



# VANCE COUNTY SCHOOLS

## FACILITY RENTALS

We are excited that you are interested in facility rentals with Vance County Schools. Attached you will find information about the rental process including the application, fee listing, and regulations. Completed applications and the security deposit should be turned in together, a minimum of three weeks prior to the event. Once the event is confirmed, we will contact the applicant informing them of approval. The liability form and rental fees should be turned in no later than 7 business days prior to the event.

- Completed Rental Application (due 3 weeks prior to the event)
- \$100 Security Deposit (due at the time of application; 3 weeks prior to the event)
- Certificate of Insurance (due at least 7 business days before the event)
- Rental Fees (due at least 7 business days before the event)

Note: Certificate of Insurance - All user groups, except school-sponsored groups, must furnish a certificate of insurance for general liability coverage with a total limit coverage of \$1,000,000 for each claim made.

Note: Security Deposits will be refunded within 30 days of the event date.

**FACILITY USE APPLICATION**

Date of Event: \_\_\_/\_\_\_/\_\_\_

Requested School: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Requested Location: \_\_\_\_\_

Reoccurring Event:  No  Yes - List Dates: \_\_\_\_\_

Name of your Organization: \_\_\_\_\_

Event Title/Details/Purpose: \_\_\_\_\_

for profit  personal \_\_\_\_\_  non-profit (nonprofit ID#: \_\_\_\_\_)

Two Organization Contact Names: (required / refer to Rule #3)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Adults \_\_\_\_\_ Children

Food being served?  Anything being sold?  Describe: \_\_\_\_\_

Amount you are charging for admission? \_\_\_\_\_

\_\_\_\_\_ I have read and agree to abide by the rules and regulations.

\_\_\_\_\_ I understand the structure of this agreement is intended to define this activity as one "for other than school purposes" in accordance with the provisions of G.S. 115C-524(b). Per said statute, "No liability shall attach to any board of education, individually or collectively, for personal injury suffered by reason of the use of such school property pursuant to such agreements."

\_\_\_\_\_ I understand I must have a "Certificate of Liability Insurance" on file 7 business days before the event.

\_\_\_\_\_ I understand I must pay the balance due 7 days before the event.

\_\_\_\_\_ I understand the event will be cancelled if payment and liability forms are not on file by the deadline.

\_\_\_\_\_ I understand, upon confirmation of the event, security requirements will be determined.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature of Applicant

Date

Security Deposit: If no damages, the security deposit will be mailed within 30 days of the event. List the mailing address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**FACILITY USE APPLICATION**

**For Office Use only:**

Date Application Received: \_\_\_ / \_\_\_ / \_\_\_ by \_\_\_\_\_

Security Deposit Received: \_\_\_ / \_\_\_ / \_\_\_ by \_\_\_\_\_

Event Entered into facility database on \_\_\_ / \_\_\_ / \_\_\_ by \_\_\_\_\_

School Contact Made/Date: \_\_\_\_\_

Personnel Assigned: \_\_\_\_\_

Fee Calculations	Rate/Hr	Event Hours	Total
Rental Fee	\$___/Hr	_____	\$_____
Custodial Fee	\$20 / Hr	_____	\$_____
Custodial Open/Close Fee	\$20	1.5 hrs	\$30
Security Deposit			\$100
Other Fees			
<b>Total</b>			<b>\$_____</b>

Security Personnel Needed? \_\_\_\_\_

Date Event Confirmed with Lessee: \_\_\_ / \_\_\_ / \_\_\_ via \_\_\_\_\_ by \_\_\_\_\_

**Lessee Information Received:**

\_\_\_\_\_ Facility Total paid on \_\_\_ / \_\_\_ / \_\_\_ by \_\_\_\_\_

\_\_\_\_\_ Certificate of Insurance Received on \_\_\_ / \_\_\_ / \_\_\_ by \_\_\_\_\_

**Documents sent to School:**

- \_\_\_ Extra Duty Form
- \_\_\_ Event Information Sheet
- \_\_\_ Facility Usage Check List

**Documents returned from school after event:**

- \_\_\_ Extra Duty Form
- \_\_\_ Facility Usage Check List

Sent by: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Security Deposit returned? \_\_\_\_\_

## Rules & Regulations

Any request for the use of school facilities will be dealt with on an individual basis. Performances with vulgarity or obscene language are strictly prohibited. Offer forward to should be consistent with the best interest of the schools.

1. The Board of Education maintains no liability insurance in regard to tort claims for injury or damage arising from use of its property and, accordingly, maintains its legal immunity against any and all such claims. In the event the Board of Education shall be made party to any legal proceedings as a results of a claim, injury or damage arising from use of its property, the lessee of school property agrees that he will indemnify and forever hold harmless the Vance County Board of Education on account of any expenses incurred or losses suffered by it, including but not limited to, judgements and counsel fees.
2. In the event property loss is incurred as a result of the use of the facility by an outside group, the amount of damage shall be decided by the principal and director of maintenance and charged to the outside group.
3. It is the responsibility of the applicant to assure that the designated person in charge be present at all times during the facilities use.
4. North Carolina state law prohibits the use of alcoholic beverages or other controlled drugs on school property.
5. Vance County Schools facilities will not be rented for any activity involving gambling
6. Tobacco use and vaping is not permitted in school buildings or on school grounds.
7. Only temporary signs or banners may be posted during the event and must be removed at the conclusion of the event.
8. Use of schools may be cancelled when schools must be closed due to inclement weather or other conditions. The lessee should contact the Public Information office regarding the availability of the facility. In case of ice or snow, Vance County Schools is not responsible for clearing sidewalks.
9. Police protection, if determined as necessary by the principal, must be provided by the leasing organization.
10. The principal must approve any rearranging of school furniture.
11. All programs must cease by 10:30 PM. The facility must be restored to its original state and the premises vacated by midnight.
12. Contracts are non-transferable. Cancellations must be made at least 48 hours prior to the event or the fee will not be refunded.
13. Any user who abuses the privilege shall have the privilege revoked.
14. Buildings may be opened and closed only by assigned employees of the school system or individuals approved by the building principal.
15. Food consumption or sales must have prior approval. No food or drink sales are allowed except in specific areas designated by the principal.
16. All persons playing sports in the gymnasium must wear gym shoes.
17. The applicant must be a citizen of Vance County.
18. Schools may not be rented for dances.
19. The use of school facilities by outside organizations should in no way restrict or limit the normal instructional program carried on during regular school hours. Further, the use of any school equipment is specifically prohibited without prior approval from the principal.
20. In addition to program dates, rental fees are also required for any practice dates.
21. All fees must be paid by the due date listed on the front of the application. If the lessee's fees are not paid by the due date, the application automatically will be canceled. Checks are to be made payable to Vance County Schools.
22. Any extra time are services required of the custodian not included in the building use application will require additional payment be made to Vance County schools.
23. All exits must be open and clear when the building is in use.
24. If using stage equipment, must be approved by the custodial supervisor prior to the use of the building.
25. The preparation of food in school kitchens and the use of kitchen equipment is prohibited. The rental of the cafeteria may require the supervision of an approved child nutrition department employee as determined by the building principal.
26. The sponsoring organization is responsible for making sure vehicles use designated parking areas only. In the event of damage to turf or track or the athletic equipment, such as goals and track equipment, the sponsoring organization shall be held liable.
27. The superintendent shall have the authority to approve the use of school facilities as alternate assembly sites for United States in North Carolina military organizations.

## **FACILITY USE APPLICATION**

28. All facilities are rented "as is".
29. All local, state and federal building and safety codes are applicable to all facility rentals and their provisions must be adhered to. Anyone applying to rent a Vance County Schools facility who may have questions about building and safety codes should contact the safety officer for Vance County schools at 438-4085 or the Vance County code enforcement department at 492-4702 prior to the date of the event.
30. School facilities will not be rented to non-school groups during designated holidays for the school system.
31. A \$100 security deposit is required for all non-school related groups on all rentals at all locations.
32. Personnel charge (custodians, child nutrition, etc) is \$20 per hour. There is an additional 1.5 hrs paid by the lessee to cover opening, cleaning and closing the facility.
33. If security detail is required, lessee will be required to coordinate for a sworn, uniformed Vance County officer, providing proof to Vance County Schools.
34. All user groups, except school-sponsored groups, must furnish a certificate of insurance for general liability coverage with a total limit coverage of \$1,000,000 for each claim made.

## Facility Rental Fee Schedule

Facility	Non-Profit Rate/Hr (Includes Utilities)	For-Profit Rate/Hr. (Includes Utilities)	Utilities/Hr (No Rental Rates Apply)
Auditorium: EM Rollins	\$50	\$90	\$25
Gymnasium: VCMS/VCHS	\$50	\$90	\$25
Multipurpose Room: Elementary Schools	\$40	\$65	\$25
Cafeteria (no kitchen or food prep area access)	\$40	\$65	\$25
Athletic Fields/Tracks	Each rental based upon independent review/contract.		

### Classification of Charges for Facility Use

**Vance County Schools** use: no charge except for personnel as required by the principal (PTA, Clubs, etc). Security deposit waived.

**Citizen groups open to the public:** no charge except for personnel as required by the principal when meeting during regular school hours as available. Charge for utilities when use occurs outside of regular school hours. Security deposit required.

**Non-profit groups whose primary focus is to enhance school programs:** no charge except for personnel as required by the principal. Example: booster clubs, PAGE. Security deposit waived.

**Non-profit groups whose participants are Vance County School-age children:** charge for personnel and utilities if meeting after normally scheduled facility hours. Example: scouts, non-curriculum groups. Security deposit waived.

**Businesses participating in partnership programs:** no charge with meeting during regular school hours as available. Charge for personnel and utilities when use occurs outside of regular school hours. Security deposit waived.

**Other government agency use:** charge for personnel as required by the principal and utility fees. Example: DOT hearings. Security deposit waived.

**Nonprofit groups, family functions:** charge for personnel as required by the principal and nonprofit rental fees. Example: church groups, civic groups, fraternal organizations, weddings, reunions, receptions, dinners. Security deposit required.

**For profit groups:** charge for personnel as required by the principal and for-profit rental fees groups without specific nonprofit status charging admission to an event. Security deposit required.

**Professional/semi professional sports organizations:** charge for personnel as required by the principal and for-profit rental fees. Security deposit required.

**Funerals:** all request must originate from the funeral home/service in charge of arrangements. Only the auditorium at EM Rollins Elementary School is available. A \$400 facility fee will be charged. Facility use will be for a maximum of four hours. Charge for personnel. Security deposit required. The renter will provide security personnel, and the school system has the right to determine the number of security personnel needed. Request for funerals for current school staff members and students will be dealt with on an individual basis.

**Election Usage:** no charge