

Contact Us: <https://www.hccptapsa.org/community-happenings>