

**SCOTLAND COUNTY SCHOOLS  
A.B. GIBSON EDUCATIONAL CENTER  
322 SOUTH MAIN STREET  
LAURINBURG, NC 28352**

**APPLICATION FOR USE OF SCHOOL FACILITIES**  
(Please read the Board of Education Policy attached to this form)

School Site: \_\_\_\_\_

Facility (auditorium, cafeteria, gym): \_\_\_\_\_

Date(s) of Requested Use \_\_\_\_\_ Total Length of Time for Facility Use (include set-up and clean-up) \_\_\_\_\_

Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ (indicate time)

Date \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ (indicate time)

**Please Print All Information Requested**

User/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name of Individual Responsible for Rental: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Purpose of Facility Use: \_\_\_\_\_

The User/Organization is: (check one) ☐ Non-Profit ☐ Profit ☐ Church Affiliated

Will Admission Be Charged? ☐ No ☐ Yes (If yes, how will proceeds be used?) \_\_\_\_\_

**Rental Fees – Carver, Spring Hill, Laurel Hill, South Johnson, Sycamore Lane (\$75 per hour); Scotland High School (\$125 per hour); Scotland High School Auditorium (\$175 per hour); Shaw and Wagram (\$55 per hour)**

*I have read the Board of Education Policy and agree to abide by this policy. I further agree to pay the rental fee 7 days before the scheduled event or facility use will be cancelled. Notice of cancellation by user must be provided 48 hours in advance.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**PERSONNEL REQUIRED (check all that apply)**

\_\_\_\_ Custodian(s) \_\_\_\_\_

\_\_\_\_ Cafeteria Staff \_\_\_\_\_

\_\_\_\_ Security Guard(s) \_\_\_\_\_

\_\_\_\_ Student Technician(s) \_\_\_\_\_

\_\_\_\_ Maintenance (heating/air) \_\_\_\_\_ Total Fee: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/Designee's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*Principal is responsible for notifying the Maintenance Department in advance for heating/air.\*\*\***

# SCOTLAND COUNTY SCHOOLS FACILITY USE FREQUENTLY ASKED QUESTIONS (FAQ'S)

## **Who do I call with questions regarding use of school facilities?**

Please contact Michael Chapman, Executive Director of Operations at (910) 276-1138 or [mchapman@scotland.k12.nc.us](mailto:mchapman@scotland.k12.nc.us)

## **What are the charges for using school facilities?**

Shaw and Wagram are billed at \$55.00 per hour with a minimum rental of two hours. Carver, Spring Hill, Laurel Hill, South Johnson, and Sycamore Lane are billed at \$75.00 per hour. Scotland High School rentals are billed at \$125.00 per hour and \$175.00 per hour if the auditorium is used. This charge does **NOT** include a custodian, utilities and, at Scotland High School, security and light and sound technician.

## **Do I have to pay for set-up and clean up time?**

YES, the hours requested on the application are the hours that your group has permission to use/occupy school facilities and should reflect set-up, rehearsal, program and cleanup times.

## **Who pays for the custodian after the event is over?**

Users are billed per hour for each rental. Custodial services are required for the entirety of the event, plus one hour before the event and one hour after the event. These services will be billed to the user at \$21.00 per hour.

## **When is the payment due?**

Payment for all school rentals is due 7 days before the event. Rentals not paid in advance will be cancelled.

## **Who do I make the check payable to and where do I send it?**

Make the check payable to *Scotland County Schools* and send it to:

Scotland County Schools  
Executive Director of Operations  
322 South Main Street  
Laurinburg, NC 28352

## **How do I cancel the event/rental?**

Cancellation notice must be received in the Operations Department 48 hours prior to the event or rental fees will not be refunded. It is the responsibility of the user to contact the individual school of cancellation.

## **Can the custodian volunteer his/her time for the event?**

NO. To comply with the Fair Labor Standards Act, custodians or other school employees may not volunteer their time for a rental.

## **What happens, for example, if I only use the building for two hours and I paid to rent the building for three hours?**

As payment is due prior to the rental, any refunds for rental will be at the discretion of the School System and based on the timesheets submitted by school personnel working the event.

## **Can I use the kitchen as part of my cafeteria rental?**

Use of the kitchen is not included as part of the rental. To have access to the kitchen requires that a kitchen staff member be on site. Their time is billed at \$21.00 per hour.

Scotland County Schools  
322 South Main Street  
Laurinburg, NC 28352  
910-276-1138  
[www.scotland.k12.nc.us](http://www.scotland.k12.nc.us)

## **RULES FOR USE OF SCHOOL FACILITIES**

### **SCOTLAND COUNTY SCHOOLS BOARD OF EDUCATION POLICY**

School facilities in the Scotland County Administrative Unit may be made available for programs and meetings of community organizations or groups subject to the conditions listed below and to such other policies as the Board of Education may adopt. Individuals may request the use of school facilities, but the primary purpose of this policy is to allow community organizations and groups the use of school facilities to fulfill their meeting and program needs. The facilities of the Scotland County Board of Education are not generally available for rent except for charitable, church, community, and other non-profit groups and organizations.

Note: Where “facilities” is addressed, it is implied to mean any of the school facilities (gym, auditorium, cafeteria, etc.) and where “organizations” is addressed, it is implied to mean individuals, groups, or organizations. “Principal” is implied to mean the principal of the school in question. “Superintendent” is intended to include the superintendent’s designee.

1. School activities have priority in scheduling. Permits granted to organizations may be cancelled on one week’s notice at the discretion of the principal and/or the superintendent.
2. Application for the use of school facilities must be made in writing, utilizing the forms provided, and signed by an authorized representative of the organization applying. Applications may be secured from the principal or superintendent’s office. All requests must be approved by the principal and superintendent.
3. The rental fee for all school facilities shall be reviewed annually.
4. There will be no rental charges for the use of the facilities by the P.T.A. or student and professional organizations of similar school affiliation if recommended by the principal and approved by the superintendent. Custodial fees are the responsibility of the group using the facilities, unless paid by the principal or a waiver is approved. (DO NOT PAY CUSTODIANS DIRECTLY. All salaries must be processed as a payroll item by Scotland County Schools’ Finance Department. Please contact the Operations Department to make arrangement for payment.)
5. Permits will not be granted for the use of the facilities for programs at which admission is to be charged or collections taken unless the funds, beyond the cost of the meeting, are entirely used for educational or community benefit. Organizations who rent facilities and perform during the rental period may pay themselves a performance fee, but not an agent’s fee. It is not the purpose of this policy to allow individuals to rent the facilities for personal profit, however large or small the profit may be. Organizations renting the facilities shall explain what will be done with the profits.
6. Use of the school cafeteria shall not conflict with the food service program. School equipment (including dishes, etc.) may not be used except in cases where the serving of the food is under the direct supervision of the school lunchroom personnel.
7. Permits will be not be granted for a meeting, program or entertainment which, in the judgment of the principal or the superintendent, may not be in the best interest of the school or the community, or for which there is not satisfactory sponsorship or supervision while the facilities are being used.
8. Normally a school custodian or school representative must be on duty at all times when the facilities are in use. This requirement and associated custodial fees may be waived if the situation warrants.
9. Organizations using the facilities will be responsible for any activity or use for the duration of the permit. Improper conduct, including the use of intoxicating beverages in or outside the facilities, will not be tolerated. Misuse of the facilities or misconduct will be considered in any permits requested at a later date.
10. No smoking will be allowed in any auditorium, including dressing rooms, or any other area, except as may be specifically designated by the principal.
11. There shall not be any changes made in the electrical wiring, lighting equipment, or public address system without specific permission of the principal.
12. No stage equipment (battens, teasers, curtains) shall be changed or removed, nor shall nails or any other defacing device be inserted in the stage floors or walls, without permission of the principal.
13. Any manipulation of stage equipment (lighting, curtains, etc.) shall be under the direct supervision of the principal or his/her representative.
14. Organizations using the facilities are not only responsible for any damages done to the facility, but are also liable for any injury sustained by any person using the facilities during the rental period; and further agree to indemnify and save harmless the Board of Education from any loss or damage resulting from or arising out of rental of the facilities by the user.
15. Organizations using the facilities shall be responsible for orderly parking, and when necessary, furnish police protection. Any damages to school grounds resulting from improper parking shall be the responsibility of the organization renting the facilities.
16. No concession privileges are extended by virtue of rental of any facility. Concession privileges must have the approval of the principal, who will determine the costs associated with the concession privileges.
17. Neither food nor liquids shall be served or distributed in any school auditorium except by the permission of the principal.
18. Use of school gymnasiums by organizations shall not include the dressing rooms or showers except by special permission of the principal.
19. The use of rubber-soled gym shoes is required of players using school gymnasium courts.
20. Organizations desiring to rent the facilities for extended periods may request a special rental fee for the extended periods to replace the standard rental rates. The Board of Education may approve special rates upon the Superintendent’s recommendation.
21. Pate Stadium may be rented at certain times in the year when the rental does not interfere with regular school programs at the high school. The renter is responsible for fees, insurance, police protections, clean-up, set-up, supervision, etc., which will be documented prior to receiving approval. Weather conditions or condition of the field may prohibit the rental of the field.
22. The rental of Pate Stadium includes use of the facility as is (access to the field, track, stands, press box, and public rest rooms). This does not include use of the field house. Additional fees will be charged for use of Scotland High School equipment and materials, for field lighting and clean-up after major events.
23. The concession rights at Pate Stadium are not part of the rental agreement. Concession rights are reserved to the high school.
24. It is the responsibility of the organization renting Pate Stadium to provide adequate police protection as determined by the principal.
25. The Board of Education may require the applicant to secure the additional liability insurance, depending on the nature of the activity (to be determined by the Board of Education or the superintendent.)
26. Rentals for funerals are only permitted for current students and current and former staff.

## **A.B. GIBSON EDUCATION CENTER FACILITY USE**

The A. B. Gibson Education Center is available for use by community groups Monday-Friday. The building is available from 7:30 a.m. until 8:30 p.m. The rental fee for the A. B. Gibson Education Center is \$5.00 per hour Monday-Friday. School functions take priority in scheduling.

There are additional fees for Saturday events for rental of the A. B. Gibson Education Center to cover the cost of a custodian. The custodial fee is \$18 per hour. The custodian will open up the facility 30 minutes prior to your event and will stay over 30 minutes after the event. Example: a rental of 3 hours will total a 4-hour rental. Questions should be directed to the Executive Director of Operations.

In order to provide the best possible facility to you and others that use the A. B. Gibson Education Center, we ask that you adhere to the following guidelines.

- Use the cork strips to display material. Please DO NOT use tape on the walls.
- Leave at your scheduled time; another group may have the room scheduled immediately after your activity.
- Bring your own supplies (paper, markers, copies, etc.). SCS cannot provide these items.
- Clean up after your group...especially refreshments. Be sure that all refuse is placed in trashcans.
- Food is not allowed in the Board Room.
- Please return all furniture to its original location and turn off the lights when you leave.

All Scotland County Schools facility rental fees must be paid in full 7 days prior to the event. If you must cancel your event, please notify the switchboard operator in advance. The contact number is (910) 276-1138.