

FACILITY RENTAL MANUAL

The following guidelines should be followed when processing a Facility Rental Application.

Agency or Individual Renter – Any agency, group or individual interested in using a school facility must:

1. Visit in person the principal/designee at the desired school to ascertain that the facility is available on the requested date.
2. Pick up from the school the Facility Rental Manual and read it
3. Submit a completed Facility Rental Application to the principal/designee at least two weeks (10 working days) in advance of the event.
4. Sign and date the application as indication of a contractual agreement to honor the rental regulations and fee requirements, including the liability clause.
5. Return the completed application, along with the full rental fee.
6. Pay for any damages to the facility and/or equipment and additional fees for custodial services within five days of the event. All payments should be made payable to Wilson County Schools and deposited with the school principal/designee.

Principal/Designee – The school principal or his/her designee will evaluate each Facility Rental Application in accordance with Wilson County Board of Education Policies 7400, 7401 and 7402 on facility rentals and:

1. Meet with prospective renter to determine availability of requested space and answer questions concerning the Facility Rental Manual.
2. Complete the appropriate sections of the Facility Rental Application after it is submitted.
3. Collect the appropriate fee.
4. In the "Special Conditions" section of the application, note any special arrangements you require from the renter such as the presence of uniformed police for security, repair of field, return of furniture to original place, etc.
5. Send the completed application and the rental fee to the Executive Director of Administrative Services. If necessary, submit over ride request.
6. Assign personnel needed according to the time specified on the application and submit personnel time sheet to Payroll Services.

Executive Director – Administrative Services - Upon receipt of the completed application

1. Review the application form for signature and adherence to policy and regulations related to facility rental and usage.
2. Co-sign the application and return a copy to the principal/designee with a receipt for the rental fee.
3. Maintain records on all transactions and facility rental and usage.

1. FACILITY SEATING CAPACITY

SCHOOL	AUDITORIUM	CAFETERIA	GYMNASIUM	CLASSROOM
Barnes Elementary	X	200		30
Daniels Learning Center	325*	200	X	30
Fredrick Douglass Elementary	500	192	350	30
Gardner Elementary	X	150	400	30
Jones Elementary	400*	240	X	30
Lee Woodard Elementary	X	154	400	30
Lucama Elementary	686	150	100	30
New Hope Elementary	X	200	320	30
Margaret Hearne Elementary	400*	200	X	30
Rock Ridge Elementary	315	168	80	30
Stantonsburg Elementary	X	96	720	30
Vick Elementary	1034	150	400	30
Vinson-Bynum Elementary	487	204	X	30
Wells Elementary	300*	200	X	30
Winstead Elementary	X	200	250	30
Darden Middle	328	180	400	30
Elm City Middle	335	150	600	30
Forest Hills Middle	317	180	650	30
Speight Middle	328	150	400	30
Springfield Middle	328	150	450	30
Toisnot Middle	317	180	650	30
Beddingfield High	599	200	1829	30
Fike High	918	300	1245	30
Hunt High	603	270	1875	30

*Facility does not have permanent seating.

2. REGULATIONS

In signing the Facility Rental Application, the renter agrees to the following regulations:

1. The renter shall assume responsibility for all damage to school buildings, equipment and facilities caused by the renter's use or directly attributed to the renter's use. The renter also agrees to be responsible for all claims to persons or property that may arise out of the use of the facility or equipment.
2. The consumption, use or possession of alcohol or illegal drugs is prohibited on school property.
3. The use of tobacco products shall not be permitted inside the building or on Wilson County Schools property.
4. An adult supervisor, approved by the principal, must be in attendance at all times to accept responsibility for:
 - opening and closing of the facility;
 - the care of the school facility and equipment;
 - the conduct of the group using the facility; and
 - confining the group's activities to the areas assigned.

5. Police and fire protection may be required if deemed necessary by school officials. The cost of this protection will be assumed by the renter.
6. No concessions will be allowed without specific permission of the principal.
7. Cotton batting, straw, flammable tissue, dry leaves or other highly flammable materials may not be used for decorative purposes.
8. Before leaving a school facility, the areas used shall be clean and all furniture and equipment shall be left in readiness for the regular day classes unless previous arrangements are made. *(Additional charges will be levied if school personnel have to clean the facilities.)*
9. The renter may use only the portion of the facility that is rented. All other areas are restricted.
10. The renter may not use food service equipment without the supervision of a Wilson County Schools Food Service Employee.
11. The user must provide adequate insurance coverage to protect the participants and attendees during this event.
12. Failure to adhere to these regulations will result in a suspension of rental privileges by school officials.
13. The renter must agree to abide by the procedures and regulations described in the *Facility Rental Manual* and on the Facility Rental Application and understand that failure to do so will suspend all of the rental privileges of a Wilson County Schools facility and may require additional charges.

3. RENTAL FEES

The following base fee schedule is for a three-hour rental. Additional time will be prorated by dividing the below fee by three. The base fee includes facility rental, utilities and one school representative for three hours. Special fees may be charged for additional designated services which will be assessed by determining the actual cost of the services required.

FACILITY	RENTAL RATE WITH HEAT/AIR CONDITIONING (WHERE APPROPRIATE*)
Auditorium – High School	\$420.00
Auditorium – Middle School	\$240.00
Auditorium – Elementary School	\$120.00
Gymnasium – High School	\$420.00
Gymnasium – Middle School	\$240.00
Gymnasium – Elementary	\$120.00
Cafeteria – High School	\$420.00
Cafeteria – Middle School	\$240.00
Cafeteria – Elementary School	\$120.00
Classroom(s) – All Schools	\$75.00 per room
Lighted Athletic Fields	\$90.00

**Heating and Air Conditioning are not available unless the heating/AC systems have been activated and climate conditions make them appropriate.*

Classification of Renters:

Non-School Groups: Responsible for the full rental fee above.

General public – Businesses – Religious Organizations – Civic Organizations – Fraternal Organizations

Non-School Public Service Groups, Business Partners, Educational Organizations: Responsible for \$30 per hour for utilities and personnel assigned.

Girl Scouts - Boy Scouts - Red Cross - American Heart Association - Political Parties - Governmental Agencies

WEP – Arts Council – Wilson Tech – Barton College – Wilson County Public Library – Children’s Theatre

Recreational and Athletic Associations: Responsible for \$25 per hour for lights and personnel.

Wilson Recreation Department - Wilson County Athletic Association - AAU Teams

Personnel Roles: School personnel are to follow instructions given by the principal/designee and School Food Service Director, respectively.