



APPLICATION FOR USE OF SCHOOL FACILITIES

Union County Public Schools
400 North Church Street
Monroe, NC 28112

School Site: \_\_\_\_\_

Date(s) and Times of Proposed Use

Please enter all dates and times of use of school facility on page 3 of application. Please note: All use dates and times must be listed. Please include all setup, use, and cleanup time needed for use.

- Applicant Information: School Sponsored, School Related (PTA/PTO, Booster Club), Government Agencies, Outside Group, For-profit, Non-profit, Community Based, Recreation Leagues

Organization/User: \_\_\_\_\_

Applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_ (business/home) \_\_\_\_\_ (cell)

Event Description: \_\_\_\_\_

Expected Attendees (include audiences): Adults \_\_\_\_\_ Children \_\_\_\_\_

Insurance Information

Current Certificate of Liability Insurance Attached

\$1 million Commercial General Liability Coverage per occurrence

Certificate must list "Union County Board of Education" as Certificate Holder and Additional Insured.

Facility Requested for Use:

- Elementary School / Grounds, Middle School / Grounds, High School / Grounds, Other, Half Day (4 hours), Full Day (8 hours)

School Use

Personnel required: Yes No

Name: (Individual responsible for setup, site supervision, cleanup)

Total hours worked:

Employee Fee: (\$25 per hour worked)

Facility Fees

Total Fees Collected (collection before use)

Principal / Designee Approval:

Signature Date

Central Services Use

Signed Application Received

Liability Insurance

Employee Fee

Facility Fee

In-kind Credit Agreement

After-use Receipt - Facility Use timesheet

Superintendent/Designee Approval:

Signature Date

**USE OF SCHOOL FACILITIES  
ADMINISTRATIVE GUIDELINES 2-49  
PROCEDURES FOR USE OF SCHOOL FACILITIES**

Facilities, as made available for community use by the Superintendent, may be rented for one time use or for continuing use for a definite period of time not to exceed twelve months. A group that wishes to use any facility must follow these procedures:

1. Secure a copy of the form "Application for Community Use of School Facilities" from any school office or UCPS website.
2. Complete the forms and return to the principal / designee whose school facilities the person or group is proposing to use.
3. The principal / designee will verify by his/her signature on the form the availability of the facility.
4. Special conditions required by the principal/designee should be attached to the form. The principal/designee using the fee schedule contained in this policy will calculate the cost for the person or group.
5. The principal/designee will attach the check to a copy of the contract and the application form and forward either to the Superintendent or to the designated Superintendent's office.

Users shall meet these conditions:

1. Pay the appropriate fee, in advance, to the principal/designee whose school facilities the person or group is proposing to use.
2. Guarantee adequate supervision for the activity being planned and the number of persons to be at the activity.
3. Accept the requirement that the principal/designee or Safety Director may require the presence of an employee of the school system and/or law enforcement during the time of the activity.
4. Pay in full for any damages to school property by the group and its guests.
5. Abide by Union County Public Schools policy regarding the prohibition of alcohol, drugs, controlled substances, and tobacco products (UCBOE Policy 3-5, available on the UCPS website).
6. Any person or group that contracts to use the facility then fails to show up will be charged a minimum of twenty dollars (\$20.00) or the cost and expenses imposed upon the UCPS in preparing the facility for the intended use, whichever is greater.
7. Groups and individuals that use school facilities must comply with all federal, state and local laws and any additional rules required by the board, superintendent or his/her designee, or the principal/designee.
8. Users must comply with the requirements of the American with Disabilities Act (ADA) (particularly Subchapter III pertaining to Public Accommodations and Services Operated by Private Entities) and the federal regulations that have been adopted for the implementation of the ADA.
9. Users shall not possess weapons or explosives while on school grounds.
10. Any violation by a user of the provisions of this policy or any applicable regulations will be grounds for the suspension of the user's privilege to use school facilities for such period as deemed appropriate by the principal, subject to the review of the superintendent and board of education.
11. The User will not be granted access to the facility at any times other than those specified on the Application for Use of School Facilities or the attached worksheet.
12. The User(s) must give written notice to the School of any accident resulting in bodily injury or damage to property of the School or others occurring on School premises or in any way connected with the use of School premises within 24 hours of the accident. The notice must include details of the time, place and circumstances of the names and addresses of any person(s) witnessing the accident.
13. In addition, the User(s) undertakes and agrees to indemnify and hold harmless the school, school board, school board elected and appointed officials, administrators, principals, teachers and all other school employees, volunteers or representatives, and all persons and bodies corporate acting for and on behalf of them, against all liability, claims, demands, actions, suits, damages, proceedings, costs and expenses (including reasonable 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)(or the servants, agents or invitees of 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 the School premises or for such amounts as may not be payable under any such insurance policy.

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I, as the Representative of the Organization/User applying for Use of Facilities at \_\_\_\_\_  
certify that I have received a copy of the Procedures for Use of School Facilities as it pertains to the User of the Facilities, and I understand my responsibility to abide by these Procedures.

\_\_\_\_\_  
Applicant Signature \_\_\_\_\_  
Date

Print Name: \_\_\_\_\_  
Name of Organization/User Group: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone number: \_\_\_\_\_

**Detail Worksheet for Proposed Use of School Facility**

**School:** \_\_\_\_\_

Date(s)	Times (Start/Stop)	Space(s) Requested	Employee in charge of site during Facility Use

- REQUIRED:**
1. All use time must be noted on this application (setup / use / cleanup)
  2. A new application must be filled out for any date or requested space use change to this original contract. **(NO EXCEPTIONS)**
  3. Employee working event will need to complete a Facility Use timesheet.  
 One-time Use = Turn in immediately after event  
 Continuing Use (Church/AA) = Turn in at the end of month

**Special Requirements of the Principal/Designee and/or the Superintendent/Designee**

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