

DARLINGTON COUNTY SCHOOLS FACILITY USE FREQUENTLY ASKED QUESTIONS (FAQ'S)

❖ **Who do I call with questions regarding use of school facilities?**

Please contact Tressa Boatwright (843-398-2311 or tressa.boatwright@darlington.k12.sc.us)
Caroline Folk (843-398-2321 or caroline.folk@darlington.k12.sc.us)

❖ **What are the charges for using school facilities?**

| | | | |
|---|-------|----------------------|-------|
| Banquet Cafeteria (without kitchen use) | \$250 | Auditorium | \$325 |
| Banquet Cafeteria (with kitchen use) | \$350 | Media Center | \$300 |
| Gym | \$300 | Classroom (per room) | \$50 |
| Stadium | \$400 | | |

This charge includes custodian and utilities for four (4) hours.

❖ **Do I have to pay for set-up and clean-up time?**

YES. The hours requested on the application are the hours that your group has permission to use/occupy school facilities and should reflect set-up, rehearsal, program and cleanup times.

❖ **Who pays the custodian after the event is over?**

Users are billed per hour for each rental. These billed hours cover the cost of a custodian. If the custodian must stay more than 4 hours, his/her services will be billed to the user at \$120 per hour. Custodians must remain on premises the entire length of event.

❖ **When is payment due?**

Payment by Cashier's Check for all school rentals is due seven (7) days before the event. Rental not paid in advance will be cancelled.

❖ **Who do I make the check payable to and where do I send?**

Make check payable to *Darlington County School District* and send to:
Darlington County School District
Operations Department
102 Park Street
Darlington, SC 29532

❖ **How do I cancel the event/rental?**

Cancellation notice must be received in the Operations Department 72 hours prior to the event or rental fees will not be refunded. It is the responsibility of the user to contact the Operations Department for cancellation.

❖ **Can the custodian volunteer his/her time for the event?**

NO. To comply with the Fair Labor Standards Act, custodians or other school employees may not volunteer their time for a rental.

❖ **Is Liability Insurance required?**

YES. A standard "occurrence based" General Comprehensive Liability insurance policy issued by an insurer authorized to do business in South Carolina providing, without limitation, the following: (a) a combined single limit of not less than \$1,000,000 for bodily injury liability and property damage liability; and (b) contractual liability insurance coverage for the defense, indemnification, and hold harmless promises made by USING PARTY to Indemnitees elsewhere in the Agreement.

❖ **Can I use the kitchen as part of my cafeteria rental?**

Use of the kitchen is not included as part of the rental. To have access to the kitchen requires that a kitchen staff member be on site. Their time is billed at \$25 per hour.

DARLINGTON COUNTY SCHOOL DISTRICT APPLICATION FOR USE OF SCHOOL FACILITIES

DATE: _____

Please complete the application and forward to the Operations Department a **minimum of three (3) weeks prior to the proposed engagement**. The rules and regulations regarding the use of the requested facility should be discussed prior to completing the application. The application is not approved until a confirmation is received from the school district in writing.

| | | |
|---------------------------------------|---------------|----------------|
| Facility Requested: | | |
| Date: | Time: | # participants |
| Name of Organization: | | |
| Contact: | Phone #: | |
| Billing Address: | | |
| Email Address: | | |
| Type of Program: | | |
| Admission ___ charged ___ not charged | Proceeds for: | |
| Special arrangements: | | |

Check facility requested: ___ Spaulding Middle ___ Darlington Middle ___ Rosenwald Elementary ___ Hartsville Middle

| | | | | | | | |
|--------------------------|---------------|--------------------------|-------------------|--------------------------|-------------------|--------------------------|------------------------|
| <input type="checkbox"/> | Classroom Rm# | <input type="checkbox"/> | Auditorium Rm # | <input type="checkbox"/> | Conference Center | <input type="checkbox"/> | Cafeteria/meal served |
| <input type="checkbox"/> | Gym | <input type="checkbox"/> | Media Center Rm # | <input type="checkbox"/> | Other | <input type="checkbox"/> | Cafeteria/seating only |

*NO ACCESS to the kitchen area. NO USE of kitchen equipment, serving line, carts, utensils, etc. No tables and/or chairs will be provided for any event.

Required Payments:

| | |
|-----------------------------------|---|
| Rental Rate: \$ | Payment of Cashier's Check due seven (7) days prior to event |
| Other charges billed after event: | \$ |

I agree to personally assume the responsibility for all charges, liability and to insure enforcement of all regulations governing the care of school facilities (see reverse side). I understand that I will be billed for my organization's use of the facility.

Signature of Applicant

Date

REGULATIONS/RULES GOVERNING USE OF FACILITIES REQUEST

The following criteria are required when reserving school facilities:

1. A use of facilities form will be completed, submitted and approved a minimum of **three weeks prior to the requested date of services or use**.
2. School functions have priority over any outside requests for use of school facilities.
3. The facilities cannot be used for profit. Any rental determined to be charging admission will immediately be asked to leave with no refund. (NO EXCEPTIONS)
4. No alcohol sold/served or consumed on the premises. No concessions or other items may be sold on district property.

5. Children shall be supervised at all times while on the premises.
6. In the event that the user's group exceeds 250 people, then one (1) uniformed police officer will be required to be on site for the crowd as well as traffic control. The number of officers should be increased to two (2) for 500 people or more and so on. It will be the applicant's responsibility to schedule and compensate any officers required by this section.
7. An advance notice of two weeks is required for meals for all community/civic/adult food program requests. Guarantees for the meal number can be changed up to 48 hours prior to approved function. A minimum guarantee of 100 will be billed. Meal banquets for non-school activities will not be scheduled on weeknights during the school year.
 - A. Prices for meals are based on the following:
Meal \$10.00 plus sales tax (see menu choices for specific information)
 - B. School facility charges are for **4** hours. Each additional hour is at the rate of **\$120/hr**. Total hours charged will include the custodian's time before and after the event for set-up and clean-up. A custodian shall remain on premises at all times.

| | | | |
|---|-------|----------------------|-------|
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(Educational Service Provider one-time set up charge of \$75.)

8. All community/civic/adult food program bills shall be reconciled within 30 days of the invoice date. Charges are due upon receipt of invoice.
9. All food requested through the community/civic/adult food program must be consumed on the premises of the preparation site. No food can be taken from the premises. A school food service employee must be present to supervise the kitchen operation of all community/civic/adult food program functions. If the kitchen is unlocked, a food services employee must be on duty.
10. The school district reserves the right to refuse requests for Saturdays, Sundays, school holidays or any day that school lunch is not served. The school district also reserves the right to refuse service to any organization or group with outstanding bills.
11. No requests for organizational lunches or school catering will be honored during school hours.
12. All finalized menus will be approved through the School Food Services District Director or the Manager where the event is held either in writing or by phone.
13. Any problems experienced utilizing banquet privileges should be reported to the School Food Services District Office (398-2315) or Operations (398-2311).
14. All food functions will be catered by the school food service staff. No outside caterers or carry-in meals will be allowed. Banquet facilities are available only at Darlington High School, Hartsville High School and Spaulding Middle School.
15. In the event the request for use of facilities is cancelled, it is the responsibility of the party requesting the facility to notify the District Designee (398-2311) or (398-2315) a minimum of three (3) days prior.
16. Organizations are asked to exit the building on school evenings by **10:00 p.m.** and by **11:00 p.m.** on the weekend.

17. The User hereby agrees to indemnify and hold harmless Darlington County School District, its governing board, and all agents, servants or employees for any and all claims, lawsuits, or judgements that may come about as a result of the User's Group's negligence and use of the above described facility by the User Group. This indemnification shall include, and not be limited to, any settlements, judgments or awards by a court of competent jurisdiction, or a board of arbitration. Said indemnification should also include costs for unnecessary legal representation and out-of-pocket expenses incurred by the school in connection with any action or defense necessary to protect itself under the terms of this agreement.

18. In addition to the above, the User represents and warrants that it has a policy of general liability insurance in force and effect on the dates of the use of the premises, issued by a liability insurance company to do business in Darlington County and acceptable to the school district. Said insurance company will, without any cost or expense to the district, issue a certificate to the district naming them as an Additional insured. Said Certificate of Insurance shall be delivered to the Operations Department at least seven (7) days prior to use of the facility. In addition, said insurance company will agree to give notification to the district of any revocation and/or cancellation at least seventy-two hours before said revocation becomes effective.

19. It is further agreed that Darlington County School District has the Absolute Right of Cancellation without liability if the facility is unavailable for any reason.

For District Use Only

| | | | | | | | |
|-------------------------|----------|--|--------------|--|------------------------------------|------------------|----------------------|
| | Approved | | Disapproved | | Certificate of Insurance Requested | | Certificate Received |
| Building Principal: | | | | | | Date: | |
| District Authorization: | | | | | | Date | |
| Rental Fee: \$ | | | Per Hour: \$ | | | Other Fee(s): \$ | |
| Total Billed:\$ | | | | | Dated Billed: | | |