

**BUILDING USE FORM
ANSON COUNTY SCHOOLS
WADESBORO, NORTH CAROLINA**

APPLICATION # _____

APPLICATION FOR USE OF PUBLIC SCHOOL BUILDINGS, GROUNDS AND EQUIPMENT

Organization requesting use of facility is _____.

It is understood the above organization requesting the facilities are in accordance with Anson County Board of Education Policy 5030 and the general conditions attached to this form.

DATE: _____ SIGNATURE: _____

ADDRESS: _____ TELEPHONE: _____

Name and Address of person responsible for all fees (if different than the above):

DATE: _____ SIGNATURE: _____

ADDRESS: _____ TELEPHONE: _____

Facility requested:

Purpose:

Estimate of Attendance: _____

Auditorium ____ Gymnasium ____ Multi-Purpose Room ____ Cafeteria ____ Classroom(s) ____
Athletic Field: Baseball ____ Softball ____ Track ____ Football/Soccer ____ Field House: ____

Other _____

Dates(s) facility will be used:

Day of Week	Month	Date(s)	Year
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Time desired: From _____ a.m. to _____ a.m. From _____ p.m. to _____ p.m.

Time of Performance From: _____ to _____

Persons applying for Facility Use will complete and submit this application to the appropriate person (internal school programs to school principal outside groups/programs to Anne Hyatt in the Superintendent's Office/Anson County Board of Education).

Applicants will be notified within 48 hours of availability.

Date: 09/29/2008

DOC. ADM-F005

Page 1 of 4

Revised/Approved: 09/27/2010

Revised/Approved: 07/29/2013

BUILDING USE FORM

The fee for the facility requested will be in the amount scheduled by the Board of Education.

Facility Use Fee

Facility	Rental Fee	Cleaning Supply/Material Fee	Utility Use Fee Per Hour
Cafeteria & Kitchen	50.00	50.00	5.00 Cafeteria Only
Elementary Gymnasium	20.00	50.00	5.00
Secondary Gymnasium	30.00	50.00	5.00
Elementary Gymnasium	75.00	50.00	5.00
Elementary Multipurpose	75.00	50.00	5.00
Secondary Gymnasium	100.00	50.00	5.00
Fields Without Lights	50.00	50.00	N/A
Fields With Lights	150.00	50.00	5.00
All Other School Facility Areas including: Media Center, Commons Area, Classrooms	50.00	50.00	5.00
<u>Planetarium/Science Center:</u>			
*Out-of-District School Groups including homeschool groups (\$50 minimum charge)	\$3.00 = Per Student \$5.00 = Per Parent No Charge for Teachers		
**Church/Senior Rate (no hands-on activities)	\$25.00	--	--
Special Individual Shows:	\$5.00 = Adults \$2.00 = Children 12 and Under		

*This cost would include a show in the dome, tour, access to the hands-on exhibits, and activities with the planetarium director.

**This cost would include a show in the dome and tour.

Facility Use Fee

Additional Fees:

\$ _____

Facility Supervision/Custodial Services:

Overtime Facility Supervision	Sub Total	\$ _____
Overtime Kitchen Supervision	Sub Total	\$ _____
Overtime Custodial Service	Sub Total	\$ _____

Deposit

A refundable deposit is required in lieu of supervision or custodial services Sub Total \$ _____

TOTAL CHARGE

\$ _____

Fees for Facility, Supervision/Custodial services, and/or deposit MUST BE PAID TO THE BOARD OF EDUCATION BY THE ORGANIZATION ONE BUSINESS DAY PRIOR TO THE EVENT OR FACILITY WILL NOT BE AVAILABLE.

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Page 2 of 4

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BUILDING USE FORM

Insurance

At the time of application, a certificate of insurance must be submitted naming the Anson County Board of Education as an insured interest. The Anson County Board of Education requires general liability insurance in the amount of \$1,000,000 for use of the premises and property of the Anson County Board of Education.

Police/Fire/Sheriff

If checked, the applicant is required to contact the persons listed below to arrange for and confirm the following services:

- | | | |
|---|---|---|
| <input type="checkbox"/> Wadesboro Police Dept.
704-694-2167
T. Spencer, Interim Police Chief | <input type="checkbox"/> Fire Dept.
704-694-2167
J. Burns, Fire Chief | <input type="checkbox"/> Anson County Sheriff's Office
704-694-4188
T. Allen, Sheriff |
|---|---|---|

Approval

The following signatures are required. Failure to secure written authorization will result in denial of facility use:

	Signature	N/A	Approved	Denied	Comment
School Principal					
Athletic Director					
Child Nutrition Administrator					
Director of Maintenance					
Superintendent's Designee					

BUILDING USE FORM

ANSON COUNTY BOARD OF EDUCATION – WADESBORO, NORTH CAROLINA GENERAL CONDITIONS FOR RENTAL OF FACILITIES OF SCHOOLS

1. No intoxicating beverages are allowed on school premises at any time.
2. NO SMOKING is permitted in any area.
3. The renting organization is liable for any or all damage that may occur during the use of the facilities by said organization. A deposit may be required depending on facilities used or extent of activity. The deposit will be determined by the Superintendent or his designee.
4. The aforesigned understand and agree that (we/I) will be fully responsible for any and all personal injury claims and damage done to any property owned by or under the control of the Anson County Board of Education or others while the facility described herein is being used by us. (We/I) hereby specifically agree to hold the Anson County Board of Education harmless from any and all claims and to furnish to the Anson County Board of Education certificate of insurance naming the Board of Education of Anson County Schools as an insured interest. The amount of such insurance as determined by the Board of Education is \$1,000,000 for each claim made.
5. Under certain conditions uniformed fire personnel and/or police personnel must be in attendance at public meetings, assemblies and places of entertainment. Each organization using a facility shall be responsible for hiring and paying public safety personnel required by law.
6. If special services are needed, the organization will be required to pay for qualified maintenance staff.
7. Under certain conditions a site supervisor will be required.
8. Heat, light and power will be provided by the Board of Education and are covered by the Facility Use Fee Schedule.
9. Cafeteria equipment, tables and chairs will be provided by the Board of Education.
10. Special approval must be obtained whenever athletic scoreboards or public address systems are to be used.
11. The custodian will assist in setting up tables and chairs for meetings: however, the custodian will not be required to move scenery, load and unload vehicles, pack and unpack equipment or move musical instruments. Cleaning, sweeping and other routine housekeeping chores will be performed by the custodian(s).
12. No organization will be permitted to schedule the use of a school facility to a degree, which will exclude other community agencies from using the facility.
13. All checks for building use and supervision/custodial charges must be payable to Anson County Schools c/o Anne Hyatt, 320 Camden Road, Wadesboro, NC 28170 . Checks must be received by last business day prior to scheduled event or facility will not be available. If custodial clean-up hours are greater than original estimate, organization will receive a bill for additional monies due.
14. When kitchen facilities are used, a cafeteria supervisor must be on duty. The pay rate for the cafeteria supervisor will be determined by the Child Nutrition Administrator, the Payroll Department and the Superintendent or his designee.
15. In cases when athletic fields are rented, the organization will be responsible for the cleaning and maintenance of the area following the activity. Failure to comply with this requirement will necessitate the Board of Education personnel cleaning the area and assessing the organization for the time involved in so doing.
16. The Building Use application may be denied if in the judgment of the administration the activity poses an undo risk or liability to the Anson County Board of Education.
17. Adult supervision and leadership must be provided by the organization throughout rental period whenever conducting activities involving children. Supervisory plan must be submitted and approval may be required depending on facilities used or extent of activity. This will be determined by the Superintendent or his designee.
18. There will be a 10:00 pm curfew in all school grounds. All programs should be terminated in sufficient time to clear building of all personnel by 10:00 pm.
19. There will be no motorized wheeled-vehicles, in-line skates or skateboards permitted on school grounds.
20. In the event of inclement weather, power outages or other fortuitous events that causes the building to be closed, the Board of Education shall have the right to cancel any and all activities at or in the schools.
21. Sports and activities sponsored by Anson County Schools will have first consideration of use in all school buildings, on all school fields (ie: football, soccer, softball, baseball, etc.) and with all school equipment. This includes, but is not limited to, re-scheduled games/activities due to any cancellations/postponements. Outside groups would then need to be rescheduled. Every effort will be made to give advance notice to all parties regarding rescheduling of events.