

COMMUNITY USE OF SCHOOL FACILITIES

Facilities Use Form (KG-R2)

All requests for facilities use involving third parties must be referred to the Executive Director of Facilities and Operations, 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 MCPS Policy and Regulation to offset facility costs as well as personnel cost(s) as outlined below.

Alcohol, Drugs and Smoking Prohibited

The 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 and on 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 relevant building principal or his/her designee and the Executive Director of Facilities and Operations according to policies and regulations of Mecklenburg County Public Schools.

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

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 building principal or his/her designee only after a Facility Usage Form (KG-R2) and Certificate of Insurance (naming Mecklenburg County Public Schools as "other insured") is filed with the building principal no fewer than twenty (20) working days prior to the activity. The insurance policy must be for at least \$1,000,000 liability and injury requested for the event. The Executive Director of Facilities and Operations may require additional insurance coverage for events judged to be high risk. In the event of repeated use of the facility, a new Facility Usage Form (KG-R2) and new Certificate of Insurance must be resubmitted each six months for renewal. Failure to provide the Facility Usage Form (KG-R2) and Certificate of Insurance within twenty (20) days of the event will result in the denial of the facilities use request.

For-Profit Organizations are not eligible to request the use of school facilities.

2. Personnel/Staffing Requirements

A school district employee will be assigned each event requested (see Rental Fees). The superintendent reserves the right to charge the facilities user with expenses for actual time MCPS employees spend monitoring, supervising, operating equipment and cleaning up following an event in order to return the facilities to their normal condition (see Rates).

- 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. 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: MCPS 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) and/or the Executive Director of Facilities and Operations. 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.

3. Equipment and Special Fees

School kitchens are NOT available for outside group usage. A service fee shall be assessed and collected for athletic field lights, stage lights, spot lights, sound system and other technical equipment which may be rented by the facilities user, and for the technician appointed by the principal or their respective designee(s) to operate the equipment in question. The superintendent 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 building principal or their designee. The charge for the use of the piano and of persons to operate lights will be determined annually. Special fees may be incurred in addition to the space rental and custodial fees.

4. Deposit and Full Payment

An advance, non-refundable deposit of (\$50.00) is required twenty (20) calendar days in advance of the facilities use date. Payment of the balance is due five (5) business days 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. In the event that payment is not made in accordance with the terms stated herein, MCPS may exercise its legal rights to recoup any sums due and owing, including, without limitation, any late charges, interest, attorney's fees, and/or any other litigation-related expenses or costs incurred in the collection of monies owed. The forfeiture of reservation and deposit may occur if the payment balance is not received at least 5 business days prior to the scheduled event.

5. Rental Fees

Rental, custodial, and other fees will be required in accordance with a scale set annually by the superintendent (see below).

- a. All rental and special fees should be paid directly to Mecklenburg County Public Schools.
- b. Fee Schedule:

Location/Space Maintenance Fee	Base Fee (½ day/ full day)	Custodial Fee (per hr./ per person)	Special Equipment Fee (per hr./ per person)	Field Fee (per hr./ per person)
MCHS/MCMS Auditorium	\$250/\$500	\$25	\$50/hour (4 hr. minimum) ^	N.A.
Phoenix Stadium	\$250/\$500	\$25	\$50/hour (4 hr. minimum) ^	N.A.
MCMS Football Field	\$200/\$400	\$25	N.A.	N.A.
MCMS Soccer/Practice Field	\$200/\$400	\$25	N.A.	N.A.
MCHS Soccer/Practice Field	\$200/\$400	\$25	N.A.	N.A.
MCMS Auxiliary Gymnasium	\$200/\$400	\$25	N.A.	N.A.
MCMS Gymnasium	\$300/\$600	\$25	\$50/hour (4 hr. minimum) #	N.A.
MCHS Gym (single-court)	\$300/\$600	\$25	\$50/hour (4 hr. minimum) #	N.A.
MCHS Gym (multi-court)	\$300/\$600	\$25	N.A.	N.A.
MCHS Cafeteria	\$200/\$400	\$25	\$50/hour (4 hr. minimum) ^	N.A.
MCMS Cafeteria	\$200/\$400	\$25	\$50/hour (4 hr. minimum) ^	N.A.
MCHS Baseball Field	\$200/\$400	\$25	\$35/hour (4 hr. minimum) @	\$35
MCMS Baseball Field	\$200/\$400	\$25	\$35/hour (4 hr. minimum) @	\$35
MCHS Softball Field	\$200/\$400	\$25	\$35/hour (4 hr. minimum) @	\$35
MCMS Softball Field	\$200/\$400	\$25	\$35/hour (4 hr. minimum) @	\$35
Elementary Field	\$200/\$400	\$25	N.A.	N.A.
Elementary Cafeteria/Stage	\$200/\$400	\$25	T.B.A.	N.A.
Elementary Gymnasium	\$300/\$600	\$25	T.B.A.	N.A.
Former High School Field	\$200/\$400	\$25	N.A.	N.A.
Former High School Gym	\$300/\$600	\$25	N.A.	N.A.

Notes:

^ above house lights and single microphone

above regular gym lights; NO BLEACHERS

@ this cost will add use of scoreboard & PA system

\$50 non-refundable deposit due to "reserve" facility

Full fee due 5 business days PRIOR to event (forfeit of reservation & deposit if not paid "on-time")

*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 1/2 day charge and so forth.

6. Fee Waivers

The superintendent shall not charge facility rental fees to Mecklenburg County Public Schools students and employees requesting building use for school-related extracurricular or professional development, school-support groups (e.g., PTAs and/or school approved booster clubs) and Mecklenburg County Government agencies. The rental fee for the use of the facilities by Mecklenburg County based fire department(s), rescue squad(s), lifesaving crew(s), law enforcement agencies and agencies of the Commonwealth will also

be waived.

*Mecklenburg County organizations (non-profit/not-for-profit) who were “grandfathered” as of June 30, 2022, shall be considered for a reduction of facility use fees for the Bluestone High School and Park View High School facilities (only), due to their longstanding relationship with the school division and for providing services to area youth (MCPS students). These reduced fees shall be based on nominal operational costs as determined by Mecklenburg County Public Schools. This grandfather clause shall end should these organizations discontinue their program(s) at either of the before mentioned facilities, or when these facilities revert back to the Mecklenburg County Board of Supervisors. No new organizations will be considered for fee reductions.

7. Facilities Hours

Generally, MCPS shall make its facilities available for use by outside organizations Mondays through Fridays from 4:00 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, or their designee, Executive Director of Facilities and Operations, and/or building principal has the right to terminate use of facilities by any group when they determine 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 Usage 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 Usage Form (KG-R2) after six months have passed since the last facility use approval.
- b. A review of the Facility Usage 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. 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 Usage Form (KG-R2) and in this Regulation. In addition, users agree to obey public laws and MCPS policies and regulations while on MCPS 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 Usage 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 and submit the Facilities Usage Form (KG-R2);
- Review the form for accuracy and completion then;
- Forward all completed Facilities Usage Forms (KG-R2) to the Executive Director of Facilities and Operations;

Executive Director of Facilities and Operations will:

- Compute fees on facilities use (if approved) then return the final copy back to the principal to perform the aforementioned duties;
- Provide the Insurance Certificate to the Clerk of the School Board for review and approval;
- Contact the requesting party concerning approval/denial and assign custodian and/or technician to the event;
- Retain a copy of all approved Facilities Usage Forms (KG-R2) for three (3) years.

12. Priority for Use of Facilities

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

- First: MCPS instructional and extracurricular programs;
- Second: School-related groups, such as parent-teacher associations and booster clubs; tutoring and school business partnerships;
- Third: Local and state government activities;
- Last: 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 School and Government employee organizations, civic and cultural groups, churches, private organizations, and individuals.

13. 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 Usage 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.

14. 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. MCPS 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 building principal and/or the Executive Director of Facilities and Operations. All flats, curtains and costumes must be certified as 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 MCPS 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 and pre-approved by the building principal and/or the Executive Director of Facilities and Operations, and shall include the statement "*Permission to use a MCPS facility and the activities herein does not, in any way, constitute sponsorship or endorsement of the groups' policies or beliefs by Mecklenburg County Public Schools.*"
- j. Department facilities, such as laboratories, music, vocational and commercial departments, shall not be made available for non-school use.
- k. MCPS assumes no responsibility for items or equipment brought on MCPS premises by the using organization, its members or guests, or for lost or stolen items. MCPS also assumes no responsibility for injuries or illness sustained and/or contracted on the premises. The person signing the Facilities Usage 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; October 12, 2022

II. RULES GOVERNING USE OF FACILITIES

*Please refer to: **MCPS Policy KG-R1 and FORM KG-R2 for regulations and fees (attached)***

We understand/agree to be responsible for and abide by all of the regulations set forth in MCPS Policy KG-R1 and act as the contact representative for the organization of the aforementioned activity and school facility. We understand/agree that damage assessed as a result of this activity will be the responsibility of myself/organization.

Organization Representative Signature

Organization Representative Name (Print)

Date

*If approved, a \$50 (non-refundable) deposit is required 20 days in advance of the event, the balance is due 5 business days before the day of the event (forfeit of reservation and deposit if not paid "on-time"). **Money Orders (only) payable to: Mecklenburg County Public Schools.**

OFFICE USE ONLY
Facility Fee Worksheet:

Location/Space Fee	Base Fee (½ day/full day)	Custodial Fee (per hr./per person)	Special Equipment (per hr./per person)	Field Maintenance (per hr./per person)
MCHS/MCMS Auditorium	\$250/\$500	\$25	\$50/hour (4 hr. minimum) ^	N.A.
Phoenix Stadium	\$250/\$500	\$25	\$50/hour (4 hr. minimum) ^	N.A.
MCMS Football Field	\$200/\$400	\$25	N.A.	N.A.
MCMS Soccer/Practice Field	\$200/\$400	\$25	N.A.	N.A.
MCHS Soccer/Practice Field	\$200/\$400	\$25	N.A.	N.A.
MCMS Auxiliary Gymnasium	\$200/\$400	\$25	N.A.	N.A.
MCMS Gymnasium	\$300/\$600	\$25	\$50/hour (4 hr. minimum) #	N.A.
MCHS Gym (single-court)	\$300/\$600	\$25	\$50/hour (4 hr. minimum) #	N.A.
MCHS Gym (multi-court)	\$300/\$600	\$25	N.A.	N.A.
MCHS Cafeteria	\$200/\$400	\$25	\$50/hour (4 hr. minimum) ^	N.A.
MCMS Cafeteria	\$200/\$400	\$25	\$50/hour (4 hr. minimum) ^	N.A.
MCHS Baseball Field	\$200/\$400	\$25	\$35/hour (4 hr. minimum) @	\$35
MCMS Baseball Field	\$200/\$400	\$25	\$35/hour (4 hr. minimum) @	\$35
MCHS Softball Field	\$200/\$400	\$25	\$35/hour (4 hr. minimum) @	\$35
MCMS Softball Field	\$200/\$400	\$25	\$35/hour (4 hr. minimum) @	\$35
Elementary Field	\$200/\$400	\$25	N.A.	N.A.
Elementary Cafeteria/Stage	\$200/\$400	\$25	T.B.A.	N.A.
Elementary Gymnasium	\$300/\$600	\$25	T.B.A.	N.A.
Former High School Field	\$200/\$400	\$25	N.A.	N.A.
Former High School Gym	\$300/\$600	\$25	N.A.	N.A.

Notes:

\$50 non-refundable deposit due to "reserve" facility
Full fee due 5 days PRIOR to event (forfeit of reservation & deposit if not paid "on-time")

^ above house lights and single microphone
above regular gym lights; NO BLEACHERS
@ this cost will add use of scoreboard & PA system

Base fee: \$ _____

Custodial fee: \$ _____

Special Equipment fee: \$ _____

Field Maintenance fee: \$ _____

Costs for Specific Request(s) fee: \$ _____

TOTAL FEE DUE to Mecklenburg County Public Schools: \$ _____

BUILDING PRINCIPAL APPROVAL:

YES NO

(Signature)

(Date)

*(Principals: Once final facility use is approved, please promptly submit a work order request for HVAC/Special Requests. After the conclusion of the event, collect and verify all timesheets and submit them to the Executive Director of Facilities and Operations.)

EXECUTIVE DIRECTOR OF FACILITIES AND OPERATIONS APPROVAL:

YES NO

(Signature)

(Date)