

**Pamlico County Schools**  
**Application for Use of School Facilities**

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Requestor Name: (Print) \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Is this a For-Profit Organization? Yes \_\_\_ No \_\_\_

Facility Requested (Name of School): \_\_\_\_\_

Specific Area Requested: (Please list all)

- |                           |                                   |  |
|---------------------------|-----------------------------------|--|
| _____ PCHS Football Field | _____ PCHS Softball Field         | _____ PCHS Cafeteria                     |
| _____ PCMS Football Field | _____ PCMS Softball Field         | _____ PCMS Cafeteria (Requires CN Staff) |
| _____ PCHS Baseball Field | _____ FAA Playground              | _____ FAA Cafeteria                      |
| _____ PCMS Baseball Field | _____ Band/Cultural Arts Room     | _____ PCPS Cafeteria                     |
| _____ PCHS Track          | _____ PCHS Gym                    | _____ PCHS Kitchen (Requires CN Staff)   |
| _____ FAA Gym             | _____ PCMS Gym                    | _____ FAA Kitchen (Requires CN Staff)    |
| _____ PCPS Gym            | _____ PCMS Family Learning Center | _____ PCPS Kitchen (Requires CN Staff)   |

Other: \_\_\_\_\_

Requested Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Requested Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

Special Equipment Needed: \_\_\_\_\_ 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 How Much? \_\_\_\_\_

Will concessions be sold? \_\_\_\_\_ Yes \_\_\_ No

**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.**

\_\_\_\_\_  
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**

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**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 Pamlico 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 Pamlico 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 Pamlico 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 Pamlico 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 provide 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 Policy 7401 "Use of School Facilities," and Regulation 7401-R, which are hereby incorporated into this Agreement. 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 7401. 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 Pamlico County Board of Education facilities are prohibited from advertising an event to be held on school property prior to receipt of written approval by Pamlico County Schools.

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

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For District 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**  
**Print and Sign**

\_\_\_\_\_  
**Date**

Category: \_\_\_\_\_ B1 \_\_\_\_\_ B2 \_\_\_\_\_ B3 \_\_\_\_\_ B4 \_\_\_\_\_ B5 \_\_\_\_\_ B6 \_\_\_\_\_ B7

Hours Used: \_\_\_\_\_ Fee Waived: \_\_\_ Yes \_\_\_ No **Rental Fee:** \_\_\_\_\_

**Other Charges: Custodial Fee** \_\_\_\_\_ **Child Nutrition Fee** \_\_\_\_\_

**PA Technician** \_\_\_\_\_ **Other Personnel** \_\_\_\_\_

**Other Charges** \_\_\_\_\_

**TOTAL CHARGES:** \_\_\_\_\_

**Facility Use Coordinator or Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**All payment should be forwarded to: Pamlico County Schools**  
**Attn: Facility Use Coordinator, 507 Anderson Drive, Bayboro, NC 28515**  
**Make checks payable to: Pamlico County Schools**