



**Cabarrus County Schools
Application for Community Use of School Facilities**

**All Requests and Payment for Use of Facilities Must Be Received
A Minimum of Two Weeks in Advance**

Name of School Requested _____ Individual or Organization _____

Organization: Email Address _____ Organization: Phone #: _____ Organization: Mailing Address _____ Organization: Contact Name _____

Date (s) of Event _____ Time of Entry (Estimate needs to include setup time) _____ Time of Departure (Estimate needs to include cleanup time) _____ Description of Event _____

During non-school hours, school parks are available for organized community groups through Cabarrus County Parks Department, (704) 920-2701.

The following are used in establishing the charges for facilities use, personnel and maintenance recovery fees:

- To recover all of the direct operating expenses.
- To recover the partial or percentage cost of providing the service under the premise:
 - The service uses consumable materials.
 - The service requires a facility with operating, utility, or maintenance costs.
 - The service requires preparation or clean-up.
 - The service requires special supervision.

The following are excluded from charges for facilities use, personnel and maintenance recovery fees based on Cabarrus County Schools Board Policy Code 5030, priority use:

- School-related support groups (principal-approved non-profit organizations formed to support the school in some manner, such as the PTA, PTO, booster clubs and similar parent organizations under Policy 5010, alumni groups, teachers' and principals' organizations and booster clubs' professional organizations. This category does not include outside organizations who contract with or otherwise provide financial support to an approved school support group);
- Local governments which have executed a Memorandum of Understanding (MOU) with the Board.

On-site Personnel Name / Title _____ On-site Personnel Name / Title _____

		Fee
School Personnel		
Estimated # of event hours _____	• Minimum of one school representative is required to be on site	
# of Employees _____ @ \$30 per hour	• Outdoor events: Restrooms needed? _____ Yes _____ No	
Area of School		
	> 0 and < 4 hours	> 4 and < 8 hours
	> 8 and > 12 hours	> 12 and < 16 hours
Kitchen & Cafeteria (Child Nutrition personnel required)	100	125
Cafeteria Only	50	75
Auditorium / Multipurpose	80	100
# _____ Classroom (s)	20	25
Media Center - Middle / High School	100	125
Media Center - Elementary School	50	75
Gymnasium/Auxiliary Gymnasium	100	125
Athletic Fields (excluding stadium and Turf)	100	125
	> 0 and < 75 Attendees	> 75 and < 150 Attendees
	> 150 attendees	
Maintenance recovery fee		
Gymnasium	90	100
Athletic Fields (excluding stadium and Turf)	90	100
Other school facilities - one (1) area	190	215
Other school facilities - two (2) or more areas	265	300
	Type of service: _____	
In-Kind Discount	<ul style="list-style-type: none"> • In-kind contributions include materials, equipment or services given without charge. • In-kind contributions must be coordinated with and approved by the principal. Principals will obtain director approval as necessary. • In-kind contributions of materials or equipment must be accompanied by receipts or documentation of value. 	
Less # _____ hours @ \$25 / service or labor hour		
Less value materials or equipment (list) _____		
Subtotal Fees Before Discount		\$ _____
Cabarrus County Schools Board Policy Code 5030 discounts		
Less 25% for Non-Profits*	• A copy of your most recent IRS letter indicating tax-exempt status under 501(c) of the tax code must accompany each agreement to receive a discounted rate.	
Less 50% Youth Organizations*	• Youth Organization means a group or organization with the primary intent or purpose of serving young people under the age of 21.	
Less 10% Enrichment Programs* (The maximum discount not to exceed 60%)	• Groups who provide services to the school's students only (no outside children coming in for the program) and who operate their program fully in the 90 minutes following school dismissal.	
Subtotal Fees After Discount		\$ _____
Fees Not Subject to Discount		
Student Services - # of students _____ @ \$15 per hour	• Student services are already provided at a discounted rate.	
Excessive Use Fee - # of days _____ @ \$300 per day	• Excessive use fee = Field(s) occupied for more than 2 hours in a day.	
Total Fees Due		\$ _____



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Individual or Organization

Cabarrus County Schools Board Policy Code: 5030 Community Use of Facilities endorses the goals of the Community Schools Act. The use of school facilities by community groups should be consistent with the education program and the goals and objectives of the Cabarrus County Schools Board and school system; with state laws; with local ordinances; or with the proper care and maintenance of school facilities.

We understand:

- 1. Users are responsible for payment IN FULL a minimum of two weeks prior to the event date. Payments must be made by the organization listed on the agreement. Applications and payments will be forwarded to the Finance Department upon principal approval and completion of all signatures.
a. Users are responsible for employees' salaries based on the estimated hours worked in addition to any rental fee charged.
b. Schools will charge a maintenance recovery fee to recover local maintenance expense.
c. Any individual or organization with a prior balance will not be permitted use of any Cabarrus County Schools facility.
2. Users are responsible to the principal for making known any intended use of school property, including technology, special lighting, sound equipment, athletic equipment, sound equipment, outdoor restrooms, etc. Principals will obtain appropriate director signature for authorization.
3. Users are responsible for all damages to school facilities, property or equipment that occurs while the facility is being used by the group, regardless of who caused the damage.
a. Damages will be assessed from unauthorized use of school property or school equipment.
b. Damages will be assessed from addition or removal of permanent fixtures, wiring, hardware etc. to school property.
4. Users are responsible for the conduct of all persons involved in the users' activities while on school property.
a. Users are responsible for leaving the public-school buildings, entrances, and grounds, supported by our tax money clean from debris and trash and in good order.
b. Users are responsible for making certain school facilities are left clean and ready for the next school day - unless other arrangements have been cleared through the principal.
c. Users are responsible for the supervision of the activity they sponsor, including the maintenance of order and the safety and supervision of all people present.
d. Users may be required to have law enforcement officers supervise the event and to protect school property.
5. Users must comply with all federal, state and local laws and any additional rules required by the board, superintendent or designee, or the principal.
6. 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.
7. Users must comply with Cabarrus County Schools Board policy and legal requirements regarding the use of tobacco products in school facilities and on school grounds (see Policy 5026/7250, Smoking and Tobacco Products).
8. Users shall not consume or possess alcohol or drugs on school grounds (see Policy 5025, Prohibition of Alcoholic Beverages).
9. Users shall not possess weapons or explosives while on school grounds (see Policy 5027/7275, Weapons and Explosives Prohibited).
10. Any violation by a user of the provisions of this policy or any applicable regulations are grounds for the suspension of the user's privilege to use school facilities for such period of time as deemed appropriate by the principal, subject to the review of the superintendent and board.
11. No food or drinks should be brought into the gym or auditorium at any time during an event or the event will be discontinued.
12. On rare occasions, the school/school system reserves the right to move an approved activity to another site or date.
a. In order to provide proper maintenance, athletic fields are assigned a maximum numbers of use hours. Principals will track and monitor the number of use hours. Fields will not be available once the maximum hours have been met.
13. Users may be required to furnish a certificate of insurance for general liability coverage, naming Cabarrus County Schools Board of Education as an additional insured, with total limit coverage of \$1,000,000 for each claim made.
14. Cancellations must be submitted in writing at least seven (7) days prior to the event. Refund requests must be received in writing within thirty (30) days of cancellation.
15. Time of entry, departure and the number of attendees must be estimated as accurately as possible.
a. Incorrectly stating the number of attendees will void this contract.
b. Facility access will not be granted at any times other than those specified.
c. No adjustments will be made within one (1) hour of estimated personnel time. Variations in excess of one (1) hour are subject to billing.
d. Refund requests for employee time variations must be received in writing within thirty (30) days of event.
16. Extended and continuous facility use (i.e. - weekly, monthly, or lasting longer than 5 days) payments must be received no less than 7 days prior to event. Applications should be on file for these in Finance.
17. Users may not sublet or assign their use privileges to other groups or individuals. Use is permitted only by the user who submits an approved application.

In consideration for the use of this facility at School, hereby RELEASES, ACQUITS AND FOREVER DISCHARGES the Cabarrus County Schools Board of Education ("Board"), its past and present employees, agents, attorneys, or other affiliates from any and all claims, losses, liabilities, demands, defenses, setoffs, counterclaims, and causes of action of any kind, if any, whether absolute or contingent, known or unknown, matured or unmatured that this Individual / Organization may have, now has or hereinafter can have or ever had, in whatever capacity against the Board, rising from or related to use of the Facility.

Individual or Organization:

Applicant's Signature

Date

Facility Use Application Approved By:

Principal or Administrator's Signature

Date

Form Submitted By:

School Contact - Please Print

Date

School Property Use (detailed in item #2 above) Approved By:

Director Signature

Date