



Mooreville Graded School District

Facility Rental Information

Statement of Purpose:

The primary purpose or function of public school facilities is to provide quality educational environments conducive to the learning of the students they serve. It is the intent of the Mooreville Graded School District Board of Education to encourage the use of school buildings and grounds by the community for educational, recreational, civic and cultural activities to the extent possible under public school laws and regulations. Accordingly, community use of school buildings and grounds for educational, recreational, civic and cultural activities shall be permitted so long as such use does not conflict with the use of public school buildings and grounds for public school purposes and activities, with state and federal laws, with local ordinances or with the proper care and maintenance of school facilities and grounds.

Rental Procedures:

Person wishing to rent a school facility will contact the school principal or designee at the desired facility to check availability and complete the required rental contract. ***Dates will not be reserved until a completed contract is on file at the school. The rental contract must be submitted at least 14 days in advance of the event.***

The organization renting the facility will send payment to the address below ***at least 14 days in advance of the event. Failure to submit payment by this time may result in loss of use of the facility requested.*** Payment amount will be determined using the approved fee schedule and included on the completed contract.

If a renter cancels the rental reservation prior to the event, a refund will be issued following the schedule below:

Cancels 7 or more days prior to the event: Renter receives 100% refund of paid fees.

Cancels less than 7 days prior to the event: Renter receives refund of paid fees, excluding the Supervision Fee associated with the rental.



Mooreville Graded School District

Checks should be made payable to:

Mooreville Graded School District
305 North Main Street
Mooreville, NC 28115

Rental Regulations:

1. A school district employee must be on site at all times when facilities are used under this rental agreement. If cafeteria equipment is used, a school nutrition employee is required to be on site in addition to the regular district supervisor.
2. No food or drinks are allowed in the school building other than the cafeteria unless permission is obtained in advance and in writing by the school principal and attached to the rental contract.
3. The organization renting the facility accepts full financial responsibility for any damages done to school property during the rental period. Damage fees will be charged to the organization, including labor charges at \$30 per hour.
4. The organization renting the facility may not attach any materials to walls, curtains, furniture, etc. unless permission is obtained in advance and in writing by the school principal and attached to the rental contract. Also, any alterations to school owned property (including placing signs on school property) may not be done unless permission is obtained in advance and in writing by the school principal and attached to this rental contract. ***This includes placing tape or other materials on classroom, gym, or stage floors.***
5. All rental hours will be charged to the full hour. A four-hour minimum rental is required, which does include a minimum of four hours of paid supervision.
6. Changes to the initial contract may result in additional charges or loss of use of the facility.
7. Maximum term of a rental will be six (6) months. All rentals are subject to the district being able to secure proper supervision for the event.
8. ***The Mooreville Graded School District reserves the right to reschedule a rental event should mitigating circumstances arise regarding the district's need for the facility.*** If rescheduling becomes necessary, the district will provide the organization renting the facility with advanced notice when possible.



Mooresville Graded School District

9. The organization renting the facility is responsible for:
 - a. Providing adequate liability insurance and completing the Hold Harmless Agreement. The Mooresville Graded School District assumes no liability/responsibility for personal injuries or property damage under this agreement. Liability laws require that we have the organization's liability insurance information on file.
 - b. Securing appropriate personnel to handle traffic and crowd control. This is the sole responsibility of the organization renting the facility and is an additional expense outside the contract. The Mooresville Graded School District may require renting organization to meet basic security personnel requirements deemed necessary by the district.
 - c. Submitting completed contract, insurance information, completed Hold Harmless Agreement, and full payment (*including a refundable deposit, when applicable*) to the district no less than 14 days prior to the event. ***The renter fully understands that failure to provide these items at least 14 days in advance of the event may result in loss of use of the facility requested.*** Also, no dates will be confirmed on the district calendar until a rental contract is completed and authorized by the school principal or designee.
 - d. Paying the district for any damage to school property done during the rental period or as a result of the rental.
 - e. Supervising rental participants and attendees during the rental. This includes making sure that attendees remain in rental areas and that everyone adheres to the rules and regulations of the facility. ***Failure to abide by facility rules and regulations may result in immediate closure of the facility and forfeiture of fees paid.***
 - f. Cleaning up the facility completely. This includes sweeping, mopping (as needed), emptying trash cans, taking trash to dumpsters, etc. Supervisor on duty is only responsible for restocking facility and providing cleaning equipment. ***Failure to properly clean the facility may result in additional charges to the contract, potential loss of deposit, and loss of future rental privileges.***



Mooresville Graded School District

10. If the organization renting the facility would like internet access for use during their rental period, this request must be made at the time of the reservation request and there is a non-refundable \$50 service fee. The organization renting the facility understands this gives unfiltered access to the internet. The organization renting the facility accepts full responsibility for the content or actions performed online during the rental period. The organization renting the facility also understands no technical support will be provided for this service and this is a best effort with no guarantees of connectivity during the rental period. The network SSID and password will be provided to the organization renting the facility.
11. A refundable \$500 deposit is required to rent the MHS Auditorium or MHS Main Gymnasium.
12. Additional requirements for the the MHS Auditorium and/or MHS Main Gymnasium:
 - The provided MHS/MGSD supervision is intended to be available for emergency situations and is responsible for the rented facility. They are not a custodian or responsible for facility clean-up.
 - The rental of the MHS Main Gym will require a custodian and supervisor.
 - Food and beverages are not allowed in the gyms or PAC at any time.
 - Per the rental contract, the renter is responsible for all clean-up including removing trash from the facility and depositing into the proper receptacle. This includes interior and exterior areas of the facility. The renter is responsible for leaving the facility in the condition it was found.
 - Access to ice, water bottles/jugs/cups, medical supplies or any other item owned by MHS is not included with the rental and is the responsibility of the renter.
 - A single table and 3 chairs or the equivalent and a scoreboard controller will be provided for each court in use. An additional single table may be provided for selling tickets if more tables are required the renter shall provide.
 - The use of the concession stand does not include access to ice or other supplies within the concession area. Ice and supplies shall be supplied by the renter.
 - All areas of the campus except for the rented area are off-limits including adjoining hallways, classrooms and locker rooms.
 - The renter shall provide proper supervision at all times and monitor their guests' activity and conduct. MHS/MGSD reserves the right to require a police presence at events with the cost covered by the renter paid directly to the officer.

All checks should be made payable to: Mooresville Graded School District

Mailing Address: Mooresville Graded School District
305 North Main Street

Revised 8/21



Mooreville Graded School District

Mooreville, NC 28115

Athletic Fields	\$150/day per field
Cafeteria	\$150/day
Cafeteria and Kitchen	\$200/day
Classrooms (as approved by principal/designee)	\$20 each/day
Gymnasium (excluding the MHS Gymnasium)	\$150/day
Tennis Courts (located at MMS)	\$150/day
MHS Auditorium*	
Non-profit Organization	\$100/hour
Commercial Rental	\$150/hour
Band/Chorus/Drama Classroom	\$50 each/day
Production Technician	\$45/hour
Technician	\$30/hour
Student Technician	\$15/hour
MHS Gymnasium*	
Non-profit Organization	\$100/hour
Commercial Rental	\$150/hour
MHS Stadium	\$500/day
Cleaning Fee (when applicable)	\$30/hour
Supervision (all facilities)	\$30/hour

**A \$500, refundable deposit will be required to rent the MHS Auditorium or MHS Gymnasium.*

(Renter is responsible for cleaning rented facility)