

## COMMUNITY USE OF SCHOOL FACILITIES

### Facilities Use Form (KG-R2)

All requests for facilities use involving third parties must be referred to the Superintendent or his/her designee, who coordinates Mecklenburg County Public Schools facilities use requests. All potential facility users must complete the Mecklenburg County Public Schools Facilities Use Form (KG-R2) and must submit the completed form to the building principal or designee at least twenty (20) working days before the proposed event. Approved users of facilities shall be charged a building usage fee as authorized by Mecklenburg County School Board Policy to offset facility costs as well as personnel cost(s) as outlined below.

### Alcohol, Drugs and Smoking Prohibited

Use of alcoholic beverages and illegal drugs is prohibited in all Mecklenburg County Public School facilities at all times. In accordance with the Clean Air Act, smoking, including the use of e-Cigarettes, is prohibited in all Mecklenburg County Public School facilities.

### Facilities Use by School Groups

Use of Mecklenburg County Public School buildings and grounds by school groups for educational purposes after school hours shall be scheduled and coordinated by the principal, or his/her designee of the relevant school, or the Superintendent according to policies and regulations of the School Board.

### Facilities Use by Non-Mecklenburg County Public School Groups

Use of Mecklenburg County Public Schools buildings and grounds by non-school groups shall be governed by the following:

#### 1. Written Request Required and Insurance

Non-profit community agencies and organizations may request the use of school buildings and grounds if the program is of a cultural, sports, or educational nature. Permission to use the buildings and grounds by such groups shall be granted with the initial approval of the relevant school principal or his/her designee. Facility Request Form (KG-R2) shall be presented for action no fewer than twenty (20) working days prior to the date scheduled for the event. A completed written Facilities Use Form (KG-R2) and certificate of insurance must be filed with the office of the Superintendent at least three (3) days prior to the activity. The insurance policy must be for at least \$1,000,000 liability and injury. The school administration may require additional insurance coverage for events judged to be high risk. Certain self-insured sports instructors shall file a certificate of insurance annually. Failure to provide the Facility Use Form (KG-R2) and insurance certificate within three (3) days of the event will result in the denial of the facilities use request.

#### 2. Personnel/Staffing Requirements

The school principal, or their respective designee(s), shall decide when school district employees are required to support a specific event for groups/events where fewer than fifty individuals are expected. The School Board/district reserves the right

to charge the facilities user with expenses for actual time School Board employees spend cleaning up following an event in order to return the facilities to their normal condition.

- a. Custodial Staff: Outside of regular custodial hours, a custodial staff member or designee shall be on duty for all non-school activities for any group/event that anticipates fifty (50) or more in attendance. The minimum time for a custodian will be five hours as they must come in prior to an event and work after the event. The presence of the employee on duty does not relieve the facilities user of responsibility for any damage done to the property.
- b. Employee Volunteers Prohibited: School Board employees shall not be permitted or requested to volunteer their services for these purposes.
- c. Security Personnel: Law enforcement supervision may be required at the direction of the principal or their respective designee(s). In such instances, the facilities user must arrange for security with confirmation provided to the building principal or their respective designee(s) prior to the event/activity. The law enforcement unit shall bill the facilities user directly for such services.
- d. For groups/events with fewer than fifty individuals expected to attend/participate, the representative designated on the KG-R2 form shall be responsible to coordinate opening and closing of the building/facility with the building principal. This person will be responsible to check restrooms, turn off lights, secure doors, etc. at the end of the event.

### 3. Equipment and Special Fees

School kitchens are not available for outside group usage. A service fee shall be collected for athletic field lights, stage lights, spot lights and other technical equipment which may be rented by the facilities user, provided that the technician approved by the principal or their respective designee(s) is engaged by the facilities user to oversee equipment use. The School Board reserves the right to subsequently charge the facilities user for any required special trash pick-up required after an event. Pianos may not be used or moved unless under the authorization and/or supervision of the principal. The charge for the use of the piano and of persons to operate lights will be determined annually. Special fees are in addition to the space rental and custodial fees. Some fees may include, but are not limited to:

Athletic field lights: \$200 per evening event

Stage lights/Spot lights: \$100 per event

Other special equipment: TBD

### 4. Deposit and Full Payment

An advance, non-refundable deposit of (\$50.00) is required ten (10) days in advance of the facilities use date. Payment of the balance is due on or before the date of the use of the facilities. The (\$50.00) non-refundable deposit will be credited toward the total amount charged for the use of the facilities. When facilities are contracted for a series of events scheduled over several months, fees may be paid monthly. Users paying monthly fees must pay on, or before, the first working day of each month. In the event that payment is not made in accordance with the terms stated herein, the School Board may exercise its legal rights to recoup any sums due and owing, including,

without limitation, any late charges, interest, attorneys' fees, and/or any other litigation-related expenses or costs incurred in the collection of monies owed. By signing a Facilities Use Form, the user of the facility acknowledges and agrees to pay a five percent (5%) penalty for late payment.

5. Rental Fees

Rental, custodial, and other fees will be collected in accordance with a scale set annually by the School Board.

a. All rental and special fees should be paid directly to the school and deposited by the school into their Facility Use Account.

b. Fee Schedule:

	Half Day*	Full Day**
Cafeteria/Cafeteria Stage	\$200	\$400
Gymnasium	\$300	\$600
Athletic field	\$200	\$400
Other	TBD	

\*half day is up to four hours at the minimum charge for outside of school hours

\*\*full day is up to eight hours

If the event is beyond eight hours, but less than twelve hours, the fee would add another half day charge and so forth.

c. Personnel timesheets indicating the number of hours worked will be submitted by the employee to the building principal. The approved/validated timesheet will then be forwarded to the Director of Facilities.

d. Maintenance and Operations will invoice the school for all custodial fees and half of space/special equipment fees.

6. Fee Waivers

The School Board shall not charge facility rental fees for Mecklenburg County Public Schools students and employees requesting building use for school-related extracurricular or professional development, school-support groups (e.g., PTAs and booster clubs) and county agencies. The rental fee for the use of the facilities by fire department, rescue squads, lifesaving crews, law enforcement agencies and agencies of the Commonwealth is also waived. Facility use events that anticipate fifty (50) or more in attendance require an MCPS Custodian on site during that event and this fee (\$30/hr) may not be waived.

7. Facilities Hours

Generally, the School Board shall make its facilities available for use by outside organizations Mondays through Fridays from 3:30 p.m. until 9:30 p.m. and on weekends from 7:00 a.m. to 10:00 p.m.

#### 8. Termination of Usage

The Superintendent of Schools has the right to terminate use of facilities by any group when he/she determines that the group has damaged facilities or other school property in any way, has created an unnecessary burden on the school, or has violated any of the terms of agreement for building use.

#### 9. Recurring Use of Facilities

The following procedures shall be followed when an organization is requesting repeated use of school facilities.

- a. An approved Facility Use Form (KG-R2) is valid for six (6) months from the date of approval. The renewal date will be included on the KG-R2 form.
- a. An applicant may submit a new Facility Use Form (KG-R2) every six months, which could extend facility use on a recurring basis.
- b. A review of the Facility Use Form (KG-R2) will be conducted by school personnel along with a representative from the organization at the time of each reapplication. The parties' review shall address any areas of concern.
- c. If a second group/organization requests to use the same facility in such a day/time/location that would create a conflict, the current group/organization will receive written notice of such request and will have use of the facility for a maximum of twenty four months from that notice. After twenty four months, the new group/organization would then have rights to facility use.
- d. Failure to adhere to the rules and regulations will result in termination of the approved Facility Use.

#### 10. User's Responsibilities

All facilities users accept responsibility for the care and maintenance of Mecklenburg County Public Schools facilities and agree to the conditions listed on the Facility Request Form and in this Regulation. In addition, users agree to obey public laws and School Board policies and regulations while on School Board property. The person or organization who signs the application will be held financially and legally responsible for complying with the terms and conditions (financial and otherwise) as well as for any damages that may occur to MCPS equipment and/or facilities. The person assuming responsibility for the activity must sign the Facility Use Form (KG-R2) and must be present when the activity is conducted.

#### 11. Principals, or their respective designee(s), Responsibilities

Principals, or their respective designee(s), will require all users of school facilities to complete the Facilities Use Form (KG-R2); compute fees on facilities use; forward all completed Facilities Use Forms (KG-R2) to the Superintendent; and retain a copy of all approved Facilities Use Forms (KG-R2) for three (3) years in the school/building files.

#### 12. Priority for Use of Facilities

Permission to use Mecklenburg County Public Schools facilities shall be granted according to the following priorities:

- a. MCPS instructional and extracurricular programs;

- b. School-related groups, such as parent-teacher associations and booster clubs; tutoring and school business partnerships;
- c. Activities facilitated through Mecklenburg County Department of Parks and Recreation and open to the public;
- d. Local and state government activities;
- e. All others as space is available and at times that do not interfere with the operation of the school and the preceding priorities, on a first come, first served basis, including youth groups, Mecklenburg County employee organizations, civic and cultural groups, churches, private organizations and individuals.

### 13. Commercial Prohibition

Renting Mecklenburg County Public Schools property (e.g., buildings, grounds, table space, booth space) by a for-profit individual or organization for the purpose of promoting or conducting a business or selling merchandise is prohibited. Sales of merchandise and fundraising activities by non-profit groups and by school-related groups is governed by separate School Board policy.

### 14. Cancellation of Use

On any day that the Mecklenburg County Public Schools are closed due to inclement weather or other emergencies, use of the school facilities will likewise be cancelled. Users of the facilities, and not the school district or its employees, are responsible for notifying their memberships of such circumstances. The school district further reserves the right to deny any Facility Use Form or cancel any previously approved contract when it deems such action to be in the best interest of the school district. Examples of such circumstances include, but are not limited to: (1) the applicant has not demonstrated to the satisfaction of the school district that reasonable security has been provided and reasonable safety precautions have been taken; (2) the rescheduling of school activities cancelled by emergencies creates conflicts with scheduled community uses; (3) the primary purpose for the usage is for commercial use; and (4) emergencies arise that require school district use of the facilities.

### 15. Additional Rules and Regulations

- a. No organizations may use the buildings or grounds at any time, or in such a manner, that would interfere with the operation of the school for public education purposes.
- b. The School Board and its representatives' access to schools will not be limited at any time due to outside group/organization use of school facilities.
- c. The facilities use applicant shall not sublet space to another organization or group.
- d. Any organization desiring to move special properties into the school or into the grounds, including the auditorium, prior to or on the date of rehearsal or performance, must obtain permission from the office of the division superintendent. All flats, curtains and costumes must be treated for fire resistance.

- e. Using decorations, scenery, or moving school equipment is prohibited unless special permission is granted.
- f. The parking of automobiles shall be restricted to designated areas. Parking is prohibited in areas for the handicapped (without proper authorization) and in fire lanes.
- g. The group/organization using the building and grounds shall be responsible for the conduct of its members.
- h. Compensation shall be made by the sponsoring individual or organization for any damage done to School Board property.
- i. All publicity for an event shall carry the name of the group sponsoring the meeting or event. All advertisements for the event shall be reviewed by the division superintendent, or his/her designee, and shall include the statement *"Permission to use a School Board facility and the activities herein does not, in any way, constitute sponsorship or endorsement of the groups' policies or beliefs by the Mecklenburg County School Board."* All publicity must be pre-approved by the Mecklenburg County School Board or school contact.
- j. Department facilities, such as laboratories, music, vocational and commercial departments, generally, shall not be made available for non-school use.
- k. The School Board assumes no responsibility for items or equipment brought on School Board premises by the using organization, its members or guests, or for lost or stolen items. The School Board also assumes no responsibility for injuries or illness sustained and/or contracted on the premises. The person signing the Facilities Use Form, and the organization which he/she represents, shall be held financially responsible for any damage to the building, and its furniture and equipment during the period of use. The organization using the school facilities shall be responsible for damage or theft of school property.

Adopted: March 19, 2019

Revised: June 15, 2020

MECKLENBURG COUNTY PUBLIC SCHOOLS  
FACILITY USE FORM

I. BUILDING USE REQUEST

The \_\_\_\_\_ requests the use of \_\_\_\_\_  
Organization School

\_\_\_\_\_ (Part of school to be used) for the purpose of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
Day and Date Start Time End Time

Is this a onetime facility use request or recurring? \_\_\_\_\_ One time \_\_\_\_\_ Recurring

If recurring, please provide those additional details here (Please note, this form is good for a maximum of six months):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Agreement expiration date: \_\_\_\_\_

Will activity be open to the public? \_\_\_\_\_ YES \_\_\_\_\_ No

Will admission be charged? \_\_\_\_\_ YES \_\_\_\_\_ No

If yes, proceeds will be used for? \_\_\_\_\_

How many individuals are reasonably expected for this event/activity? \_\_\_\_\_ 0-50 \_\_\_\_\_ more than 50

Print name, address, and telephone number(s) of person responsible for the event and use of this MCPS facility. . This person is responsible for any loss/damage incurred as well (with fewer than 50 in attendance) as for coordinating with the principal to open and to secure the building at the end of the event \_\_\_\_\_  
\_\_\_\_\_

INSURANCE INFORMATION

Do you (the requesting organization) have an in-force public liability policy? \_\_\_\_\_ YES \_\_\_\_\_ NO

What are the limits of the liability? (It must include \$1,000,000 personal liability)

Bodily Injury coverage limit: \$ \_\_\_\_\_

Property damage coverage limit: \$ \_\_\_\_\_

II. RULES GOVERNING USE OF FACILITIES (Please review full MCPS School Board Policy KG and Regulation KG-R1)

Facility Fee Worksheet:

Space requested fee: \$ \_\_\_\_\_

Custodial fee (waived if fewer than 50): \$ \_\_\_\_\_

Special Equipment fee: \$ \_\_\_\_\_

Fee due to school per event: \$ \_\_\_\_\_

**Total fee due to School:** \$ \_\_\_\_\_

Organization Representative Signature: \_\_\_\_\_

Organization Representative Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY

RECOMMENDED APPROVAL: \_\_\_\_\_ YES \_\_\_\_\_ NO

Principal's Signature\*\*: \_\_\_\_\_

Date: \_\_\_\_\_

If facility use is approved, please promptly submit work order request for HVAC/Special Requests.

If facility use is approved, after conclusion of event, collect and verify timesheet and submit to Supervisor of Maintenance and Operations. You will receive an invoice from Maintenance and Operations.

APPROVED: \_\_\_\_\_ NOT APPROVED: \_\_\_\_\_

\_\_\_\_\_  
(Division Superintendent or Designee Signature\*\*)

\_\_\_\_\_  
DATE

\*\*Requires the signature of the building principal and the division superintendent or 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.

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