



Cabarrus County Schools
Application for Community Use of Football Stadiums & Turf Fields
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 #:
Date (s) of Event	Organization: Mailing Address
	Organization: Contact Name
	Time of Entry (Estimate needs to include setup time)
	Time of Departure (Estimate needs to include cleanup time)
	Description of Event

		Amount	Per	Quantity	Fee
Rental Area					
	Football Stadium Field (less than 3 hours of use)		Half Day		
	Stadium Track (less than 3 hours of use)		Half Day		
	Football Stadium Field (more than 3 hours of use)		Day		
	Stadium Track (more than 3 hours of use)		Day		
	Turf Practice Field - West Cabarrus High ONLY		Day		
Staff					
	Game Day Manager Name _____		Hour		
	Custodial Support Name _____		Hour		
	Audio/Visual Name _____		Hour		
Additional Charges (Optional)					
	Goals/Equipment (see notes below)		Field		
	Field Marking - Lacrosse ONLY		Field		
	Event Fee (see notes below)		Field		
Total					

Notes:

- Cabarrus County Schools reserves first rights to vending opportunities for school affiliated groups, prior to allowing outside vendors at outdoor rentals.
- Football stadium and Turf field rentals do NOT include concession stands, field houses, or press box under any circumstances.
- Cabarrus County Schools will determine the required number of security officers for each event as needed, requiring that officers are provided by Cabarrus County Law enforcement or the City of Concord Police. These expenses are to be covered by renter, the district will not be responsible for these fees.
- Cabarrus County Schools, recognizes any rental consisting of more than two games or competitions that require an official, an event. These rentals will incur the 'Event Fee' outlined in 'Additional Charges'.
- Cabarrus County Schools, recognizes any practice or meeting with a duration of more than three hours, as an event. These rentals will also incur the 'Event Fee' outlined in 'Additional Charges'.
- Cabarrus County Schools 'Additional Charges' are defined as a charge per field, per event held. If clarification is needed, please contact CCS Finance Department.
 - Ex: A three day event with two fields would incur a \$1,500 'Event Fee' charge.
 - Ex: Two events on two, separate fields in one day would incur a \$1,500 charge.
 - Ex: A one day event with three fields would incur a \$2,250 'Event Fee' charge.



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

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. 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 in 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. Facility access will not be granted at any times other than those specified.
b. No adjustments will be made within one (1) hour of estimated personnel time. Variations in excess of one (1) hour are subject to billing.
c. 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