DARE COUNTY SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES
Please read front and back of this form. Fill out the form completely.

Name of Organization: ____________________________________________

Requestor Name: (Print) __________________________________________

Address: _______________________________________________________
Phone: __________________________

City: __________________________ State: __________ Zip Code: __________

E-mail address: __________________________ Is this a For-Profit Organization? Yes ___ No ___

Facility requested (Name of school): ________________________________

Specific area requested (please list all) ___ Auditorium ___ Gymnasium ___ Cafeteria ___ Parking area only
___ Baseball field ___ Football field ___ Softball field ___ Soccer field ___ Ball field lights: Yes ___ No ___

Other areas / rooms desired: _______________________________________

Requested Start Date: _______ Day: Su M T W T F S End Date: _______ Day: Su M T W T F S

From: ______ AM / PM To: ______ AM / PM

Total Number of Days: _______ Total Number of Hours Per Day: __________

Will additional time be needed for set-up/take-down of equipment or cleanup? Yes ___ No ___ How long _____

Special Equipment Requested: ___ Sound system ___ Lighting system ___ Other (list below)

_________________________________________________________________

Describe the event that will take place: ________________________________

Number of people anticipated for the event: __________________________

Are you charging a fee for this event? Yes ___ No ___ If so, how much? ________

STATEMENT OF FINANCIAL LIABILITY: The Authorized Agent / User hereby agrees to be responsible for payment of all fees assessed for the use of, and fees for damages assessed as a result of, the requested facility use. Proof of liability insurance, if required, shall be provided with this application.

X __________________________
Signature of Authorized Agent or User __________________________
Date

Requestors must read and sign the Agreement on the back of this page.

NOTICE:
NO ALCOHOLIC BEVERAGES OR TOBACCO PRODUCTS ALLOWED ON PREMISES

Regulation 5035-R
DARE COUNTY SCHOOLS
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Please read front and back of this form. Fill out the form completely.

AGREEMENT

Section 115C-524 of the General Statutes of North Carolina, provides, in pertinent part, that no liability shall attach to any Board of Education individually or collectively for personal injury suffered by reason of the use of school property under a facilities use agreement. It is understood and agreed by and between the parties of this contract that under the doctrine of governmental immunity and said statute, the Dare County Board of Education is exempt from any and all liability for any damage or injury to person or property caused by or resulting from any cause or happening whatsoever. It is further understood and agreed by and between the parties of this contract that the user of school facilities shall have full and complete responsibility for the proper care and use of such facilities and shall be liable to the Dare County Board of Education for any damages to such school facilities resulting from any action of the user or the user’s agent, employees, members or invitees during the period of use of such school facilities by the users as approved by the Dare County Board of Education. The user of school facilities under and pursuant to the terms of this contract hereby agrees to indemnify and hold the Dare County Board of Education harmless on account of any property damage or personal injury resulting from the use of said school facilities by user except to the extent otherwise provided by law. It is understood that upon the signing of this contract, all parties involved in stated organization have read, understood and agreed to adhere to the policy entitled “Use of School Facilities.” It is further understood and agreed that the organization or individual is responsible for the fees and charges as stated and will be responsible to pay for any damages that may occur during use of the facility.

A damage deposit and/or a certificate of insurance sufficient to protect the board’s property and interest may be required prior to use of the facility in accordance with policy #5035. Should such a deposit or insurance certificate be required, the undersigned agrees to provide the full deposit amount or proof of insurance with the completed application for use, prior to use of the facility.

Users of all Dare County Board of Education facilities are prohibited from advertising an event to be held on school property prior to receipt of written approval by Dare County Schools.

I have read, understand and agree to the information provided above:

Name: (Print) __________________________________________

Signature: __________________________________________ Date: __________

For School Use Only

The use of this facility/equipment at the time and date requested ............... (WILL) ............... (WILL NOT) interfere with any school program or prior commitment. I do hereby ............... (DISAPPROVE) ............... (APPROVE) this application. A signed copy of the Use Rider for Sound and Lighting Systems...[IS] .................. (IS NOT) attached.

______________________________
School Principal or other authorized agent
Please print and Sign

Date

FEES: Supervision: ________
Facility: ________
Other: ________
TOTAL: ________

NOTICE:
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Regulation 5035-R
Use of Sound and Lighting Systems

Only authorized persons are allowed to operate the sound and lighting equipment in the auditoriums of Dare County Schools. Each school has appointed a supervisor who is knowledgeable and trained in the use of sound and lighting systems. This supervisor must be present to oversee the use of this equipment. He/She must also approve use by all persons using the equipment. Only authorized persons are allowed in the control booth.

When use of this equipment is authorized, the following steps must be followed and a copy of this signed form must accompany approved facility use request forms.

1.) Inspect the equipment for existing damage.
2.) Report the condition to the administration or staff prior to your use.
3.) You may not use the equipment before you and the staff member agree on the existing condition.
4.) Any and all persons who enter the control booth and/or use the equipment must have approval from the administration at the school.
5.) The user/organization shall assume all responsibility, financial and otherwise, for returning the equipment to the specific settings that existed prior to their use.
6.) If any user-supplied equipment is connected to school system(s) which results in damage to the school’s system(s), the user shall be responsible for all costs to service, replace, or repair the school’s system(s) to their original condition.
7.) Damage caused by volume control shall be the financial responsibility of the user listed on the facilities use form.

I have read, understand, and agree to comply with the above stated procedures and expectations. Further, I agree to be responsible for payment of all charges which may be assessed as a result of misuse or unauthorized use of the equipment described above. I understand that all conditions of the Dare County Schools policy #5035 “Use of School Facilities” apply to this request.

Sound / Lighting Supervisor:
(at this facility only)

User name: ____________________________
Typed/Printed

User signature: ________________________

Date ________________________

Regulation 5035 –R1
Revised 04/29/16