

# **Brevard High School**

## **Facility Use Guidelines and Facility Use Application**

### **Guidelines Governing Community Use of School Facilities**

1. School system employees must be treated with respect at all times.
2. Individuals and agencies may not rent, sublet, transfer, or assign their interest in the use of school facilities, nor may they act as an umbrella agency in the use of school facilities for other individuals, groups, or agencies.
3. The sponsoring organization is responsible for seeing that cars and other vehicles use only prescribed parking areas. The sponsoring organization is responsible for all damage to buildings, turf, track, athletic or other equipment. The sponsoring organization will be held liable and billed for any repairs, replacement of damaged property, or both.
4. Hallways are only to be used for entering and leaving.
5. Firearms and objects resembling firearms are prohibited on school property as mandated by state and federal law.
6. Games of chance and all forms of gambling are not permitted on school premises.
7. Alcoholic beverages, narcotics, controlled substances, and drug paraphernalia are not permitted on school premises.
8. Open fire or flames are not permitted inside any facility unless authorized by fire safety regulations.
9. Smoking, or the use of any tobacco product, is prohibited in all school facilities at all times.
10. School system facilities will not be altered either structurally or cosmetically for the user without the express permission of the school's principal, TCS Plant Operations, and the Finance Officer.
11. Any misrepresentation by an organization or individual, or abuse of any school system employee or property, may result in immediate termination of the contract, including being asked to immediately vacate the premises and denial or revocation of that user's request for future use.
12. The user will be held responsible for 100 percent of any damages to board property and 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.

### **Guidelines Governing Advertising, Publicity, and Signage**

1. Users may not advertise events on school property until obtaining their approved application and invoice, which constitutes a binding contract between the user and the school system.
2. All publicity must include the name of the individual or group sponsoring the event.
3. Transylvania County Schools may not be listed as a sponsoring agency on any materials.
4. Signage may be placed on school property only during the organization's approved time of use.
5. Signage displayed must be temporary in nature and must be in compliance with all local sign and display regulations.

*\* Activities not sponsored by Transylvania County Schools are non-school activities as defined by G.S. 115C-524(b).*

### **Application Approval Process for Community Use of School Facilities**

*In accordance with North Carolina G.S. 115C-524(b), non-school groups may use school property for other than school purposes as long as such use is consistent with the proper preservation and care of the property. Users must guarantee school officials that the activity is lawful, that behavior will be orderly, and that the users will pay for any damages due to their use of the premises or equipment. Principals have administrative control of their respective school buildings.*

#### **•Applicant (User Group) shall provide the following:**

1. A *Facility Use Application* must be completed and signed by an authorized representative of the group making the request. Applicants shall clearly and accurately specify the sponsoring organization; the purpose of the activity; the number and ages of the expected attendees and participants; and the name, address, email address, and phone number of the individual or group's authorized designated representative on the *Facility Use Application*.
  - a. All user groups that are school-system sponsored but not located at the school being requested (i.e., central office activities at a school site).
  - b. All users whose activities are not school system sponsored.
2. A non-refundable, non-transferable processing fee is required with each *Facility Use Application*, received from a non-profit, for-profit, or commercial group.

3. The completed *Facility Use Application* and attachments should reflect equipment needs, exact dates, times (include set-up, rehearsal, program, takedown, and clean-up), and spaces requested. The application and attachments should be submitted to the school at least 30 days prior to the beginning date of the activity.

**•Once the application is submitted, the school shall:**

- 1) The principal or school designee checks the availability of space and personnel and signs the application and attachments.
- 2) School staff reviews the application and, if approved, creates the invoice and other documents as necessary and sends them to the applicant and school.

**•Once receiving the approval, the Applicant (User Group) shall:**

- 1) The user group reviews the contract and submits revisions or cancellation in writing to the school 15 days prior to the beginning date of the contract.
- 2) Payment is due 10 business days prior to the beginning date of the invoice.
- 3) If there is a problem with the facility, personnel, or equipment during your use, please notify the school within three days of the event to receive consideration.