

Read and keep this form for your files.

Guidelines Governing Community Use of School Facilities

1. School system employees must be treated with respect at all times.
2. Individuals and agencies may not rent, sublet, transfer, or assign their interest in the use of school facilities, nor may they act as an umbrella agency in the use of school facilities for other individuals, groups, or agencies.
3. Evaluation forms (both pre-event and post-event checklists) are to be completed by the overseeing WCPSS staff member and the group using the school facility before and after each use of the facility which is then forwarded to Community Schools by the principal.
4. The sponsoring organization is responsible for seeing that cars and other vehicles use only prescribed parking areas. The sponsoring organization is responsible for all damage to buildings, turf, track, athletic or other equipment. The sponsoring organization will be held liable and billed for any repairs, replacement of damaged property, or both.
5. Hallways are only to be used for entering and leaving.
6. Firearms and objects resembling firearms are prohibited on school property as mandated by state and federal law.
7. Games of chance and all forms of gambling are not permitted on school premises.
8. Alcoholic beverages, narcotics, controlled substances, and drug paraphernalia are not permitted on school premises.
9. Open fire or flames are not permitted inside any facility unless authorized by fire safety regulations.
10. Smoking, or the use of any tobacco product, is prohibited in all Wake County School Public School System facilities at all times. If a school has been declared a "tobacco-free zone," tobacco products are not permitted on campus.
11. School system facilities will not be altered either structurally or cosmetically for the user without the express permission of the school's principal, the school system's Facility Planning and Construction department, and Community Schools.
12. Any misrepresentation by an organization or individual, or abuse of any school system employee or property, may result in immediate termination of the contract, including being asked to immediately vacate the premises and denial or revocation of that user's request for future use.
13. The user will be held responsible for 100 percent of any damages to board property and equipment that occurs in connection with the applicant's use of the facility.
14. Any user who abuses the privilege shall have the privilege revoked.
15. Mechanical equipment malfunction at the school will not automatically result in any refunds to the user.

Guidelines Governing Advertising, Publicity, and Signage

1. Users may not advertise events on school property until obtaining their approved application and invoice, which constitutes a binding contract between the user and the school system.
2. All publicity must include the name of the individual or group sponsoring the event.
3. The Wake County Public School System may not be listed as a sponsoring agency on any materials.
4. Signage may be placed on school property only during the organization's approved time of use.
5. Signage displayed must be temporary in nature and must be in compliance with all local sign and display regulations.

Per Wake County Board of Education Policy 7400.2: Activities not sponsored by the Wake County Public School System are non-school activities as defined by G.S. 115C-524(b).

For additional information, refer to Board Policy 7410 R&P (Rules and Procedures), available on the Wake County Public School System's website: www.wcpss.net

Application Approval Process For Community Use of School Facilities

In accordance with North Carolina G.S. 115C-524(b), non-school groups may use school property for other than school purposes as long as such use is consistent with the proper preservation and care of the property. Users must guarantee school officials that the activity is lawful, that behavior will be orderly, and that the users will pay for any damages due to their use of the premises or equipment. Principals have administrative control of their respective school buildings.

• Applicant (User Group) shall provide the following:

- 1) A *Facility Use Application* (Form 2900-A) must be completed and signed by an authorized representative of the group making the request. Applicants shall clearly and accurately specify the sponsoring organization; the purpose of the activity; the number and ages of the expected attendees and participants; and the name, address, email address, and phone number of the individual or group's authorized designated representative on the *Facility Use Application* (Form 2900-A).
 - a. All user groups that are school-system sponsored but not located at the school being requested (i.e., central office activities at a school site).
 - b. All users whose activities are not school system sponsored.
- 2) A non-refundable, non-transferable processing fee is required with each *Facility Use Application* (Form 2900-A), received from a non-profit, for-profit, or commercial group. The processing fee may be invoiced for government agencies and Early Arrival/After School programs.
- 3) A Certificate of Liability Insurance is required for all activities: \$1 million commercial general liability coverage per occurrence, with a \$2 million annual aggregate. Include a copy of your insurance with the *Facility Use Application* (Form 2900-A).
- 4) The completed *Facility Use Application* (Form 2900-A) and attachments should reflect equipment needs, exact dates, times (include set-up, rehearsal, program, takedown, and clean-up), and spaces requested. The application and attachments should be submitted to the school at least 30 days prior to the beginning date of the activity.

• Once the application is submitted, the school shall:

The principal or school designee checks the availability of space and personnel and signs the application and attachments, then forwards the application, attachments, and the applicant's check for \$35 to Community Schools.

• Once receiving the application, Community Schools shall:

Community Schools reviews the application and, if approved, creates the invoice and other documents as necessary and sends them to the applicant and school.

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• **Once receiving the approval, the Applicant (User Group) shall:**

- 1) The user group reviews the contract and submits revisions or cancellation in writing to Community Schools 15 days prior to the beginning date of the contract.
- 2) Payment is due 10 business days prior to the beginning date of the invoice.
- 3) On the date of use, the user group designee and school personnel complete the *Community Use Checklist* (Form 2900-C).
- 4) If there is a problem with the facility, personnel, or equipment during your use, please notify Community Schools within three days of the event to receive consideration. If additional fees are assessed for your event, you have 30 days from the revised invoice date to dispute them.
- 5) The user group completes the *Evaluation Sheet for Community Use of School Facilities* (Form 2900-E) and returns it to Community Schools.

Due Dates and Deadlines

- *Facility Use Applications* (Forms 2900-A) are due in the principal's office a minimum of 30 business days prior to the event for one-time or short-term users.
- Applications are due in the Community Schools office:
 - **January 15 for Fall/Spring field use**
 - **March 15 for Year-Long use (July 1 – June 30)**
 - **October 15 for Summer Camps**
 - **November 15 for Early Arrival/After-School programs**