

FORSYTH COUNTY SCHOOLS
ADMINISTRATIVE PROCEDURE
COMMUNITY USE OF FACILITIES

June, 2000

Revised April 27, 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.

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.

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)**

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 \$48/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, elementary schools), Medium (middle schools & auxiliary gyms), Large (HS 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		\$48		
Custodial		\$48		
Security		\$55		
Other:				
Total Additional Cost				

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

Grand Total (to be fully paid by User of Facilities): _____

