

**GUILFORD COUNTY SCHOOLS
APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITY**

PLEASE FILL IN ALL BLANKS

SCHOOL REQUESTED _____

SUBMITTED BY (Organization requesting use) _____

INDIVIDUAL MAKING REQUEST _____

ADDRESS _____ Name _____ (City) _____ Title in Above Organization _____ (Zip) _____

TELEPHONE: (HOME) _____ (OFFICE) _____

E-MAIL ADDRESS: _____

ACTIVITY OR PURPOSE OF USE _____

WILL PARTICIPANTS BE CHARGED A FEE, OR WILL AN ADMISSION FEE BE CHARGED? YES ___ NO ___

INDIVIDUAL REPRESENTING ORGANIZATION TO BE PRESENT AND RESPONSIBLE AT FUNCTION _____

TELEPHONE: (Home) _____ (Work) _____

TOTAL NUMBER OF PERSONS EXPECTED TO ATTEND _____

Certificate of Insurance

Individuals/groups using a facility must present a certificate of insurance which provides liability coverage in the amount of \$1,000,000.00 for the period of time the school facility will be used. The insurance policy must be provided by a company authorized to do business in the state of North Carolina. The certificate of insurance must list "Guilford County Board of Education" as certificate holder and additional insured with respect to the event(s) for which this application is being submitted. The certificate must be provided to the district at the time the application is submitted. Please fax your organization's certificate of insurance to the Facility Use Section, Guilford County Schools Maintenance Department, fax number (336) 370-2398.

SIGNED _____ **DATE** _____

By signing this application, you affirm that you have read and understood Guilford County Board of Education Community Use of School Facilities Procedure KG-P, and that the organization requesting use will comply with all requirements therein.

PRINCIPAL (INDICATING AVAILABILITY OF FACILITY ONLY) _____ **DATE** _____

DISTRICT/CONTRACTUAL APPROVAL _____ **DATE** _____

Note: Either party may cancel this agreement by giving the other party 7 days written notice.

Instructions:

- **PAGE 1:** All applicants must fill in every blank on page 1 and submit a certificate of insurance in accordance with the instructions above the signature lines.
- **PAGE 3:** All applicants must complete the Area and Time Requested Form on page 3. Applications must indicate an EXACT beginning date (date, month, and year), ending date (date, month, and year), opening time, and closing time in order to be processed. To request a facility for more than one day, please either list each date requested, specify a range (e.g., “11/11/07 through 12/16/07, Sundays only”), or attach a schedule. PLEASE NOTE that at least one Guilford County Schools employee MUST be on-site from one hour before the event begins until one hour after the event has been concluded. When an event takes place outside of regular custodial hours, personnel fees will be assessed according to the fee schedule on page 5. Additional personnel may be scheduled at the principal’s or district’s discretion and at the user’s expense.
- **PAGE 6:** Applicants requesting use of a school facility before 6:00pm on a school day must complete the Criminal Background Check Form on page 6.
- **PAGE 7:** Applicants wishing to bring equipment (including but not limited to electrical equipment, play structures, portable stages, and grills or other food preparation equipment) onto district property must submit a Hold Harmless Agreement in accordance with the instructions on page 7. Other applicants may be required to complete this Agreement at the district’s discretion.
- **PAGE 8:** Applicants wishing to use school equipment (including but not limited to spotlights, amplifiers, or projectors) must complete the Equipment Usage Form on page 8.
- **PAGE 9:** Applicants requesting use of a kitchen must complete the Request to Appoint Kitchen Use Designee Form on page 9.
- **PAGE 10:** Applicants wishing to post advertisements on district property must complete the Advertising, Publicity, and Signage Regulations Form on page 10.

Submit the completed application, certificate of insurance, and full payment (in the form of a check or money order payable to “Guilford County Board of Education”) to the school-site principal. Applications must receive approval from the school-site principal or designee in order to be considered for district/contractual approval. Principal approval indicates only that the requested facility is available at the date and time requested. It is also necessary for each application to receive district approval.

AREA AND TIME REQUESTED:

(Please be specific – attach detailed schedule if needed)

Area	Beginning Date	Ending Date	Opening Time	Closing Time
Auditorium				
Practice Session				
Performance Session				
Band Room				
Choral Room				
Classroom (<i>per Room</i>)				
Corridor/Hallways/Commons Area				
Conference Room				
Dining Room (<i>Cafeteria Excluding Kitchen</i>)				
Gym				
Practice Session w/ Lights only				
Practice Session w/ Lights & HVAC				
Performance Session w/ Lights only				
Performance Session w/ Lights & HVAC				
Gymtorium				
Practice Session w/ Lights only				
Practice Session w/ Lights & HVAC				
Performance Session w/ Lights only				
Performance Session w/ Lights & HVAC				
Kitchen (complete form on page 9)				
Library/Media Center				
Multi-Purpose				
Computer Lab				
Parking Lot(s)				
Playgrounds				
Practice Field				
Baseball, Softball, Football, and Soccer Fields (<i>Excluding Utility Costs</i>)				
Utility Costs				
Simeon Stadium				
School Stadiums				
Practice Session				
Performance Session				
Utilities Cost				
Swimming Pools				
Personnel:				
Custodian (#__)				
Cafeteria Employee (#__)				
Supervisor (#__)				
Technician (#__)				
Participants/Supply Fee Bracket:	<u>Check ONE:</u>			
1 - 10 Participants				
11 - 50 Participants				
51 - 100 Participants				
101 - 200 Participants				
201 - 300 Participants				
301 - 400 Participants				
401 - 500 Participants				
501 - 600 Participants				
601 - 700 Participants				
701 - 800 Participants				
801 - 900 Participants				
901 - Greater				

Payment in full must be made at the time the application is submitted for approval

FEE DEFINITION

	Facility Charges (See Schedule)	Personnel Charges
Group I - School Related Activities.		
Students and/or teachers over whom the school principal and/or superintendent has jurisdiction and who engage in an activity considered a continuation of the school day or week constitutes School Related Activities. For example: athletic events, performing arts, school clubs and organizations composed of school personnel, booster clubs (Academic, Band, and Sports), PTA, and advisory committees.		
PTAs	No Charge	No Charge – See Note1
Booster Clubs (Academic, Band, and Sports)	No Charge	No Charge – See Note1
Student Clubs and Associations Example: Cheerleading Squad, Band, Debate Clubs, etc	No Charge	No Charge – See Note1
School Alumni Groups	No Charge	No Charge – See Note1
Facility Educational Support Programs	No Charge	No Charge – See Note1
Faculty Educational Support Groups/Committees ((English Second Language (ESL), Guilford County Association of Educators (GCAE), etc,	No Charge	No Charge – See Note1
Non-Profit Organizations		
Organizations having obtained non-profit status from the Internal Revenue Service <u>OR</u> organized groups sponsoring educational, cultural or recreational activities for Guilford County Schools students <i>only</i> and do not derive a profit and/or do not provide compensation to their officers, members, and directors.		
Group II -Youth Related Activities		
Boy & Girl Scouts	No Charge	Fee Schedule (Note2)
City/County/Community Recreational Leagues	Fee Schedule (Note 2)	Fee Schedule (Note2)
Group III - Government Based Organizations		
Government Agencies	No Charge	Fee Schedule (Note2)
Election Board/Precinct Meetings	No Charge	Fee Schedule (Note2)
Political Parties	Fee Schedule	Fee Schedule (Note2)
Group IV -Community Based Organizations		
YMCA/YWCA	No Charge	Fee Schedule (Note2)
College and University (Sponsoring Educational Activities)	No Charge	Fee Schedule (Note2)
Neighborhood Groups	No Charge	Fee Schedule (Note2)
College and University (Activities Other Than Educational)	Fee Schedule	Fee Schedule (Note2)
Adult Fraternities/Sororities	Fee Schedule	Fee Schedule (Note2)
Professional and Occupational Organizations	Fee Schedule	Fee Schedule (Note2)
Church and Religious Groups	Fee Schedule	Fee Schedule (Note2)
For-Profit/Commercial Organizations		
Group V – For-Profit/Commercial		
Commercial Educational Support Groups	Fee Schedule	Fee Schedule
Retail Merchants	Fee Schedule	Fee Schedule
Dance Studios	Fee Schedule	Fee Schedule
Auction Sales	Fee Schedule	Fee Schedule
Rodeos	Fee Schedule	Fee Schedule
Entertainers and Promoters	Fee Schedule	Fee Schedule
Independent Sport Teams/League/Tournaments	Fee Schedule	Fee Schedule
Summer/Sports Camps		
GCS Sponsored	No Charge	Normal Pay Rate
Other Non-Profit Camps	Fee Schedule	Fee Schedule (Note 2)
For-Profit Camps	Fee Schedule	Fee Schedule
Group VI - Any Group Not Defined Above		
Note 1: Personnel schedules are to be adjusted to accommodate the requirements of the Community Use Policy. The Maintenance Department, Community Use Section is to be contacted if the site's custodial staff schedules cannot be adjusted to meet the Community Use requirements.		
Note 2: Custodial Fees will only be charged if the facility is used after normal working hours.		
Note 3: Facility Use Fees will be charged in accordance with the City/County/Community Recreational Leagues fee column.		

FACILITY USE FEE SCHEDULE

<u>Interior Spaces</u>	<u>City/County/ Community Recreational Leagues</u>	<u>Per Hour Cost for Non-Profit Org.</u>			<u>Per Hour Cost for For-Profit Org.</u>
		<u>Elementary</u>	<u>Middle</u>	<u>High</u>	<u>(All Schools)</u>
Auditorium					
Practice Session		\$2.50	\$3.75	\$5.00	\$50.00
Performance Session		\$5.00	\$7.50	\$10.00	\$150.00
Band Room		\$2.50	\$3.75	\$5.00	\$25.00
Choral Room		\$2.50	\$3.75	\$5.00	\$25.00
Classroom (per Room)		\$2.50	\$3.75	\$5.00	\$25.00
Corridor/Hallways/Commons Area		\$2.50	\$3.75	\$5.00	\$50.00
Conference Room		\$5.00	\$7.50	\$10.00	\$50.00
Dining Room (Cafeteria Excluding Kitchen)		\$5.00	\$7.50	\$10.00	\$100.00
Gym					
Practice Session w/ Lights only	\$1.50	\$2.50	\$3.75	\$5.00	\$50.00
Practice Session w/ Lights & HVAC	\$2.50				
Performance Session w/ Lights only	\$1.50	\$5.00	\$7.50	\$10.00	\$100.00
Performance Session w/ Lights & HVAC	\$2.50				
Gymtorium					
Practice Session w/ Lights only	\$1.50	\$2.50	\$3.75	\$5.00	\$50.00
Practice Session w/ Lights & HVAC	\$2.50				
Performance Session w/ Lights only	\$1.50	\$5.00	\$7.50	\$10.00	\$100.00
Performance Session w/ Lights & HVAC	\$2.50				
Kitchen		\$12.50	\$18.75	\$25.00	\$125.00
Library/Media Center		\$5.00	\$7.50	\$10.00	\$50.00
Multi-Purpose		\$7.50	\$11.25	\$15.00	\$50.00
** Computer Lab		\$7.50	\$11.25	\$15.00	\$150.00
<u>Exterior Space</u>					
Administrative Fields			\$10.00		\$50.00
Parking Lot(s)		\$5.00	\$10.00	\$20.00	\$100.00
Playgrounds	\$0.00	\$2.50	\$3.75	\$5.00	\$50.00
Practice Field	\$0.00	\$5.00	\$7.50	\$10.00	\$100.00
Baseball, Softball, Football, and Soccer Fields (Excluding Utility Costs)	\$0.00	\$5.00	\$7.50	\$10.00	\$100.00
Utility Costs	\$0.00	\$10.00	\$15.00	\$20.00	\$20.00
Simeon Stadium	\$0.00	Negotiated by GCS Director of Athletics			
School Stadiums	\$0.00				
Practice Session	\$0.00	\$2.50	\$3.75	\$5.00	\$100.00
Performance Session	\$0.00	\$10.00	\$15.00	\$20.00	\$200.00
Utilities Cost	\$0.00	\$10.00	\$15.00	\$20.00	\$20.00
Swimming Pools		\$10.00	\$15.00	\$20.00	\$200.00
<u>Personnel*</u>					
Cafeteria Employee/Custodian		\$20.00	\$20.00	\$20.00	\$20.00
Cafeteria Manager/Lead Custodian		\$25.00	\$25.00	\$25.00	\$25.00
Facility Supervisor		\$30.00	\$30.00	\$30.00	\$30.00
Technician		\$25.00	\$25.00	\$25.00	\$25.00
<u>Supplies*</u>		Per Day Cost for Non-Profit Org			Per Day Cost for For-Profit Org
1 - 10 Participants		\$0.00	\$0.00	\$0.00	\$25.00
11 - 50 Participants		\$10.00	\$10.00	\$10.00	\$50.00
51 - 100 Participants		\$25.00	\$25.00	\$25.00	\$75.00
101 - 200 Participants		\$35.00	\$35.00	\$35.00	\$100.00
201 - 300 Participants		\$45.00	\$45.00	\$45.00	\$125.00
301 - 400 Participants		\$55.00	\$55.00	\$55.00	\$150.00
401 - 500 Participants		\$65.00	\$65.00	\$65.00	\$175.00
501 - 600 Participants		\$75.00	\$75.00	\$75.00	\$200.00
601 - 700 Participants		\$85.00	\$85.00	\$85.00	\$225.00
701 - 800 Participants		\$95.00	\$95.00	\$95.00	\$250.00
801 - 900 Participants		\$105.00	\$105.00	\$105.00	\$275.00
901 - Greater		\$115.00	\$115.00	\$115.00	\$300.00

* Personnel and Supply Cost are in addition to and not included in the facility use fees

** A software installation and removal fee will be charged at a rate of \$40.00 an hour to any group desiring to load software on the network.

Criminal Records Check

Every person providing services on school premises for the applicant/user group before 6:00pm on a school day must be listed below. A current (within seven (7) years) certified criminal records check must be on file with the applicant/user group for each individual listed. Background record checks listing felony, drug, or sex related charges will disqualify personnel from working in all Guilford County Schools facilities.

<u>Full Name</u>	<u>Home Address</u>	<u>Home Phone</u>	<u>Check Performed (Y/N)?</u>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

By signing this form, you affirm that the applicant/user group has obtained a recent (within the last seven (7) years) certified criminal records check for each individual listed above, and that no individual listed has a record of any felony, drug or sex related charge. You further agree that, upon request, background records will be made available to the Guilford County School District for review and consideration.

Signature

Date

Printed Name

Hold Harmless Agreement

Any group that uses District property may, at the District's discretion, be required to submit a Hold Harmless Agreement. At minimum, the Hold Harmless Agreement must clearly state that, to the fullest extent permitted by law, the responsible or renting agency agrees to hold harmless the Guilford County Board of Education and its officials, representatives, and personnel against any and all claims, demands, suits or actions for damages which may be asserted against the Board of Education or any of its employees or officials by reason of any personal injury, including bodily injury and death, and/or property damage or loss which is sustained because of or which arises out of or is in any way connected or associated with the event and/or performance.

- Sample Only -
To Be Typed on Renting Organization's Letterhead

Hold Harmless Agreement
(Name of Organization)
(Date of Event)

To the fullest extent permitted by law, **(name of organization)** agrees to hold harmless the Guilford County Board of Education and its officials, representatives and personnel against any and all claims, demands, suits or actions for damages which may be asserted against the Board of Education or any of its employees or officials by reason of any personal injury, including bodily injury and death, and /or property damage or loss which is sustained because of or which arises out of or is in any way connected or associated with the **(indicate type of act or performance, e.g. fireworks,etc.)** on **(date of event)**. The activities are to take place on District property, specifically **(school name and school address)**.

Guilford County Schools

(Organization's Name)

Date: _____

Date: _____

Signature: _____

Signature: _____

Name Printed

Name Printed

Guilford County Schools

Request to Appoint Kitchen Use Designee

Only School Nutrition Services (SNS) staff members are authorized to prepare and serve meals. Use of kitchen equipment and facilities by anyone other than SNS staff without the approval of the SNS director and the principal is prohibited. Approval for use of the kitchen must be requested by submitting this form. Once approval to use the kitchen is granted, SNS personnel must supervise the use of kitchen equipment to prepare or serve food. In cases where little or no equipment will be used by the organization, the principal may request permission to appoint a designee to supervise the use of the kitchen.

The principal or designee is responsible for supervising the activities in the kitchen and ensuring that:

- No food is fried in the kitchen.
 - Only the kitchen equipment listed below is used by the organization.
 - The organization removes its property from the cafeteria premises.
 - All kitchen property is returned to its proper location.
 - The cafeteria premises are left in a secure, clean, neat and orderly manner.
 - All trash is placed in the dumpster.
 - All procedures stated in the Guilford County Schools - Community Use of Facilities procedures are followed.
-

Date(s) kitchen will be used: _____
Activity or purpose of use: _____

Please list all kitchen equipment that will be used:

Designee who will oversee kitchen activities: _____

Qualifications of designee (if appropriate):

Submit form to: School Nutrition Services
 501 W. Washington St.
 Greensboro, NC 27401
 FAX 370-4042

Approved by:

Director of School Nutrition Services

Date

Signed form will be returned to principal.

**GUILFORD COUNTY SCHOOLS
COMMUNITY USE OF SCHOOL FACILITIES
ADVERTISING, PUBLICITY, AND SIGNAGE REGULATIONS**

The Guilford County School District expects a learning environment free from interruption for non-educational reasons. It supports informing parents and students about educational opportunities and community activities in a non-disruptive way. To that end, only information which has been approved for display or distribution in accordance with Board policy will be distributed.

Requests for advertising must be made at the time the Facility Use Application is submitted. The content of the communications to be advertised or presented must be submitted for approval by the District's Central Office. Dissemination of materials in support of the renting organization's program will be in accordance with the **District Policy KI**.

1. All materials and signage should clearly specify the name of the sponsoring agency or organization, and should convey that the agency/organization is not sponsored by Guilford County Schools.
2. Signage may be placed on school property 48 hours prior to the organization's approved time of use.
3. Signage must be removed within 24 hours after the event ends. A \$40.00 cost for removal of signage will be charged to the renting organization if the signs are not removed within the allotted time.

I have discussed the guidelines governing advertising, publicity, and signage with the school site principal or designee and have agreed to the above terms.

Signature: _____

Printed Name: _____

Date: _____

Principal Signature: _____

Date: _____