

**WASHINGTON COUNTY SCHOOLS
FACILITIES USE**

Revised
August 2023

On behalf of the Washington County Board of Education, welcome to Washington County Schools. Our school district is supported by the people of the county, and responsible use of school facilities is encouraged. The following represents the administrative regulations governing the indoor and outdoor use of facilities as provided by School Board policy, and explains in detail how groups may utilize the schools.

WHO MAY USE SCHOOL FACILITIES?

In accordance with G.S. 163-129, the county board of elections is entitled to use school facilities as a polling place on election days. School sponsored groups and activities, such as school athletic events, and school drama and choral productions, and meetings of student organizations, including organizations permitted to meet under the Equal Access Act, will otherwise have first priority in the use of school facilities.

For-profit groups are not permitted to use school facilities. Priority in the use of school facilities by other groups and the fee structure for such groups will be in accordance with law and the following user categories. Priority in use among groups within the same user category will not be based upon the viewpoints of the groups. All groups within the same user category will be charged for facility use according to the uniform fee structure

1. School-related groups (organizations formed to support the school in some manner, such as the PTA, PTO, teachers' and principals' organizations, and booster clubs).

Fees: Fees for use of kitchens will be charged, as applicable, to cover costs. Custodial or supervisory fees may be charged.

2. In accordance with G.S. 115C-527, political parties for the express purpose of annual or biennial precinct meetings and county and district conventions.

Fees: Custodial and utility fees may be charged.

3. Local government and youth organizations, including, but not limited to, scouts and 4-H.

Fees: Custodial and/or supervisory fees will be charged. Fees for use of kitchens will be charged, as applicable, to cover costs. Utility fees may be charged.

4. All other not-for-profit groups (all groups not included in the other categories as well as political parties when meeting for purposes other than precinct meetings or county or district conventions).

Fees: Rental, utility, and custodial and/or supervisory fees will be charged. Fees for use of kitchens will be charged, as applicable, to cover costs.

Prior to the beginning of each school year, the superintendent shall submit for board approval a fee structure that lists the amount or method of calculating rent and fees to be charged for facility use fundraising campaigns, except as permitted by Board policy or special action of the Board.

WHAT IS REQUIRED TO USE A SCHOOL FACILITY?

A group that wishes to apply for permission to use a school facility must submit an application to the principal of the school at which the facility is located at least 5 days prior to the date of the event. If a facility use request is approved, the user will enter into a written agreement signed by the user and the superintendent or designee. Absent unusual circumstances, facility use agreements will not be granted for a term longer than one year. An agreement to span more than one year must be approved in advance by the board.

Long-term leases are subject to the provisions of policy 9400, Sale, Disposal, and Lease of Board-Owned Real Property.

Users of school facilities are responsible for the conduct of all persons involved in the users' activities while on school property. Users are responsible for all damage to school facilities, property, or equipment that occurs while the facility is being used by the group, regardless of who caused the damage.

All user groups, except school-sponsored groups, must furnish a certificate of insurance for general liability coverage with a total limit coverage of \$1,000,000 for each claim made. Alternatively, the superintendent or designee may require the user group to execute a waiver of liability that states that no liability will be attached to the board of education, individually or collectively, for personal injury or personal property damage by reason of use of the school property

IS THERE A CHARGE FOR USE?

Fees depend upon the nature and specific facility needs of the planned activity. Organizations or individuals must submit an application for usage to the specific school facility being requested. Additional information follows to assist you with your facilities use request.

HOW DO I MAKE APPLICATION FOR RENTAL OF INDOOR AND/OR OUTDOOR FACILITIES?

1) Applications for facilities use rentals must be submitted to the specific school facility at least five (5) days prior to the planned activity or event.

- Rental applications should not be submitted more than six months prior to the desired rental date.
- Applications and/or approvals for usage shall not be considered a lease, are non-transferable, and may be revocable, as determined by the administration.
- Users must have a copy of the approved application available at all times during the period of the facility's use.

2) Should the user wish to cancel a reserved date, the requested school must be notified by at least 12:00 noon of the last workday before the day of requested use. If no notice is received, the user must pay for scheduled personnel, for a two (2) hour minimum, as well as the operating costs (if any) for the scheduled use.

**WASHINGTON COUNTY SCHOOLS
FACILITIES USE FEE SCHEDULE**

RENTAL FEES

Fees are for facility use for a three(3) hour period; these fees may, under certain circumstances, be waived per School Board policy. There is an additional charge for UTILITIES and LABOR; these fees may be waived, only as stated in School Board policy.

<u>FACILITY</u>	<u>RATE</u>	<u>ENERGY</u>	<u>LABOR/HR.</u>
CES Band/Drama	\$75.00	\$25.00	\$20.00
CES Gym	\$75.00	\$25.00	\$20.00
CES Lunchroom (w/o kitchen)	\$75.00	\$25.00	\$20.00
CES Multi-Purpose Room	\$75.00	\$25.00	\$20.00

WCMS/PES Gym	\$75.00	\$25.00	\$20.00
WCMS/PES Lunchroom (w/o kitchen)	\$75.00	\$25.00	\$20.00
WCMS/PES Roper Gym - Recreational Activity	\$15.00	\$3.00	\$20.00
- Special Program	\$25.00		
WCMS/PES Library	\$75.00		
WCMS/PES Multi-Purpose Room	\$75.00		

WCHS Gym	\$75.00	\$25.00	\$20.00
WCHS Lunchroom (w/o kitchen)	\$75.00	\$25.00	\$20.00
WCHS Library	\$75.00	\$25.00	\$20.00

All School Classrooms	\$25.00	\$3.00	\$20.00
All School Computer Labs	\$200.00		

No rental charge is made for the use of athletic fields; however, the user is responsible for grounds maintenance as well as these charges: Daylight Use - labor charge at number of hours specified by principal: Night-time Use - labor as in Daylight Use plus energy fee of \$15.00.

School stadiums are contracted through the principal at the specific school.

Note: Use of school computer labs require that school employees be specified by the principal to be present during entire usage.

Revised August 25, 2023

WASHINGTON COUNTY SCHOOLS FACILITIES USE APPLICATION
CONDITIONS OF USE

I have reviewed and read the Facilities Use Requirements. Further, I hereby agree to observe and enforce all rules and regulations of the School Board governing the use of public school property. I agree to protect, indemnify and hold harmless, the School Board of Washington County, its officers, and employees from any and all claims, liabilities, damages or right of action directly or indirectly growing out of the use of the premises. I am providing a certificate of liability insurance in the amount of \$1,000,000, with the School Board of Washington County named as an "additional insured." Any deposit and/or usage fees due will be paid upon receipt of the Facilities Use Approval Form.

PLEASE COMPLETE ALL ITEMS:

Date Submitted: _____

Name of Organization: _____ Non-Profit: _____ No _____ Yes (Please attach proof of status)
(Majority of the participants must be residents of Washington County. All meetings, activities, and events must be open to the general public.)

Address of Organization: _____

Name of Applicant: _____

Mailing Address: _____

Phone Numbers: (Day) _____ (Eve) _____ (Fax) _____ (Cell) _____ (E-mail) _____

Person Responsible for Program/Event Coordinator (if different from applicant): _____

Mailing Address: _____

Phone Numbers: (Day) _____ (Eve) _____ (Fax) _____ (Cell) _____ (E-mail) _____

School/Facility Requested: _____

Describe the Nature of Program/Activities To Be Conducted: _____

Specific Indoor/Outdoor Areas To Be Used:	Specific Dates To Be Used: (Attach Master Schedule If More Than Five (5) Dates)	Times To Be Used: (Including Set-Up)

Indoor Usage - Entrance To Be Used: _____

Specific Equipment/Services Requested for Indoor Usage (Please Check)

_____ Podium _____ Other Equipment (list)

_____ Tables _____ Piano

_____ Chairs _____ Kitchen (Personnel Required) _____

_____ Risers _____ Custodian/Supervisor _____

Specific Equipment/Services Requested for Outdoor Usage of King William High School (Please Check)

_____ Outdoor Restrooms _____ Outdoor Concession Stand _____ Outdoor Lighting _____ Public Address System

Open to the Public? _____ Yes _____ No Approx. Number of Participants/Guests: _____

Admission Charge? _____ Yes _____ No If yes, amount? _____ Profits Will Be Used For: _____

Insurance Information: (Certificate must be attached to application.)

Company: _____ Policy No.: _____ Expiration Date: _____

Signature of Applicant: _____ Citizen of King William? _____ Yes _____ No

SCHOOL PRINCIPAL IS TO COMPLETE THE FOLLOWING: CAPACITY OF FACILITY REQUESTED: _____

FACILITIES REQUESTED ARE AVAILABLE? _____ YES _____ NO _____

PRINCIPAL'S or DESIGNEE'S SIGNATURE

COMMENTS: _____