

APPLICATION FOR USE OF SCHOOL FACILITIES

SCHOOL: \_\_\_\_\_

1. Organization/Individual Name/User(s): \_\_\_\_\_  
 (Must be 18 years or older)

2. Organization/Individual's Authorized Representative/User(s):  
 Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (day) \_\_\_\_\_ (evening)

3. Purpose for which facility will be used: \_\_\_\_\_

Date(s) \_\_\_\_\_

Number of hours \_\_\_\_\_ Times: \_\_\_\_\_

4. Area of Facility to be used:  
 Dining Rm \_\_\_\_\_ Media Center \_\_\_\_\_ Auditorium \_\_\_\_\_ Athletic Field \_\_\_\_\_  
 Kitchen \_\_\_\_\_ Classroom(s) \_\_\_\_\_ Gymnasium \_\_\_\_\_ Other \_\_\_\_\_

5. All users, except school sponsored groups, must furnish a certificate of insurance for general liability coverage with total limit coverage of \$1 million for each claim made. The Randolph County Board of Education should be listed as additional insured. In addition, the user(s) undertakes and agrees to indemnify and hold harmless the school system, school board, administration, all school employees, volunteers or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of School premises by the user(s) and for such further sums in excess of those contained in any insurance policy procured by user(s) relating to the use of school premises or for such amount as may not be payable under any such liability insurance policy.

School Sponsored Group \_\_\_\_\_ Non-School Sponsored Group \_\_\_\_\_

6. \*Fee charged for use of facility: \_\_\_\_\_ Category \_\_\_\_\_ hrs. x \_\_\_\_\_ rate = \$ \_\_\_\_\_ Total

7. \*Indicate school employees needed: C/N \_\_\_\_\_ Custodial \_\_\_\_\_

**If Kitchen is used, C/N (Child Nutrition) employee must be present during event.**

8. \*Principals shall identify any special conditions under which the facility is to be accepted:  
 \_\_\_\_\_

9. \*Forward completed and signed application along with fees and certificate of insurance to Randolph County Schools - Operations, 2222-C South Fayetteville Street, Asheboro, NC 27205 or Fax (336) 318-6155, for final approval.

(\* Areas to be completed by Principal)

I have received a copy of the Randolph County Board of Education's rules governing the use of school facilities. I understand these rules and agree to abide by them. **(Applicant must read before signing)**

Applicant/Activity Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Principal/Designee \_\_\_\_\_ Date \_\_\_\_\_

Central Office Official \_\_\_\_\_ Date \_\_\_\_\_

## Regulation Code: 5030-R Community Use of Facilities

### HOURLY FEE SCHEDULE

Room	Category 1	Category 2	Category 3	Category 4
Classroom/Media Center	NC	\$ 10.00	\$15.00	\$30.00
Gym/Cafeteria/Auditorium	NC	\$15.00	\$25.00	\$45.00

	Four Hours or Less	Each Hour over Four	Maintenance Fee
Lighted Athletic Fields	\$35.00	\$15.00	\$20.00

Rental fees do not include custodial services. These services will be billed separately when such services are required by the principal of the school.

Rental fees do not include use of kitchens/kitchen equipment. Kitchens and kitchen equipment must be operated by school nutrition personnel only. These services will be billed separately when such services are required.

### ELIGIBILITY TO USE FACILITIES

There are four categories of groups who may use school facilities. They are:

**Category 1** - School sponsored, school-related and school affiliated groups, including student organizations, organizations formed to support the school in some manner, such as PTA, PTO, teachers and principals organizations and Booster clubs.

**Category 2** – Governmental entities and public agencies supported by tax funds of the community.

**Category 3** – Private, non-profit organizations and agencies. The term “non-profit organization” shall mean any civic, service, political, fraternal, governmental, religious, charitable, or recreational agency, association, organization, corporation, partnership or person which is not engaged in a business or enterprise to produce income or a financial gain for its members, its directors or officers. This definition is not intended to preclude a non-profit organization from engaging in fundraising activities or charging fees for services to defray the organizations costs of for charitable purposes. Any question or dispute concerning the application of this definition to a particular organization shall be referred to and resolved by the principal of the school where the facility is located.

**Category 4** – All private, for-profit organizations whose activities do not include either actual sales or solicitations on school premises or the exploitation of children. The term “for-profit organization” shall mean any person, partnership, association, organization or corporation engaged in a business for profit which desires to use a school facility to engage in a profit making enterprise for its owners, members, officers, directors or stockholders. The term does not include the recreational use of school facilities by employees of for-profit enterprises. Any question or dispute concerning the application of this definition to a particular organization shall be referred to and resolved by the principal of the school where the facility is located.

Revised June 2018

Randolph County School System