



NASH COUNTY PUBLIC SCHOOLS

APPLICATION FOR USE OF SCHOOL FACILITIES

Please complete this application in its entirety and submit one (1) month prior to the date of use.

Please note that final approval is needed from CENTRAL OFFICE in order to use facilities.

School Site: _____

Date(s) of Proposed Use: _____

Please enter all dates and times the facility will be in use on page two (2) of the application. Please be sure all setup and breakdown times are included.

Applicant Information: ☐ Government Agency ☐ Government Agency ☐ Non-profit Organization
☐ For-profit Organization ☐ NCPS Staff Use ☐ Individual Use

Organization/User Name: _____

Applicant (Contact) Name: _____

Address: _____

Phone: _____ **Cell Phone:** _____ **email:** _____

Application status will be emailed to the address listed above.

Event Description:

Expected Number of Attendees (includes audience/spectators): **Adults:** _____ **Children:** _____
Insurance Information: **Current Certificate of Liability Insurance** **attached**

*Liability must be at a minimum \$1,000,000 coverage per occurrence. Certificate of Liability must list Nash County Public Schools as a Certificate Holder and Additional Insured.

Location(s) Requesting to Use (i.e. classroom, cafeteria, gym, baseball field, etc): _____

School Equipment Needed: _____

Total number of hours the facility will be in use for each occurrence: _____

Total number of days the facility will be in use for the terms of this application: _____

SCHOOL USE ONLY

Date Application Received: _____

Number of custodians required: _____

Number of technology staff required: _____

Number of cafeteria staff required: _____

Number of other staff required: _____

Principal's Signature: _____

Date: _____

The principal verifies by his/her signature that the facility is available on the requested date(s) of use and all school/district staff needed has been added.

NCPS DISTRICT USE ONLY

Date Application Received: _____

Certificate of Liability Received: ☐

All Fees Paid: ☐

Amount Paid: _____

Approved: ☐

Denied: ☐

Executive Director Signature: _____

Date: _____

DETAILED WORKSHEET FOR PROPOSED USE OF SCHOOL FACILITY

All dates and times for requested facility use must be listed below.

Monday - Friday Dates	Time	Saturday-Sunday Dates	Time

PROCEDURE FOR USE OF SCHOOL FACILITY:

Facilities, as made available for community use by the Superintendent, may be rented for one time use or for continuing use for a definite period of time not to exceed twelve (12) months. A group that wishes to use any facility must follow these procedures:

1. Secure a copy of the form "Application for Use of School Facilities" from any school office or from the NCPS website.
2. Complete the application, sign and return to the principal at the location at which the person or group is requesting to use.
3. The principal will verify by his/her signature that the facility is available for use.
4. Application will be forwarded to Executive Director of Communication, Planning & Engagement.
5. Fees will be calculated based on the facility rental rate fee scale listed on page three (3) of this application. The applicant will be contacted via email, fax or phone with fee totals.
6. Applicants must obtain liability insurance coverage in the minimum amount of \$1,000,000 per occurrence.
7. Users are responsible for cleaning up after themselves and leaving the school facilities in a clean and orderly condition.
8. Applicant must submit proof of liability insurance coverage and rental fees to:
Nash County Public Schools
Attn: Sarita Lamm
930 Eastern Avenue
Nashville, NC 27856

Make all checks payable to Nash County Public Schools. Payments made less than five (5) days before the scheduled date of use must be paid with a certified check. Credit card payments are not accepted.

FACILITY RENTAL FEE SCHEDULE:

Facility	Non-Profit Rates	Rates
Gymnasiums	\$50/hour	\$100/hour
Auditoriums	\$50/hour	\$100/hour
Multi-Purpose Rooms	\$35/hour	\$70/hour
Cafeterias	\$40/hour	\$80/hour
*Football Stadiums	\$500/day plus \$100 lighting fee	\$1000/day plus \$100 per day lighting fee
*Outdoor Facilities	\$200/day plus \$100 per day lighting fee	\$400/day plus \$100 per day lighting fee
Practice Fields	\$25/hour	\$50/hour
Classrooms	\$20/day/room	\$40/day/room
Staff Fees:	\$25/hour	\$25/hour
Supplies Fee	\$25-\$55/day depending on event size	

**Please note that at least one (1) custodian must be scheduled to work during each contracted event. If the principal deems more custodial staff is needed, the applicant will be charged accordingly.*

FEE ASSESSMENT:

[illegible]

USER CONDITIONS:

1. Pay all appropriate fees in advance.
2. Guarantee adequate supervision for the activity being planned and the number of persons to be at the activity.
3. Accept the requirement that the principal/designee or Safety Director may require the presence of an employee of the school system and/or law enforcement during the time of the activity.
4. Pay in full for any damages to school property by the group and its guests.
5. Abide by Nash County Public Schools' policy regarding the prohibition of alcohol, drugs, controlled substances, and tobacco products (NCPS Board of Education Policy 5025-5026, available on the NCPS website).
6. Any person or group that contracts to use the facility then fails to show up after fees have been paid will be charged a minimum of twenty-five dollars (\$25.00) for each employee that was scheduled to work on the contracted date(s) or the cost and expenses imposed upon the NCPS in preparing the facility for the intended use, whichever is greater.
7. Groups and individuals that use school facilities must comply with all federal, state and local laws and any additional rules required by the board, superintendent or his/her designee, or the principal/designee.
8. Users must comply with the requirements of the American with Disabilities Act (ADA) (particularly Subchapter III pertaining to Public Accommodations and Services Operated by Private Entities) and the federal regulations that have been adopted for the implementation of the ADA.
9. Users shall not possess weapons or explosives while on school grounds.
10. Any violation by a user of the provisions of this policy or any applicable regulations will be grounds for the suspension of the user's privilege to use school facilities for such period as deemed appropriate by the principal, subject to the review of the superintendent and board of education.
11. The User will not be granted access to the facility at any times other than those specified on the Application for Use of School Facilities or the attached worksheet.
12. The User(s) must give written notice to the School of any accident resulting in bodily injury or damage to property of the School or others occurring on School premises or in any way connected with the use of School premises within 24 hours of the accident. The notice must include details of the time, place and circumstances of the names and addresses of any person(s) witnessing the accident.
13. In addition, the User(s) undertakes and agrees to indemnify and hold harmless the school, school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for and on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the User(s)(or the servants, agents or invitees of the User(s)), and for such further sums in excess of those contained in any insurance policy procured by User(s) relating to the use of the School premises or for such amounts as may not be payable under any such insurance policy.

Applicant Signature

Date

I, as the Representative of the Organization/User requesting to use the facility listed on page one (1) of this application certify that I understand and will abide by NCPS Policy 5030 Community Use of Facilities, as well as User Conditions listed on page four (4) of this application.