

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 Executive Director of Facilities and Operations 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 the 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 Executive Director of Facilities and Operations only after a Facilities Usage Form (KG-R2) and Certificate of Insurance (naming Mecklenburg County Public Schools as an “additional insured”) is provided 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 Facilities Usage Form (KG-R2) and new Certificate of Insurance must be resubmitted each six months for renewal. Failure to provide the Facilities 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 whose purpose/mission and for reasons of use of the facilities is in violation of any Mecklenburg County Public Schools

policy, regulation, or procedure are not eligible to request the use of the 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 Executive Director of Facilities and Operations. In such instances, the facilities user must arrange for security with confirmation provided to the Executive Director of Facilities and Operations or their designee 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, spotlights, sound system, and other technical equipment which may be rented by the facilities user, and for the technician appointed by the Executive Director of Facilities and Operations or their 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 Executive Director of Facilities and Operations 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 fifty (\$50.00) is required twenty (20) calendar days in advance of the facility's use date. Payment of the balance is due five (5) business days before the date of the use of the facilities. The fifty (\$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 five (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:

<u>Location/Space</u>	<u>Base Fee</u> (1/2 Day/Full Day)	<u>Custodial Fee</u> (per hr/per person)	<u>Special Equipment Fee</u> (per hr/per person)	<u>Field Fee</u> (per hr/per person)
Phoenix Auditorium	\$500/\$1,000	\$30	\$50/hour (4 hr minimum)	N/A
Phoenix Stadium	\$250/\$500	\$30	\$50/hour (4 hr minimum) ^	N/A
MCMS Football Field	\$200/\$400	\$30	N/A	N/A
MCMS Soccer/Practice Field	\$200/\$400	\$30	N/A	N/A
MCHS Soccer/Practice Field	\$200/\$400	\$30	N/A	N/A
MCMS Auxiliary Gymnasium	\$200/\$400	\$30	N/A	N/A
MCMS Gymnasium	\$300/\$600	\$30	\$50/hour (4 hr minimum) #	N/A
MCHS Gym (Single-Court)	\$300/\$600	\$30	\$50/hour (4 hr minimum) #	N/A
MCHS Gym (Multi-Court)	\$300/\$600	\$30	N/A	N/A
MCHS Cafeteria	\$200/\$400	\$30	\$50/hour (4 hr minimum) ^	N/A
MCMS Cafeteria	\$200/\$400	\$30	\$50/hour (4 hr minimum) ^	N/A
MCHS Baseball Field	\$200/\$400	\$30	\$35/hour (4 hr minimum) @	\$35
MCMS Baseball Field	\$200/\$400	\$30	\$35/hour (4 hr minimum) @	\$35
MCHS Softball Field	\$200/\$400	\$30	\$35/hour (4 hr minimum) @	\$35
MCMS Softball Field	\$200/\$400	\$30	\$35/hour (4 hr minimum) @	\$35
Elementary Field	\$200/\$400	\$30	N/A	N/A
Elementary Cafeteria/Stage	\$200/\$400	\$30	TBA	N/A
Elementary Gymnasium	\$300/\$600	\$30	TBA	N/A
Former BHS Field	\$200/\$400	\$30	N/A	N/A
Former BHS Gymnasium	\$300/\$600	\$30	N/A	N/A

Notes:

^ above house lights and single microphone

above gym lights; NO BLEACHERS

@ this cost will add use of scoreboard & PA system

There is an assessed \$20 office fee for all Phoenix Auditorium rentals

\$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 ½ 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.

*One non-profit group (only): The Mecklenburg County YMCA shall be “grandfathered” in their status to have facility use fees reduced at the Bluestone High School facility (only), due to their longstanding relationship with the school division and for providing services to area youth (MCPS students). These reduced fees are based on nominal operational costs as determined by Mecklenburg County Public Schools. This grandfather clause shall end should either/both entities discontinue any/all of their programs at either of the before mentioned facilities, or until these facilities revert back to the Mecklenburg County Board of Supervisors.

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 and the Executive Director of Facilities and Operations have the right to terminate the 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. The building principal may recommend the termination of facility usage under the above-mentioned situations.

9. Recurring Use of Facilities

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

- a. An approved Facilities 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.
- b. An applicant may submit a new Facilities Usage Form (KG-R2) after six (6) months have passed since the last facility use approval.
- c. A review of the Facilities Usage Form (KG-R2) will be conducted by the Executive Director of Facilities and Operations or their designee(s) along with a representative from the organization at the time of each reapplication. The parties’ review shall address any areas of concern.
- d. Failure to adhere to the rules and regulations will result in termination of the approved Facility Use.

10. User’s Responsibilities

All facility users accept responsibility for the care and maintenance of Mecklenburg County Public Schools facilities and agree to the conditions listed on the Facilities 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 Facilities Usage Form (KG-R2) and must be present when the activity is conducted.

11.Executive Director of Facilities and Operations or designee(s), Responsibilities

- The Executive Director of Facilities and Operations or 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;
 - Compute fees on facilities use (if approved) then;
 - 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 canceled. 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 Facilities 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 canceled 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 onto the grounds, including the auditorium, prior to or on the date of rehearsal or performance, must obtain permission from the Executive Director of Facilities and Operations or the designee. 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 Executive Director of Facilities and Operations, and shall include the statement ***"Permissions to use an MCPS facility and the activities herein does not, in any way, constitute sponsorship or endorsement of the group's 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, August 31, 2023

**MECKLENBURG COUNTY PUBLIC SCHOOLS
COMMUNITY USE OF SCHOOL FACILITIES FORMS**

***Please note that this form is good for a maximum of six months from the time of approval**
This form must be received by the Executive Director of Facilities and Operations or designee
with a \$50 deposit at least twenty (20) days prior to the event.

I. FACILITY USE REQUEST

_____ requests the use of:
(Organization/Individual)

- Chase City Elementary Clarksville Elementary LaCrosse Elementary South Hill Elementary
- Mecklenburg County High Mecklenburg County Middle (Former) Bluestone High

Areas:

- Phoenix Auditorium Phoenix Stadium Gymnasium Auxiliary Gymnasium Library
- Practice Field(s) Baseball Field Softball Field Soccer Practice Field Cafeteria
- Classroom(s) _____ _____

(Please List #)

(Other – Please be specific)

Specific Request:

- Stage Lights Sound System Scoreboard Field Lights Bleachers
- _____

(Other – Please be specific)

Requested Date(s)

Time Desired

Date _____ From _____ to _____

Date _____ From _____ to _____

Date _____ From _____ to _____

Will activity be open to the public? Yes No

Will admission be charged? Yes No

If yes, proceeds will be utilized for _____

Person responsible for the event: _____
(Please Print)

Address: _____

Email address: _____

Telephone: (H) _____ (C) _____

INSURANCE INFORMATION

Please submit/attach a copy of your, or the requesting organization’s “in-force” public liability policy listing **Mecklenburg County Public Schools** as an ADDITIONAL INSURED on the insurance certificate.

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

Bodily Injury coverage limit: \$ _____

Property damage coverage limit: \$ _____

