

## Frequently Asked Questions

### **What if we only need the space for one hour?**

Organizations may rent space for one-hour events, but billing rates for supply costs will not be reduced, and custodial personnel are still required to be on-site at the renting organization's expense from one hour before the event begins until one hour after it ends.

### **When can we advertise our activity?**

Signage can be displayed on school grounds from 48 hours before the approved time of use until 12 hours after the event has been concluded. Signage left on school property after this period has elapsed will be removed at a cost to the renting organization of \$40.00. Samples of all materials to be displayed or distributed must be submitted to the school's site principal, who will forward them to the District's central office for District approval.

### **How do we cancel the event or activity?**

Events may be canceled by notifying the school site principal. In order for facility use fees to be refunded, notice of cancellation must be given at least 7 days prior to the approved beginning time of use.

### **Can an employee from another school work in support of the event?**

Any Guilford County Schools employee can volunteer to work in support of a community event, provided that the school site Principal indicates his or her approval in writing.

A Guilford County Schools employee working for pay in support of an event can receive payment only from Guilford County Schools.

### **Can we use the school's supplies and/or equipment?**

The custodial supply fee compensates the school for the organization's use of bathroom supplies. Equipment must be requested by completing the District's Equipment Usage Form.

District guidelines for equipment use are as follows:

Equipment must be requested at the time the Facility Use Application form is submitted. Equipment at the school site can only be used by site staff unless otherwise approved by the principal.

1. Approval of use of site equipment must be requested by completing the District Equipment Usage Agreement form (Appendix C). Once approval to use the equipment is granted, site personnel must supervise the use of the equipment.
2. If special tuning of a piano is required, there will be an extra charge. No piano shall be raised or lowered by the lessee.
3. The principal of a school may negotiate a rental cost for equipment not normally located in the area being used.

4. All specialized equipment shall be operated by GCS staff members or person contracted by GCS.
5. Principals will indicate whether equipment is available and whether school employees are required for operation.
6. Payment for use of equipment is due at the time the application for facility use is submitted.
7. Upon receipt of payment, the Facility Use Section will deposit equipment fees into school's account.

### **Why is the custodian or facility supervisor paid for so many hours?**

District procedure requires that a custodian or other GCS employee acting as facility supervisor be on – site from one hour before an event begins until one hour after the event ends. This is to ensure that the facility is in a condition suitable for the renting organization's use and that it is then restored to a condition suitable for school use.

### **Will the air conditioning or heating be turned on?**

School sites are maintained at a constant temperature by thermostat. Heating /ventilation /air-conditioning will be operational if appropriate.

### **Do we need insurance?**

Yes. Only school-sponsored organizations that are covered under the Guilford County School District's insurance policy do not need to submit a Certificate of Insurance. All other school-related , non-profit, and community recreation organizations must submit a Certificate of Insurance listing Guilford County Schools as the Certificate Holder and Additional Insured from a provider authorized to do business in North Carolina, showing general liability insurance in the amount of \$1,000,000.00.

- Property Damage: The applicant/user group agrees to accept full responsibility for protecting the property and equipment of GCS and assumes any and all liability for any necessary repairs or replacements required or for any damage done to the facility, building, equipment or property during use by the user group/applicant.
- Personal Injury: The applicant (or insurance carrier) is responsible for all claims for personal injury that arise from the applicant's use of a school facility.

### **How will our group be invoiced?**

An itemized statement of charges will be issued at the time a Facility Use Application is submitted. The invoice will be mailed to the address provided by the organization, c/o the organization representative who completed the application.

### **Can the custodian volunteer his or her time?**

No. A GCS employee cannot volunteer to perform his or her regular duties.

### **How late may the event last?**

Community organizations may rent school facilities until 11:30pm on any day of the week.

### **Why did our invoice increase after my event?**

An increased invoice indicates that actual facility use exceeded the terms of the Facility Use Agreement, either by exceeding the agreed-upon times or by using facilities that were not requested on the Application.

### **Who do we make the check payable to and where do we send it?**

Make check or money order payable to Guilford County Board of Education and mail to the Guilford County Schools Maintenance Department, 3920 Naco Road, Greensboro, NC 27401. Cash cannot be accepted.

### **When is payment due?**

1. For One Time Use:

Full payment must be made by check or money order (no cash) before the Application will receive District approval. This payment must cover all appropriate fees (i.e., use of the facility, GCS personnel hired to support the event). Failure to do so is considered a withdrawal of the request to use the facility.

2. For Ongoing Use:

Organizations desiring to use GCS facilities for a period greater than thirty (30) days will be billed monthly. Invoices will be mailed by the tenth (10<sup>th</sup>) of each month to ensure time for organizations to forward their payment to the GCS Maintenance Department before the last day of the month. Payment must be made within one week of the organization's receipt of the itemized bill.

### **Will school personnel be on duty during the event?**

At least one Guilford County Schools employee must be on site for the entire duration of a community organization's use of a school facility. If this involves overtime, then personnel will be scheduled at the organization's expense. Please note that the staff person will not be responsible for the supervision of the activity, and no liability will be attached to the school system because of any action of the employee. If desired, the user may request additional personnel support. If additional employees are needed, there will be an additional charge.

### **If my agency is a for-profit group but the activity is for fun or charity, do I still have to pay for –profit rates?**

Yes. Only non-profit organizations are able to take advantage of non-profit rates.

### **Who do we call with questions regarding Community Use of school facilities?**

Please direct all facility use-related questions to the Guilford County Schools Maintenance Department at (336) 370-2386.

**Can we leave set pieces, props, stage floors, and equipment set up for the entire rehearsal and performance dates?**

No. Renting organizations must remove set pieces, props, etc. from the school site at the end of each day of use.

**Do we have to pay for set-up and rehearsal times?**

Yes, although reduced practice session rates are available for gym and gymnasium facilities.

**How many hours should we pay our custodians when they work in support of elections?**

Elections Custodial Requirements:

1. Custodial services shall begin at 5 a.m. and continue until the election officials have completed their work.
2. On election days one custodian shall be on duty beginning at 5 a.m. To facilitate the process of having personnel available during elections, principals are to adjust personnel schedules to avoid overtime.
3. Personnel assignment fees will be charged only if the scheduled event occurs after the employee's normal working hours.
4. Principals are to ensure that support is provided until the election officials leave.

**What is the hourly pay rate for custodians who are working in support of facility use?**

Custodians working in support of facility use will receive their regular hourly rate, plus overtime if appropriate.

**Are port-o-johns allowed on school property? If they are, what are the procedures for their use?**

There are environmental and health risks inherent in the staging and usage of this kind of unit. In order to minimize those risks, the renting organizations must identify their request to place port-a-john(s) on District property at the time the application is submitted. Port-a-johns are to be staged no earlier than 24 hours before an event and remain on site no longer than 24 hours after the last event of the rental period. Principals are also to ensure the organizations requesting to stage and use port-a-johns on District sites provide the District a copy of the port-a-john rental agreement. At a minimum, the agreement is to clearly define functional and operational aspects of the device to ensure that the:

1. Port-a-john is pumped out and cleaned daily
2. Port-a-john has a functional exterior door lock. (The exterior lock is needed to ensure that the facility can be locked by the renting organization when the port-a-johns are not in use or are to remain on site overnight.) (Keys for unlocking the port-a-johns are to be maintained by both the principal and the organization renting the area.)
3. Area around the port-a-john is kept clean and free of debris.

Finally, the approval for the staging and use of port-a-johns on school property is a "provisional approval" contingent upon there being no problems with the staging, use, and cleanliness of the port-a-john(s) and surrounding area.

### **How many hours should we pay our custodians when they work in support of elections?**

Custodial services shall begin at 5 a.m. and continue until the election officials have completed their work. Schedules shall be arranged to cover elections support requirements. On election days one custodian shall be on duty beginning at 5 a.m. To facilitate the process of having personnel available during elections, principals are to adjust personnel schedules to avoid overtime. Personnel assignment fees will be charged only if the scheduled event occurs after the employee's normal working hours. Principals are to ensure that support is provided until the election officials leave.

To assist in the administrative process associated with this effort, the Facility Use Coordinator will process the Facility Use Application and fax it to the site administrator for approval. If a personnel assignment has to be made and the employee (s) assigned have to work after their normal hours the site administrator is to:

- submit an EEA to Allen Bailey, Assistant Director, Guilford County Schools Maintenance Department
- only hours worked that are not within the custodian's normal working hours are to be calculated for payment

A copy of the time sheet should be faxed to 370-2398, attention Facility Use Coordinator, within 3 workdays of the conclusion of the day worked. The Election Board will be invoiced for services rendered in terms of facilities use. Personnel charges will be based on the information submitted by the site manager/principal.