

Regulation KG-R1: MECKLENBURG COUNTY PUBLIC SCHOOLS CONTRACT FOR USE OF SCHOOL

FACILITY I. BUILDING USE REQUEST

The _____ (Organization) requests the use of
_____ School. _____ (Part of school to be
used) for the purpose of: _____

On _____ (Day) _____ (Date) from _____ to
_____ (Time)

Will activity be open to public? _____ Will admission be charged? _____

Proceeds will be used for? _____

Name, address, and telephone number of person responsible on this occasion:

II. INSURANCE INFORMATION Do you (the requesting organization), have an in-force public liability
policy? _____ YES _____ NO

If yes, what are the limits of liability? (Must be at least \$1,000,000, to include Workers

Compensation Coverage)

Bodily Injury: \$ _____ Property damage: \$ _____

III. RULES GOVERNING USE OF FACILITIES BY COMMUNITY GROUPS

A. No smoking allowed. B. No drinking of alcoholic beverages allowed. C. Activity shall be restricted to
the area for which permission is granted. D. The activity shall not extend beyond the hours approved in
the request. E. All programs shall be planned so they do not interfere with the regular day school
schedule. F. The organization using the building shall be responsible for moving its equipment into and
out of the building. G. The supervisor in charge of the activity shall be present before the activity is due
to start and remain with the group until all have left. H. A school representative will be responsible for

the building. I. School authorities must have free access to all rooms at all times. J. Where custodial assistance must be hired, a charge equal to 1.5 times the hourly wage rate will be charged. K. Room(s) or facility used by applicant will be carefully examined after use. The applicant will arrange for prompt payment of any loss or damage occurring as a result of use of school property. L. No school property or equipment is to be altered or removed from the premises. M. The using organization shall be required to furnish public liability insurance with limits at least equal to \$1,000,000 to include Workers Compensation coverage. (See Item II) N. A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least 3 days in advance of the event and must designate both the using organization and the Mecklenburg County School Board as insured. The absence of such a certificate will preclude use of the facility. O. This license is revocable at any time by school authorities. P. When the kitchen is used, at least one cafeteria employee must be hired and be present during the entire period of use to assist with cooking, serving, and cleaning. Their rate of pay will be 1.5 times their regular hourly rate and is to be added to any applicable rental fee. Q. The facility will be inspected by a representative of the requesting organization. By signing this contract, the representative indicates that he/she finds the facility adequate and safe for the group's use. I agree on behalf of the above indicated organization that all members and guests will observe the above regulations and those we, individually, and as an organization, will assume full financial responsibility for any and all damages done to school property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-named against any loss, damage, or expense of any kind, which said may sustain or incur because of use of the above described building by our organization and we will further hold said harmless for loss of any kind in connection therewith.

Signature: _____ (Organization Representative)

Print Name: _____ Date: _____

Facility Fee: _____ Custodial Fee: _____ (Minimum of 3 hours payment is set at time and half) Cafeteria Fee: _____ (Minimum of 3 hours payment is set at time and half)

***Custodial fees must be paid directly to the custodian.
Cafeteria and facility fees must be paid directly to MCPS c/o of the Maintenance Department. Cafeteria and facilities fees will be split between the building level principal and maintenance department.**

APPROVED: _____ NOT APPROVED: _____

(Principal's Signature) _____ DATE _____

APPROVED: _____ NOT APPROVED: _____

_____(Division Superintendent or Designee)

DATE

**Requires the signature of the building principal and the division superintendent’s designee for final approval. Fees are set by the Mecklenburg County School Board. The building principal does not have the authority to waive any fees.