

APPLICATION FOR USE OF SCHOOL FACILITIES

(Read board policy 5030 and the Fee Schedule in 5030-R before completing this application.)

School / Site: _____

Facility to be Used: _____

Purpose of Facility Use: _____

Date(s) Requested for Use:

Total Length of Time for Facility Use – 2 Hour Minimum:

(including time for set-up and clean-up)

Date: _____

From: _____

To: _____

Date: _____

From: _____

To: _____

Date: _____

From: _____

To: _____

User / Organization: _____

Mailing Address: _____

Name of Individual Responsible for Rental: _____

Telephone Number: _____ **E-mail:** _____

User / Organization Is (check one): Profit Non-Profit (Articles of Incorporation from the Department of the Secretary of State) must be attached

Will Admission Be Charged? Yes No

If yes, how will be the proceeds be used? _____

Certificate of Liability Insurance (must be attached): Yes N/A (district related event only)

***This application will not be processed without a Certificate of Liability Insurance. ***

Personnel Required (please indicate the number of staff needed if applicable):

Custodial _____ Cafeteria Staff _____ Sound _____

I have read the Lincoln County Board of Education Policy 5030-Community Use of Facilities and agree to abide by said policy. I further agree to pay all fees associated with this rental seven (7) days before the scheduled event or the facility use request will be cancelled. Notice of cancellation must be provided 5 days in advance.

Applicant Signature: _____ **Date:** _____

Principal Signature: _____ **Date:** _____

Superintendent / Designee Signature: _____ **Date:** _____

Approved Denied

Revised 03/15/2018: 10/28/2020



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:		
	PHONE (A/C, No. Ext):	FAX (A/C, No):	
INSURED	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :		
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY						EACH OCCURRENCE	\$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/>	<input type="checkbox"/>				PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$
	<input type="checkbox"/> OCCUR							\$
	<input type="checkbox"/> CLAIMS-MADE							\$
	DED							\$
	RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS	OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input type="checkbox"/> N					E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

Lincoln County Board of Education
P.O. Box 400
Lincolnton, NC 28093

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

USE OF BUILDINGS AND GROUNDS

The buildings and grounds of the Lincoln County Schools will be made available for other than school use only when such will not interfere with regular or approved extra-curricular school activities.

The use of buildings by the community for community purposes, is strongly encouraged. In most cases, the facilities will not be made available for continuous use, but will be made available when the group making the request does not have the necessary facilities for a special activity.

Scheduling is to be made through the Principal's office of the school involved. Custodians will be provided under the direction of the principal. If cafeterias are used, a member of the food service staff must be present. If audio visual equipment is used, a qualified staff member must be present.

PLAYGROUNDS

School playgrounds are used informally by the children of the community and by organized community groups during non-school hours.

Although the playgrounds are open, the schools assume no liability in connection with their use, and any unauthorized person(s) causing damage to the school facilities is subject to prosecution.

Horses, motorbikes, motor scooters, go-carts, etc., are not to be operated on school playgrounds at any time.

OUTDOOR FACILITIES NOTIFICATION – TERMS AND CONDITIONS

All apparatus and equipment on school grounds are purchased and maintained for the use of Lincoln County Schools' students. They are to be used during school hours and under the direct supervision of adult staff.

In accordance with N.C.G.S. 115C-524(d) and Board policy 5030, outdoor property and facilities may be open to the public for recreational use in accordance with this regulation, as well as the above-referenced Board policy.

The following outdoor facilities are open to the public for recreational use: elementary school playgrounds, walking tracks, outdoor basketball courts, walking trails, limited athletic fields, and tennis courts.

Use of these facilities are subject to the following rules:

1. The public may not access these facilities when: school is in session, is being used by a school group, or being used by another group that has appropriately reserved the facility. Public access must end at sunset unless the facility is appropriately lighted.
2. Members of the public must leave when asked by a school administrator or law official.

3. No alcohol, drugs, or tobacco may be brought onto school campus.
4. No responsibility will be taken for injuries sustained.
5. The use of the outdoor facilities or equipment must be consistent with the proper preservation and care of the outdoor school property.
6. The use may not interfere with the safe and efficient operation of the schools and school activities.

FLYING OF FLAGS

Flag poles on school campuses will be used to display the American Flag, the North Carolina Flag, or a school-related or school-designed flag. Commemorative flags, celebratory flags, and other flags will not be displayed on the school flag pole.

LOAN OF EQUIPMENT

Since it is the policy of the schools to cooperate with the community groups in any way possible, equipment is occasionally loaned to such groups when this can be done without detriment to the program of instruction. This is left entirely to the discretion of the principal who is responsible for the equipment. School equipment may not be rented to be used for profit making purposes.

RELIGIOUS ORGANIZATIONS

Should a religious organization wish to use school facilities for a non-profit activity other than instruction and/or religious nature, it will be treated as any other civic and/or non-profit organization.

The use of the facilities by a religious group for instructional and/or religious purposes must be restricted by temporary and emergency basis, and the group must show definite effort and progress to obtaining and/or providing its own facilities as quickly as possible. At no time may any group or individual disseminate religious oriented materials to students.

All religious groups who use school facilities individually for instructional and/or religious purposes must pay a universal fee which is the same for any and/or all denominations and which has been originally set by the superintendent and agreed upon by the Board and which is in accord with prevailing budgetary policies with regard to personnel and maintenance costs.

FEES AND CHARGES

1. Fees shall be charged according to Policy 5030 Section B PRIORITY IN USE/FEE STRUCTURE. Any City/County Government funded group that has guaranteed participation of Lincoln County Schools students will be subject to the fee schedule on page 6 of this Regulation.
2. The party receiving the greater amount of the receipts from an event will be considered the Lessee regardless of sponsorship and will pay the fee schedule accordingly.
3. The principal will have the authority to determine the nature of the group and issue a contract to the group if a contract is required. One copy of the contract will be given to the individual or group, one copy will be filed in the principal's office with payment of fees attached if applicable.

4. A custodian or school official will be on duty at all activities. The principal may exclude the services of the custodian if it is determined that the activity does not require these services due to the size of the group or the activity involved. In either case the cost of services of the custodian, community school supervisor, or audio visual technician will be charged to the individual or group using the facility or the Community School Program at \$30 per hour, per position unless a fee has been negotiated between the leasing organization and employee. The lessee is responsible for paying any hourly charges for school personnel no later than the day of the facility rental. Payment for these charges should be by check and made out to the school or Lincoln County Schools.
5. A request for the use of facilities will be sent to the Superintendent/Designee after the principal authorizes the use of the facility. School sponsored groups are not required to complete a Use of School Facilities form; school sponsored and school related groups only require principal approval.
6. General
 - a. The principal, or a designated individual will be in charge of the facilities whenever opened for public use. He/she will be responsible to the school system and his/her suggestions will be followed.
 - b. All activities must be under appropriate supervision. The sponsoring organization must also assume full responsibility for payment for all damages to the building and/or equipment while using same. Only facilities specifically approved by the principal are to be used.
 - c. Police protection, if deemed necessary by the principal, must be provided by the organization leasing the school facility.
 - d. Only school furniture provided for a particular facility may be used. Any rearrangement of same must be done by the group leasing the facility and with permission of the principal. Furniture must be rearranged by the leasing group to its original status at the conclusion of the activity.
 - e. Only appropriate gym shoes will be permitted on gym floors.
 - f. The use of open flames is prohibited.
 - g. Gambling is prohibited.
 - h. Anything of an unusual nature may not be brought into a school building without approval of the principal. Any such approved items must be removed by the group upon termination of the rental period.
 - i. Concession rights will be reserved for the school where facilities are being used unless otherwise granted by the principal.
 - j. Outside playing fields and courts, except stadium football fields and baseball fields, may be

used without charge provided the grounds are maintained and left in good order. Fields should not be used in inclement weather or at any time the principal determines the field is not in condition for use.

- k. School facilities are not available for dances except those considered to be school sponsored or a part of the Community Schools Program.
 - l. Contracts may not be transferred from one group to another.
 - m. Facilities will be available for use based on a three (3) hour minimum use.
 - n. Inside and outside facilities may be charged an additional disinfectant surcharge depending on the environmental concerns at the time of the rental date.
7. Fees must be paid directly to the Lincoln County Board of Education seven (7) days prior to usage. All payments must be made by check. Cash is not accepted.
8. The County office shall remit fifty percent (50%) of the facility use fee collected to the school for administrative purposes.

CLASSIFICATION AND PRIORITIES FOR USE OF FACILITIES

CATEGORY I –THESE INCLUDE BUT ARE NOT LIMITED TO:

- *School Sponsored Groups (A Use of School Facilities Form is not required for these groups).*
 - School Clubs
 - Student Organizations
 - School Athletic Teams
- *School Related Groups (A Use of School Facilities Form is required for these groups).*
 - PTA/PTO
 - Boosters
 - Teacher and Principal Organizations

For meetings that occur on a regular basis (i.e. weekly or monthly), School Related Groups are required to sign the Use of School Facilities form only once. School Related Groups will need to sign a Use of School Facilities form for special events held on school property.
- *Board of Elections*

CATEGORY II –THESE INCLUDE BUT ARE NOT LIMITED TO:

(A Use of School Facilities form is required for Category II. Form 5030-E should be completed and submitted to the Superintendent/ Designee for final approval.)

- *Local Government and Youth Organizations*
 - Law Enforcement
 - Other Federal/State/Local Level Agencies
 - Youth Groups Sponsored by Recreation Department
 - Scouts
 - 4-H
 - Optimist/Youth Athletic Programs
 - Churches – Recognized by the State of North Carolina
 - Other Non-Profit Groups

CATEGORY III –THESE INCLUDE BUT ARE NOT LIMITED TO:

(A Use of School Facilities form is required for Category III. Form 5030-E should be completed and submitted to the Superintendent/ Designee for final approval.)

- *General Public and for Profit Groups, and all groups not included in other categories.*
 - Pageants
 - Public Plays
 - Dance Competitions
 - Fund-Raising Activities

LINCOLN COUNTY SCHOOLS

Facility Use Fee Schedule

(All fees are by the hour with a 3 hour minimum use.)

INSIDE FACILITY SPACE	Category II Rate	Category III Rate
Auditorium	\$15/hour	\$90/hour
Auditorium: Category III Organizations (for profit) not charging admission		\$45/hour
Concessions	\$15/hour	\$90/hour
Gymnasium/Locker Rooms	\$15/hour	\$90/hour
Gymnasium for Organizations Funded by City/County Government: (The rate is not to exceed the Seasonal Fee per sports season.)		
- Organizations Funded by City/County Government Charging Admission \$15.00/hour or \$750 Seasonal Fee		
- Organizations Funded by City/County Government Not Charging Admission \$7.00/hour or \$250 Seasonal Fee		
Personnel (if required): Custodian/Sound/Lighting/Cafeteria	\$25/hour (per person)	\$25/hour (per person)

OUTSIDE FACILITY SPACE	Category II Rate	Category III Rate
Athletic Fields- Without Lights (Refer to 6, 1, page 3 of this Regulation)	No Charge	\$90/hour
Grass Athletic Fields- With Lights	\$25/hour	\$90/hour
Turf Athletic Fields With Lights	\$50/hour	\$135/hour
Grass Athletic Fields With Lights for Organizations Funded by City/County Government: (The rate is not to exceed the Seasonal Fee per sports season.)		
- Organizations Funded by City/County Government Charging Admission) \$15.00/hour or \$750 Seasonal Fee		
- Organizations Funded by City/County Government Not Charging Admission) \$7.00/hour or \$250 Seasonal Fee		
Turf Athletic Fields With Lights for Organizations Funded by City/County Government: (The rate is not to exceed the Seasonal Fee per sports season.)		
- Organizations Funded by City/County Government Charging Admission) \$22.50/hour or \$1,125.00 Seasonal Fee		
- Organizations Funded by City/County Government Not Charging Admission) \$10.50/hour or \$370 Seasonal Fee		
Parking Lot	\$15/hour	\$90/hour

Personnel (if required) Custodian/Sound	\$30/hour (per person)	\$30/hour (per person)
Tennis Courts	\$15/hour	\$90/hour

**LINCOLN COUNTY SCHOOLS
201 JEB SEAGLE DRIVE
LINCOLN, NC 28092**

SCHOOL FACILITIES FEE FORM

	<u># Hours</u>	<u>Hourly Rate</u>	<u>Amount Due</u>
Facility Rental Fee:	_____	_____	-
Seasonal Fee:	_____	_____	-
Disinfectant Surcharge	_____	_____	_____

*** Facility Rental Fee must be paid to Lincoln County Schools at least 7 days prior to usage.

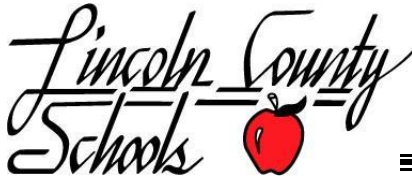
	<u># Staff</u>	<u># Hours</u>	<u>Hourly Rate</u>	<u>Amount Due</u>
Personnel Required:				
Custodians	_____	_____	_____	-
Cafeteria	_____	_____	_____	-
AV Technicians	_____	_____	_____	-
Other	_____	_____	_____	-
			Total Due	-

*** Personnel must be paid no later than on the day of the event.

Issued Date: January 1987

Revised: September 1995; September 2008; July 8, 2009; July 9, 2013; April 14, 2015; January 12, 2016; October 9, 2018; March 12, 2019; June 13, 2023

Lincoln County Schools



**Guidelines:
Synthetic Turf Fields and Resurfaced Tracks**

In an effort to protect our synthetic turf fields and rubberized tracks, the following guidelines are to be followed by all who use the athletic venues. These athletic areas can be rented by submitting an Application for Use of School Facilities to the school's administration ([Policy 5030 Community Use of Facilities](#), [Regulation 5030-R Use of School Facilities](#), [Application for Use of School Facilities](#)).

1. Turf fields are available for approved sports use such as football, soccer, lacrosse, rugby, or kickball.
2. Resurfaced tracks are available for sanctioned track events.
3. Smoking or tobacco products are prohibited on or around the turf fields and tracks.
4. NO food, drinks, gum, sunflower seeds, and colored sports drinks. Water or clear liquid sports drinks are allowed on the playing surfaces.
5. Tennis shoes, turf shoes or molded cleats are permitted on the turf fields (no metal spikes).
6. Track shoes or tennis shoes are permitted on the track surfaces.
7. All shoes need to be free from mud, dirt, and other debris.
8. NO golfing, shot putting, javelin, or discus throwing permitted on or around the tracks or turf fields.
9. Only approved vehicles are allowed on the turf fields and track surfaces such as golf carts, small utility vehicles (Gators), or small lawn tractors. These vehicles must have pneumatic tires.
10. NO high-heeled shoes on either surface.
11. NO tents on either surface.
12. Teams must access the turf fields using protective matting in designated areas while crossing the resurfaced tracks.
13. NO skateboards, roller skates, roller blades, or bicycles on either surface.
14. NO animals of any kind permitted on either surface.
15. NO glass of any kind permitted on either surface
16. NO portable heaters or items with open flames permitted on either surface.
17. NO fireworks allowed within or around either surface.
18. Only approved chairs will be allowed on the turf. Chairs must have U-shaped legs (loop leg chairs) with a wide base. Please consult with school administration before placing chairs on either surface.

A school representative will inspect both the turf field and track for damages prior to all rentals. A school representative will be on site to assist and monitor each event. A post inspection of the turf field and track will be conducted. Any damages found will be the sole responsibility of the renter. Lincoln County Schools reserves the right to approve or deny any use of facilities requests. Should the renter not follow the guidelines listed above, their event will be canceled without a refund.

Turf Field & Track Prohibitions

		
DOGS OR PETS	METAL SPIKES	NON-PNEUMATIC TIRES
		
HIGH HEELS	FOOD OR DRINKS	WHEELED OBJECTS
		
FIREWORKS	FOLDING CHAIRS	OPEN FLAMES