

Asheboro City Schools
Agreement for Use of School Facilities
P.O. Box 1103, Asheboro, North Carolina 27204
(336) 625-5104

School/Site Requested:

Date:

Beginning Time: a.m. ☐ p.m. ☐ End Time: a.m. ☐ p.m. ☐ Total:

Contact Person(s):

Telephone Number:

Name of Organization:

Describe event in detail:

Rental request must be submitted no less than 14 days prior to the event.

Fee for requested area (s):

| | | |
|--|---|--|
| <input type="checkbox"/> Performing Arts | <input type="checkbox"/> Classroom | <input type="checkbox"/> Other |
| <input type="checkbox"/> Theater | <input type="checkbox"/> Student Lounge | <input type="checkbox"/> Other Fee |
| <input type="checkbox"/> Multipurpose | <input type="checkbox"/> Dining Area | <input type="checkbox"/> Custodian |
| <input type="checkbox"/> PDC | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Sound/Light |
| <input type="checkbox"/> PDC A or B | <input type="checkbox"/> Gym | <input type="checkbox"/> Kitchen Manager |
| <input type="checkbox"/> Media Center | <input type="checkbox"/> Playground | Total |

Checks should be made payable to Asheboro City Schools and submitted **5 days prior** to the scheduled event.

Cancellation of this agreement must be made 5 days prior to the date requested.

Total Fee:

Receipt Number:

The Lessee agrees to indemnify and save harmless Lesser from claims of bodily injury and/or property damage of all persons arising out of the use of occupancy of the premises by Lessee, its agents, employees, or invitees. Lessee further agrees to provide proof of general liability insurance with a total limit coverage of \$1,000,000 for each occurrence made with Asheboro City Schools named as additional insured. Insurance policy must be attached for review.

Insurance Company:

Insurance Policy Number:

The undersigned representative of the organization agrees to be fully responsible for the proper use of the facility and to be financially responsible for any and all damages to the facility.

Representative's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Director of Facilities Signature: _____ Date: _____

_____ Approved _____ Denied Custodian Assigned: _____

The school reserves the right to terminate this agreement upon proper notice of the organization or its representative.

LEASING AND RENTING

The Asheboro City Schools Board of Education sanctions the use of school facilities, provided the use does not interfere with regular school functions and operations, by reliable **COMMUNITY** agencies, institutions, and organizations for civic, recreational, cultural, and educational purposes, subject to terms and conditions herein listed.

Application to rent designated area or school shall be made by the official representative of the agency, institution organization on a prescribed form obtainable from facility or Asheboro City Schools Director of Facilities and Maintenance Office located at 1126 S. Park St. After application has been approved by the Director of Facilities and Maintenance the applicant will be notified regarding approval or denial.

General Conditions

- I. Any and all school property shall be rented AS IS.
 - A. Basic house & stage area lighting and sound equipment including one microphone are included in the agreement. There will be an extra charge for additional soundboard/lighting service that will be provided by Asheboro City Schools.
 - B. One responsible full-time employee of the school (custodian, teacher, cafeteria manager) shall be on duty and shall assume responsibility for opening and closing of the building.
- II. **Liability insurance is required.** Lessee is totally liable for injury to person or persons and for damage to property from changes in fixtures and appurtenances. **Lessee obligates itself** (1) to indemnify and save harmless lessor from any loss sustained by lessor as a result of, or in connection with, the use of school facilities; (2) to make every effort to maintain the decorum; (3) to prevent smoking within the buildings and drinking of alcoholic beverages in the building or on the grounds; (4) Lessees are not permitted to operate concessions or to sell or serve food or drink in connection with the rental of a school building other than in the case of rental of school cafeterias by special arrangements; (5) to remove all property owned by Lessee immediately after completion of program/activity and vacate the premises by the time specified in the contract; (6) to leave the facility clean and in good order.
- III. School facilities shall not be used for private or commercial enterprise on a temporary or regular schedule. (Examples: wedding receptions, family reunions, business related activities, etc.)
- IV. All organizations or groups granted use of school facility must abide by the terms of the contract, which must be signed before the facility is used.
- V. No school property shall be in use by lessee after 11:30 p.m.
- VI. Food is allowed in dining areas only.
- VII. On school days no facility is available for use prior to the school's regular hour of closing with time for all students to clear the building, generally 4:00p.m.
- VIII. Lessee is responsible for seeing that all vehicles use designated parking areas. (no parking on sidewalks or grass areas)
- IX. School athletic fields and gyms are not available for league play, practices, or ongoing events other than our current partnerships.
- X. State and local health regulations and/or laws will be observed.
- XI. **State and local fire regulations and/or laws will be observed.**
- XII. If any kitchen is used, the cafeteria manager and as many other food service personnel as might be needed to care for the the building and equipment must be on duty. The use of kitchens will be under the supervision of the regular cafeteria **manager**.
- XIII. In cases where use of school facilities has been negotiated with the local government recreational departments, the recreational department shall assume all responsibility for supervision, personal liability, and repairs for damages