

ANSON COUNTY SCHOOLS

320 Camden Road, Wadesboro, North Carolina

APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES

This application must be submitted at least 14 days in advance of event.

Rentals are not allowed from July 1 through Labor Day due to maintenance and construction projects that take place at our schools during the summer months as well as academic and athletic camps and practices. Effective June 26, 2023, Wadesboro Elementary Gym will be the only gym available for rent through July 31 each summer. After July 31, Wadesboro Elementary Gym will not be available for rent until after Labor Day.

Person/Organization requesting use of facility (*person or organization name and certificate of liability insurance name must match*): _____

It is understood the above person/organization requesting the facilities are in accordance with Anson County Board of Education **Policy 5030** and the general conditions attached to this form.

PRINTED NAME (of adult to be present/responsible at event): _____

DATE: _____ **SIGNATURE:** _____

HOME # _____ **CELL #** _____ **WORK #** _____

Contact information/signature of person responsible for all fees (if different than above):

All users of facilities are solely responsible for collecting and remitting any and all applicable sales and use taxes to the North Carolina Department of Revenue and that the Anson County School District assumes no obligation or responsibility for said taxes.

DATE: _____ **PRINTED NAME:** _____

SIGNATURE: _____ **PHONE #** _____

MAILING ADDRESS: _____

Persons applying for facility use will complete and submit this application to the appropriate person (internal school programs to school principal and outside groups/programs to Anne Hyatt in the Superintendent's Office/Anson County Board of Education).

PURPOSE OF RENTAL: _____

ESTIMATE NUMBER OF ATTENDANCE: _____

EXTERIOR SPACE REQUESTED

(please check all that apply)

*Outdoor athletic facilities are not available for rent at Anson High School.

*New Anson Middle School athletic facilities will not be available for rent.

- ☐ Baseball Field
- ☐ Softball Field
- ☐ Football/Soccer Field
- ☐ Practice Field
- ☐ Parking Lot
- ☐ Other _____

SCHOOL FACILITY REQUESTED

Available Locations

- ☐ Anson Middle School
- ☐ Anson High School
- ☐ Ansonville Elementary School
- ☐ Lilesville Elementary School
- ☐ Morven Elementary School
- ☐ Peachland-Polkton Elementary School
- ☐ Wadesboro Primary School
- ☐ Wadesboro Elementary School
- ☐ Planetarium/Science Center
- ☐ Other _____

INTERIOR SPACE REQUESTED

(please check all that apply)

- ☐ Multipurpose Room
- ☐ Cafeteria (excludes use of kitchen)
- ☐ Gym
- ☐ Auditorium
- ☐ Classroom(s) (determined by Superintendent)
- ☐ Other _____

Approved: 09/29/2008

Revised/Approved: 09/27/2010; 07/29/2013; 04/25/2016; 04/27/2020; 01/31/2023; 06/26/2023, 05/20/2024

Date/Time applicant is requesting use of school facility

Date	Day of Week	Time In	Time Out

Heating/Air Conditioning Required? ☐Yes ☐No*******To be completed by Anson County Schools *******

The fee for the facility requested will be in the amount scheduled by the Board of Education.

SCHOOL FACILITY USE FEES			
Interior/Exterior School Space	Rental Fee	Cleaning Supply/ Material Fee	Utility Use Fee Per Hour
Cafeteria & Kitchen	50.00	50.00	5.00 Cafeteria
Elementary Gymnasium (Practice or Game)	20.00	50.00	5.00
Secondary Gymnasium (Practice or Game)	30.00	50.00	5.00
Elementary Gymnasium (Event or Program)	75.00	50.00	5.00
Elementary Multipurpose (Event or Program)	75.00	50.00	5.00
Secondary Gymnasium (Event or Program)	100.00	50.00	5.00
Fields Without Lights	50.00	50.00	N/A
Fields With Lights	150.00	50.00	5.00
All Other School Facility Areas Including: Media Center, Commons Area, Classrooms	50.00	50.00	5.00
PLANETARIUM/SCIENCE CENTER FEES			
*Non-Anson County Public School Students/Groups (\$100 minimum charge)	\$6.00 = Per Student \$6.00 = Per Parent No Charge for Teachers		
**Church/Senior Rate (no hands-on activities)	\$25.00	--	--
Special Individual Shows:	\$5.00 = Adults \$2.00 = Children 12 and Under		

*This cost would include a show in the dome, tour, access to the hands-on exhibits, and activities with the planetarium director.

**This cost would include a show in the dome and tour.

Total School Facility Use Fees

\$ _____

ADDITIONAL FEES:Facility Supervision/Custodial Services (\$30/hour)

Overtime Facility Supervision	Sub Total	\$ _____
Overtime Kitchen Supervision	Sub Total	\$ _____
Overtime Custodial Service	Sub Total	\$ _____

TOTAL CHARGES

\$ _____

ALL FEES MUST BE PAID ONE BUSINESS DAY PRIOR TO THE EVENT OR FACILITY WILL NOT BE AVAILABLE.

Approved: 09/29/2008

Revised/Approved: 09/27/2010; 07/29/2013; 04/25/2016; 04/27/2020; 01/31/2023; 06/26/2023, 05/20/2024

Fees for Facility, Supervision/Custodial Services **must be paid** to the Board of Education by the person/organization **one business day prior to the event** or facility **will not** be available.

All users of facilities are solely responsible for collecting and remitting any and all applicable sales and use taxes to the North Carolina Department of Revenue and that the Anson County School District assumes no obligation or responsibility for said taxes.

Insurance

At the time the application is approved, a certificate of insurance (see sample attached) must be submitted naming the Anson County Board of Education as an insured interest. The Anson County Board of Education requires general liability insurance in the amount of \$1,000,000 for the use of the premises and property of the Anson County Board of Education.

Police/Fire/Sheriff

If checked, the applicant is required to contact the persons listed below to arrange for and confirm the following services. **Groups of over 75 require notification to law enforcement and fire departments.**

- | | | |
|---|---|---|
| <input type="checkbox"/> Wadesboro Police Dept.
704-694-2167
Police Chief | <input type="checkbox"/> Fire Dept.
704-694-2167
Fire Chief | <input type="checkbox"/> Anson County Sheriff's Office
704-694-4188
Sheriff |
|---|---|---|

Approval

The following authorizations are required. Failure to secure approval from the personnel listed below will result in denial of facility use.

	Signature	N/A	Approved	Denied	Comment
School Principal					
Athletic Director					
Child Nutrition Administrator					
Director of Maintenance					
Superintendent's Designee					

ANSON COUNTY BOARD OF EDUCATION – WADESBORO, NORTH CAROLINA GENERAL CONDITIONS FOR RENTAL OF ANSON COUNTY SCHOOL FACILITIES

1. No intoxicating beverages are allowed on school premises at any time.
2. NO SMOKING or NO USE OF TOBACCO PRODUCTS is permitted in any area.
3. The renting organization is liable for any or all damage that may occur during the use of the facilities by said organization. A deposit may be required depending on facilities used or extent of activity. The deposit will be determined by the Superintendent or his designee.
4. The aforesigned understand and agree that (we/I) will be fully responsible for any and all personal injury claims and damage done to any property owned by or under the control of the Anson County Board of Education or others while the facility described herein is being used by us. (We/I) hereby specifically agree to hold the Anson County Board of Education harmless from any and all claims and to furnish to the Anson County Board of Education certificate of insurance naming the Board of Education of Anson County Schools as an insured interest. The amount of such insurance as determined by the Board of Education is \$1,000,000 for each claim made.
5. Under certain conditions uniformed fire personnel and/or police personnel must be in attendance at public meetings, assemblies and places of entertainment. Each organization using a facility shall be responsible for hiring and paying public safety personnel required by law.
6. If special services are needed, the organization will be required to pay for qualified maintenance staff.
7. Under certain conditions a site supervisor will be required.
8. Heat, light and power will be provided by the Board of Education and are covered by the Facility Use Fee Schedule.
9. Cafeteria equipment, tables and chairs will be provided by the Board of Education.
10. Special approval must be obtained whenever athletic scoreboards or public address systems are to be used.
11. The custodian will assist in setting up tables and chairs for meetings; however, the custodian will not be required to move scenery, load and unload vehicles, pack and unpack equipment or move musical instruments. Cleaning, sweeping and other routine housekeeping chores will be performed by the custodian(s).
12. No organization will be permitted to schedule the use of a school facility to a degree, which will exclude other community agencies from using the facility.
13. All checks for building use and supervision/custodial charges must be payable to Anson County Schools c/o Anne Hyatt, 320 Camden Road, Wadesboro, NC 28170. **Payment must be received by last business day prior to scheduled event or facility will not be available.** If custodial clean-up hours are greater than original estimate, organization will receive a bill for additional monies due.
14. When kitchen facilities are used, a cafeteria supervisor must be on duty. The pay rate for the cafeteria supervisor will be determined by the Child Nutrition Administrator, the Payroll Department and the Superintendent or his designee.
15. In cases when athletic fields are rented, the organization will be responsible for the cleaning and maintenance of the area following the activity. Failure to comply with this requirement will necessitate the Board of Education personnel cleaning the area and assessing the organization for the time involved in so doing.
16. The Application for Community Use of Facilities may be denied if in the judgment of the administration, the activity poses an undo risk or liability to the Anson County Board of Education.
17. Adult supervision and leadership must be provided by the organization throughout rental period whenever conducting activities involving children. Supervisory plan must be submitted and approval may be required depending on facilities used or extent of activity. This will be determined by the Superintendent or his designee.
18. There will be a 10:00 pm curfew in all school grounds. All programs should be terminated in sufficient time to clear building of all personnel by 10:00 pm.
19. There will be no motorized wheeled-vehicles, in-line skates or skateboards permitted on school grounds.
20. In the event of inclement weather, power outages or other fortuitous events that causes the building to be closed, the Board of Education shall have the right to cancel any and all activities at or in the schools.
21. Sports and activities sponsored by Anson County Schools will have first consideration of use in all school buildings, on all school fields (ie: football, soccer, softball, baseball, etc.) and with all school equipment. This includes, but is not limited to, re-scheduled games/activities due to any cancellations/postponements. Outside groups would then need to be rescheduled. Every effort will be made to give advance notice to all parties regarding rescheduling of events.
22. All users of facilities are solely responsible for collecting and remitting any and all applicable sales and use taxes to the North Carolina Department of Revenue and that the Anson County School District assumes no obligation or responsibility for said taxes.

I understand the General Conditions as stated above for Rental of Anson County School Facilities.

Signature of Applicant: _____

Date: _____