

GUIDELINES FOR COMMUNITY USE OF FACILITIES *Policy Code: 5030-R*

A. GENERAL CONDITIONS OF USE

1. The sponsoring head of the group or organization using the facility or another person approved by the principal must be present to supervise and control the activity, ensure compliance with board policies and regulations, and maintain order and safety throughout the activity.
2. Games of chance, lotteries, or other activities classified as gambling can only be conducted as prescribed by North Carolina law and with the approval of the principal.
3. A school system employee must be on site to monitor use of Watauga County School facilities, subject to the discretion of the principal.
4. If the building must be opened and/or closed for the requested use, or if any cleanup or other work is needed to restore the facility to the same state as before use, the user will pay the cost of all personnel and materials needed for these purposes.
5. Users must not discriminate on the basis of race, sex, color, national origin, or disability.

B. FEES

Effective March 1, 2016 fees will be as shown below for facilities in K-8 schools. The user categories are as defined in Board policy 5030, Community Use of Facilities. Fees for high school facilities are determined according to the schedule approved by the Board of Education. That schedule is available on the website and in print from the high school.

User Category	Rental Fees	Personnel Fees
Priorities 1 through 5	None	If/as required by principal (only custodial fees apply for priority 4)
Priority 6	One or two classrooms: None Three or more rooms: \$5/hour per room Gym or Cafeteria or Auditorium: \$25 up to 2 hours, then \$10/hour	If/as required by principal
Priority 7	Classrooms \$15/hour per room Gym or Cafeteria or Auditorium: \$75 up to 2 hours, then \$50/hour Classrooms: \$15 per room per hour	If/as required by principal

Fees apply to all hours of use, including time to set up, break down and remove any equipment, supplies, etc. The time charged shall be rounded to the nearest 1/4 hour. All fees shall be paid by check made out to the Watauga County Schools. All payments to school personnel are the exclusive responsibility of the Finance Department.

Issued: February 8, 2016

**Watauga County Board of Education
Application and Contract for Use of School Facilities**

Name of Applicant/Organization: _____

Physical address _____ E-mail address _____

Phone (H) _____ (W) _____ (cell) _____

School (s) covered by this request: _____

Specify the space and facilities for use:

Date(s) of Use: _____ Starting Time: _____ Ending Time: _____

Estimated attendance: _____ Event is: private public

Type/purpose of event: _____

Specify below the type and amount of any fees to be charged (admission, registration, etc.)

Contract Conditions

As a condition of use, the above named applicant and organization agree to fully comply with all provisions of Board policy 5030, regulation 5030-R, and all other school and school system policies in addition to the following requirements. The privilege for use of school facilities may be revoked at any time for failure to fully comply with all terms of this contract, and/or for any use that conflicts with the purposes or values of the Watauga County Schools.

1. Waiver of liability: The user agrees to defend, indemnify and hold harmless the Watauga County Board of Education and its officers, members, employees and third party contractors and each of them from and against any and all claims, damages, or lawsuits resulting from the use of any school facilities and from and against all costs, attorney fees and expenses incurred by the Watauga County Board of Education, its officers, members, employees or third party contractors and against any and all claims made in connection with the use of school facilities by the User and against all costs, attorney fees and expenses incurred by the parties herein designated and each of them by reason of such claim or claims.

2. All fee related and/or commercial uses of the building require a certificate of insurance for general liability coverage with a total coverage of at least \$1,000,000 for each claim. This requirement shall not apply to use for purely educational purposes by small groups, such as for tutoring, test preparation, or music lessons.

3. All space and facilities must be left in a clean condition, and all furniture or equipment moved by the user shall be returned to its original location.
4. The user will pay the full cost of any damages that occur to school facilities and equipment during the use of school facilities and/or equipment.
5. The user will notify the school principal of any accidents resulting in injury or damage to school facilities or equipment that occur during the use of school facilities and/or equipment.
6. The use of tobacco in any form, the use or possession of alcoholic beverages and/or controlled substances, and the possession of weapons or explosives are prohibited on school property.
7. The user must be present throughout the contract period. Users accept full responsibility for the conduct of all persons present at the users' activities while on school property.

Summary of Estimated Costs (to be filled out by principal/designee)

Space(s) to be Used	Hourly Rate	Estimated Hours	Estimated Use Fees
Personnel Required	Hourly Rate	Estimated Hours	Estimated Personnel Costs
___ Cafeteria personnel	\$35/hour		
___ Custodial	\$35/hour		
___ Security/supervisory	\$45/hour		
Other Costs, if applicable: (describe)			Estimated Other Costs
TOTAL ESTIMATED COST (sum of use fees, personnel costs, and other costs)			

Principal to contact Child Nutrition Director for all uses involving the kitchen and/or cafeteria

Insurance required: ___ Yes ___ No

If insurance is required, a copy of the certificate of insurance must be attached.

Other requirements: _____

Signature of applicant/user _____	Date: _____
Approval of principal/designee _____	Date: _____
Additional approval for fee related and commercial events:	
Superintendent/designee _____	Date: _____