

# MOORE COUNTY SCHOOLS APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITY

## INSTRUCTIONS

**PAGE 2:** All applicants (Nonprofit and For-Profit) must fill in every blank on page 2 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., "11/7/21 through 12/12/21, Sundays only"), or attach a schedule. At the principal's or district's discretion, it may be required that at least one Moore County Schools employee be on-site during the event. 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 principal or district discretion and at the user's expense if disclosed to the applicant within ten (10) days of receipt of the application.

**PAGE 6:** Applicants requesting use of a school facility before 6:00 pm on a school day must complete the Criminal Background Check Form on page 6.

**PAGE 7:** All applicants must complete the Hold Harmless Agreement on page 7.

**PAGE 8:** Applicants requesting use of a kitchen must complete the Request to Appoint Kitchen Use Designee Form on page 8.

Submit the completed application, certificate of insurance, and payment (in the form of a check or money order payable to "the appropriate school") to the school-site principal. Applications must receive approval from the school-site principal. All required documents must be on file with the school and submitted to the Office of Operations before energy will be scheduled.

A deposit of half of the total fee and certificate of insurance will be expected within 7 days of notification of application approval to hold the date. Due to holding a spot on the calendar, deposits are non-refundable after 60 days. Remaining balance will be due 14 days prior to the rental date.

# MOORE COUNTY SCHOOLS APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITY

PLEASE FILL IN ALL BLANKS

SCHOOL REQUESTED \_\_\_\_\_

SUBMITTED BY (Organization requesting use) \_\_\_\_\_

INDIVIDUAL MAKING REQUEST Name \_\_\_\_\_ Title in Organization \_\_\_\_\_

ADDRESS \_\_\_\_\_ (City) \_\_\_\_\_ (Zip) \_\_\_\_\_

TELEPHONE: (OFFICE) \_\_\_\_\_ (MOBILE) \_\_\_\_\_ 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

NAME: \_\_\_\_\_ TELEPHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

TOTAL NUMBER OF PERSONS EXPECTED TO ATTEND \_\_\_\_\_

### Certificate of Insurance

All 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 dates/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 "Moore County Schools 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 within 7 days of approval along with the deposit. Please submit your organization's certificate of insurance to the requested school.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

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

PRINCIPAL \_\_\_\_\_

DATE \_\_\_\_\_

**AREA AND TIME REQUESTED**

Area	Beginning Date	Ending Date	Opening Time	Closing Time
Auditorium				
Classroom (per Room)				
Dining Room (Cafeteria Excluding Kitchen)				
Gym/Multipurpose Room				
Kitchen (complete form on page 8)				
Library/Media Center				
Practice Field				
Sand Volleyball, Baseball, Softball, Football, Soccer Fields and Tennis Courts (not Stadium)				
School Stadiums				
Personnel required by school administrator:				
Custodian (#____)				
Cafeteria Employee (#____)				
Kitchen Supervisor (#____)				
Technician (#____)				
Police (#____)				

FEE DEFINITION

**Moore County Schools Related Activities (NO CHARGE)**

\*Will not require additional insurance coverage

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
- Booster Clubs (Academic, Band, and Sports)
- School Alumni Groups
- Facility Educational Support Programs
- Faculty Educational Support Groups/Committees (English Second Language (ESL), etc.)
- Athletic Camps for Students

**NO CHARGE** for organized groups sponsoring educational, cultural or recreational activities for Moore County Schools students only and do not charge a gate or admission, derive a profit and/or do not provide compensation to their officers, members, and directors.

Groups will be required to:

- Provide Certificate of Insurance
- Pay any applicable personnel charges

**All Other Applicants**

- Must refer to fee schedule
- Will be required to provide Certificate of Insurance
- Will pay any applicable personnel charges

\*Note: Applicants wishing to be exempt of charges must submit a written request to the school principal providing a full account of the event to be held and how it directly benefits the students of the school and community. The request will be reviewed by the principal and central office staff. The principal will respond in writing to the applicant within five (5) days of receiving the request.

**FACILITY USE FEE SCHEDULE**

Fees listed cover a six hour time slot. The slots of rental times are as follows:

- 6:00 am-12:00 noon
- 12:00 noon-6:00 pm
- 6:00 pm- 12:00 am

\*If the time needed bleeds into the next time slot, then the rental fee shall be charged for the entirety of both slots.

\*All set up and cleanup should be completed within the rented time slot. Times listed reflect the time of entrance to the building and the time of final exit.

Area	Cost for each six hour window
Auditorium	\$325 \$50 per slot for use of piano or choral risers -upon availability (Additional cost for Technical Director if needed)
Classroom (per Room)	\$200
Dining Room (Cafeteria Excluding Kitchen)	\$200
Gym/Multipurpose Room	\$325
Auxiliary Gym	\$325
Kitchen (complete form on page 8)	\$325 (plus the cost of cafeteria employees) *may only be used if cafeteria employees are available to work
Library/Media Center	\$200
Practice Field	\$200
Sand Volleyball, Baseball, Softball, Football, Soccer Fields and Tennis Courts (not Stadium)	\$325
School Stadiums	\$650

**Personnel (per session)**

\*Nonprofit and For-Profit as required by principal

Custodian (each)	\$180.00
Cafeteria Employee (each)	\$180.00
Kitchen Supervisor (each)	\$200.00
Technical Director (each)	\$300.00
Police (each)	\$300.00

\* Personnel Costs are in addition to and not included in the facility use fees

\*Use of piano and choral risers in the auditorium are by availability. Use of piano is subject to a tuning charge.

\*Additional guidelines, rules and regulations beyond those of the district may be applied by administrators at each site.

**CRIMINAL RECORDS CHECK**

Every person providing services on school premises for the applicant/user group before 6:00 pm 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 Moore County Schools facilities.

Full Name	Home Address	Home Phone	Check Performed (Y/N)

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 Moore County Schools District for review and consideration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

## Hold Harmless Agreement

Name of Organization \_\_\_\_\_

Date/s of Event \_\_\_\_\_

To the fullest extent permitted by law, \_\_\_\_\_ **(name of organization)** agrees to hold harmless the Moore County Schools 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 or activity)** on \_\_\_\_\_ **(date of event)**. The activities are to take place on District property, specifically \_\_\_\_\_ **(school name and school address)**.

Moore County Schools Representative/Principal

\_\_\_\_\_ **(Organization's Name)**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Name Printed

**Moore County Schools**  
**Request to Appoint Kitchen Use Designee**

Only Child Nutrition staff members are authorized to prepare and serve meals. Use of kitchen equipment and facilities by anyone other than Child Nutrition staff without the approval of the Child Nutrition director is prohibited. Approval for use of the kitchen must be requested by submitting this form. Once approval to use the kitchen is granted, Child Nutrition personnel must supervise the use of kitchen equipment to prepare or serve food.

The Child Nutrition 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 Moore 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 a copy of the form to the school and to:

Moore County Schools  
Child Nutrition  
Attn: Bliss Taylor  
178 Pinckney Road  
Carthage, NC 28327

Approved by:

\_\_\_\_\_  
Director for Child Nutrition

\_\_\_\_\_  
Date