

**GUILFORD COUNTY SCHOOLS
APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITY**

PLEASE FILL IN ALL BLANKS

SCHOOL REQUESTED _____

SUBMITTED BY (Organization requesting use) _____

INDIVIDUAL MAKING REQUEST _____

ADDRESS _____
Name (City) Title in Above Organization (Zip)

TELEPHONE: (HOME) _____ (OFFICE) _____

E-MAIL ADDRESS: _____

ACTIVITY OR PURPOSE OF USE _____

WILL PARTICIPANTS BE CHARGED A FEE, OR WILL AN ADMISSION FEE BE CHARGED? YES ____ NO ____

INDIVIDUAL REPRESENTING ORGANIZATION TO BE PRESENT AND RESPONSIBLE AT FUNCTION _____

TELEPHONE: (Home) _____ (Work) _____

TOTAL NUMBER OF PERSONS EXPECTED TO ATTEND _____

Certificate of Insurance

Individuals/groups using a facility must present a certificate of insurance which provides liability coverage in the amount of \$1,000,000.00 for the period of time the school facility will be used. The insurance policy must be provided by a company authorized to do business in the state of North Carolina. The certificate of insurance must list "Guilford County Board of Education" as certificate holder and additional insured with respect to the event(s) for which this application is being submitted. The certificate must be provided to the district at the time the application is submitted. Please send your organization's certificate of insurance to the Facility Use Section, Guilford County Schools Building Services Department.

SIGNED _____ **DATE** _____

By signing this application, you affirm that you have read and understood Guilford County Board of Education Community Use of School Facilities Procedure 5030-R, and that the organization requesting use will comply with all requirements therein.

PRINCIPAL (INDICATING AVAILABILITY OF FACILITY ONLY) _____ **DATE** _____

DISTRICT/CONTRACTUAL APPROVAL _____ **DATE** _____

DISTRICT/CONTRACTUAL APPROVAL _____ **DATE** _____

DISTRICT/CONTRACTUAL APPROVAL _____ **DATE** _____

Note: Either party may cancel this agreement by giving the other party 7 days written notice.

Instructions:

- **PAGE 1:** All applicants must fill in every blank on page 1 and submit a certificate of insurance in accordance with the instructions above the signature lines.
 - **PAGE 4:** All applicants must complete the Area and Time Requested Form on page 4. Applications must indicate an EXACT beginning date (date, month, and year), ending date (date, month, and year), opening time, and closing time in order to be processed. To request a facility for more than one day, please either list each date requested, specify a range (e.g., "11/11/07 through 12/16/07, Sundays only"), or attach a schedule. PLEASE NOTE that at least one Guilford County Schools employee MUST be on-site from one hour before the event begins until one hour after the event has been concluded. When an event takes place outside of regular custodial hours, personnel fees will be assessed according to the fee schedule on page 3. Additional personnel may be scheduled at the principal's or district's discretion and at the user's expense.
 - **PAGE 6:** Applicants requesting use of a school facility before 6:00pm on a school day must complete the Criminal Background Check Form on page 6.
 - **PAGE 7:** Applicants must submit a Hold Harmless Agreement in accordance with the instructions on page 7.
 - **PAGE 8:** Applicants wishing to use school equipment (including but not limited to spotlights, amplifiers, or projectors) must complete the Equipment Usage Form on page 8.
 - **PAGE 9:** Applicants requesting use of a kitchen must complete the Request to Appoint Kitchen Use Designee Form on page 9.
 - **PAGE 10:** Applicants wishing to post advertisements on district property must complete the Advertising, Publicity, and Signage Regulations Form on page 10.
- PAGE 11-22:** Applicants must read and understand Guilford County Board of Education Community Use of School Facilities Policy and Regulation 5030/5030-R, and that the organization requesting use will comply with all requirements therein.
- PAGE 24:** Applicants must sign the Acknowledgement and Understanding of GCS Community Use of Facilities Procedures Form.

Submit the completed application, certificate of insurance, and full payment (in the form of a check or money order **payable to "Guilford County Board of Education"**) to the Facility Use Section, GCS Building Services. Applications must receive approval from the school-site principal or designee in order to be considered for district/contractual approval. Principal approval indicates only that the requested facility is available at the date and time requested. It is also necessary for each application to receive district approval.

FACILITY-USE FEE SCHEDULE

Interior Spaces	City/County/Community Recreational Leagues	Per Hour Cost for Non-Profit Org.	Per Hour Cost for For-Profit Org.
*HVAC/Air Conditioning*³	150.00 (Includes 1st hour)*³		
Auditorium			
Practice Session	\$0.00	\$10.00	\$100.00
Performance Session	\$0.00	\$15.00	\$150.00
Band Room	\$0.00	\$10.00	\$25.00
Choral Room	\$0.00	\$10.00	\$25.00
Classroom (per room)	\$0.00	\$10.00	\$25.00
Corridor/Hallways/Commons Area	\$0.00	\$10.00	\$50.00
Conference Room	\$0.00	\$15.00	\$50.00
Dining Room (Cafeteria Excluding Kitchen)	\$0.00	\$15.00	\$100.00
Gym	\$2.50	\$16.00	\$110.00
Gymnasium	\$2.50	\$16.00	\$110.00
Kitchen	\$0.00	\$30.00	\$125.00
Library/Media Center	\$0.00	\$15.00	\$50.00
Multi-Purpose	\$0.00	\$20.00	\$50.00
Computer Lab¹	\$0.00	\$20.00	\$150.00
Exterior Spaces			
Administrative Fields	\$0.00	\$15.00	\$50.00
Parking Lot(s)	\$0.00	\$25.00	\$100.00
Playgrounds	\$0.00	\$10.00	\$50.00
Practice Fields (Baseball and Softball)	\$0.00	\$15.00	\$100.00
Football and Soccer Fields (Excluding Utility Costs)	\$0.00	\$15.00	\$100.00
Utility Costs²	\$0.00	\$20.00	\$20.00
Simeon Stadium	Negotiated by GCS Director of Athletics		
School Stadiums			
Practice Session	\$0.00	\$10.00	\$100.00
Performance Session	\$0.00	\$25.00	\$200.00
Swimming Pools	\$0.00	\$25.00	\$200.00
Personnel²			
Cafeteria Employee/Custodian	\$25.00	\$25.00	\$25.00
Cafeteria Manager/Lead Custodian	\$30.00	\$30.00	\$30.00
Facility Supervisor	\$35.00	\$35.00	\$35.00
Technician	\$55.00	\$55.00	\$55.00
Supplies²	Per Day Cost for City/County/Community Recreational Leagues	Per Day Cost for Non-Profit Org.	Per Day Cost for For-Profit Org.
1 - 10 Participants	\$5.00	\$5.00	\$30.00
11 - 50 Participants	\$15.00	\$15.00	\$55.00
51 - 100 Participants	\$30.00	\$30.00	\$80.00
101 - 200 Participants	\$40.00	\$40.00	\$105.00
201 - 300 Participants	\$50.00	\$50.00	\$130.00
301 - 400 Participants	\$60.00	\$60.00	\$155.00
401 - 500 Participants	\$70.00	\$70.00	\$180.00
501 - 600 Participants	\$80.00	\$80.00	\$205.00
601 - 700 Participants	\$90.00	\$90.00	\$230.00
701 - 800 Participants	\$100.00	\$100.00	\$260.00
801 - 900 Participants	\$110.00	\$110.00	\$280.00
901 - Greater	\$120.00	\$120.00	\$305.00

Area and Time Requested
(Please be specific - attach a detailed schedule if needed)

Interior Space	Per Hour Cost for Non-Profit Org.	Per Hour Cost for For-Profit Org.	From Date	To Date	From Time	To Time	Day(s) of the Week
HVAC/Air Conditioning* ³	150.00*3 (1 st Hour)						
Auditorium							
Practice Session	\$10.00	\$100.00					
Performance Session	\$15.00	\$150.00					
Band Room	\$10.00	\$25.00					
Choral Room	\$10.00	\$25.00					
Classroom (per room)	\$10.00	\$25.00					
Corridor/Hallways/Commons Area	\$10.00	\$50.00					
Conference Room	\$15.00	\$50.00					
Dining Room (Cafeteria excluding kitchen)	\$15.00	\$100.00					
Gym	\$16.00	\$110.00					
Gymnasium	\$16.00	\$110.00					
Kitchen	\$30.00	\$125.00					
Library/Media Center	\$15.00	\$50.00					
Multi-Purpose	\$20.00	\$50.00					
Computer Lab ¹	\$20.00	\$150.00					
Exterior Space							
Administrative Fields	\$15.00	\$50.00					
Parking Lot(s)	\$25.00	\$100.00					
Playgrounds	\$10.00	\$50.00					
Baseball, Softball, Football, and Soccer Fields & Practice Fields (Excluding Utility Costs)	\$15.00	\$100.00					
Utility Costs ²	\$20.00						
Simeon Stadium	Negotiated by GCS Director of Athletics						
School Stadiums							
Practice Session	\$10.00	\$100.00					
Performance Session	\$25.00	\$200.00					
Swimming Pools	\$25.00	\$200.00					
Personnel							
Cafeteria Employee/Custodian	\$25.00						
Cafeteria Manager/Lead Custodian	\$30.00						
Facility Supervisor	\$35.00						
Technician	\$55.00						
Supplies²	Per Day Cost						
1 - 10 Participants	\$5.00	\$30.00					
11 - 50 Participants	\$15.00	\$55.00					
51 - 100 Participants	\$30.00	\$80.00					
101 - 200 Participants	\$40.00	\$105.00					
201 - 300 Participants	\$50.00	\$130.00					
301 - 400 Participants	\$60.00	\$155.00					
401 - 500 Participants	\$70.00	\$180.00					
501 - 600 Participants	\$80.00	\$205.00					
601 - 700 Participants	\$90.00	\$230.00					
701 - 800 Participants	\$100.00	\$255.00					
801 - 900 Participants	\$110.00	\$280.00					
901 - Greater	\$120.00	\$305.00					
TOTAL							

*Required and/or minimum charge (see Fee Schedule)

COST DEFINITIONS

*1 Software installation and removal fee charged at a rate of \$40.00 per hour to load software to the network.

*2 - Personnel, utility, supply, and cleaning costs are in addition to the facility-use fees. Custodial fees are charged for one (1) hour prior to, during and one (1) hour after event ends. One(1) custodian required for every 150ppl expected.

*3 - Cooling/heating cost for weekends, holidays and summer break include \$150.00 start-up fee and \$50.00 per additional hour (\$200.00 minimum). Cooling heating cost for all other times is \$50.00 per hour.

**Required and/or minimum fee.*

Criminal Records Check

Every person providing services on school premises for the applicant/user group before 6:00pm on a school day must be listed below. A current (within seven (7) years) certified criminal records check must be on file with the applicant/user group for each individual listed. Background record checks listing felony, drug, or sex related charges will disqualify personnel from working in all Guilford County Schools facilities.

<u>Full Name</u>	<u>Home Address</u>	<u>Home Phone</u>	<u>Check Performed (Y/N)?</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

By signing this form, you affirm that the applicant/user group has obtained a recent (within the last seven (7) years) certified criminal records check for each individual listed above, and that no individual listed has a record of any felony, drug or sex related charge. You further agree that, upon request, background records will be made available to the Guilford County School District for review and consideration.

Signature

Date

Printed Name

Hold Harmless Agreement

Any group that uses District property may, at the District's discretion, be required to submit a Hold Harmless Agreement. At minimum, the Hold Harmless Agreement must clearly state that, to the fullest extent permitted by law, the responsible or renting agency agrees to hold harmless the Guilford County Board of Education and its officials, representatives, and personnel against any and all claims, demands, suits or actions for damages which may be asserted against the Board of Education or any of its employees or officials by reason of any personal injury, including bodily injury and death, and/or property damage or loss which is sustained because of or which arises out of or is in any way connected or associated with the event and/or performance.

- Sample Only -
To Be Typed on Renting Organization's Letterhead

Hold Harmless Agreement
(Name of Organization)
(Date of Event)

To the fullest extent permitted by law, **(name of organization)** agrees to hold harmless the Guilford County Board of Education and its officials, representatives and personnel against any and all claims, demands, suits or actions for damages which may be asserted against the Board of Education or any of its employees or officials by reason of any personal injury, including bodily injury and death, and /or property damage or loss which is sustained because of or which arises out of or is in any way connected or associated with the **(indicate type of act or performance, e.g. fireworks,etc.)** on **(date of event)**. The activities are to take place on District property, specifically **(school name and school address)**.

Guilford County Schools

(Organization's Name)

Date: _____

Date: _____

Signature: _____

Signature: _____

Name Printed

Name Printed

RD COUNTY SCHOOLS COMMUNITY USE OF SCHOOL FACILITIES DISTRICT EQUIPMENT USAGE AGREEMENT

[illegible]

Guidelines Governing Use of District Equipment:

- * Items including, but not limited to, spotlights, projectors, amplifiers, furniture, and additional pianos are not included in the facility rental costs.
- * No Piano shall be raised or lowered by the lessee.
- * There will be an extra charge for **special tuning** of a piano.
- * There will be an extra charge for rental of equipment not normally located in the area being used.
- * All specialized equipment shall be operated by GCS Staff members or persons contracted by GCS.
- * Payment for equipment usage is due at the time the Facility Use Application is submitted.

I fully understand and agree with the Facility Use guidelines governing the usage of equipment in the District.

Signature: _____

Date: _____

Approved By _____

Date: _____

Guilford County Schools

Request to Appoint Kitchen Use Designee

Only School Nutrition Services (SNS) staff members are authorized to prepare and serve meals. Use of kitchen equipment and facilities by anyone other than SNS staff without the approval of the SNS director and the principal is prohibited. Approval for use of the kitchen must be requested by submitting this form. Once approval to use the kitchen is granted, SNS personnel must supervise the use of kitchen equipment to prepare or serve food. In cases where little or no equipment will be used by the organization, the principal may request permission to appoint a designee to supervise the use of the kitchen.

The principal or designee is responsible for supervising the activities in the kitchen and ensuring that:

- No food is fried in the kitchen.
 - Only the kitchen equipment listed below is used by the organization.
 - The organization removes its property from the cafeteria premises.
 - All kitchen property is returned to its proper location.
 - The cafeteria premises are left in a secure, clean, neat and orderly manner.
 - All trash is placed in the dumpster.
 - All procedures stated in the Guilford County Schools - Community Use of Facilities procedures are followed.
-

Date(s) kitchen will be used: _____

Activity or purpose of use: _____

Please list all kitchen equipment that will be used:

Designee who will oversee kitchen activities: _____

Qualifications of designee (if appropriate):

Submit form to: School Nutrition Services
 501 W. Washington St.
 Greensboro, NC 27401
 FAX 370-4042

Approved by:

Director of School Nutrition Services

Date

Signed form will be returned to principal.

**GUILFORD COUNTY
SCHOOLS
COMMUNITY USE OF
SCHOOL FACILITIES
ADVERTISING, PUBLICITY, AND SIGNAGE REGULATIONS**

The Guilford County School District expects a learning environment free from interruption for non-educational reasons. It supports informing parents and students about educational opportunities and community activities in a non-disruptive way. To that end, only information which has been approved for display or distribution in accordance with Board policy will be distributed.

Requests for advertising must be made at the time the Facility Use Application is submitted. The content of the communications to be advertised or presented must be submitted for approval by the District's Central Office. Dissemination of materials in support of the renting organization's program will be in accordance with the **District Policy KI**.

1. All materials and signage should clearly specify the name of the sponsoring agency or organization, and should convey that the agency/organization is not sponsored by Guilford County Schools.
2. Signage may be placed on school property 48 hours prior to the organization's approved time of use.
3. Signage must be removed within 24 hours after the event ends. A \$40.00 cost for removal of signage will be charged to the renting organization if the signs are not removed within the allotted time.

I have discussed the guidelines governing advertising, publicity, and signage with the school site principal or designee and have agreed to the above terms.

Signature: _____

Printed Name: _____

Date: _____

Principal Signature: _____

Date: _____

Descriptor Term: COMMUNITY USE OF SCHOOL FACILITIES

Descriptor Code: 5030-R Draft

Date: Adopted by the Board: October 9, 2007

Revised: September 28, 2022

Guilford County Schools (GCS) offers the use of school facilities by community organizations in good standing. In accordance with Guilford County Board of Education Policy [5030](#), GCS reserves the right to decline requests when the use is inconsistent with GCS use guidelines. No non-school related use of buildings will be granted for at least the first two weeks of each school year, while school needs are being established, with the exception of use by approved school-related uses as described in Section 2.

With limited exceptions, rentals require the payment of reasonable fees to cover staff and facilities costs associated with the use of the facility during non-school hours. Rentals to community organizations when facilities are not in use for school activities may be approved or denied based on district and school priorities, space availability, and staffing availability. The approval of a rental application does not constitute district sponsorship of the activity.

Photographs and videos of recognizable GCS locations and signs may not be used for any type of film, advertisement of any type, or commercial without the approval of the Communications Department in addition to the completion of an Application for Community Use.

GCS does not rent its facilities to organizations without insurance or to individuals.

Every successful application will be submitted to GCS Facilities Services Department and include the following:

The Guilford County School (GCS) supports the use of school facilities for non-school purposes. This procedure provides direction on the specific requirements, forms, criteria and definitions that will assist in making application for facility use. Every successful application will include the following:

- Community Use of School Facility form;
- Certificate of Insurance;
- Hold Harmless Agreement (Appendix A);
- Payment by check or credit card
- Acknowledgment of Community Use of School Facilities Procedures

Other Forms that might be required, if applicable, include the following:

- Extended Employment Use form for contracting with school employees ([EEA Form](#))
- Request to Appoint Kitchen Use Designees (AS-81 - Appendix B)
- Completed Criminal Record Check form; and
- Advertising, Publicity and Signage Regulations (Appendix D); and
- District Equipment Usage Agreement

The GCS Facilities Services Department will contact schools to determine space and staffing availability once the application has been reviewed to ensure that organizations and events meet GCS requirements. Organizations should not contact principals or schools directly for facilities use/space rental requests.

The following sections are arranged as follows:

General Information for Organizations:

1. Organizations Exempt from Paying Facility Use Fees
2. Organizations Not Exempt from Paying Facility Use Fees
3. Payment Details for Sports Camps and Independent Teams; City/County/Community Recreation Leagues; Shared Use Agreements
4. Facilities and Equipment Available and Guidelines for Use: Use of Kitchen; Technology Lab; Port-a-johns; District Equipment; Food and Concession Stand; Advertising, Publicity and Signage; Exterior Space (Stadiums)
5. Personnel Information: Contractual arrangements and Available Personnel
6. Organization Obligations, Responsibilities, Liabilities and Consequences

Organizations should not contact principals or schools directly for facilities use/space rental requests.

1. **General Information for Organizations**

Application for Community Use of School Facility Restrictions

- All requests for use of school facilities must be submitted to the GCS Facilities Department a minimum of fourteen (14) working days in advance of the expected usage date.
- No requests for non-school community events will be considered during the after-school time frame through 6:00 p.m. because all school facilities are reserved for instructional and school activities during that time. On a limited basis, GCS may consider requests from exempt organizations invited by the school for instructional or school-related activities prior to 6:00 p.m. on a school day (see Section 2).
- In the event that the use by an organization exempt from Facilities Use Fees will occur prior to 6:00 p.m. on a school day, background record checks must be conducted on all staff, instructors, teachers, leaders or coaches who are working or volunteering in support of the renting organization's event.
- Any classroom space (including gymnasiums) that is occupied by students during the last period of the day will not be available for rental use for a minimum of thirty (30) minutes after the school day ends.

Application Process

1. The community organization initiates the request process by submitting the Application for Community Use of School Facility form along with all required documentation digitally to the Facilities Services Department Use Section within Building Services. Community organizations should not contact schools or principals directly.
2. The Facilities Services Department will review the eligibility of the organization and the availability of any needed support for the requested event, as well as the schedule of rentals for the use of the

same facility.

3. If the organization and event meet all district requirements and no conflicting events have been scheduled, the Facilities Services Department will contact the school principal to evaluate the request based on the availability of the facility and appropriate staffing.
4. If the principal verifies that the facility and any required staff support are available at the requested time, the Facilities Services Department may approve the rental agreement. The approval of the agreement signifies that the requested dates/times for the facility use do not conflict with other existing events or activities, and this approval is not an endorsement or sponsorship of the community organization or the event that will be held on GCS property.

Criminal Records Check Process

Every person who will be present on GCS school premises before 6:00 p.m. on a school day will be listed on the Criminal Records Check form. The sponsoring organization is responsible for ensuring that all individuals who will be present on GCS property have been cleared through the GCS volunteer background check process prior to the activity or event. Background record checks listing felony, drug or sex related convictions will serve to disqualify individuals from having the right to work or volunteer services in a GCS facility or on GCS property. Individuals who have not completed the GCS volunteer background check process may be asked to leave school premises and the organization may lose future facilities use privileges if background checks are not completed for individuals who will be on school premises.

Insurance Responsibility Process

The organization must present a certificate of insurance which provides liability coverage in the amount of \$1,000,000.00 for the period of time the school facility will be used. The insurance policy must be provided by a company authorized to do business in the state of North Carolina. The certificate of insurance must list "Guilford County Board of Education" as certificate holder and additional insured. This certificate must be provided to GCS at the time the application is submitted.

- **Property Damage** - The organization agrees to accept full responsibility for protecting the property and equipment of GCS and assumes any and all liability for any necessary repairs, replacement required or for any damage done to the facility, building, equipment or property during use by the organization.
- **Personal Injury** - The organization (or his insurance carrier) is responsible for all claims for personal injury that arise from the organization's use of a school facility.

Billing/Invoicing Process

An itemized statement of charges will be issued once the Application for Community Use of School Facility (Form - AS-1) has been approved by GCS, then billing will occur, and the organization will be invoiced.

1. For one-time use, full payment must be made by check or money order (no cash) within seventy- two (72) hours of approval notification. This payment must cover all appropriate fees (i.e., facility use fees, utility fees, custodial supply fees and GCS personnel hired to support the event). Failure to do so is considered a withdrawal of the request to use the facility.
2. For ongoing use, organizations desiring to use GCS facilities for a period greater than thirty (30) days will be billed monthly. Invoices will be e-mailed by the tenth (10) of each month to ensure time for organizations to forward their payment to the Facility Use Section before the last day of the month. Payment must be made within one (1) week of the organization's receipt of the itemized bill. Organizations will forfeit their right to use a desired facility if payment is not received by the fifteenth (15th) day of the month immediately following the event.

Any individual or agency that fails to make payment for obligations to GCS will not be allowed to use any GCS facility for two (2) years.

Once the Application for Community Use of School Facility (Form AS-1) is approved, the sponsoring organization will be notified via e-mail. Payment should be forwarded to the Building Services Department, Guilford County Schools, Facility Use Section, 3920 Naco Road, Greensboro, NC 27401.

Allocation of Fees

All fees charged for the use of school facilities or school district employees shall be made payable to "Guilford County Board of Education" in the form of check or money order. The Facility Use Section, in conjunction with GCS Financial Services will distribute the funds to the appropriate accounts and return 25% of any facility use fees to the school for their use.

2. Organizations Exempt from Paying Facility Use Fees

School-related organizations

School-related organizations such as student clubs with a faculty sponsor, Parent/Teacher Associations, and Booster Clubs will not be charged facility usage or personnel fees (i.e., custodial/cafeteria personnel or custodial supply fees). Personnel schedules are to be adjusted to accommodate the requirements to support the Community Use Policy. The Facility Use Section is to be contacted if the site's staff schedules cannot be adjusted to meet the Community Use requirement. School-related organizations are staffed by district employees who are paid for their time. Any use which is staffed by non-district employees or for which district employees are not being paid through the district are not exempt (see Section 3.)

Federal, State, Local Government or any Government Agencies

Any government agency may use a school facility for conducting a public meeting or hearing without incurring a facilities charge. The district must be reimbursed for personnel labor and the cost of custodial supplies at the rate outlined in the applicable Fee Schedule (PDF Format). Personnel fees will be charged only if the scheduled event occurs after the district employee's normal working hours.

Precinct Meetings

Pursuant to [North Carolina General Statute 163-99](#), each political party recognized by the county or the state Board of Elections may hold a precinct meeting without charge at schools designated as polling places. Each party will schedule all of its precinct meetings on the same date.

Organizers of precinct meetings to be held on school property shall be required to complete an Application for Community Use of School Facility (Form AS-1). Precinct meetings may be held twice a year per organization without a facility usage charge. The district must be reimbursed for the cost of custodial supplies at the rate outlined in the applicable Fee Schedule. Personnel assignment fees will be charged if the scheduled event occurs after the district employee's normal working hours.

Elections

Pursuant to [North Carolina General Statute 163-129](#), the Board of Elections has the right to use school facilities without a facility use charge for the purpose of conducting registration and voting for any primary or general election. The district must be reimbursed for personnel labor and the cost of custodial supplies at the rate outlined in the applicable Fee Schedule. Personnel assignment fees will be charged only if the scheduled event occurs after the district employee's normal working hours (see Personnel Requirements: Elections Custodial Requirements).

3. Organizations Not Exempt from Paying Facility Use Fees

For-Profit Organizations

GCS does not encourage the use of school facilities by for-profit enterprises. If both a for-profit and a non-profit organization submit applications to use the same school facility at the same time, the non-profit organization's application shall be preferred. Unless otherwise specified in this procedure, for-profit rentals may be approved for uses that are related to the school program if the facility and appropriate staff are available. Facilities rented to for-profit enterprises will be charged in accordance with the attached Fee Schedule.

Non-Profit Organizations

Groups, including but not limited to colleges and universities, sponsoring activities other than educational activities, adult fraternities/sororities, professional and occupational groups, and church and religious groups may use school facilities but must pay facility usage fees, custodial supply fees and personnel fees based on rates outlined in the Fee Schedule.

In-Kind Credit Process

Government and non-profit community organizations are encouraged to donate equipment or services to a school that will directly benefit our children during student hours. In such instances, a written proposal will be made to the Superintendent, or his designee, through the school principal. Credit balances are good for two (2) school years.

Process for submitting for in-kind credit:

1. The in-kind credit proposal will identify the service(s), material(s) or combination thereof that will be donated to the school.
2. Proof of value, in the form of invoices or receipts, where possible should be attached to the proposal. If it is not possible to provide invoices or receipts as proof of value, then an estimated value should be placed on the contribution and the basis for calculating such an estimated value.
3. The administration will confirm the accuracy of the identified value and establish a Community Use credit balance which the government or non-profit agency organization may draw against to offset the established facility use fees at the school of donation.

4. **Payment Details for Sports Camps and Independent Teams: City/County/Community Recreation Leagues: Shared Use Agreements**

Sports Camp

- a) Non-Profit. Non-profit camps may be organized and operated by non-profit agencies and will be charged facility usage and personnel fees as outlined in the Fee Schedule. The organization will be required to provide the necessary information in order to verify the organization's non-profit status. "Non-profit camps" do not include "Independent Teams," as described below.
- b) For-Profit. For-profit camps will be charged at the for-profit rate for facility use and the individual participant costs will be established by the organization hosting the camp.

Independent Teams

Teams, including but not limited to Amateur Softball Association, Amateur Athletic Union, United States Specialty Sports Association, Guilford United Soccer, Colt, Babe Ruth teams etc., that are members of a national or local sports organization but not affiliated with city/county/community recreational leagues that desire to use district facilities for practices, games and tournaments will be governed by the rules applicable to for-profit use guidelines. In order not to be charged at the for-profit rate, the independent team representative must provide a copy of the national or local sports organization's Internal Revenue Service Tax Exempt 501(c)(3) document or a copy of a tax exempt letter issued by NC Department of Revenue. Personnel (e.g. custodial, cafeteria, technician, facility supervisor), facility and custodial supply fees will be charged based on the Fee Schedule as outlined in the Fee Definition. The national and local sport organizations must also provide a statement on letterhead from the national organization or local chapter's headquarters with wording that verifies the renting organization as an affiliate.

City/County/Community Recreation Leagues

Shared Use Agreements will only be applicable for the use of outside fields. Shared Use Agreements, whenever possible, will be negotiated with the central government agency in the community to support recreational activities within that community. When no central government agency exists or when the central government agency cannot support the Shared Use Agreement, Shared Use Agreements will be negotiated with the participating recreation league/association. If the recreation league/association declines to participate, they will be offered the use of the facilities under the terms specified on the Fee Schedule and Fee Definition within the Application for Community Use of School Facility (Form AS- 1). The terms of the agreements will vary with each governmental agency and community organization, but the terms will cover a specific timeframe and be subject to re-negotiations and termination as defined in the agreement.

5. **Facilities and Equipment Available and Guidelines for Use: Use of Kitchen; Technology Lab; Port-a-johns; District Equipment; Food and Concession Stand; Advertising, Publicity and Signage; Exterior Space (Stadiums)**

The following areas, where found at regular school/sites, are available for use, provided such use does not interfere with the operation of the school or the security of school/site property:

Auditoriums	Gymnasiums
Band Room	Gymnasium
Baseball/Football/Soccer/Softball Field	Kitchen
Choral Room	Library/Media Center
Classroom	Multi-Purpose Rooms
Computer Lab	Playgrounds
Conference Room	Practice Field
Corridor/Hallway/Commons	School Stadium
Dining Room	Swimming Pool

Items including, but not limited to; spotlights, projectors, amplifiers, furniture and additional pianos are not included in the facility rental costs.

Guidelines for Kitchen Use

Only School Nutrition Services (SNS) staff are authorized to prepare and serve meals. Organizations desiring to purchase and provide pre-cooked foods for meals that are to be served in support of their function may do so. With the exception of school related organizations, the fee schedule will apply.

Use of kitchen equipment and facilities by anyone other than SNS staff without the approval of the SNS director and the principal is prohibited. Approval for use of the kitchen must be requested by submitting the Request to Appoint Kitchen Use Designee form (Appendix B). Once approval to use the kitchen is granted, SNS staff must supervise the use of kitchen equipment to prepare or serve food.

Personnel assignment fees, as listed in the policy's Fee Schedule, will be charged.

Guidelines for Technology Use

If requested through the application process for a rental that meets district standards, the Facilities Services department will contact the school principal/site administrator and Technology Services to approve requests for use of GCS computers, equipment, or technology laboratories.

Technical support of a GCS computer, distance learning, or technology laboratory will be limited to normal operational hours (Monday through Friday, 8:00 a.m. - 5:00 p.m.). Technical support will be available based on established priorities, procedures and workload.

Prior to use of a lab, organizations will meet with a representative from GCS Technology Services and, based on a standard checklist, will establish evidence of competency to properly operate the equipment in the lab. Organizations are specifically prohibited from installing software or making any changes to computer or network configurations without prior approval from the technology services representative. The GCS technology representative will perform all approved installations or reconfigurations. Further, organizations are responsible for ensuring that all software or materials used in conjunction with use of a laboratory comply with all state, federal and international laws regarding copyright.

After a lab has been used, the technology representative will inspect the equipment in the lab to verify the status of the equipment. At this time the technology representative will uninstall non-GCS software and return equipment to standard settings and configurations. Organizations will be responsible for any damage, abuse or theft.

Guidelines for Port-A-John(s)

There is an inherent amount of environmental and health risks associated with the staging and usage of this type of unit. In order to minimize that risk, the renting organizations must identify their request to place port-a-john(s) on district property at the time the application is submitted. Port-a-john(s) are to be staged no earlier than twenty-four (24) hours before an event and remain on site no longer than twenty-four (24) hours after the last event of the rental period. Principals are also to ensure the organizations requesting to stage and use port-a-john(s) on district sites provide the district a copy of the port-a-john rental agreement.

At a minimum, the agreement is to clearly define functional and operational aspects of the device to ensure that the:

1. Port-a-john(s) pumped out and cleaned daily.
2. Port-a-john(s) has a functional exterior door lock. (the exterior lock is needed to ensure that the facility can be locked by the renting organization when the port-a-johns are not in use or are to remain on site overnight) (keys for unlocking the port-a-johns are to be maintained by both the principal and the organization renting the area).
3. Area around the port-a-john(s) is kept clean and free of debris.

Finally, the approval for the staging and use of port-a-johns on school property is a "provisional approval" contingent upon there being no problems with the staging, use and cleanliness of the port-a-john(s) and surrounding area.

Guidelines Governing Community Use of District Equipment

Equipment must be requested at the time the Application for Use of School Facility is submitted. Equipment at the site can only be used by site staff unless otherwise approved by the principal.

1. Approval for use of site equipment must be requested by submitting the District Equipment Usage Agreement form (Appendix C). Once approval to use the equipment is granted, site personnel must supervise the use of the equipment.
2. If special tuning of a piano is required, there will be an extra charge. No piano shall be raised or lowered by the organization.
3. The principal of a school may negotiate a rental cost for equipment not normally located in the area being used.
4. All specialized equipment shall be operated by GCS staff or persons contracted by GCS.
5. Principals will indicate whether equipment is available and whether school employees are required for operation.
6. Payment for use of equipment is due in the Facility Use Section at the time the application for the facility use is submitted.
7. Upon receipt of payment, the Facility Use Section will deposit equipment fees into school's account.

Guidelines Governing the Food and Concession Stand

Requests to operate food and concessions stands must be made at the time the rental application is submitted. Applicable public health and licensing requirements must be met at all times.

Guidelines Governing Advertising, Publicity and Signage

GCS expects a learning environment free from interruption for non-educational reasons. To that end, only information which has been approved for display or distribution in accordance with Board policy will be permitted. GCS is not responsible for disseminating or distributing information for any renting organizations.

Requests for advertising must be made at the time the application is submitted. The content of the communications to be advertised or presented must be submitted for approval by the district's Communications Department. Permission to disseminate materials in support of the renting organization's program will be in accordance with the District Policy [5210](#).

Prior to advertising, organizations must sign and return the District's Advertising, Publicity and Signage Agreement (Appendix D).

- All materials and signage should clearly specify the name of the sponsoring organization, and should convey that the organization is not sponsored by GCS.
- Signage may be placed on school property forty-eight (48) hours prior to the organization's approved time of use.
- Signage must be removed within twenty-four (24) hours after the event ends. A \$40.00 removal cost for removal of signs will be charged back to the renting organization if the signs are not removed within the timeframe.

Exterior Space Use

All open-access public-school grounds are available for individual use by members of the community when not in use for instructional, school-sponsored, or approved Facilities Use activities. Organizations desiring to use outdoor facilities or athletic facilities must submit a use application to the Facilities Services Department. Usage fees are applicable as outlined in the fee schedule.

School Stadiums

Requests for use of school site stadiums should be submitted to the Facilities Use Department. There will be times during the year when the facility will not be available because of the turf maintenance program. The organization will be charged utilities usage fees (see Fee Schedule) if the event is to take place during evening hours. Use of district fields will be cancelled when any one of the following conditions exists:

- One-half inch or more of rain has fallen within the previous 24 hours
- Water is standing on the field
- Soil is frozen
- Turf and mud can be displaced or dislodged from the ground
- Steady rain is falling
- Bare areas are muddy

Simeon Stadium

Requests for use of Simeon Stadium should be submitted to the Facilities Services Department and will be reviewed by the Director of Athletics. There will be times during the year when the facility will not be available due to maintenance and other needs. The organization will be charged utilities usage fees (see Fee Schedule). Use of district fields will be cancelled if any one of the following conditions exists:

- One-half inch or more of rain has fallen within the previous 24 hours
- Water is standing on the field
- Soil is frozen
- Turf and mud can be displaced or dislodged from the ground
- Steady rain is falling
- Bare areas are muddy

6. Personnel Information: Contractual arrangements and Available Personnel

Personnel Support Contract

When a school facility is used or rented, the superintendent's designee or site principal will require a custodian or staff member to be present in order to familiarize and assist the organization with the facility. Personnel assignments are handled by either the Facilities Department or the principal/site administrator.

Responsibilities

Any district staff person present during a rental activity shall not be directly responsible for the supervision of the activity, and no liability will be attached to the school system because of any action of the employee. The organization will be charged the applicable cost for the employee support. Personnel fees will be charged based on the Fee Schedule.

Contractual Obligations

School district employees cannot be paid directly by the organization. An Agreement for Extended-Employment (AS-15) must be completed for each GCS employee required to support the organization. The Extended Agreement, once signed by the GCS employee, is a work and payment agreement between the GCS employee and the school district. The employee is to be paid in accordance with existing GCS payment rates.

If desired, the organization may request additional personnel support. If additional employees are needed, there will be an additional charge.

Available Personnel Support

1. Custodial Support: Custodial services are limited to opening and closing buildings, doors, and windows; turning lights on and off; contacting Sentry Watch (292-6468) to adjust heating/AC; emergency clean-up during the event; normal cleaning after the event; maintenance of restrooms during/after the event; and ensuring that school is in the proper condition to open the next school day. Custodial services do not include transporting equipment and/or supplies, arrangement of any special furniture or equipment or supervision of activities or crowds.

2. Technician Support: The utilization of school equipment (stage and outdoor lighting equipment, sound systems, etc.) will require the employment of school personnel, or professionals approved by the district, trained to operate the desired equipment. The cost of technician support will be added to the agreement.

Elections Custodial Requirements

On election days, one custodian shall be on duty beginning at 5 a.m., and services will continue until the election officials have completed their work. Schedules shall be arranged to cover elections support requirements. To facilitate the process of having personnel available during elections, principals are to adjust personnel schedules to avoid overtime. Personnel assignment fees will be charged only if the scheduled event occurs after the employee's normal working hours. Principals are to ensure that support is provided until the election officials leave.

7. Organization obligations, responsibilities, liabilities, and consequences

Contractual Obligations

The organization shall agree to hold the school district free, harmless, and indemnified from any claims, suits, or causes of action arising from or out of its use of a school facility [[G.S. 115C-524\(b\)](#)].

The organization shall not assign or transfer its permit to use school facilities to any other person/organization without the express permission of the appropriate school official.

An agreement to use school facilities may be canceled for good cause by the organization or amended with the written consent of GCS provided that seven (7) days' notice is given by the organization to the school principal. GCS reserves the right to cancel or amend an agreement to use school facilities at any time. On any day that schools are closed for inclement weather or other emergencies, use of school facilities will be canceled. Organizations are responsible for notifying their membership of such circumstances.

Responsibility for Supervision

The sponsoring organization shall be responsible for the supervision of the activity it sponsors, including the maintenance of order and the safety of the people present. If, more than 200 attendees are expected or the activity is determined by GCS officials to create potential safety hazards, the Safety/Security Department will review the application and may require additional supervision of an intended use of a school facility for crowd control and/or to protect the school district's property. The district may require that the organization do one or both of the following:

- Contract for one or more additional school employees through the Extended Employment process to assist with the supervision of the activity as an agent of the organization and at the organization's expense.
- Provide police protection at the organization's expense.

Responsibility for Care, Custody and Control of School Facilities

The organization shall be responsible for any damage to school property, other than normal wear and tear, while the facility is under the organization's care, custody and/or control. Unless waived, in writing by the principal or another appropriate school official, the following rules shall be observed:

1. The organization shall not drive nails, tacks or screws into the floors, walls, ceiling, desks or any other school property.
2. The organization shall not paint, wallpaper, mark or deface any property.
3. The organization shall not wire or connect electrical equipment (such as stage lighting equipment) or adjust the heat or air conditioning controls, unless specifically approved in advance by the appropriate school official.
4. The organization shall not sell or serve food or drink or operate concessions in connection with the rental of school buildings other than renting school lunchrooms by special arrangement or operating concessions at stadiums.
5. The organization shall wear appropriate athletic shoes when using gymnasiums or tennis courts for athletic or recreational purposes.
6. The organization shall remove its property such as decorations, theater props, and equipment from school premises.
7. The organization shall leave the school premises when its lease term has expired. No school property shall be in use after 11:30 p.m.
8. The organization shall leave the school premises, including parking lots, in a secure, clean, neat and orderly manner.
9. The organization shall become familiar with and shall comply with the fire codes of the city and county applicable to each facility being used.
10. The organization shall protect all floors when moving furniture and/or equipment.

Prohibited Conduct

The following conduct is prohibited:

- The possession, use or sale of beer, wine, alcohol or controlled substances as defined in the North Carolina Controlled Substances Act (unless authorized by a doctor's prescription)
- The possession of weapons (knives, guns, etc.)
- Smoking anywhere on the school district grounds or in the district's facilities
- Any activity which, in the opinion of school officials, would cause or be substantially likely to cause damage to school property (for example, playing fields should not be used during inclement weather or when their use will damage their condition for school purposes)
- No vehicles allowed on landscaped areas. All vehicles must be parked in designated areas only. Any activity that is in violation of the laws of this state or of the federal government

Suspension of Privileges

Violation of any of these rules and regulations shall be grounds for the suspension of a user's privilege to use school facilities for such period-of-time as deemed fitting by the appropriate school official.

View Fee Schedule and Fee Definitions

Complete a Facility Use Application (Form AS-1)

Appendix A Hold Handless Agreement

Appendix B Request to Appoint Kitchen Designee

Appendix C District's Equipment Usage Agreement

Appendix D District's Advertising, Publicity, and Signage Agreement

If you are interested in volunteering at a school, please register [here](#). (Note: this takes you to Volunteer Registration Login)

Acknowledgement and Understanding of GCS Community Use of Facilities Procedures

The undersigned acknowledges understanding and receipt of Guilford County Schools Community Use of School Facilities Procedures.

Printed Name

Signature

Name of Organization

Date