

**CURRITUCK COUNTY SCHOOLS
APPLICATION FOR USE OF SCHOOL FACILITIES**

Revised: 10/19/23

1. PLEASE CHECK SCHOOL DESIRED:

<input type="checkbox"/>	Currituck County High School	<input type="checkbox"/>	Knotts Island School	<input type="checkbox"/>	Moyock Elementary School
<input type="checkbox"/>	JP Knapp Early College High School	<input type="checkbox"/>	Central Elementary School	<input type="checkbox"/>	Shawboro Elementary School
<input type="checkbox"/>	Currituck County Middle School	<input type="checkbox"/>	Griggs Elementary School		
<input type="checkbox"/>	Moyock Middle School	<input type="checkbox"/>	Jarvisburg Elementary School		

2. FACILITY DESIRED (Auditorium, Gym, Dining Area, Athletic Field & Parking Lot): _____

3. ORGANIZATION and/or NAME of INDIVIDUAL APPLYING FOR FACILITY (Applicant/Renter):

Name: _____ Organization: _____

Address: _____ Phone: _____

City, State, Zip: _____

4. DATE AND TIME OF EVENT;

Date: _____ Beginning Time: _____ Ending Time: _____ * maximum length of agreement is 3 months

5. ACTIVITY FOR WHICH FACILITY WILL BE USED: *Please describe in detail what the facility will be used for.*

6. ADMISSION CHARGE (If Any): _____ **ANTICIPATED NUMBER OF PARTICIPANTS AND/OR SPECTATORS:** _____

7. FACILITY FEES, CUSTODIAL & SITE MANAGER FEES: *A custodian **must** be secured to allow admission and closing of the buildings. A Site Manager is **required** at all athletic competition fields-as well as at other sites when deemed necessary by Administration. Payment is due before date of event – payable to Currituck County Schools*

Renter Assurances

I (We), having fully read the general terms and adopted fee schedule, agree to be fully bound thereby. **Renter Initials** _____

LIABILITY: The School Board assumes no responsibility for injury to any person or persons resulting from use of the property. The user may be held liable for injury to persons in attendance and damage to property and agrees to obtain public liability and property damage insurance, minimum \$500,000 and \$1,000,000 for athletic events, naming Currituck County Schools as an additional insured party.

Renter Initials _____

Facility Fee:

Custodian/Site Manager/Personnel

Fee:

TOTAL FEE:

***Payment is due before date of event.
Payable to Currituck County Schools. Fees
calculated by school administration are in
accordance with School Board Policy 5030,
Administrative Guidelines and the annually
approved fee schedule.***

Signature of Applicant: _____

Date: _____

Signature of Principal: _____

Date: _____

Approved: _____ Denied: _____

Signature Superintendent: _____

Date: _____

**Note: Schools will submit the application to the Superintendent's Office for final approval.
Following approval copies will be forwarded to the Applicant/Renter, Maintenance and School's Principal.**

CURRITUCK COUNTY SCHOOL SYSTEM
APPLICATION FOR USE OF SCHOOL FACILITIES
GENERAL TERMS

1. The provisions of Currituck County Schools Policy 5030 Administrative Guidelines entitled Community Use of Facilities applies to all utilization of school system property and facilities.
2. All applications should originate in the principal's office and be submitted to the Central Office at least 30 days prior to the date requested.
3. The maximum allowed agreement length is three (3) months. A new facility use request must be submitted at the end of the three (3) month period.
4. The School Board assumes no responsibility for injury to any person or persons resulting from use of the property. The user may be held liable for injury to persons in attendance and damage to property. Prior to use the user agrees to obtain public liability and property damage insurance, \$500,000 and \$1,000,000 for athletic events, naming Currituck County Schools as an additional insured -*Policy 5030 Administrative Guidelines*.
5. No person shall be permitted to use tobacco products in any indoor facility or on any grounds owned, leased or contracted for by the Currituck County Board of Education. Renters of school properties or facilities shall be required to acknowledge the Board's Use of Tobacco Products policy and agree to comply with all its terms and conditions.
6. No immoral or unbecoming conduct may be permitted. No alcoholic beverages may be served or consumed, and no gambling may take place on School Board property.
7. No items of food or drink are to be sold or distributed on school premises without prior approval of the principal.
8. Rental rates shall be adopted annually by the Board of Education as part of its budget deliberation process. Rental fees shall be paid directly to the school system agents designated by the Superintendent to handle such task. Rental fees which are designated to offset personnel or utility cost shall be forwarded by the collecting agent to the Finance Department for application to the correct account(s).
9. Use of Rental Fees: Current fees will be posted at every school and on the District's website. Rental fees may be used for the following purposes.
 - a. *Facility Fee: Defrays utility expenses, cleaning expenses and routine maintenance. Used by the school in accordance with local rules and regulations. Payable to CURRITUCK COUNTY SCHOOLS upon approval of the agreement and no later than the day of the event.*
 - b. *Custodian/Site Manager/Personnel Fee: Defrays personnel expenses if required. Payable to CURRITUCK COUNTY SCHOOLS upon approval of the agreement and no later than the day of the event.*
10. Payment of School Employees and Agents: All payments to employees or agents of the Currituck County School System shall be made by and through the Currituck County School System Finance Office. No direct payments or gratuities, gifts or favors of any type may be given to employees or agents by those renting or using public school facilities. The Currituck County School System shall make all payments to employees or agents of the school system in accordance with federal, state, and local laws including the Fair Labor Standards Act (FLSA). Employees shall be paid at their standard rate of pay in accordance with FLSA provisions.
11. No changes or alterations of the building by renters are allowed. Groups using auditoriums where special lighting and sound equipment are available are required to pay a personnel fee to allow a designated school employee knowledgeable of the sound and/or lighting equipment to be on duty at all times that the facility is being rented. The employee shall be paid by the

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Board of Education in accordance with all Federal and State laws and regulations.

The employee shall always be visible and available to assist the applicant. No stage equipment shall be changed or removed, nor shall such items as nails, pins or other defacing devices be inserted in the stage floor, stage curtains, etc.

12. All fire safety regulations such as maximum occupancy levels, as well as any other fire safety procedures that a special activity may require, must be followed.
13. Heating and Cooling: Applicant/renters are required to pay an energy fee based on the number of hours used.
14. Renters using indoor or outdoor school facilities are required to pay a personnel fee to allow a designated school employee to be on duty at all times that the facility is being rented. The employee shall be paid by the Board of Education in accordance with all Federal and State laws and regulations. The employee shall always be visible and available to assist the applicant.
15. Athletic field lights may be seasonally available. A site manager is required at all high school competition fields. A per-hour utility fee is assessed for the use of athletic field lights.
16. Prior to the use of the facility, a school employee, together with the renter representative, shall check the facility. After use, the employee and user representative shall inspect the facility and note condition. Damages shall be reported in writing to the principal and signed by the custodian or school representative and approved representative of the renter.
17. The renter agrees to have a representative of the sponsoring organization on hand at all times when school facilities are being used and such person is to be responsible to see that all School Board regulations are adhered to.
18. Approval is finalized when signed by the superintendent. Currituck County Schools reserves the right to deny use of all properties.
19. Closure of School Facilities: When financial, safety, or other conditions warrant, the Superintendent of Schools may close public school facilities to any or all users for such times and locations as the Superintendent may determine is in the best interest of the school system. In such instances, those scheduled to rent facilities shall be given as much notice as possible as well as a full refund.