

Gates County Public Schools
Application Request for Facility Use

Revised 7/24/24
Approved 9/18/24

Instructions: This form should be filled out and presented to the **Principal** of the requested facility. If the cafeteria is being requested, the **School Nutrition Director** must also sign.

Date of Application _____ School Being Requested _____
Requesting Individual/Organization _____
Street Address: _____ City: _____ State: _____ Zip: _____
Date(s) Facility Requested: _____ Telephone: Day _____ Night _____ Fax _____
Exact Area(s) Desired _____
Purpose of Occasion _____
Number of people expected _____
Starting and Ending Times (Please include time needed before event and after event): _____
Total Hours: _____

Please read the agreement and requirements regarding rules and school facilities liabilities. By signing this form you are indicating compliance with the agreement.

Agreement: No smoking, tobacco products or alcoholic beverages allowed on the premises. No liability shall attach to any board of education, individually or collectively, for personal injury suffered by reason of the use of such school property pursuant to such agreements. Notwithstanding the provision of G.S. 115C-263 and 115C-264, local boards of education may adopt rules and regulations under which they may enter into agreement permitting non-school groups to use school real personal property, except for school buses, for other than school purposes, so long as such use is consistent with proper preservation and care, of the public school property. Upon approval of the application, the authorized representative of the organization, in signing below, acknowledges he is in receipt of the rules and regulations governing the use of these facilities, which are incorporated herein by reference. It is agreed and understood that any violations of these rules shall cause termination of the agreement and total forfeiture of all paid fees, if any. By executing this agreement, the lessee hereby states that he/she understands the terms of the Rules Governing Use of School Facilities.

Users of school facilities must comply with the following rules: 1) Users must comply with board policy and legal requirements forbidding the use of tobacco products in school facilities and on school grounds (see policy 5026, Smoking and Tobacco Products). 2) Users must not consume or possess alcohol or drugs on school grounds (see policy 5025, Prohibition of Alcoholic Beverages). 3) Users must not possess weapons while on school grounds (see policy 5027, Weapons and Explosives Prohibited). 4) Users are responsible for supervising their activity and the people present at their activity. Users are responsible for maintaining order and safety during the activity. The user may not allow attendance at an event to exceed the rated capacity of a facility as determined by applicable fire and safety codes. 5) School equipment, theatre lighting, and audio equipment in any school facility may be used in that facility only when qualified personnel are available to operate such equipment. Gates County Public Schools reserves the right to determine qualifications and to require the user to pay an extra fee for employees to operate school owned equipment. Only authorized employees may move or relocate school owned property. The renter will be responsible for one hundred percent (100%) of any damage or loss that occurs in connection with their use of the facility. 6) Users must obtain liability insurance coverage (\$1 million minimum), naming the Gates County Board of Education as a named insured. School-sponsored groups and units of local government that agree to defend, indemnify and hold harmless the Board are exempt from this insurance requirement. **Exempt users must complete the third page of this form.**

GCHS PERFORMING ARTS Center:
Additional Guidelines/Conditions of Use

- No food or drinks are allowed in the theatre at any time.
- Theatre/stage floors cannot be painted, taped, nailed, or affixed with any item.
- Users must bring their own blue painters tape for taping signs and papers to walls. This is the only type of tape that may be used to affix anything to the walls.
- Please let the GCHS Performing Arts Department Chair know if you are requiring backstage space.
- Anything removed from the back stage wings or backstage areas must be returned before leaving the building for the night.
- Piano may not be moved from its original location without special permission of the School Principal and/or the Performing Arts Department.
- If chairs or tables are needed for the event it must be communicated during the approval process.

GYM/MEDIA CENTER (All Locations)
Additional Guidelines/Conditions of Use

- No food or drinks are allowed in the gym or media center without prior approval.
- It may be required to communicate with the Athletic Director at GCHS if using athletic facilities at high school.
- Gym floor coverings may be required or requested at CMS and GCHS.
- If chairs or tables are needed for the event it must be communicated during the approval process.

**If using the cafeteria, complete Section 2, for all other areas of the school, please complete Section 1.
Full payment is due to the Central Office prior to the event. No refunds given without two weeks prior notice.**

Section 1: Building Use Fee: Checks made payable to Gates County Board of Education

Custodian/Supervisor fee: \$35.00/hr - Number of Hours _____ \$ _____
Building Use Fee: \$500.00 profit-making activity \$ _____
Building Use Fee: \$300.00 non-profit-making activity \$ _____
User Fee \$5.00 \$ _____

All payments must be submitted to Central Office before the event.

Chairs Needed: Yes / No Number: _____
Tables Needed: Yes / No Number: _____

Chairs and tables will be limited to the rented location only. The school system will not provide additional chairs and tables from other locations.

Total Due: \$ _____

Applicant Signature: _____ Date: _____

APPROVED: _____

DISAPPROVED: _____

Principal/Director Signature: _____ Date: _____

Section 2: Checks made payable to Gates County School Nutrition

School Nutrition Employee \$35.00/hr per/employee - No. of employees _____ \$ _____
Building Use Fee \$500.00 for profit-making activity \$ _____
Building Use Fee \$300.00 for nonprofit-making activity \$ _____

TOTAL DUE: \$ _____

School Nutrition Director Signature _____ Date: _____

Supplemental Terms for Units of Local Government

If applicant is a unit of local government and wishes to be exempt from the insurance requirement:

- 1) Applicant hereby agrees to defend, indemnify and hold harmless the Gates County Board of Education (the "Board") and its officials, employees, and representatives from any and all liability or claims arising out of or based upon Applicant's use of the facility. Should the Board elect to have counsel of its choice defend any claim brought against it arising out of Applicant's use of the facility. Applicant agrees to pay for such defense and/or reimburse the Board for the costs it incurs in defending such action.
- 2) Applicant agrees to furnish documentation of official action taken by Applicant's governing board, agreeing to these supplemental terms.
- 3) Applicant agrees to cooperate fully with the Board in responding to and defending any claim arising out of Applicant's use of the facility.

By my signature, I request exemption from the insurance requirements of Board Policy 5030:

Local Government Applicant Signature

Date