

Orange County Schools Facility Use Policy General Guidelines

General Guidelines

1. School system employees shall be treated with respect at all times.
2. Individuals/agencies may not rent, sublet, transfer, or assign their interest in, or umbrella the use of school facilities.
3. The sponsoring organization is responsible for seeing that vehicles use prescribed parking areas only. In the event of damages to buildings, turf, track, athletic or other equipment, the sponsoring organization shall be held liable and will be billed for repairs and/or replacement.
4. Hallways are for entrance and egress only.
5. Firearms and facsimiles thereof are prohibited on school property per state and federal statute.
6. Games of chance and other forms of gambling shall not be permitted on school premises.
7. Alcoholic beverages, narcotics, controlled substances, and drug paraphernalia shall not be permitted on school premises.
8. The use of open fire or flames is not permitted.
9. Smoking, or use of any tobacco product, **IS** prohibited in any Orange County Schools' facilities at all times.
10. School facilities will not be structurally or cosmetically altered by the user without the express permission of the Principal, Director of Auxiliary Services, and Director of School Community Relations.
11. Any misrepresentation by an organization or individual and/or abuse of any school system employee or property may result in immediate termination of the contract, including immediately vacating the premises and denial of that user's request for future use.
12. The user will be held responsible for one hundred percent (100%) of any damages to Board of Education property and/or equipment that occurs in connection with the applicant's use of the facility.
13. Any user who abuses the privilege shall have the privilege revoked.
14. Mechanical equipment malfunction at the school will not automatically result in any refunds to the user.
15. An adult supervisor (age 21 or older representing the group) must be in attendance at all times when group is using facilities.

READ AND SIGN BELOW

Per Board Policy: Activities not sponsored by the Orange County Schools are non-school activities as defined by G.S. 115C-524(b).

I, as the responsible party for the user group, have read, understand and agree to abide by the above GUIDELINES FOR COMMUNITY USERS. I have also read, understand and agree to abide by the PROCEDURES & GUIDELINES FOR COMMUNITY USE OF SCHOOL FACILITIES and FEES FOR COMMUNITY USE OF SCHOOL FACILITIES FORMS.

User Group Signature

Date

**ORANGE COUNTY SCHOOLS
FACILITY USE APPLICATION**

FORM 100

TO BE COMPLETED BY USER: (Complete application and fees are due 21 days prior to event)

School Site: _____

Name of User/Organization: _____

The User/Organization is: (check one) OCS Profit Non-profit/ federal tax I.D. # _____

Date of Event (s) _____ Time of event (s) _____ to _____

Area (s) Requesting _____

Applicant (Please Print)

Name: _____ Day Phone #: _____

Address: _____ Evening Phone #: _____

_____ Fax #: _____

Number of Persons Expected (include audiences) per day: Adults _____ Children _____ # of Teams _____

Purpose: _____

Fees Charged by user Group: None Registration Fee \$ _____ Admission/Ticket Price \$ _____

Class Fee \$ _____ Donations only _____ Other _____

The following attachments must be submitted with this application: (incomplete application will be returned for more information before processing)

- \$30.00 Non-Refundable Processing Fee (does not apply for OCS activities or Orange County government)
- Complete Staff/Space/Equipment Form 100A (Staff/Space/Equipment)
- General Guidelines for Community Users (acknowledged by receipt signature)
- Current Certificate of Liability Insurance Required. For Sports/Dance Groups, and for activities with greater than average risk of injury. \$1,000,000 for General Liability coverage, with a \$5,000 medical payment endorsement is required.

PERSONNEL REQUIRED (check all appropriate):

Custodian (s) None Other _____

Staff Technician (s) Cafeteria Employee (s)

PLEASE NOTE: \$20.00 per hour is the rate of pay for each school personnel required to work during an event. (example: custodian, staff technician, cafeteria employee, etc.).

I have read and agree to abide by Board Policy. I also agree that the above information is correct and that the attachments are being submitted with the Facility Use Application.

User Signature Title Date e-mail address

- The principal agrees that the user group can use the facility, and that there is personnel available to work.
- The principal is unable to recommend this application because _____

COMMENTS/Special Instructions _____

Principal's Signature Date Director of School-Community Relations Date

**ORANGE COUNTY SCHOOLS
FACILITY USE APPLICATION
Staff/Space/Equipment Worksheet
Form 100A**

Name of User Group/Organization: _____

School: _____

Facility Date (s) Requested: From _____ To _____

Circle the day (s) of the week requested: M T W Th F S Su Time: From: _____ To _____

Circle the day (s) custodial support is needed: M T W Th F S Su Time: From: _____ To _____

Circle the day (s) technical support is needed: M T W Th F S Su Time: From: _____ To _____

Circle the day (s) cafeteria support is needed: M T W Th F S Su Time: From: _____ To _____

Total # days _____ Total # hours _____

RENTAL SPACE	Completed by User Group	Completed by User Group	Completed by Principal (Custodial Support)	Completed by Principal (Technical Support)
Date (s) of Rental	Space (s) Requested (i.e cafeteria, auditorium, gymnasium, etc.)	Time in Space (include set-up/clean-up)	Number of Custodians # _____ # of hours ea. _____	Number of Technical Staff/Others# _____ # of hours ea. _____
			Yes No	Yes No
			Yes No	Yes No
			Yes No	Yes No
			Yes No	Yes No

EQUIPMENT INFORMATION Equipment Price List	Completed by User Group	Completed by User Group	Completed by User Group	Completed by Principal
Equipment	Quantity Needed	Date Needed	Times of Use Needed	Availability for Use
PA System—\$35-\$100 Day				Yes \$_____ No
Stage or Spot Light \$25 /Hr.				Yes No
TV—\$25/Day				Yes No
VCR/DVD—\$20/Day				Yes No
Risers—\$75/Day				Yes No
Screen—\$5/Day				Yes No
Tables—\$3/Day				Yes No
Chairs—\$1/Day				Yes No
Scoreboard—\$5/Hr				Yes No
Field Light—\$15-\$30/Hr				Yes \$_____ No
Projectors—\$25/Day				Yes No
Other				Yes No

(To Be Completed by Principal)

(Check block if needed)

Orange County Schools Maintenance Department will make all allowances for additional heating or air conditioning.

Orange County Schools Child Nutrition Department is responsible for cafeteria employees.

User Signature

Date

Principal Signature

Date