



Revised 6/2013

Facility Rental Information

Statement of Purpose:

The primary purpose or function of public school facilities is to provide quality educational environments conducive to the learning of the students they serve. It is the intent of the Mooresville Graded School District Board of Education to encourage the use of school buildings and grounds by the community for educational, recreational, civic and cultural activities to the extent possible under public school laws and regulations. Accordingly, community use of school buildings and grounds for educational, recreational, civic and cultural activities shall be permitted so long as such use does not conflict with the use of public school buildings and grounds for public school purposes and activities, with state and federal laws, with local ordinances or with the proper care and maintenance of school facilities and grounds.

Rental Procedures:

Person wishing to rent a school facility will contact the school principal or designee at the desired facility to check availability and complete the required rental contract. **Dates will not be reserved until a completed contract is on file at the school. The rental contract must be submitted at least 14 days in advance of the event.**

The organization renting the facility will send payment to the address below **at least 14 days in advance of the event.** **Failure to submit payment by this time may result in loss of use of the facility requested.**

Payment amount will be determined using the approved fee schedule and included on the completed contract.

Checks should be made payable to:

Mooresville Graded School District
305 North Main Street
Mooresville, NC 28115



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Rental Regulations:

1. A school district employee must be on site when facilities are used under this rental agreement. If cafeteria equipment is used, a child nutrition employee is required to be on site in addition to the regular district supervisor.

2. No food or drinks are allowed in the school building other than the cafeteria unless permission is obtained in advance and in writing by the school principal and attached to the rental contract.

3. The organization renting the facility accepts full financial responsibility for any damages done to school property during the rental period. Damage fees will be charged to the organization, including labor charges at \$25 per hour.

4. The organization renting the facility may not attach any materials to walls, curtains, furniture, etc. unless permission is obtained in advance and in writing by the school principal and attached to the rental contract. Also, any alterations to school owned property (including placing signs on school property) may not be done unless permission is obtained in advance and in writing by the school principal and attached to this rental contract. **This includes placing tape or other materials on classroom, gym, or stage floors.**

5. All rental hours will be charged to the full hour. A two-hour minimum rental is required.

6. Changes to the initial contract may result in additional charges or loss of use of the facility.

7. Maximum term of a rental will be six (6) months. All rentals are subject to the district being able to secure proper supervision for the event.

8. **The Mooreville Graded School District reserves the right to reschedule a rental event should mitigating circumstances arise regarding the district's need for the facility.** If rescheduling becomes necessary, the district will provide the organization renting the facility with advanced notice when possible.

9. The organization renting the facility is responsible for...

a. providing adequate liability insurance or completing the Hold Harmless Agreement. The Mooresville Graded School District assumes no liability/responsibility for personal injuries or property damage under this agreement. Liability laws require that we have the organization's liability insurance information on file.

b. securing appropriate personnel to handle traffic and crowd control. This is the sole responsibility of the organization renting the facility and is an additional expense outside the contract. The Mooresville Graded School District may require renting organization to meet basic security personnel requirements deemed necessary by the district.

c. submitting completed contract, insurance information, completed Hold Harmless Agreement, and full payment to the district no less than 14 days prior to the event. **The renter fully understands that failure to provide these items at least 14 days in advance of the event may result in loss of use of the facility requested.** Also, no dates will be confirmed on the district calendar until a rental contract is completed and authorized by the school principal or designee.

d. paying the district for any damage to school property done during the rental period or as a result of the rental.

e. supervising rental participants and attendees during the rental. This includes making sure that attendees remain in rental areas and that everyone adheres to the rules and regulations of the facility. **Failure to abide by facility rules and regulations may result in immediate closure of the facility and forfeiture of fees paid.**

f. cleaning up the facility completely. This includes sweeping, mopping (as needed), emptying trashcans, taking trash to dumpsters, etc. Supervisor on duty is only responsible for restocking facility and providing cleaning equipment. **Failure to properly clean the facility may result in additional charges to the contract and loss of future rental privileges.**

<u>Rental Fee Schedule:</u>	
MHS Stadium (per day)	\$400.00
Roland R. Morgan Auditorium (per day)	\$200.00
Lighting System (per hour)	\$10.00
Sound System (per hour)	\$10.00
Spotlight	\$20.00
Classrooms (as approved by principal/designee)	\$20.00 each
Cafeteria (per day) \$100.00 Kitchen (must have cafeteria employee on site)	\$50.00
Gymnasium (per gym/per day)	\$100.00
Athletic Fields (per field/per day)	\$100.00
Tennis Courts (per day)	\$100.00
Classrooms (as approved by principal/designee)	\$20.00
Supervision (per hour)	\$22.00
Clean Up (equipment, supplies, restocking)	\$30.00

(Renter is responsible for cleaning rented facility)

All checks should be made payable to:

Mooreville Graded School District

Mailing Address:

Mooreville Graded School District
 Rental Department
 305 North Main Street
 Mooreville, NC 28115



FACILITY RENTAL CONTRACT

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Facility Requested: _____

Name of Organization Renting Facility: _____

Name of Person Representing Organization: _____

Address: _____

Telephone No. _____

Purpose of Use: _____

Date(s) Requested: _____

Exact Hours of Use: _____

(IF THESE HOURS ARE EXCEEDED, YOU WILL BE BILLED ACCORDINGLY.)

Charges are as follows:

Facility: _____ Other: _____

Supervision: _____ Other: _____

Clean Up/Restocking: _____ Other: _____

Total Rental Fee Due: _____

**** All paperwork must be received by the Central Office (14) days prior to the event.
** No dates will be reserved until a completed contract is signed by the principal/designee.**

Fill in your liability insurance information below and provide a **certificate of insurance for general liability coverage with a total of \$1,000,000 for each claim, or complete the "Hold Harmless Agreement"**.

Insurance Company Name: _____

Agent's Name: _____ Policy No. _____ Expiration Date: _____

We, the undersigned, have read and fully understand this Rental Contract agreement.

Organization Representative Date

School Principal/Designee Date

Director of Operations Date

**Make Checks Payable to: Mooreville Graded School District
Mail Copy of Contract and Payment to: 305 North Main Street, Mooreville, NC 28115**



HOLD HARMLESS AGREEMENT

Facility Requested: _____

Name of Organization Renting Facility: _____

Name of Person Representing Organization: _____

Address: _____

_____ Tel: _____

Purpose of Use: _____

Date(s) Requested: _____

Exact Hours of Use: _____

I/We will not hold the Mooreville Graded School District Board of Education liable for any personal injuries or property damage. I/We assume full responsibility for any damage to school property, equipment, or personal injury.

Organization Representative Signature

Date

Name of Organization

**** This Form Must be Notarized ****

*** Renting party is responsible for notarization of the form ****

Notary Public Certification: State of _____ County of _____

I, as Notary Public of the said State and County, do hereby certify that _____ appeared before me and executed the foregoing instrument.

Witness my hand and seal this _____ day of _____, _____

Signature of Notary: _____

My commission expires: _____

(Seal)