



Facility Rental

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.

Initial Application:

- Completed Rental Application (due 3 weeks prior to the event)
- \$200 Security Deposit (due at the time of application; 3 weeks prior to the event)
- Complete W9/Vendor Information (due 3 weeks prior to the event)
- Non-Profit ID Information (due 3 weeks prior to the event)

Application Completion Process: (Required once contacted by the Communications Office)

- Certificate of Insurance Process: (Required once contacted by Communications Office)
- Rental Fees (due at least 7 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, with Vance County Board of Education listed.

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

Classification of Charges for Facility Use

Tier 1: Non-profit groups/businesses doing programming with school-age children, citizen groups open to the public and government agency use: Tier 1 Rental Fee, Personnel if meeting outside of normal scheduled facility hours. Security deposit required.

Tier 2: Non-profit group meeting, faith-based groups, civic groups, businesses, fraternal organizations, weddings, reunions, receptions, dinners, etc. Tier 2 Rental Fee, Personnel and Security Deposit required.

Tier 3: Non-profit groups hosting events requiring admission fees and for-profit groups. Tier 3 Rental Fee, Personnel and Security Deposit required.

Funerals: all requests must originate from the funeral home/service in charge of arrangements. A \$575 usage fee will be charged. Facility use will be for a maximum of 4 hours. Security deposit required. The renter will provide security personnel, if deemed necessary, and the school system has the right to determine the number of security personnel. Requests for funerals for current school staff members and students will be dealt with on an individual basis.

Renter Name

Renter Email

Date of Event:

Time of Entry:

Time of Event:

Time of Exit:

Requested School:

Requested Location:

Recurring Event:

☐ Yes ☐ No

Name of Your Organization:

Event Title:

Event Details/Purpose:

Type of Event:

☐ For Profit ☐ Personal ☐ Non-profit

Two Organization Contact Names: (required)

Contact Name:

Contact Address:

Phone:

Email:

Contact Name:

Contact Address:

Phone:

Email:

Expected Attendance:

Adults:

Children:

Food being served?

☐ Yes ☐ No

Anything being sold?

☐ Yes ☐ No

Are you charging for admission?

☐ Yes ☐ No

☐ 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.

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:

Signature of Applicant:

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. All rentals 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 Chief Operations Officer, Superintendent or designee 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 facility's use.
4. North Carolina State law prohibits the use of alcoholic beverages or other controlled substances on school property.
5. Vance County Schools facilities will not be rented for any activity involving gambling.
6. Tobacco use and vaping are 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 by the lessee.
8. Rental agreements may be canceled when schools/facilities must be closed due to inclement weather or other conditions. The lessee should contact the Communications Office regarding the availability of the facility. In the case of ice or snow, Vance County Schools is not responsible for clearing sidewalks.
9. Police protection, if determined necessary by the Superintendent or designee, must be provided by the leasing organization. The lessee will be required to coordinate for a sworn, uniformed Vance County officer, providing proof to Vance County Schools.
10. Rearranging of school furniture and /or equipment must be pre-approved.
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 at least 48 hours prior to the event or the rental 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.
15. Food consumption or sales must have prior approval. No food or drink sales are allowed except in designated areas.
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.
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. All payments should be made through the online payment portal on the VCS website.
22. Any extra time services required of the assigned personnel 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, it must be approved by the Director of Maintenance prior to the use of the building.
25. The preparation of food in school kitchens and the use of kitchen equipment is prohibited.
26. The sponsoring organization is responsible for making sure vehicles use designated parking areas only. In the event of damaged fields, the track or the athletic 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 and North Carolina military organizations.
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 Chief Operations Officer for Vance County Schools at 252-438-4085.
30. School facilities will not be rented to non-school groups during designated holidays for the school system.
31. There is an additional 1-hr paid by the lessee to cover opening, cleaning and closing the facility.
32. If your event requires a facilitator, there is an additional 1-hr paid by the lessee to cover equipment set-up and breakdown.
33. 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, listing Vance County Board of Education.

Facility Rental Fee Schedule

Facility	Capacity	Tier 1 Fee / Hr Utility Rate	Tier 2 Fee / Hr	Tier 3 Fee / Hr	Security Deposit with each contract	Custodial Fee / Hr	Facilitator Fee / Hr	Site Coordinator/ hr
The Atrium: CFI	100	\$25	\$50	\$90	\$200	\$35	\$50 / Hr	
Renaissance Room: CFI	50	\$25	\$50	\$90			\$50 / Hr	
Auditorium: CFI	662	\$25	\$50	\$90			\$50 / Hr	
Auditorium: EM Rollins	544	\$25	\$50	\$90				
Gymnasium: VCHS	1404	\$25	\$50	\$90				
Gymnasium: VCMS	1610	\$25	\$50	\$90				
Multipurpose Room: Elementary Schools	Varies	\$25	\$40	\$65				
Cafeteria (no kitchen/food prep area access)	Varies	\$15	\$30	\$60				
Athletic Field/ Track/Stadium	Varies	\$15	\$30	\$60		* \$35		* \$20

All rentals are based on availability and approval, with school-sponsored events taking priority.

Athletic Fields/Tracks/Stadium Option:

Option 1: Custodian: on site for the duration of the event, opens the facility, handles all trash removal, closes the facility.

Option 2: Coordinator: on site for the duration of the event, opens the facility, the lessee removes all trash, closes the facility / should the lessee not uphold their agreement for clean-up, the custodial fee will come out of the security deposit.