

The board endorses the goals of the Community Schools Act. The board will make specified indoor and outdoor school facilities available for use by eligible community groups under agreements developed in accordance with this policy. The board also will make some outdoor school facilities available for limited recreational use by the general public when not inconsistent with the board's use of the facilities. Public use is subject to Section H of this policy.

**A. GENERAL PRINCIPLES**

The Elkin City Board of Education endorses community use of facilities for purposes that contribute to the school program, to community affairs, and/or the goals of the Community Schools Act. The use of school facilities should be consistent with the goals and objectives of the board and school district and must not conflict with the educational programs of the Elkin City Schools.

Use of school facilities will not be approved for activities that do any of the following:

1. violate federal, state or local laws;
2. violate board of education policies or regulations;
3. advocate imminent violence;
4. damage or have the potential to damage school buildings, grounds or equipment; or
5. are in conflict with scheduled school activities.

**B. PRIORITY FOR USE OF SCHOOL FACILITIES**

Priority for the use of school facilities shall be as follows:

1. Use for school-sponsored curricular and extracurricular activities.
2. Use by school-related organizations including parent-teacher associations, public school employee organizations, public school alumni organizations, public school maintenance organizations, public school booster clubs, and any other organization or association affiliated with Elkin Elementary School, Elkin Middle School, or Elkin High School.
3. Use by non-profit organizations including civic and service clubs, churches and other religious organizations, political parties recognized by a state or county board of elections, non-profit youth organizations (such as scouts, little league and similar organizations), non-profit recreational organizations (such as YMCA and YWCA), and professional and occupational organizations.
4. Use by commercial or for-profit organizations.  
The use of any school facility by any individual, group of individuals, organization, or Elkin City Schools employee engaged in a business for profit or personal use shall be authorized only if the board determines that the intended use involves public school

students and their parents or the local community, -and is not detrimental to the educational program provided by the Elkin City Schools.

**C. APPLICATION FOR USE OF SCHOOL FACILITIES**

The board has developed an application for the use of school facilities by any individual or group for any purpose other than school-sponsored curricular and extracurricular activities. This application form is an integral part of this policy and must be completed and submitted to the superintendent of the Elkin City Schools prior to the time of intended use. No use of any school facility shall be permitted without the approval of the superintendent or his or her designee. Applications must be received and paid 30 days prior to the event.

**COMMUNITY USE OF FACILITIES APPLICATION**

Refer to Elkin City Schools POLICY CODE 5030

**ORGANIZATION INFORMATION**

Date of Application \_\_\_\_\_ Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_  
 Organization Name \_\_\_\_\_  
 Organization Email \_\_\_\_\_ Phone (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
 Authorized Representative \_\_\_\_\_ Phone (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
 Mailing Address (PO) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**FACILITY REQUEST INFORMATION**

Facility Requested \_\_\_\_\_ Projected # of Attendees \_\_\_\_\_

Description of Event Activity \_\_\_\_\_

**List ALL requested dates and times below. This includes ALL setup and breakdown dates and times.**

Start Date (s) of Event \_\_\_\_\_

End Date (s) of Event \_\_\_\_\_

Open Building at \_\_\_\_\_ AM \_\_\_\_ PM \_\_\_\_ Closing Building at \_\_\_\_\_ AM \_\_\_\_ PM \_\_\_\_

<p><i>I, _____, authorized representative, have received a copy of the Policy 5030 and fully comprehend, understand, and will abide by the rules and regulations therein. I fully understand the costs that will be incurred for the use of the facility and agree to submit payment in full 30 days prior to the event.</i></p>
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Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

> Complete, sign & return to the ECS central office located at 202 West Spring Street, Elkin NC 28621 30 days prior to event request.

> A new form must be completed and submitted for each event.

**-----FOR ELKIN CITY SCHOOLS OFFICE ONLY-----**

Application Fee (single event fee per application) .....	\$ _____	
# of Hours Requested .....	\$ _____	
Rental Fee (per hour) .....	\$ _____	
ECS Representative Fee (per hour) .....	\$ _____	ECS Rep Name _____
ECS Custodial Fee (per hour) .....	\$ _____	ECS Custodian Name _____
Total Amount Due .....	\$ _____	

\_\_\_\_\_ Proof of Insurance has been received. Notes: \_\_\_\_\_

INFORMATION   COMMENTS   NOTES

**D. SCHEDULE OF FEES FOR USE OF SCHOOL FACILITIES**

The board adopts the following schedule of fees for the use of school facilities:

FACILITY	APPLICATION FEE		RENTAL FEE
	Non-Profit	Profit	Hourly Rate
N. H. Carpenter Gymnasium	125.00	250.00	25.00
High School /Middle School New Gym	125.00	250.00	25.00
High School Media Center	50.00	75.00	20.00
High School Classroom	35.00	65.00	10.00
High School Cafeteria Dining Room	50.00	75.00	15.00
*High School or Elementary Kitchen	100.00	150.00	20.00
Elementary School Cafeteria Dining Rm.	50.00	75.00	15.00
Elementary School Gymnasium	125.00	250.00	20.00
Elementary School Media Center	50.00	75.00	20.00
Elementary School Classroom	35.00	65.00	10.00
High School Football Stadium	125.00	250.00	25.00
High School Baseball Stadium	125.00	250.00	25.00
**Dixon Auditorium	125.00	250.00	25.00
Administrative Office Meeting Room	50.00	75.00	10.00

Note: \*Requires the use of approved Food Services Technician

\*\*Requires the use of approved Sound/Lighting Technician

**E. SUPERVISION BY SCHOOL REPRESENTATIVE**

A representative of the Elkin City Schools must be present at all times during the use of any school facility. This representative must be approved in advance by the superintendent or his or her designee.

Additional fees for the Elkin City Schools representative shall be at the rate of \$40 per hour and shall be in addition to the application fee for the facility.

An Elkin City Schools custodian is required for use of N.H. Carpenter Gym, EHS/EMS New Gym, EES Gym, and Dixon Auditorium.

**F. GENERAL REGULATIONS FOR USE OF SCHOOL FACILITIES**

1. The use or possession of firearms, other weapons, alcoholic beverages or illegal drugs on school property is strictly prohibited. The use of any tobacco product inside any facility operated by the board is strictly prohibited.
2. Loud or profane conduct on school property is prohibited.

3. The user shall not violate any federal or state statute or any local ordinance, including all federal and state laws prohibiting discrimination.
4. The facility shall be maintained in a clean and orderly manner and shall be returned to school officials in the same condition as when received.
5. All concession rights are reserved to the school in which the facility is located. No food or drink is allowed in the Dixon Auditorium.
6. School facilities shall not be used later than 11:00 PM or on Sundays or holidays without specific consent.
7. The user shall provide complete supervision of all activities.
8. The user accepts full responsibility for any personal injury or property damage which may occur during the time period of use of the facility.
9. The user agrees to fully indemnify and hold harmless the board, its individual members, its employees and its agents from any and all liability whatsoever arising from any personal injury or property damage arising out of the use of the facility.
10. The board and the superintendent requires any user of a school facility to provide a minimum of a \$1,000,000 liability insurance policy to protect the board, its individual members, its officers, its employees, and its agents from any liability whatsoever for personal injury or property damage arising in any manner whatsoever by reason of the use of school facilities.

#### **G. USE BY GOVERNMENTAL AGENCIES**

This policy does not apply to the use of school facilities by the Town of Elkin, the County of Surry or such other governmental units as the board may specify. Separate contractual agreements shall apply to the use of any school facility by governmental agencies.

#### **H. TERM AND ACCEPTANCE OF LEASE**

The superintendent is authorized to enter into agreements with community groups for the lease of school property for terms of one year or less. All such leases must be reviewed and approved in advance by the board attorney. The superintendent shall inform the board of the execution of any lease at its next regularly scheduled meeting. Leases may be renewed following the same process.

Absent unusual circumstances, leases will not be granted for a term longer than one year. A lease for more than one year must be approved in advance by the board. Long-term exclusive leases are subject to the provisions of policy 9400, Sale, Disposal and Lease of Board-Owned Real Property.

#### **I. USE OF OUTDOOR SCHOOL FACILITIES BY THE GENERAL PUBLIC**

Outdoor property and facilities of the school system will be open to limited use by members of the general public in accordance with rules to be established by the

superintendent or designee. Public use will be permitted only to the extent that it 1) is not inconsistent with the proper preservation and care of the outdoor school property; 2) does not interfere with the safe and efficient operation of the schools and school activities; and 3) does not conflict with use by any community group operating under a facility use agreement described in this policy.

The superintendent is authorized to establish all terms, conditions, and rules necessary to regulate the use of outdoor facilities by members of the general public consistent with these requirements.

## **J. REVIEW OF DECISIONS CONCERNING USE OF SCHOOL FACILITIES**

Any person or organization may request a review of any decision made by a school employee pursuant to this policy in accordance with policy 1740/4010, Student and Parent Grievance Procedure.

Legal References: Americans with Disabilities Act, 42 U.S.C. 12101 *et seq.*, 28 C.F.R. pt. 35; Equal Access Act, 20 U.S.C. 4071-4074; 28 C.F.R. pt. 36; Boy Scouts of America Equal Access Act, 20 U.S.C. 7905, 34 C.F.R. pt. 108; 36 U.S.C. 20101 *et seq.*; G.S. 14-269.2; Community Schools Act, G.S. 115C-203, to -209.1; 115C-524, -527; 160A-274; 163-129

Cross References: Student and Parent Grievance Procedure (policy 1740/4010), Prohibition of Drugs and Alcohol (policy 5025), Smoking and Tobacco Products (policy 5026/7250), Weapons and Explosives Prohibited (policy 5027/7275), Sale, Disposal and Lease of Board-Owned Real Property (policy 9400)

Adopted: August 28, 2000

Revised: June 24, 2010; April 16, 2012; December 7, 2015; April 24, 2017; June 26, 2017; December 3, 2018; December 7, 2020; May 24, 2021; December 6, 2021; July 25, 2022; May 13, 2024