

**FORSYTH COUNTY SCHOOLS  
ADMINISTRATIVE PROCEDURE  
COMMUNITY USE OF FACILITIES**

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**June, 2000  
Revised July 1, 2023  
Rationale**

The Forsyth County School System believes that the public schools are an integral part of the community in terms of its intellectual and social expression and development. To this end, the public use of school facilities is encouraged.

Authorization for use of school facilities shall not be considered as a Forsyth County School System endorsement of or approval of the activity, group or organization, nor the purposes they represent. School sponsored activities shall have first priority. The right to authorize use of school facilities shall be retained by the building level principal.

**Guidelines for Use of Facilities**

1. School facilities may only be used by non-profit organizations based in Forsyth County or by for-profit organizations when the activity is instructional in nature and when either the profit or the activity benefits the students or community-at-large (as determined by the superintendent or their designee).
2. Students may not be used at any time to perform custodial type duties connected to any event.
3. Custodial, supervision, security fees, and rental fees, will be paid by the sponsoring organization.
4. A Food and Nutrition Services employee must be present any time the kitchen is used; fees will be paid by the sponsoring organization.
5. Use of any school equipment must be approved by the building level principal.
6. Chairs may not be removed from the cafeteria.
7. Alcoholic beverages are not permitted in school facilities or on school property at any time.
8. Tobacco products are not permitted in school facilities or on school property at any time.
9. Any sign advertising the presence of this activity or organization must be placed on school property just prior to the activity or meeting and be removed as soon as the activity or meeting concludes.
10. Forsyth County School System and individual schools provide no liability or accident insurance coverage for injuries which may occur or claims which may be brought arising out of the use of the facility by the User of facilities. The Forsyth County School System and its employees are protected against such claims by sovereign and official immunity. The User of facilities is responsible for providing any such insurance it deems necessary and for indemnifying and holding harmless the Forsyth County School System and its employees from the cost of defending any claims which may be filed against them. The user of the facilities is directly responsible for the behavior of all participants and spectators at the event. They will adhere to all county policy and code of conduct.
11. The user of the facilities or athletic fields must present to the building level principal a copy of either a Certificate of Insurance for at least \$1,000,000.00 from their general liability policy or a copy of a Special Event Policy from an insurance company of at least \$1,000,000.00 liability coverage. Other minimum coverage limits: Damage to Premises, \$300,000; Medical Expense, \$5,000; General Aggregate, \$2,000,000. ***\*If the renter will be using a commercial vehicle(s) on the premises Automobile Liability coverage must be on the COI covering that commercial vehicle(s).***
12. A signed agreement must be completed and approved by the building level principal before an organization may use the school facility. Contracts must be submitted to the district for review.
13. Refer to Addendum 1 and 2 if renting a performing arts center.

School Administrator: \_\_\_\_\_

User of Facilities: \_\_\_\_\_

Date: \_\_\_\_\_

User has viewed and agreed to the following:

\_\_\_\_ Facilities Guidelines

\_\_\_\_ Facilities Rental Fee Schedule

\_\_\_\_ Facilities Contract

**USE OF FACILITIES CONTRACT AGREEMENT**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between the **FORSYTH COUNTY SCHOOL SYSTEM**, hereinafter referred to as the "District," and \_\_\_\_\_, hereinafter referred to as the "User of Facilities."

**1.** The User of the Facilities shall have the right to use the following facilities:

\_\_\_\_\_  
\_\_\_\_\_

From \_\_\_\_\_ until \_\_\_\_\_ Daily Times: \_\_\_\_\_ Total number of uses: \_\_\_\_\_

- Required use of outdoor stadium (football, baseball, or softball) lights: YES \_\_\_\_\_ NO \_\_\_\_\_
- The User of Facilities shall pay the District the sum of \$ \_\_\_\_\_ for the use of the facilities.

**3.** The User of Facilities shall abide by all rules applicable to the use of the facilities required by the District and shall abide by all individual school rules.

**4.** The User of Facilities certifies that it has inspected, and is familiar with the facility to be used. The User of Facilities further certifies that the particular use of the facility as proposed does not create a danger to any individual.

**5.** The User of Facilities acknowledges that the Forsyth County School System and \_\_\_\_\_ School provide no liability or accident insurance coverage for injuries which may occur or claims which may be brought arising out of the use of the facility by the User of Facility. The Forsyth County School System and its employees are protected against such claims by sovereign and official immunity. The User of Facility is responsible for providing the insurance as defined in item #6 and for indemnifying and holding harmless the Forsyth County School System and its employees from the cost of defending any claims which may be filed against them.

**6.** The User of Facilities shall obtain the following insurance to cover all participants in the use of facilities: Certificate of Insurance from their general liability policy of \$1,000,000.00 or Special Event Policy obtained from Insurance Company for \$1,000,000.00 and other limits as described on page 1. **(Copy MUST be attached to the agreement form)**

**7.** The User of Facilities shall properly supervise and protect all individuals participating in the use of facilities. The User of Facilities must be aware of all evacuation routes and tornado safe areas within the building.

**8.** The User of Facilities understands that the Forsyth County School District may void this contract at any time.

**AGREED** to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Local Administration:**

**User of the Facility:**

**Received (District Level):**

By: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**FORSYTH COUNTY PUBLIC SCHOOLS**  
**FACILITIES RENTAL FEE SCHEDULE**  
**NON-SCHOOL GROUPS, REVISED April 2023**

The "**Minimum** Daily Rate" includes up to 3 hours of facility usage for the day.

Daily facility usage above 3 hours will be assessed the "Hourly Rate" for each subsequent hour or any part of an hour to be rounded up, in addition to the "Minimum Daily Rate".

<i>Facility</i>	<i>Minimum Daily Rate (3 hrs.)</i>	<i>Hourly Rate above Minimum</i>
Auditorium	\$300	\$100
Baseball Field	\$225	\$75
Cafeteria	\$300	\$100
Classroom (Large)	\$150	\$50
Classroom (Small)	\$90	\$30
Gym (Large)	\$375	\$125
Gym (Medium)	\$300	\$100
Gym (Small)*	\$225	\$75
Kitchen	\$300	\$100
Media Center	\$225	\$75
Outdoor Area	\$225	\$75
Parking Lot	\$225	\$75
Practice Field	\$225	\$75
Softball Field	\$225	\$75
Stadium	\$375	\$125
Tennis Courts	\$225	\$75
*No Permanent Seating		

Outdoor lighting: If lights are turned on at any point during the use (including clean up) the charge for the full time will be based on the lighted field rate.

Additional Fees: Custodial \$50/hr., Supervisor \$60/hr., Security \$55/hr., Facility fee \$25/hr.

Security: Required if there will be 50 or more people attending an event of a renter. Contact School Safety and Security to coordinate.

Gyms: Small (no bleachers), Medium (middle schools & auxiliary gyms with bleachers), Large (high school arenas).

NOTE: Whether a school opens its athletic facilities for non-school use is a local administrative decision. Principals have the authority to negotiate the minimum rate to include the full day. Site supervisors are professionally certified employees of the Forsyth County School System and are not responsible for direct supervision and control of individuals/groups using the facilities.

User of the Facility Signature: \_\_\_\_\_

User Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

Date: \_\_\_\_\_

**Food and Nutrition Services**

A Food and Nutrition Services employee must be present any time the kitchen is used.

**Special Meal Functions**

The Cafeteria Manager shall discuss the proposed menu, estimated cost, and guest count with the sponsor of the organization and the Director, Coordinator or Area Manager of the Food and Nutrition Services Program. Estimated cost shall include at a minimum the projected food and beverage cost, the cost of labor required at the appropriate rate plus matching benefits, and a percentage of the subtotal to cover indirect cost such as paper and cleaning supplies, depreciation cost of small wares and equipment, labor required to process special meal function request, etc. School sponsored events will be charged 30% above actual cost and organizations outside the school will be charged 50% above actual cost. The final guest count must be confirmed with the manager 1 week prior to the event. The Cafeteria Manager will complete the Special Meal Function Request form and obtain the building level principal's signature and a signature from an authorized representative of the sponsoring organization. The Cafeteria Manager will then send the signed form to the Food and Nutrition Services Office for processing. The Cafeteria Manager will order all food and supplies needed for the function through the Food and Nutrition Services Department. The Director, Coordinator or Area Manager shall solicit competitive price quotes from our primary suppliers for any item that is not on the current bid. The Cafeteria Manager shall purchase any unique items not furnished through the primary suppliers and the employee must submit receipt to the Food and Nutrition Services Department to be reimbursed for the actual cost of the item.

**Food and Supplies**

The Cafeteria Manager and sponsoring organization will determine the menu within the organization's budget. The Director, Coordinator or Area Manager of the Food and Nutrition Services Program will advise the school manager and must approve the final menu. Food and supplies ordered and delivered for the special meal function must be labeled by the Cafeteria Manager and clearly identified for such. It is absolutely prohibited for foods and supplies purchased for the school lunch program or USDA Commodities to be used for any special meal function.

**Invoices**

Labor: The Cafeteria Manager will complete a substitute pay request form and submit it to the Food and Nutrition Services Department for payment after the function is completed. The Cafeteria Manager will list all food used on the State DE Form 0120 and submit it to the Food and Nutrition Services Department at the end of the month. All invoices for food, paper supplies, etc. shall be submitted for payment with all other regular invoices on the appropriate designated days to the Food and Nutrition Services Department. Invoice stating actual cost will be sent to the sponsoring organization for one total payment to the school cafeteria.

**Purchase of Bulk Food**

The Food and Nutrition Services Program may purchase specific foods requested only by a school organization at 110% of the current bid price. Examples: a case of oranges for the football team, snacks for the school sponsored after school program, etc. Items purchased will be furnished to the organization in bulk state as received. Food and Nutrition Services employees will not be responsible for any preparation or handling of these items.

**\*Forward Use of Facilities Contract Agreement (including Certificate of Insurance) and Facility Fee Worksheet to the Facilities Dept.**

Date(s) Used: \_\_\_\_\_ Total Hours: \_\_\_\_\_

School Facility	Minimum Daily Rate	Hourly Rate above Minimum	Total Hours Used	Total Rental Payment
Auditorium, Cafeteria, or Kitchen*	\$300	\$100		
Classroom (Large)	\$150	\$50		
Classroom (Small)	\$90	\$30		
Baseball, Softball or Practice Field*	\$225	\$75		
Outdoor area or Parking Lot*	\$225	\$75		
Stadium	\$375	\$125		
Gym (Large)	\$375	\$125		
Gym (Medium)	\$300	\$100		
Gym (Small)	\$225	\$75		
Media Center	\$225	\$75		
Tennis Courts	\$225	\$75		

\*Circle which facility type is being rented

Cost of Facilities: \_\_\_\_\_

**Additional \$25/hr. will be paid to the Facilities and Maintenance Department:** \_\_\_\_\_

**Added Cost to the User of Facilities**

**Total Cost of Facilities:** \_\_\_\_\_

Additional Cost	Name of Employee	Hourly Rate	Total Hours	Total Cost
Supervisor		\$60		
Custodial		\$50		
Custodial		\$50		
Security		\$55		
Other:				
<b>Total Additional Cost</b>				

Total Cost of Facilities (after adding Facility fee): \_\_\_\_\_ + Total Added Cost: \_\_\_\_\_ =

**Grand Total (to be fully paid by User of Facilities):** \_\_\_\_\_

NAME \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

WORK SITE \_\_\_\_\_ PROGRAM: \_\_\_\_\_

MONTH/YEAR \_\_\_\_\_

DATE	STARTED WORK	STOPPED WORK	MEAL TIME TAKEN	TOTAL WORK HOURS

TOTAL HOURS = \_\_\_\_\_

EMPLOYEE # \_\_\_\_\_ HOURLY RATE: \_\_\_\_\_ x \_\_\_\_\_ = TOTAL OWED \_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_

FUND SOURCE: \_\_\_\_\_ HR APPROVAL: \_\_\_\_\_

\*Used for the following types of work: off-calendar, off-contract, temporary hourly, hours in addition to regular work day

## FORSYTH COUNTY SCHOOLS

### HIGH SCHOOL PERFORMING ARTS CENTER GUIDELINES

#### PURPOSE OF THE HIGH SCHOOL PERFORMING ARTS CENTERS

The Forsyth County Schools' high school Performing Arts Centers are an integral part of our arts programs. The following guidelines ensure that the facilities are supporting our students and teachers across each vertical team and are in compliance with Forsyth County Schools [Board Policy KG: Use of Facilities](#) and [Terms of Use](#).

The PACs serve to provide a quality rehearsal and performance environment for students. The theatre classroom should be separate from the performing space to ensure appropriate use for all scheduled events and maintain the integrity of the theatre classes. The possible exception is the technical theatre class as it requires hands-on training with the equipment. It is recommended this class have a second space available as events that occur during the day may take precedence.

#### SCHEDULING OF FACILITY

- All events are to be scheduled by an administrator and the Fine Arts Department Chair.
- One master calendar should be shared with all building administrators, professional assistants, the high school performing arts teachers, and the FCS Fine Arts Specialist.
- Requests should be submitted by **June 1st** for the entire school year. Provide alternate dates with request.
- High school and middle school teachers should be informed of their dates by **July 1<sup>st</sup>**.
- Schedule should be finalized, and all parties notified in writing of their dates by **July 15<sup>th</sup>**.
- Requests after July 15th should be considered on a first come/first serve basis.

##### **By July 1st: Events should be scheduled by priority**

High school theatre and system-wide programs (e.g., NEO, Spelling Bee, MS One Act)

High school instrumental and vocal

- Entire day reserved for rehearsal on stage if requested

Middle school theatre (**requests due by June 1st**)

- 1 week per semester (Sunday-Sunday)
- Avoid backing up to major holidays

Other high school/ state events (e.g., GMEA, GHSA)

Middle school instrumental and vocal (**requests due by June 1st**)

- 2 days each per semester
- In combination with high school when possible

##### **After July 15<sup>th</sup>: Events should be scheduled by priority**

Elementary performing groups and other feeder school events (e.g., award nights, assemblies)

Outside Groups (e.g., dance troupes, acting companies, churches)

## ASSIGNED SCHOOLS FOR SY 2023-2024

**DHS:** DeSana, Piney Grove, Brandywine, Big Creek, Midway, New Hope, Shiloh Point

**EFHS:** Little Mill, Chattahoochee, Chestatee

**FCHS:** Otwell, Cumming, Mashburn, Whitlow

**LHS:** Riverwatch, South Forsyth MS, Brookwood, Johns Creek, Settles Bridge, Sharon

**NFHS:** Liberty, North Forsyth MS, Coal Mountain, Matt, Poole's Mill, Silver City

**SFHS:** Lakeside, South Forsyth MS, Daves Creek, Haw Creek

**WFHS:** Hendricks, Vickery Creek MS, Kelly Mill, Sawnee, Vickery Creek ES

## CONFLICT RESOLUTION AND CANCELLING OF EVENTS

- If the first choice and an alternative are not available, other reasonable dates must be provided.
- Communication must occur between parties in a timely manner to adhere to the scheduling timeline.
- If an event is cancelled, it must be communicated to the scheduler as soon as it is known. The scheduler may open that date up as an alternate for another request.

## USE OF FACILITY

### SCHOOL ORGANIZATION BASIC USE OF FACILITY

It is recommended that a representative from the high school or a designee (e.g., middle school drama or instrumental/ choral teacher familiar with the equipment) work the house lights and microphone.

For events that require more than the basic use (e.g., projector, spotlight, etc.), a representative designated by the high school theatre director(s) is to be paid a **\$15/ hour with a three-hour minimum** as arranged *in advance* between the local school administration and group using the facility.



## SCHOOL ORGANIZATION FULL USE OF FACILITY

Building a positive relationship between feeder programs is in the best interest of our programs. As a thespian troupe member, volunteer work, community service and assisting younger students is paramount to building a positive relationship between programs. It is understood that the equipment in the booth is expensive and requires extensive training for proper use. Therefore, it is recommended that a high school designee be assigned to the booth to help train and assist middle school students on the equipment. If the use of specialized equipment (e.g., special projections) is requested, extra assistance should be compensated accordingly as agreed to in advance by directors.

The designee should adhere to the following protocols:

- Be a minimum age of 16
- Work with the middle/ elementary director in advance to plan expectations for production
- Be available 30 minutes before and after all rehearsals and assist the director as needed
- Maintain working environment (limited time on homework, device use for production/emergency use only)
- Be professional and respectful at all times to adults and use appropriate actions and language with guest students

The designee should be compensated at a **\$15/ hour with a three-hour minimum** as determined in advance by both parties.

- Pay through the school bookkeeper: FCS Casual Labor Form is required and a contract between parties must be signed.
- Payment should be made within five (5) business days of final performance.

## NON-FCS ORGANIZATION USE OF FACILITY

Please refer to:

[Non-FCS Use of High School Performing Arts Center Agreement Facilities Website](#)

## OTHER

### Equipment:

Guest students and directors should have access to materials and equipment as agreed upon by directors in advance using the [Theatre Rental Checklist](#). The guest group is expected to keep the space clean and organized, monitor student behavior, and repair and/or replace any damaged equipment. Damages should be reported immediately to the high school director or other supervisor.

### Custodial fee:

Custodial needs and requirements should be discussed by local school administrators in advance of the date in use. User of the facility is responsible for all custodial fees, including overtime.

### Training:

It is highly recommended that all performing arts directors and designees who may use the equipment in the booth be trained a minimum of once a year to ensure proper usage of equipment.

# **FORSYTH COUNTY BOARD OF EDUCATION**

## **CASUAL LABOR CONTRACT FOR NON-SCHOOL DISTRICT EMPLOYEES**

\_\_\_\_\_ **SCHOOL**

Name of Worker \_\_\_\_\_  
(First) (Middle) (Last)

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

It is understood that services performed are subject to no fringe benefits from this School System and that no State or Federal taxes have been deducted from my check. This income must be added to State and Federal Income Tax returns.

<b>Date(s) Worked</b>	<b>Service Performed</b>	<b>Rate</b>	<b>Total Payment</b>

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Principal



## ADDENDUM 2

### NON-FCS USE OF PERFORMING ARTS CENTER AGREEMENT

Thank you for choosing our theatre for your event. We aim to make your use of the facility a smooth and quality experience for your group. The following guidelines are intended to protect the educational space we are providing and the participants in your organization. By placing your initials next to the following statements, you are agreeing to adhere to our expectations concerning this space:

\_\_\_ Glitter and/or confetti is **not** to be thrown or distributed in the house (audience) area at any time. Prior permission must be received before use of these materials on the stage. Extra custodial cleaning fee may be applied, to be determined in advance.

\_\_\_ Only trained and assigned personnel may access and use the lighting and sound equipment.

\_\_\_ Extra seating may not be added to the auditorium without prior permission.

\_\_\_ Concessions may be sold in the lobby and must be consumed before entering the house. Food and drink are NOT allowed in the house area without prior authorization. Extra cleaning fee may be applied, to be determined in advance.

\_\_\_ Pre- and post-event walk through list will be completed with the assigned school personnel.

\_\_\_ Props, costumes, materials, tools, etc. will only be accessible as agreed to in advance.

\_\_\_ No items will be affixed to the curtains, and members will be reminded to always stay clear of the cyclorama curtain (upstage drop).

\_\_\_ Stage area will be maintained to original condition (e.g., no paint, stain, permanently affixed set pieces) unless prior approval is received.

FCS Employee Assigned to event \_\_\_\_\_

FCS Technicians Assigned to event \_\_\_\_\_

FCS Representative Signature \_\_\_\_\_

Date \_\_\_\_\_

User of the Facility Signature \_\_\_\_\_

Date \_\_\_\_\_



## Pre-Event Information

Group/ Company Name: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Contact Name (print) \_\_\_\_\_ Phone \_\_\_\_\_

<input type="checkbox"/> Theatre only (house and stage)  Additional Theatre Locations Needed: <input type="checkbox"/> Lobby <input type="checkbox"/> Ticket booth <input type="checkbox"/> Orchestra pit (if available) <input type="checkbox"/> Backstage <input type="checkbox"/> Dressing room(s) <input type="checkbox"/> Storage space. Items: _____  Other: _____  <i>Scene shop is not available for event use.</i>	<b>EVENT TYPE:</b> <input type="checkbox"/> Straight Play <input type="checkbox"/> Dance <input type="checkbox"/> Movie/Video <input type="checkbox"/> Musical <input type="checkbox"/> Lecture/Speech/Meeting <input type="checkbox"/> Variety Show <input type="checkbox"/> Concert <input type="checkbox"/> Fundraiser <input type="checkbox"/> Class  Other: _____
Number of Participants: _____	Number of Anticipated Audience: _____

## Event Technical Requirements

<b>SOUND</b> <input type="checkbox"/> Wireless mics # _____ <input type="checkbox"/> Wired mics # _____ <input type="checkbox"/> Mic stands # _____ <input type="checkbox"/> Monitors # _____ <input type="checkbox"/> Other _____ _____	<b>A/V</b> <input type="checkbox"/> Projector and Screen <input type="checkbox"/> Presentation/ PPT <input type="checkbox"/> Providing own laptop <input type="checkbox"/> Playing video <input type="checkbox"/> Other _____ _____	<b>DRAPES/PANELS</b> <input type="checkbox"/> Grand Curtain <input type="checkbox"/> Projector Screen <input type="checkbox"/> Scrim* <input type="checkbox"/> Cyc* <input type="checkbox"/> Black upstage masking* <input type="checkbox"/> Hanging drops* <small>*Theatre tech may need to be hired to setup and/or operate</small>
<b>LIGHTS:</b> <input type="checkbox"/> Standard "white" lights <input type="checkbox"/> Color cues <input type="checkbox"/> Follow spot 1 <input type="checkbox"/> Follow spot 2 <input type="checkbox"/> Other: _____ _____ _____	<b>HEADSET LOCATIONS:</b> <input type="checkbox"/> Stage right <input type="checkbox"/> Stage left <input type="checkbox"/> Booth	<b>OTHER:</b> <input type="checkbox"/> Podium <input type="checkbox"/> Music Stands # _____ <input type="checkbox"/> Chairs # _____ <input type="checkbox"/> Tables # _____ <input type="checkbox"/> Risers # _____ <input type="checkbox"/> Shells (if available)  <input type="checkbox"/> Other: _____ _____ _____



## Move-In Conditions

AREA	OK	NO	COMMENTS
Entrance way/ sidewalks			
Lobby area (including kiosk, furniture, wall hangings, etc.)			
Storage rooms			
House (audience area)			
Men's restroom			
Women's restroom			
Stage area (including all drapes and wing space)			
Dressing room 1			
Dressing room 2			
Backstage area			
Fire exits cleared			

FCS Representative Signature \_\_\_\_\_ User of the Facility Signature \_\_\_\_\_ Date \_\_\_\_\_

## Move-Out Conditions

AREA		OK	NO	COMMENTS
Entrance way/ sidewalks				
Lobby area (including kiosk, furniture, wall hangings, etc.)				
Storage rooms				
House (audience area)				
Men's restroom				
Women's restroom				
Stage area (including all drapes and wing space)				
Dressing room 1				
Dressing room 2				
Backstage area				
Fire exits cleared				



**Other Comments/ Requests:**

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FCS Representative Signature\_\_\_\_\_ User of the Facility Signature\_\_\_\_\_ Date\_\_\_\_\_