

# FACILITY USE APPLICATION

Date received by District \_\_\_\_\_

Mitchell County Schools ([www.mcsnc.org](http://www.mcsnc.org))

Attn: Kevin M. Huskins

72 Ledger School Road

Bakersville, NC 28705

Telephone: 828-766-3437 Fax: 828-766-2221

Email: [kevinhuskins@mhslive.net](mailto:kevinhuskins@mhslive.net)

**PLEASE SUBMIT AT LEAST TWO (2) WEEKS IN ADVANCE**

Please read, complete, and sign the application. Return both pages along with a Certificate of Liability Insurance. The application can be emailed, faxed or mailed to the address above. A confirmation will be emailed to your address listed below.

Please list ALL requested dates (attach sheet if necessary): \_\_\_\_\_

Circle day(s) of the week: M T W TH F S

SU Actual Time of the Event: \_\_\_\_\_ to \_\_\_\_\_

Time entering the building (setup): \_\_\_\_\_ Time leaving the building (cleanup): \_\_\_\_\_

School Requested: \_\_\_\_\_ Room(s): \_\_\_\_\_

Type of Meeting/Activity: \_\_\_\_\_

Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Age of Participants: \_\_\_\_\_

Is food being served? Yes / No Is access to the kitchen needed? Yes / No

Setup needs: # of chairs: \_\_\_\_\_ # of tables: \_\_\_\_\_

Additional Requests/ Needs : \_\_\_\_\_

**Group Requesting Facility:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

Is your group registered as a non-profit agency in the State of North Carolina? Yes / No

PAYMENT OF FACILITY USE FEES: The building rental fees are listed on the reverse side of this form. Confirmation of rental will include all fees. If the rental time exceeds the time listed on this application, additional fees will be billed accordingly after the event.

Applicant agrees to the terms and conditions, as listed above and on the reverse side of this form and in the Mitchell County Schools District Policy and Procedure Section 5000; Policy Code 5030 - Community Use of Facilities.

**Principal/ Designee Signature**

**Date**

*Applications will be accepted for the following school year on June 1. Applications will be processed after school events and those groups that are given priority as established by the Mitchell County School District Facility Use Policy.*

District Approval \_\_\_\_\_

Date \_\_\_\_\_ Reservation # \_\_\_\_\_

Certificate of Insurance \_\_\_\_\_

## AGREEMENT AND CERTIFICATE OF INSURANCE

The signatory hereby makes application to the Mitchell County Schools for the use of school district facilities described on the reverse side of this form and certifies that the information given is correct. The signatory further states that he/she has the authority to make this application and agrees to all of the rules and regulations as stated in Policy and Procedures 5030-R. The applicant further agrees to reimburse the School District for any damage arising from the applicant's use of said facilities. Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to district authorities immediately.

**All Facility Users will be required to carry general liability insurance for not less than \$ 2,000,000 bodily injury and \$1,000,000 property damage.**

## HOLD HARMLESS AGREEMENT

The applicant agrees that the School District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for legal costs and other expenses, and hold harmless, Mitchell County Schools and its officers, employees, directors and agents from claims, liabilities or suits, arising out of injury to person or property from negligent acts of applicant, directly or indirectly attributable to user's activities and/or use of premises except for sole negligence of the School District.

**RULES AND REGULATIONS** (See Policy & Procedures 5030-R - Community Use of District Facilities for complete list.)

- **Applications are not considered officially approved until a printed confirmation is returned to the applicant.**
- At the sole discretion of the district, the district may cancel an approved facility use application if such action is deemed to be advisable or necessary.
- All groups are obligated to notify the district if they cancel a facility use agreement. If the applicant does not give the district a 48-hour notice of cancellation, the applicant will forfeit the facility use fee.
- The District may require that the full rental fee be paid two (2) weeks in advance of the use. In most cases, facility users will be billed monthly.
- All groups must provide adequate adult supervision who shall remain with the group during all activities and be responsible for the group's compliance with all appropriate rules and regulations.
- A paid school district employee must be in the building during the use of school district facilities.
- Profane language, disruptive conduct or possession and/or use of liquors, drug or narcotics shall not be permitted on school premises. State law prohibits use of all tobacco products on school property in accordance with RCW 28A.210.310.

## FACILITY USE FEES

**Class 1** – District/School Oriented Groups (No Fee)

**Class 2** – (A) Local Non-Profit Youth Groups / (B) Enrichment Classes (classes where a tuition fee is charged)

**Class 3** – Other Non-Profit Youth /Adult Groups (youth groups not qualified as Class 2, adult non-profit groups, religious services, private schools, preschools, colleges, universities, and government agencies)

**Class 4** – Commercial Groups/ Other Functions

| Facility                                                         | Class 1<br>District/School<br>Oriented Groups | Class 2<br>(A) Local Non-Profit<br>Youth Groups | (B) Non-Profit<br>Enrichment Classes | Class 3<br>Other Non-Profit<br>Youth /Adult Groups | Class 4<br>Commercial<br>Groups/Other Functions |
|------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------|--------------------------------------|----------------------------------------------------|-------------------------------------------------|
| Auditorium- MHS Kathy Miller Auditorium (additional application) | No Charge                                     | No Charge                                       | No Charge                            | \$70.00 per hr                                     | \$100.00 per hr                                 |
| Cafeteria                                                        | No Charge                                     | No Charge                                       | No Charge                            | \$40.00 per hr                                     | \$80.00 per hr                                  |
| Cafeteria plus Kitchen (tech req'd)                              | No Charge                                     | No Charge                                       | No Charge                            | \$70.00 per hr                                     | \$100.00 per hr                                 |
| Classroom                                                        | No Charge                                     | No Charge                                       | \$10 per hr                          | \$20.00 per hr                                     | \$30.00 per hr                                  |
| Grass Fields                                                     | No Charge                                     | \$20.00 per hr                                  | NA                                   | \$30.00 per hr                                     | \$60.00 per hr                                  |
| Gymnasium                                                        | No Charge                                     | No Charge                                       | NA                                   | \$50.00 per hr                                     | \$75.00 per hr                                  |
| High School Commons                                              | No Charge                                     | No Charge                                       | NA                                   | \$40.00 per hr                                     | \$80.00 per hr                                  |
| Media Center                                                     | No Charge                                     | No Charge                                       | \$10 per hr                          | \$40.00 per hr                                     | \$80.00 per hr                                  |
| Multi-Purpose Room (MES/MMS)                                     | No Charge                                     | No Charge                                       | \$10 per hr                          | \$50.00 per hr                                     | \$75.00 per hr                                  |
| Parking Lots                                                     | No Charge                                     | No Charge                                       | No Charge                            | \$20.00 per hr                                     | \$40.00 per hr                                  |

## Custodial Services

Required for all rentals on Saturday and Sunday or during the summer after 3:00 p.m.

\$35.00 per hr (rate will be calculated based upon the time entering/leaving the building, plus 1½ hours, 3 hour minimum)

\$54.00 per hr (holiday overtime rate)

## Energy Fee

Elementary \$20.00 per hr \* Middle/High School \$25.00 per hr \*

## Kitchen

Technician \$35.00 per hr  
(req'd with kitchen rental)

## District Owned Equipment

District reserves the right to assess a fee for equipment such as piano, audio/video equipment, etc.

## Extensive Setup Fee

Any group requiring extensive setup and cleanup, or groups larger than 100 in attendance will be charged a setup fee of \$35.00. (Weekdays only)

\*These rates can be adjusted without prior notification as a result of increased energy costs.

## Long Term Rentals

Any long term (use extending longer than one event consecutively) will require a separate application to the Mitchell County Board of Education. Please contact Kevin Huskins using the contact information on page 1 for additional information.

## Security/ Safety

The district reserves the right to limit attendance, require additional security measures, or deny facility use if adequate security cannot be provided during the requested time. District SROs will be used for security at a rate of \$50.00 per hour per officer.

## Turf Fields

The district does not allow any turf facility to be rented.