



rentals

Durham Public Schools

Facility Rental Application

Community Use of
School Facilities



Durham Public Schools

Community Education

2107 Hillandale Road

Durham, NC 27705

One Vision. One Durham.

Facility Rental | Check us out @ www.dpsnc.net

DPS Facility Rental Application

How to apply:

Complete one form for each school or site requested.

Complete Part I of the application and read, sign, date Part II. Pay a \$30 non-refundable application fee to Durham Public Schools.

- Some events will require you to hire additional personnel which can include security and technicians, etc.
- A Certificate of Liability Insurance will be required identifying Durham Public Schools as certificate holder and additional insured.
- No events will be scheduled prior to 6:00 pm on school days or teacher workdays.

Bring in person or mail to:

Durham Public Schools Facility Rental
Community Education
2107 Hillandale Road
Durham, NC 27705

- Return completed form/s to Community Education at least 15 working days prior to the event.
- Approval must be secured prior to the use of school facilities. Written authorization will be provided once an event has been approved.

Need more information?

Call Community Education at 919-560-3816 or Facility Rental at 919-560-3696.

The Durham Public Schools Board of Education supports the North Carolina Community Schools Act (G.S. 115C-203) which encourages "greater use of public school facilities" and assures "maximum use of public school facilities by the citizens of each community in this State."

DPS Board Policy 2035 encourages citizens to use school buildings and facilities for civic, cultural, educational, recreational, and other such activities as long as such use does not conflict with the use of public school buildings and grounds for public school purposes and activities; with state laws; with local ordinances; or with the proper care and maintenance of school facilities.

DPS Board Wellness Policy 3021

strongly encourages all groups using DPS facilities to assist in providing a healthy school environment by adhering to its guidelines around all foods on campus while on school property.

The Superintendent shall establish procedures for the use of school facilities by outside groups, consistent with this policy.

Revised 8/2014

Facility Fees

Include \$30.00 non-refundable application fee.

No events scheduled prior to 6:00 pm on school days or teacher workdays.

Interior Spaces (all rates are per hour)

	Not for profit Elementary	Not for profit Middle/High	Commercial Elementary	Commercial Middle/High
Auditorium	\$45.00	\$60.00	\$80.00	\$115.00
Cafeteria	\$45.00	\$60.00	\$80.00	\$115.00
Cafe. and Kitchen	\$60.00	\$75.00	\$115.00	\$145.00
Classroom	\$25.00	\$25.00	\$40.00	\$40.00
Gym	\$40.00	\$60.00	\$70.00	\$115.00
Auxiliary gym	\$40.00	\$40.00	\$70.00	\$70.00
Studio	\$40.00	\$40.00	\$70.00	\$70.00

Exterior Spaces (all rates are per hour)

	Not for profit Elementary	Not for profit Middle/High	Commercial Elementary	Commercial Middle/High
Practice Field	\$15.00	\$15.00	\$20.00	\$20.00
Playing Field: baseball, football, softball, soccer	\$20.00	\$20.00	\$25.00	\$25.00
Track	\$20.00	\$20.00	\$25.00	\$25.00
Tennis Court	\$20.00	\$20.00	\$25.00	\$25.00

(Add \$18.00 per hour to fields when lights are used)

Staff Development Center

	Government Agency Per Day Use Fee	Non Profit Hourly Rental	Commercial Hourly Rental
M-1	\$110.00	\$55.00 per hr.	\$110.00 per hr.
Cafeteria	\$80.00	\$55.00 per hr.	\$110.00 per hr.
Classroom	\$55.00	\$40.00 per hr.	\$75.00 per hr.

Use of built-in presentation equipment in M-1

	Government Agency	Non Profit	Commercial
Application Fee	\$50.00 daily	\$30.00 hrly	\$55.00 hrly
	\$30.00	\$30.00	\$30.00

Personnel Charges (all rates are per hour)

Custodian	\$25.00	After Hours Emergency Contact: 1-855-704-0294
Cafeteria Employee	\$25.00	
Technician	\$30.00	
Student Technician	\$15.00	
Security	\$25.00	

There is also a \$30 non-refundable application fee

All payments must be paid in full 5 days prior to event to avoid cancellation



One Vision. One Durham.

Facility Rental Application

- 1) Complete one form for each school / site requested.
 - 2) Return completed forms to the facility rental office **15 working days prior to the event.**
 - 3) **Complete all of Part I, read and sign Part II Facility Regulations.**
 - 4) *Sign, date, and pay the thirty dollar (\$30) non-refundable application fee to Durham Public Schools.*
- After Hours Emergency Contact:** 1-855-704-0294. No events before 6:00 pm on school days or teacher workdays.

Part I

School/Site Requested: _____

Contact Person(s): _____

Name of Organization: _____ Non-Profit Tax ID#: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Home/Cell Phone: _____ Email: _____

Work Phone: _____ FAX: _____

Purpose for use of space/describe event in detail: _____

Space Requested:

- Auditorium
 Main Gym
 Auxiliary Gym
 Cafeteria
 Kitchen
 Classroom
 Media Center
 Track
 Football Field
 Soccer Field
 Baseball Field
 Practice Field
 Parking Lot
 Other

Space Requested	Day(s) Week (M-Su)	Beginning Date	Ending Date	Set Up Start time	Take Down End time	Total Hours

Equipment Requested (be specific): _____

Number of participants and spectators: Adults _____ Children _____

Do you have liability insurance? Yes (Attach a certificate of insurance naming Durham Public Schools an additional insured.) No (This event will be considered but may be denied.)

Will participants be charged a fee? No Yes, amount \$ _____

Will spectators be charged a fee? No Yes, amount \$ _____

Office Use Only:	
Schedule#: _____	Certificate on File: <input type="checkbox"/> Yes <input type="checkbox"/> No
Inv.#: _____	Notes: _____
Facility Fee: _____	Application Fee Paid: _____
Custodial Services: _____	Amount Due: _____
Other Personnel: _____	Date Paid: _____
	Date Received: _____

Part II Durham Public Schools Facility Regulations

1. A completed application must be submitted to the Community Education office 15 working days in advance of the proposed event. Hours of operation are 8:00-5:00 pm, Monday-Friday. The application must be completed in full and returned with a \$30 non-refundable application fee. The \$30 application fee must be received to process the application. The applicant will be responsible for payment for rental fees and school personnel except in the case of security officers who are to be paid directly.

2. Every non-school related group using a school facility must complete an application. There may be no advertisement or usage of the school property until **written authority** is given. No flyers, placards or signs are to be placed on school property except during the times the actual event is taking place.

3. Principal/Site designees will determine availability of the particular site and whether an application is approved or denied; however, permission to use school facilities shall not be based on the viewpoint or message of the applicant group. This contract may be canceled by the Superintendent or designee at their discretion. No events involving non-school related groups will be scheduled prior to 6:00 pm on school days or teacher workdays.

4. Applications may not be transferred from one group to another. Cancellations must be made at least 72 hours prior to the scheduled event.

5. **Applicants are to submit to Durham Public Schools a Certificate of Insurance evidencing liability insurance in an amount of not less than \$500,000 per occurrence combined single limit, within 5 working days prior to use of the facility. The Certificate of Insurance must identify Durham Public Schools as certificate holder and additional insured with respect to the event for which this application is being submitted.** Failure to do so will risk cancellation of this request. Fees are based upon costs of utilities, supplies, maintenance, custodial services and other personnel costs. If use exceeds the quoted charges, applicant will be billed for the additional costs.

6. A school custodian/representative shall be on duty when the facility is open for use. He/she will be responsible to the school system. The renting party will follow his/her directions on appropriate use of facilities. If kitchen facilities are rented, a DPS Child Nutrition employee must be on duty.

7. All activities must have appropriate adult supervision. The user will assume full responsibility for payment of damages to facilities and/or school owned equipment that occurs during use.

8. Events exceeding 200 spectators and participants will require uniformed law enforcement officers from the Durham Sheriff's Office or the Durham Police Department. Law enforcement officers must be paid for by the group renting the school facility. The principal at his/her discretion may require additional officers for any event. You will not be permitted to use the school property again, if you fail to cooperate with law enforcement.

9. Only school furniture provided at a particular facility may be used. The user renting the facility may rearrange furniture with prior approval of the principal/ designee. The user must return moved furniture and equipment to its proper location.

10. **Use of tobacco is prohibited;** no visitor shall be permitted under any circumstances to use tobacco products in or on the grounds of any Durham Public School property. The use of open flames, and alcoholic beverages is prohibited. Absolutely no weapons of any kind are allowed on the premises. Gambling is also prohibited. Unreasonably loud or disturbing noise is prohibited: Noise which is substantially incompatible with the time and location or which is perceived as interrupting the normal peace and calm of the area. This includes amplified sound or a public address system.

11. Concession rights will be reserved for the school when facilities are used. The principal may waive this right to the applicant.

12. Fields can not be used during inclement weather or at other inappropriate times.

13. In the event of an emergency, principals are authorized to use their discretion for cancellation of events, (ex. inclement weather).

*****If the schools are closed due to weather, emergency, etc., all events and rentals are canceled until schools are officially reopened.*****

14. The applicant agrees to indemnify and hold harmless the Durham Public Schools Board of Education, and all their officers, employees, and agents from any and all claims, demands, suits, causes of action, or judgments any person had, now has, or may have in the future against the event which is subject to this agreement. Durham Public Schools assumes no liability for personal injury suffered by reason of the use of such school property pursuant to the facility use agreement.

I have read and agree to abide by the rules and regulations governing facility use in Durham Public Schools.

I agree to be billed for any additional hours utilized but not listed on this contract.

Renter's Signature: _____

Date: _____

Request APPROVED; no school function has been or will be planned that interferes with this rental request.

Check personnel required for this rental / customer will be billed according to assignments:

Custodian Name: _____

Custodian Name: _____

Technician Name: _____

Student Tech. Name: _____

Child Nutrition Name: _____

HVAC Tech. Name: _____

Security Required: _____

Request DENIED, Give Explanation: _____

Principal or Designee Signature: _____

Date: _____