

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: March 24, 2014

AGENDA ITEM No. 14-03-(2)-10

ACTION ITEM: (Y/N) N

SUBJECT: Intergovernmental Parks Work Group

INFO. CONTACT: Anne Medenblik **PHONE:** (919) 732-8126

ATTACHMENTS:

1. Memorandum: Resolution Supporting Community Use of School Facilities for Recreation- March 4, 2014
2. BOCC Agenda Abstract- Community Use of Schools Facilities for Recreation- November 5,2009
3. Memorandum: Community Use of School Facilites for Recreation- September 23,2008
4. Community Use of School Facilities for Recreation- IPWG Principles and Recommendations
5. Resolution: A resolution supporting community use of school facilities for recreation
6. Orange County Schools Facilities Use Policy # 5030
7. FY2014 Facilities Use Fee Schedule
8. Orange County Schools Facility Use Policy General Guidelines
9. Orange County Schools Facility Use Application Form 100
10. Orange County Schools Application/Facility Use Agreement: Staff/Space/Equipment Worksheet Form 100A

PURPOSE: The purpose of this agenda item is to provide an update for the Board from the Intergovernmental Parks Work Group on the work around a resolution supporting the use of school facilities for recreation.

BACKGROUND: In September, 2008, the Intergovernmental Parks Work Group began work on developing principles and recommendations for the use of school facilities for recreation. The same topic was addressed by the Board of County Commissioners in November, 2009. The work of the Group has continued and at their December 11, 2013 meeting, the Group approved a resolution regarding the use of public school facilities for recreation. The Work Group recommends that the Board of Education consider and adopt the resolution to formalize the intent of all parties.

FINANCIAL IMPACT: There is no financial impact to the District outside of the approved Facilities Use Policy.

RECOMMENDATION: The Superintendent recommends the Board receive the report from the Intergovernmental Parks Work Group liaison, Anne Medenblik, and discuss.

MEMORANDUM

To: Carrboro Board of Aldermen
Chapel Hill Town Council
Hillsborough Board of Commissioners
Mebane City Council
Orange County Board of Commissioners

Chapel Hill–Carrboro City Schools Board of Education
Orange County Schools Board of Education

From: Intergovernmental Parks Work Group

Date: March 4, 2014

Re: Resolution Supporting Community Use of School Facilities for Recreation

On December 11, 2013, the Intergovernmental Parks Work Group approved the attached resolution, which is the accumulation of several years of discussion on the topic of enhancing the ability of the greater community to access and use public school facilities for recreation purposes.

While there is a history of local recreation programs using individual school facilities on an ad hoc or annual basis, there is no formal mechanism to provide for this use as a matter of policy for both local governments and the school systems. Across the state and the nation, many local governments and public school systems have worked together to make a vast array of public school recreation facilities available for community or public use when not in use by school activities. This concept has allowed many locales to avoid unnecessary duplication of facility construction. In 2008, a set of proposed guiding principles were developed and shared with the local governments and school systems, and then were adopted by all of the local government boards in the county. These principles laid the foundation for the resolution that is attached and is commended here for your consideration.

This resolution is also consistent in its intent with the recent modifications to facility use policies by both school systems. These modifications have helped to clarify and elaborate on opportunities for local recreation programs to use school playing fields or gymnasiums.

The resolution notes the mutual benefits accrued to both schools and local governments by community use of school facilities in promoting healthy lifestyles, teamwork and cooperation, and other life skills, and that many of those who would benefit from greater community use of school facilities for recreation are students at these schools.

The Intergovernmental Parks Work Group hereby recommends that each local government board and school board consider and adopt the attached resolution, to formalize the intent of all parties to promote prudent and reasonable cost community use of schools for recreation purposes, as outlined in the resolution.

Information Contact: David Stancil or Marabeth Carr, Orange County Department of Environment, Agriculture, Parks and Recreation 919-245-2510.

Copies: David Andrews, Carrboro Town Manager
David Cheek, Mebane City Manager
Eric Peterson, Hillsborough Town Manager
Roger Stancil, Chapel Hill Town Manager
Michael Talbert, Orange County Manager
Tom Forcella, Superintendent Chapel Hill-Carrboro City Schools
Gerri Martin, Superintendent Orange County Schools
Intergovernmental Parks Work Group
Parks and Recreation Directors

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: November 5, 2009

**Action Agenda
Item No.** _____

SUBJECT: Community Use of Schools Facilities for Recreation

DEPARTMENT: ERCD, P&R

PUBLIC HEARING: (Y/N)

No

ATTACHMENT(S):

IPWG Principles and Recommendation
Map of Parks and School Facilities
Summary of Other Jurisdiction Actions

INFORMATION CONTACT:

David Stancil, 245-2590
Lori Taft, 245-2660
Marabeth Carr, 960-3880

PURPOSE: To review a set of guiding principles and recommendations from the Intergovernmental Parks (IP) Work Group regarding the potential for use of school facilities for community recreation purposes.

BACKGROUND: The IP Work Group is a multi-jurisdictional 27-member committee with representatives from the County and all towns, both school systems, parks advisory boards and other parks and conservation interests. The group meets quarterly and was created as an outgrowth of the 1999 Joint Master Recreation and Parks Work Group report. The IP Work Group's mission, approved by all governing boards, is:

1. To gather, exchange and **share information** on parks planning and development in the municipalities and County.
2. To **maintain and update the Inventory of Parks and Recreation Facilities** developed as part of the Joint Master Recreation and Parks report, including new properties acquired or dedicated.
3. To foster communication between the municipalities and County on **future opportunities and collaborative ventures**.
4. To provide a **coordinating mechanism for updates to parks and recreation plans** in each jurisdiction.
5. To **review and inform the municipalities and County concerning parks needs** and potential opportunities.
6. To develop **parameters for parks standards** (leaving flexibility for the actual standards to vary from jurisdiction to jurisdiction within these parameters).
7. To **develop and coordinate public education and public outreach** on parks issues (coordinated brochures, etc).

During late 2007 through mid-2008, the IP Work Group discussed the issues surrounding the use of school facilities for community recreation use. The group heard from staff and board representatives from the schools and parks and recreation departments. Because of the complexity of the topic and the need for buy-in at multiple levels, the IP Work Group attempted to review current policies, identify key shared issues and assumptions, and from those develop guiding principles and recommendations for the schools and jurisdictions as a beginning point for future potential solutions.

The attached document outlines 10 guiding principles, acknowledging the past history of working together and the need for school activities to take precedence, but also identifying disconnects and inadvertent disincentives to public access that may have occurred over the years, as well as some of the challenges that need to be balanced. It was noted that facilities at elementary schools offer the most opportunity for shared use, due to lack of school sponsored after school sports and competition for fields and gyms. Developing a tiered-fee structure for use of facilities to allow for community recreation was also identified as a key issue, as policies are re-examined.

The IP Work Group proposes three recommendations to accompany these principles:

1. Each elected board is asked to endorse the 10 Guiding Principles,
2. Each board is asked to authorize their relevant staff to participate in a comprehensive re-examination of policies governing community use, and
3. That the actions by the elected boards be forwarded back to the IP Work Group for coordination of further exploration and discussion.

The guiding principles and recommendations have been approved by the Carrboro Board of Aldermen and the Hillsborough Board of Commissioners. The Chapel Hill Town Council is slated to consider approval of the recommendations on November 4, and the results of that discussion will be shared with the Board. The City of Mebane has no Orange County schools within its jurisdiction. A table summarizing these actions is attached.

FINANCIAL IMPACT: There is no financial impact associated with approval of the recommendations and guiding principles. Resolution of issues that preclude community use of school facilities could result in a future cost savings to the County and other jurisdictions, if fee schedules are adjusted and more facilities are made available for community use.

RECOMMENDATION(S): The Manager recommends that the Board approve the guiding principles and recommendations, and refer this matter to the IP Work Group for further examination, authorizing Parks and Recreation and ERCD staff to participate in the planned review of existing policies.

Memorandum

To: Carrboro Board of Aldermen
Chapel Hill Town Council
Hillsborough Board of Commissioners
Mebane City Council
Orange County Board of Commissioners
Chapel Hill-Carrboro City Schools Board of Education
Orange County Schools Board of Education

From: Intergovernmental Parks Work Group
Alice Gordon and Barry Jacobs, Conveners

Date: September 23, 2008

Subject: Community Use of School Facilities for Recreation

At several previous meetings of the IP Work Group (in particular November 28, 2007 and April 24, 2008), we have discussed a topic of great relevance to all recreation providers, school boards and the general public – the longstanding issue of whether additional community use of school facilities for recreation can be achieved.

This is a complex, yet important topic that has often been discussed with little resolution. The IP Work Group would like to offer the following guiding principles for the consideration of our elected boards:

GUIDING PRINCIPLES GOVERNING
COMMUNITY USE OF SCHOOL FACILITIES FOR RECREATION

Underlying Assumptions

1. There are not enough gyms (especially full size gyms), ball fields and other recreational facilities available for use in Orange County. Allowing public use of school facilities maximizes taxpayer benefits in using these facilities.
2. Both school systems have a long history of working with the public recreation agencies where possible. A shortage of available gyms and fields puts considerable pressure on the school facilities that are available.
3. It is acknowledged that students must have priority for facility use during school hours.

4. There is a public health aspect to providing recreational opportunities at schools, since allowing for public use helps promote healthy lifestyles for children and adults.

Key Issues

5. Though students must have priority during school hours, it appears that opportunities exist for both organized public use and individual use after school hours and on weekends. There could also be different policies for indoor and outdoor facilities (e.g., access to restroom facilities).

6. Because of the high volume of activity by interscholastic teams at the middle school and high school levels, coordinating the use of facilities (gymnasiums, fields) and activities with elementary schools would appear to offer the most opportunity. Jurisdictions and the school systems should continue to explore opportunities for co-location of facilities in the design of new schools and renovations to older schools, with the financial participation of appropriate entities/other jurisdictions. (For additional information on the co-location of facilities, please see the attached document, "A Memorandum of Agreement for Providing Coordinated Site and Facility Planning, along with adopting resolution approved by Town of Carrboro on May 23, 2000.)

7. A way to balance the need for schools to cover the costs of facilities use and the need for public access should be developed. One approach might be to eliminate or at least lower usage charges for government and nonprofit use, after determining an "actual cost" basis. Another approach is to allow the using parties to secure oversight by designating a person within the organization to take responsibility for opening and closing the facility. It is acknowledged that there might be marginal cost increases associated with this additional use, not already covered, that would need to be addressed.

8. Opportunities for limited individual access to school facilities that are often gated and closed should be examined, mindful of the need for the security and safety of the facilities.

9. Criteria utilized for facility use decision-making may need to differ from school to school. However, there should be an overall expectation that facilities will be available for public use under specified conditions.

Examination of Current Policies

10. Policies that govern community use (both organized and individual) of school facilities for recreation should be re-examined in light of these underlying assumptions and key issues. The purpose of this examination should be to change current policies so as to increase the use of school facilities by the general public while continuing to meet the program and financial needs of the

schools, and also to establish clear and consistent decision-making policies for facility use.

RECOMMENDATION OF THE INTERGOVERNMENTAL PARKS WORK GROUP

1. Each elected board should endorse the ten GUIDING PRINCIPLES GOVERNING COMMUNITY USE OF SCHOOL FACILITIES FOR RECREATION, stated above.
2. Each board should authorize its staff to participate in the re-examination of current policies, as stated in guiding principle #10.
3. After taking action, each elected board should forward to the IP Work Group the results of their action.

We hope that you will be willing to approve the IP Work Group recommendation. After the elected boards have responded, and if they approve the recommendation, the IP Work Group will coordinate the re-examination of the policies governing the community use of school facilities for recreation, and forward their recommendations to the elected boards.

We would be glad to discuss the guiding principles further or provide additional information, if desired.

Thank you for the opportunity to share our thoughts on this important subject.

copies: Laura Blackmon, Orange County Manager
Eric Peterson, Hillsborough Town Manager
Roger Stancil, Chapel Hill Town Manager
Steve Stewart, Carrboro Town Manager
Robert Wilson, Mebane City Manager
Neil Pedersen, CHCCS Superintendent
Patrick Rhodes, OCS Superintendent
Intergovernmental Parks Work Group
Parks and Recreation Directors

Community Use of School Facilities for Recreation

Status - IPWG Principles and Recommendations

Jurisdiction	Status
Carrboro	Approved by the Carrboro Board of Aldermen November 11, 2008
Chapel Hill	Approved by the Chapel Hill Town Council November 4, 2009
Hillsborough	Approved by the Hillsborough Board of Commissioners December 2008
Mebane	N/A (no Orange County schools in jurisdiction)
Orange County	Approved by The Board of County Commissioners November 5, 2009
Chapel Hill-Carrboro City Schools	To consider after jurisdictions complete
Orange County Schools	To consider after jurisdictions complete

RESOLUTION

A RESOLUTION SUPPORTING COMMUNITY USE OF SCHOOL FACILITIES FOR RECREATION

WHEREAS, many public schools in Orange County contain athletic and recreation facilities such as playing fields, gymnasiums and other similar facilities or areas; and

WHEREAS, these facilities are constructed with public funds primarily for the use of students and athletic groups at the respective schools but also may be (and have been to some degree) available when not in use by these groups for community or organized athletics and recreation; and

WHEREAS, many school systems and local governments around the country, including several in North Carolina, have successfully developed understandings and agreements to allow for use of school athletic and recreation facilities for athletic and recreation programs operated by local governments for the public; and

WHEREAS, in Orange County, the vast majority of participants in these athletic leagues and programs are also students in the respective school districts; and

WHEREAS, encouraging participation in athletic leagues and youth recreation activities promotes healthy lifestyles and works to combat childhood obesity, develop healthy exercise habits for a lifetime, and promotes teamwork and cooperation; and

WHEREAS, both the Orange County Schools and Chapel Hill-Carrboro City Schools have recently completed reviews and/or changes to their facility use policies which in part served to open new avenues for usage for community athletic and recreational activities; and

WHEREAS, it is in the mutual interest of the school systems and the local governments to develop mechanisms that allow for continued and expanded usage of such facilities, when not in use by the schools, to avoid duplication or otherwise unnecessary capital improvements funded by public dollars:

NOW, THEREFORE, BE IT RESOLVED that the towns of Carrboro, Chapel Hill, and Hillsborough, the city of Mebane, Orange County, and the Chapel Hill-Carrboro City Schools and the Orange County Schools pledge jointly to pursue and allow mutually-beneficial usage of recreational facilities at the schools by local government youth athletics and recreation, within the framework of school usage needs.

BE IT FURTHER RESOLVED that the parties above agree that usage of such facilities should be subject to a minimum level of usage fees, recognizing the population being served as school system students, and that this level of usage fee be determined either by recognition in the schools facility fee schedule or by interlocal agreement.

This, the ___ day of _____, 201_.

Chapel Hill-Carrboro City Schools

Date

ATTEST

Orange County Schools

Date

ATTEST

Town of Carrboro

Date

ATTEST

Town of Chapel Hill

Date

ATTEST

Town of Hillsborough

Date

ATTEST

City of Mebane

Date

ATTEST

Orange County

Date

ATTEST

*Rescinds Policy Number: EBH**Issued: 01/20/2004*

INTRODUCTION

The facilities use policy applies when a person or entity other than the school system itself wishes to use school property. The school system's own use of school property is restricted to activities and events approved by the principal or building supervisor that are directly a part of school system programs or functions, such as a school play or athletic event, the school system's own after-school program, school-sponsored student group meetings, faculty meetings, and other events that are a direct extension of the school day. Essential elements of any such use include: 1. The use is a direct continuation of an existing school program or function; 2. Any fees charged to participants are deposited with the school itself and treated in all respects as school system funds; and 3. School system staff acting in their role as school employees, and not in any private role, participate in and supervise the school use.

The Superintendent or designee is authorized to approve facility use applications except where the approval of the Board of Education is required as set forth in this policy. Any facility rental for a period exceeding one year requires approval of the school board.

FACILITY USE CATEGORIES

The school system has first priority on the use of its property. If the use of school property is not by the school system itself, it must fall in one of the following categories, listed in priority of use:

- A. School-Related Group approved by the school system, whose sole purpose is to provide direct financial and other support to a school and when the specific school use is directly linked to its mission of supporting the school and when no fees are charged to participants who attend the event with the exception of an approved fundraiser at which the funds will be provided in full to support the school. Examples include a PTA meeting on the topic of providing teachers' extra supplies at a school and an approved booster club fundraising activity when the funds will be used solely to aid a school program. A booster club's use of a school's indoor gym for its members to play basketball or for some other activity that is not directly linked to the mission of supporting the school does not meet the criteria of this user category. Any school-related group must agree to allow the school system, upon request, to review any records of the group, including any financial records.
- B. Non-Profit Entity or Individual whose central purpose is to serve school-aged children when the specific use is directly linked to its mission of serving school-aged children and when any fees charged to participants must be nominal amounts designed to cover the entity's rental and other costs incident to the use of school property. The non-profit user must be approved by the federal government as a 501(c)3 charity. Examples include a YMCA camp for children or an AAU athletic event. As a condition of the rental, the entity must be willing to provide the school system, upon request, any records pertaining participant fees and other documents to assure the costs to participants is nominal.
- C. Other Non-Profit entities approved by the federal government as a 501(c)3 charity.
- D. All other users, including for-profit users.

EXCEPTIONS TO THE STANDARD FACILITY USE CATEGORIES AND PROCESS

The school board may enter into a joint use agreement with a governmental entity, in the best interest of the school system, on terms it deems wise. Any governmental use other than through a joint use agreement will be accorded the same status as a 501(c)3 charity for purposes of the above categories, with the understanding that the County Board of Elections may use a school free of charge for the purpose of conducting registration and voting for any primary or election. Further, political parties may use schools without charge, except custodial and utility fees, for the express purpose of annual and biennial precinct meetings and county and district conventions: provided, that such use shall not be permitted when school is in session or which would interfere with normal school activities or functions, and such use shall be subject to reasonable rules and regulations of the school board. Also, the Superintendent shall have the authority to approve the use of school facilities as alternate assembly sites for United States and North Carolina military organizations. Finally, the school board may enter into any other facility use agreement for a period of less than 10 years, on terms and condition it deems wise, provided that the board identifies a specific benefit to the school system in entering into such an agreement and this benefit outweighs the costs or disadvantages to the school district.

FEE SCHEDULE AND RENTAL PROCEDURES

The Superintendent shall present a facility use fee schedule to the school board by July 1 of each year. In addition, the Superintendent shall develop facility use procedures including a rental application. The Superintendent shall make these procedures readily accessible to the public.

Legal References: Community Schools Act NC GS 115C, Article 13; GS 115C-203 through 115C-209.1, GS 115C-524(b), GS 160A-272, GS 160A-274, GS 12, GS 163-96, GS 163-99, GS 163-129

FY2014 FACILITIES USE FEE SCHEDULE

APPROVED BOE 8-12-2013

<i>Space</i> 1.) Fees are quoted hourly except where noted. 2.) Fee covers use of parking lot if renting other facilities.	<i>School-Related Group</i> (OCS-Category A)	<i>Non-Profit Serving Children</i> (OCS--Category B) ~~~~~ (98% discount of market rate)	<i>Other Non-Profit Entities</i> (OCS-Category C) ~~~~~ (75% discount of market rate)	<i>All Other Users including for-profit users</i> (OCS--Category D) ~~~~~ (market rate)
<i>Fees hourly except where noted</i>				
Auditorium	\$0/hr	\$5.00	\$63	\$250
Auditorium w/dressing room	\$0/hr	\$6.00	\$75	\$300
Auditorium, Band, Art, Chorus (each)	\$0/hr	\$2.00	\$25	\$100
Cafeteria/Media Center	\$0/hr	\$4.00	\$50	\$200
Class Room/Locker Room	\$0/hr	\$2.00	\$25	\$100
Gym w/no lockers	\$0/hr	\$3.00	\$38	\$150
Multipurpose/Meeting Room	\$0/hr	\$3.10	\$39	\$155
Multipurpose Rm w/sports	\$0/hr	\$3.10	\$39	\$155
Cafeteria w/kitchen	\$0/hr	\$5.50	\$69	\$275
Cafeteria w/kitchen (food prepared on site)	\$0/hr	\$6.50	\$81	\$325
Baseball/Softball Field	\$0/hr	\$5.20	\$65	\$260
Concession, Restroom, Press Box (each)	\$0/hr	\$4.50	\$56	\$225
Football Field	\$0/hr	\$10.00	\$125	\$500
Football Field w/concession, restroom, press box (each)	\$0/hr	\$15.00	\$188	\$750
Parking Lot ONLY (per day)	\$0/hr	\$15.00	\$188	\$750
Playgrounds/Open play area (per day)	\$0/hr	\$1.80	\$23	\$90
Field Lights (if available)	\$0/hr	\$0.60	\$8	\$30
Soccer Field	\$0/hr	\$3.50	\$44	\$175
Tennis Court (per court/hour)	\$0 per ct/hr	\$2.00	\$25	\$100
Track	\$0/hr	\$7.00	\$88	\$350
Support Staff Hourly Fee (each custodial, techical, cafeteria)	\$20/hr ¹	\$20/hr ¹	\$20/hr ²	\$20/hr ²
¹ SCHOOL STAFF SHALL BE ON SITE DURING RESERVATION, HOWEVER, PRINCIPAL MAY WAIVE FEE				
<i>Equipment Fees: (Fees per each)</i>			<i>After Hours Utilities Usage Fee</i>	
PA System \$35-\$100 day	Tables \$3	Scoreboard \$5/hr	HIGH SCHOOL	\$45/hour
Stage/Spot Lights \$25	Chairs \$1	Screens \$5/day	MIDDLE	\$25/hour
Televisions \$25	VCR \$20	Risers \$75	ELEMENTARY	\$20/hour
Overhead Projector/\$25				

Orange County Schools Facility Use Policy General Guidelines

General Guidelines

1. School system employees shall be treated with respect at all times.
2. Individuals/agencies may not rent, sublet, transfer, or assign their interest in, or umbrella the use of school facilities.
3. The sponsoring organization is responsible for seeing that vehicles use prescribed parking areas only. In the event of damages to buildings, turf, track, athletic or other equipment, the sponsoring organization shall be held liable and will be billed for repairs and/or replacement.
4. Hallways are for entrance and egress only.
5. Firearms and facsimiles thereof are prohibited on school property per state and federal statute.
6. Games of chance and other forms of gambling shall not be permitted on school premises.
7. Alcoholic beverages, narcotics, controlled substances, and drug paraphernalia shall not be permitted on school premises.
8. The use of open fire or flames is not permitted.
9. Smoking, or use of any tobacco product, IS prohibited in any Orange County Schools' facilities at all times.
10. School facilities will not be structurally or cosmetically altered by the user without the express permission of the Principal, Director of Auxiliary Services, and Director of School Community Relations.
11. Any misrepresentation by an organization or individual and/or abuse of any school system employee or property may result in immediate termination of the contract, including immediately vacating the premises and denial of that user's request for future use.
12. The user will be held responsible for one hundred percent (100%) of any damages to Board of Education property and/or equipment that occurs in connection with the applicant's use of the facility.
13. Any user who abuses the privilege shall have the privilege revoked.
14. Mechanical equipment malfunction at the school will not automatically result in any refunds to the user.
15. An adult supervisor (age 21 or older representing the group) must be in attendance at all times when group is using facilities.

READ AND SIGN BELOW

Per Board Policy: Activities not sponsored by the Orange County Schools are non-school activities as defined by G.S. 115C-524(b).

I, as the responsible party for the user group, have read, understand and agree to abide by the above GUIDELINES FOR COMMUNITY USERS. I have also read, understand and agree to abide by the PROCEDURES & GUIDELINES FOR COMMUNITY USE OF SCHOOL FACILITIES and FEES FOR COMMUNITY USE OF SCHOOL FACILITIES FORMS.

User Group Signature

Date

**ORANGE COUNTY
SCHOOLS
FACILITY USE
APPLICATION**

FORM 100

TO BE COMPLETED BY USER: (Complete application and fees are due 21 days prior to event)

School Site: _____

Name of User/Organization: _____

The User/Organization is: (check one) OCS Profit Non-profit/ federal tax I.D. # _____

Date of Event (s) _____ Time of event (s) _____ to _____

Area (s) Requesting _____

Applicant (Please Print)

Name: _____ Day Phone #: _____

Address: _____ Evening Phone #: _____

_____ Fax #: _____

Number of Persons Expected (include audiences) per day: Adults _____ Children _____ # of Teams _____

Purpose: _____

Fees Charged by user Group: None Registration Fee \$ _____ Admission/Ticket Price \$ _____

Class Fee \$ _____ Donations only _____ Other _____

The following attachments must be submitted with this application: (incomplete application will be returned for more information before processing)

- \$30.00 Non-Refundable Processing Fee (does not apply for OCS activities or Orange County government)
- Complete Staff/Space/Equipment Form 100A (Staff/Space/Equipment)
- General Guidelines for Community Users (acknowledged by receipt signature)
- Current Certificate of Liability Insurance Required. For Sports/Dance Groups, and for activities with greater than average risk of injury. \$1,000,000 for General Liability coverage, with a \$5,000 medical payment endorsement is required.

PERSONNEL REQUIRED (circle all appropriate):

Custodian (s) None Other _____

Staff Technician (s) Cafeteria Employee (s)

PLEASE NOTE: \$20.00 per hour is the rate of pay by user/groups for the use of school facilities for each personnel on duty.

I have read and agree to abide by Board Policy. I also agree that the above information is correct and that the attachments are being submitted with the Facility Use Application.

User Signature Title Date e-mail address

The principal agrees that the user group can use the facility, and that there is personnel available to work.

The principal is unable to recommend this application because _____

COMMENTS/Special Instructions

Principal's Signature Date Director of School-Community Relations Date

**ORANGE COUNTY SCHOOLS
APPLICATION/FACILITY USE
AGREEMENT
Staff/Space/Equipment Worksheet
Form 100A**

Name of User Group/Organization _____

School: _____

Facility Date (s) Requested: From _____ To _____

Circle the day (s) of the week requested: M T W Th F S Su Time: From: _____ To _____

Circle the day (s) custodial support is needed: M T W Th F S Su Time: From: _____ To _____

Circle the day (s) technical support is needed: M T W Th F S Su Time: From: _____ To _____

Circle the day (s) cafeteria support is needed: M T W Th F S Su Time: From: _____ To _____

Total # days _____ Total # hours _____

RENTAL SPACE	Completed by User Group	Completed by User Group	Completed by Principal (Custodial Support)	Completed by Principal (Technical Support)
Date (s) of Rental	Space (s) Requested (i.e cafeteria, auditorium, gymnasium, etc.)	Time in Space (include set-up/clean-up)	Name of Custodian _____	Name of Tech Staff _____
			# of hours ea. Yes No	# of hours ea. Yes No
			Yes No	Yes No
			Yes No	Yes No
			Yes No	Yes No
EQUIPMENT INFORMATION	Completed by User Group	Completed by User Group	Completed by User Group	Completed by Principal
Equipment Price List	Quantity Needed	Date Needed	Times of Use Needed	Availability for Use
PA System—\$35-\$100 Day				Yes \$_____ No
Stage or Spot Light \$25 /Hr.				Yes No
TV—\$25/Hr				Yes No
VCR/DVD—\$20/Hr				Yes No
Risers—\$75/Hr				Yes No
Screen—\$5/Day				Yes No
Tables—\$3/Hr				Yes No
Chairs—\$1/Hr				Yes No
Scoreboard—\$5/Hr				Yes No
Projectors—\$25/Hr				Yes No
Other				

(To Be Completed by Principal)

(Check block if needed)

Orange County Schools Maintenance Department will make all allowances for additional heating or air conditioning.

Orange County Schools Child Nutrition Department is responsible for cafeteria employees.

User Signature

Date

Principal Signature

Date