

Descriptor Term: COMMUNITY USE OF SCHOOL FACILITIES

Descriptor Code: KG-P

Draft Date:

Adopted by the October 9, 2007 Board:

Revised:

The Guilford County School (GCS) supports the use of school facilities for nonschool purposes. This procedure provides direction on the specific requirements, forms, criteria, and definitions that will assist in making application for facility use. Every successful application will include the following:

- Community Use of School Facility form (to be completed on line at the school site);
- Certificate of Insurance;
- Hold Harmless Agreement (Appendix A);
- Payment by check or credit card.

Other Forms that might be required, if applicable, include the following:

- Extended Employment Use form for contracting with school employees
- Request to Appoint Kitchen Use Designee (AS-81 - Appendix B)
- Completed Criminal Record Check form; and
- Advertising, Publicity , and Signage Regulations (Appendix D)

The following sections are arranged as follows:

1. General Information for Organizations
2. Organizations Exempt from Paying Facility Use Charges
3. Organizations Not Exempt from Paying Facility Use Charges
4. Payment Details for Sports Teams, Camps, and Recreation Leagues
5. Facilities and Equipment available; Guidelines for Use
6. Personnel information: Contractual Arrangements and Available Personnel
7. Organization Obligations, Responsibilities, Liabilities, and Consequences

1. General Information for Organizations

Application for Facility Use

All requests for use of school facilities must be submitted to the school's principal a minimum of 14 working days in advance of the expected usage date.

1. The school principal will evaluate the request based on the availability of the facility.
2. The principal's signature for scheduling approval of the agreement signifies that the requested dates/times for facility use do not conflict with other existing events or activities.
3. Once the principal approves scheduling, the application will be submitted electronically at the school where the use of the facility will occur by the site/school designated Community Use System's representative. Community Use of School Facility form (AS-1) will be used if the computerized application submission system is not working.

In the event that the use will occur prior to 6:00 p.m. on a school day, ensure that the renting organization's representative understands background record checks are to be conducted on all instructors, teachers, leaders or coaches who are working or volunteering in support of the renting organization's event.

ANY classroom space that is occupied by students during the last period of the day will not be available for use until 30 minutes after the school day ends.

Criminal Records Check Process

Every person providing services on school premises before 6:00 PM on a school day will be listed on the application use form. A current [within seven (7) years] certified criminal records check will be submitted with the application use form. The Sponsoring Organization is responsible for notifying individuals and collecting the Criminal Records Check form from the individual. Criminal Records Checks (CRC) can be obtained from the Office of the Guilford County Clerk of Courts.

1. The individual must produce a Criminal Records Check (CRC) form to the Sponsoring Organization. Background record checks listing felony, drug or sex related convictions will serve to disqualify personnel from having the right to work or volunteer services in a GCS facility or on GCS property.
2. Once cleared, the Sponsoring Organization can choose to proceed with the next appropriate step provided all individuals on the application have a cleared CRC.
3. Upon request, background records are to be made available to the District's Human Resources Officer for review and consideration. District Policy GBCD-P, Criminal Records Check and Reporting Alleged Violations of Law: Employees, applies.

Insurance Responsibility Process

The applicant 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.

This certificate must be provided to the District at the time the application is submitted.

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 his insurance carrier) is responsible for all claims for personal injury that arise from the applicant's use of a school facility.

Billing/Invoicing Process

An itemized statement of charges will be issued at the time a Facility Use application is submitted. Once the application has been approved by the District, billing will occur and the organization will be invoiced.

For One Time Use

- a. Full payment must be made by check or credit card (no cash) within 72 hours of approval notification. 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.

For Ongoing Use

- a. 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 (10th) of each month to ensure time for organizations to forward their payment 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. Organizations will forfeit their right to use a desired facility if payment is not received by the fifteenth (15th) day of the month immediately following the event.

Any individual or agency that fails to make payment for obligations to the GCS will not be allowed to use any GCS facility for two years.

Once the Facility Use Application is approved, the sponsoring organization will be notified via email. Payment should be forwarded to the Facilities Section, Maintenance Department, Guilford County Schools, 3920 Naco Rd., Greensboro, NC 27401.

Allocation of Fees

All fees charged for the use of school facilities or school district employees shall be paid to the Guilford County School Board. The Facilities Section of the Maintenance Department in conjunction with the Finance Office will distribute the funds to the appropriate accounts and return 25% of any facility use fees to the school for their use.

2. Organizations Exempt from Paying Facility Use Charges

School-related organizations

School-related organizations will not be charged facility usage, personnel (i.e., custodial/cafeteria or supply fees). Personnel schedules are to be adjusted to accommodate the requirements to support the Community Use Policy. The Maintenance Department's Community Use Section is to be contacted if the site's staff schedules cannot be adjusted to meet the Community Use requirement.

Federal, State, Local Government or any Government Agencies

Any government agency may use a school facility for conducting a public meeting or hearing without incurring a facilities charge. The district must be reimbursed for personnel labor and the cost of supplies at the rate outlined in the applicable Fee Schedule. Personnel assignment fees will be charged only if the scheduled event occurs after the District employee's normal working hours.

Precinct Meetings

Pursuant to North Carolina General Statute 163-99, each political party recognized by the county or the state Board of Elections may hold a precinct meeting without charge at schools designated as polling places. Each party will schedule all of its precinct meetings on the same date.

Organizers of precinct meetings to be held on school property shall be required to complete an Application for Community Use of School Facility form (AS-1). Precinct meetings may be held twice a year per organization without a facility usage charge. The district must be reimbursed for the cost of supplies at the rate outlined in the applicable Fee Schedule. Personnel assignment fees will be charged only if the scheduled event occurs after the District employee's normal working hours.

Elections

Pursuant to North Carolina General Statute 163-129, the Board of Elections has the right to use school facilities without a facility use charge for the purpose of conducting registration and voting for any primary or general election. The district must be reimbursed for personnel labor and the cost of supplies at the rate outlined in the applicable Fee Schedule. Personnel

assignment fees will be charged only if the scheduled event occurs after the District employee's normal working hours (see Personnel Requirements: Elections Custodial Requirements).

3. Organizations Not Exempt from Paying Facility Use Charges

For-Profit

GCS does not encourage the use of school facilities by For-Profit enterprises. If both a for-profit and a non-profit organization submit applications to use the same school facility at the same time, the non-profit organization's application shall be preferred. Facilities rented to For-Profit enterprises will be charged in accordance with the attached Fee Schedule.

Non Profit

For Non-Profit Organizations, facility usage, supplies, and personnel fees are assessed as outlined in the fee schedule. Personnel assignment fees will be charged only if the scheduled event occurs after the employee's normal working hours.

Community-Based Organizations

Groups, including but not limited to colleges and universities, sponsoring activities other than educational activities, adult fraternities/sororities, professional and occupational groups, and church and religious groups may use school facilities but must pay facility usage, custodial supply fees and personnel(custodial/cafeteria) fees based on rates outlined in the Fee Schedule.

In-Kind Credit Process

Government and non-profit community organizations are encouraged to donate equipment or services to a school that will directly benefit our children during student hours. In such instances, a written proposal will be made to the Superintendent, or his designee, through the school principal. Credit balances are good for two school years.

Process for submitting for in-kind credit:

1. The in-kind credit proposal will identify the service(s), material(s) or combination thereof that will be donated to the school.
2. Proof of value, invoices or receipts, where possible should be attached to the proposal. If it is not possible to provide invoices or receipts as proof of value, then an estimated value should be placed on the contribution and the basis for calculating such an estimated value.
3. The administration will confirm the accuracy of the identified value and establish a Community Use credit balance which the government or non-profit

agency may draw against to offset the established facility use fees at the school of donation.

4. Payment details for Sports Camps and Independent Teams; City/County/Community Recreation Leagues; Shared Use Agreements Sports Camp

1. **Non-Profit.** Non-profit camps may be organized and operated by non-profit agencies and will be charged a facility usage fee as outlined in the attached fee schedule. Personnel assignment fees will be charged only if the scheduled event occurs after the employee's normal working hours. The applicant will be required to provide the necessary information in order to verify the organization's status as a non-profit organization.
2. **For-Profit.** For-profit camps will be charged at the For-Profit rate for facility use and the individual participant costs will be established by the organization hosting the camp.

Independent Teams

Teams, including but not limited to Amateur Softball Association, Amateur Athletic Union, United States Specialty Sports Association, Guilford United Soccer, Colt, Babe Ruth teams etc., that are members of a national or local sports organization but not affiliated with city/county/ community recreational leagues that desire to use District facilities for practices, games, and tournaments will be governed by the rules applicable to For Profit Use guidelines. In order not to be charged at the "For-Profit Rate", the independent team representative must provide a copy of the national or local sports organization Internal Revenue Service Tax Exempt 501 (c)(3) document or a copy of a Tax Exempt letter issued by NC Department of Revenue. Personnel, facility and supply fees will be charged based on the applicable schedule. The national and local sport organizations must also provide a statement on letterhead from the national organization or local chapter's headquarters with wording that verifies the renting organization as an affiliate.

City/County/Community Recreation Leagues

Shared-use agreements will only be applicable for the use of outside fields. Shareduse agreements, whenever possible, will be negotiated with the central government agency in the community to support recreational activities within that community. When no central government agency exists or when the central government agency cannot support the shared-use agreement, shared-use agreements will be negotiated with the participating recreation league/association. If the recreation league/association declines to participate, they will be offered the use of the facilities under the terms specified on the Application for Community Use of School Facility Form (AS-1). The terms of the agreements will vary with each

governmental agency and community organization, but the terms will cover a specific timeframe and be subject to re-negotiations and termination as defined in the agreement.

5. Facilities and Equipment Available and Guidelines for Use: Use of Kitchen; Technology Lab; Port a Johns; District Equipment; Food and Concession Stand; Advertising, Publicity, and Signage; Exterior Space (Stadiums)

The following areas, where found at regular school sites, are available for use, provided such use does not interfere with the operation of the school or the security of school property:

Auditoriums	Gym
Band Room	Gymnasium
Baseball/Football/Soccer/Softball Field	Kitchen
Choral Room	Library/Media Center
Classroom	Multi-Purpose
Computer Lab	Playgrounds
Conference Room	Practice Field
Corridor/Hallway/Commons	School Stadium
Dining Room	Swimming Pool

Items including, but not limited to, spotlights, projectors, amplifiers, furniture, and additional piano are not included in the facility rental costs.

Guidelines for Kitchen Use

Only School Nutrition Services (SNS) staff members are authorized to prepare and serve meals. Organizations desiring to purchase and provide pre-cooked foods for meals that are to be served in support of their function may do so. With the exception of School Related Organizations, the fee schedule will apply.

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 the electronic version of the Request to Appoint Kitchen Use Designee form (AS-81 - Appendix B). Once approval to use the kitchen is granted, SNS personnel must supervise the use of kitchen equipment to prepare or serve food.

Personnel assignment fees, as listed in the policy's fee schedule, will be charged.

Guidelines for Technology Laboratory Use

The school principal/site administrator and Technology Services must approve requests for use of a GCS computer, distance learning or technology laboratory.

Technical support of a GCS computer, distance learning, or technology laboratory will be limited to normal operational hours (Monday through Friday, 8 a.m. - 5 p.m.). Technical support will be available based on established priorities, procedures, and workload.

Prior to use of a lab, users will meet with a representative from GCS Technology Services and, based on a standard checklist, will establish evidence of competency to properly operate the equipment in the lab. Users are specifically prohibited from installing software or making any changes to computer or network configurations without prior approval from the Technology Services representative. The GCS technology representative will perform all approved installations or reconfigurations. Further, users are responsible for ensuring that all software or materials used in conjunction with use of a laboratory comply with all state, federal, and international laws regarding copyright.

After a lab has been used, the technology representative will inspect the equipment in the lab to verify the status of the equipment. At this time the technology representative will uninstall non-GCS software and return equipment to standard settings and configurations. Users will be responsible for any damage, abuse or theft.

Guidelines for Port-A-Johns

There is an inherent amount of environmental and health risks associated with the staging and usage of this type of unit. In order to minimize that risk, 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 porta-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.

Guidelines Governing Community Use of District Equipment

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 for use of site equipment must be requested by submitting the electronic version of 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 persons 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 in the Facility Use Section Office at the time the application for the facility use is submitted.
7. Upon receipt of payment, the Facility Use Section will deposit equipment fees into school's account.

Guidelines Governing the Food and Concession Stand

Requests to operate food and concessions stands must be made at the time the rental application is submitted. Applicable public health and licensing requirements must be met at all times.

Guidelines Governing Advertising, Publicity, and Signage

The Guilford County Schools 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 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 organizations program will be in accordance with the District Policy KI.

Prior to advertising, users must sign and return the District's Advertising, Publicity, and Signage Agreement (Appendix D).

- 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 the GCS.
- Signage may be placed on school property 48 hours prior to the organization's approved time of use.
- Signage must be removed within twenty-four hours after the event ends. A \$40.00 removal cost for removal of signs will be charged back to the renting organization if the signs are not removed within the timeframe.

Exterior Space Use

All public school grounds are available for use. Requests for such use must be submitted to the principal of the desired site. Usage fees are applicable as outlined in the fee schedule.

School Stadiums

Requests for use of school site stadiums should be submitted to the principal of that site. There will be times during the year when the facility will not be available because of the turf maintenance program. The user will be charged utilities usage fees (see Fee Schedule) if the event is to take place during evening hours. The school's principal is required to deny use of fields when, in their judgment, any one of the following conditions exists:

- One-half inch or more of rain has fallen within the previous 24 hours
- Water is standing on the field
- Soil is frozen
- Turf and mud can be displaced or dislodged from the ground
- Steady rain is falling
- Bare areas are muddy

Simeon Stadium

Requests for use of Simeon Stadium should be submitted to the Director of Athletics. There will be times during the year when the facility will not be available due to maintenance and other needs. The user will be charged utilities usage fees (see Fee Schedule) if the event is to take place during evening hours. The Director of Athletics may deny use of fields when, in their judgment, any one of the following conditions exists:

- One-half inch or more of rain has fallen within the previous 24 hours
- Water is standing on the field
- Soil is frozen
- Turf and mud can be displaced or dislodged from the ground

- Steady rain is falling
- Bare areas are muddy

6. PERSONNEL Information: Contractual arrangements and Available Personnel

Personnel Support Contract

When a school facility is used or rented, the superintendent's designee or site principal may require a custodian or staff member to be present in order to familiarize and assist the user with the facility. Personnel assignments are handled by either the Facilities Department or the principal.

Responsibilities

The staff person shall not be directly responsible for the supervision of the activity, and no liability will be attached to the school system because of any action of the employee. The user will be charged the applicable cost for the employee support. Personnel fees will be charged based on the Fee Schedule.

Contractual Obligations

School district employees cannot be paid directly by the user. An Agreement for Extended-Employment (AS-15) must be completed for each GCS employee required to support the organization. The Extended Agreement, once signed by the GCS employee, is a work and payment agreement between the GCS employee and the school district. The employee is to be paid in accordance with existing GCS payment rates.

If desired, the user may request additional personnel support. If additional employees are needed, there will be an additional charge.

Available Personnel Support

1. **Custodial Support:** Custodial services are limited to opening and closing buildings, doors, and windows; turning lights on and off; contacting Sentry Watch (292-6468) to adjust heating/AC; emergency clean-up during the event; normal cleaning after the event; maintenance of restrooms during/after the event; and ensuring that school is in the proper condition to open the next school day. Custodial services do not include transporting equipment and/or supplies, arrangement of any special furniture or equipment or supervision of activities or crowds.
2. **Technician Support:** The utilization of school equipment (stage and outdoor lighting equipment, sound systems, etc.) will require the employment of school personnel, or professionals approved by the district, trained to operate

the desired equipment. The cost of technician support will be added to the agreement.

Elections Custodial Requirements

1. 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.

7. Organization obligations, responsibilities, liabilities, and consequences

Contractual Obligations

The user shall agree to hold the school district free, harmless, and indemnified from any claims, suits, or causes of action arising from or out of its use of a school facility [G.S. 115C-524(b)].

The user shall not assign or transfer its permit to use school facilities to any other person/organization without the express permission of the appropriate school official.

An agreement to use school facilities may be canceled or amended by the user for good cause provided that seven (7) days notice is given to the school principal. The right to cancel or amend an agreement to use school facilities at any time is reserved by the appropriate school official. On any day that schools are closed for inclement weather or other emergencies, use of school facilities will be canceled. Users are responsible for notifying their membership of such circumstances.

Responsibility for Supervision

The user shall be responsible for the supervision of the activity it sponsors, including the maintenance of order and the safety of the people present. If, in the opinion of the school principal, additional supervision of an intended use of a school facility is needed for crowd control and/or to protect the school district's property, the school principal may require that the user do one or both of the following:

- Contract with the school for one or more additional school employees through the Extended Employment process to assist with the supervision of the activity as an agent of the user and at the user's expense.
- Provide police protection at the user's expense.

Responsibility for Care, Custody and Control of School Facilities

The user shall be responsible for any damage to school property, other than normal wear and tear, while the facility is under the user's care, custody and/or control. Unless waived, in writing by the principal or another appropriate school official, the following rules shall be observed:

2. The user shall not drive nails, tacks or screws into the floors, walls, ceiling, desks or any other school property.
3. The user shall not paint, wallpaper, mark or deface any property.
4. The user shall not wire or connect electrical equipment (such as stage lighting equipment) or adjust the heat or air conditioning controls, unless specifically approved in advance by the appropriate school official.
5. The user shall not sell or serve food or drink or operate concessions in connection with the rental of school buildings other than renting school lunchrooms by special arrangement or operating concessions at stadiums.
6. The user shall wear appropriate athletic shoes when using gymnasiums or tennis courts for athletic or recreational purposes.
7. The user shall remove its property such as decorations, theater props, and equipment from school premises.
8. The user shall leave the school premises when its lease term has expired. No school property shall be in use after 11:30 p.m.
9. The user shall leave the school premises, including parking lots, in a secure, clean, neat and orderly manner.
10. The user shall become familiar with and shall comply with the fire codes of the city and county applicable to each facility being used.
11. The user shall protect all floors when moving furniture and/or equipment.

Prohibited Conduct

The following conduct is prohibited:

- the possession, use or sale of beer, wine, alcohol or controlled substances as defined in the North Carolina Controlled Substances Act (unless authorized by a doctor's prescription)
- the possession of weapons (knives, guns, etc.)
- smoking anywhere on the school district grounds or in the district's facilities □ usage after 11:30 p.m.
- any activity which, in the opinion of school officials, would cause or be substantially likely to cause damage to school property (for example, playing

fields should not be used during inclement weather or when their use will damage their condition for school purposes)

- no vehicles allowed on landscaped areas. All vehicles must be parked in designated areas only.
- any activity that is in violation of the laws of this state or of the federal government

Suspension of Privileges

Violations of any of these rules and regulations shall be grounds for the suspension of a user's privilege to use school facilities for such period of time as deemed fitting by the appropriate school official.

View Fee Schedule. (PDF format)

View Fee Definitions. (PDF format)

Complete a Facility Use Application (Form AS-1)

[Appendix A](#) Hold Harmless Agreement

[Appendix B](#) Request to Appoint Kitchen Designee

[Appendix C](#) District's Equipment Usage Agreement

[Appendix D](#) District's Advertising, Publicity, and Signage Agreement

If you are interested in volunteering at a school, please register [here](#).