

APPLICATION FOR FACILITY USE

Facility Services

Phone: 410-677-4439

Fax: 410-677-4466

APPLICATION DATE: _____

SCHOOL: _____

AREA: _____

DATE: _____

BUILDING USE TIME: FROM: _____ TO: _____

ACTUAL EVENT TIME: FROM: _____ TO: _____

ORGANIZATION: _____

PROGRAM: _____

TYPE: ☐ PROFIT ☐ NON-PROFIT ☐ FUNDRAISER ☐ OTHER: _____

(Check ☐ FOOD WILL BE PRESENT AT THIS EVENT? ☐ YES ☐ NO

One) ☐ ADMISSION WILL BE CHARGED? ☐ YES ☐ NO

SERVICE DESIRED (Ref. Fee & Expense Schedule)

☐ SET UP / BREAKDOWN

☐ CUSTODIAL / CLEAN UP

☐ SECURITY

☐ OTHER: _____

☐ ELECTRICIAN TECH.

☐ LIGHT / SOUND TECH.

☐ ACTIVITY SUPERVISOR

☐ TECHNOLOGY (Wireless, Internet)

EQUIPMENT DESIRED (Ref. Fee & Expense Schedule)

☐ TABLES _____ QTY. _____

☐ CHAIRS _____ QTY. _____

☐ FLAGS _____ QTY. _____

☐ LECTERN _____ QTY. _____

☐ PROJECTOR _____ QTY. _____

☐ MISCL. OTHER: _____

☐ MICROPHONE _____ QTY. _____

☐ PIANO _____ QTY. _____

☐ CHORAL RISERS _____ QTY. _____

☐ 4' X 8' RISERS _____ QTY. _____

☐ SCREEN _____ QTY. _____

- **A \$25.00 (non-refundable) processing fee must accompany application when presented to the school for processing.**
- The initial invoice will cover the base facility rental and basic services and/or equipment requested for the event. An additional invoice will be sent to cover actual additional services and/or staff charges as required for the event.
- A check for the total amount of the charges made payable to Wicomico County Board of Education and a certificate of insurance in the amounts required by the Board of Education must be forwarded at least fourteen (14) calendar days in advance of the performance to the rental coordinator. The mailing address is Wicomico County Board of Education, 900 Mt. Hermon Rd., Salisbury, Maryland 21804. Facility Services, Attention Rental Coordinator.
- A \$25 charge will be assessed for any cancellation of an event within twenty-one (21) days of the scheduled date.
- The Board of Education and school activities take precedence over community activities. All non-school applications received will be acted upon on a first-come, first-served basis. All requests for rental must be made at least forty-five (45) calendar days prior to the scheduled event.

PERSON RESPONSIBLE FOR PAYMENT: _____

CONTACT PERSON RESPONSIBLE AT THE EVENT: _____ CELL: _____

Address: _____

APPLICANT NAME (Please Print)

Phone: _____ Cell: _____

APPLICANT SIGNATURE

Email address: _____

OFFICIAL USE ONLY

SIGNATURE: _____

PRINCIPAL / DESIGNEE

DATE APPROVED

Fees and Expenses

- A. Staffing fees will be assessed to cover the cost of school personnel and/or services at a school facility required as a result of the school use by a community group.
- B. Supervisory fees will be assessed on an hourly basis for a Board designed supervisor to control facilities rentals to protect the interests and properties of the Board of Education. Facility supervisors are responsible for conducting an inventory before and after each event to ensure that the facility and contents are restored to their original condition.
- C. Custodial fees will be assessed to open/secure the facility and to provide routine cleaning. Custodial personnel are required to be at the facility at least thirty (30) minutes prior to and following all events. The custodian/building personnel working for the Board of Education are in the facilities to provide supervision for the school building and equipment and shall not be expected to assume supervisory responsibilities for community uses. If cleaning, set-up or take-down is to be done by the custodial staff, the applicant must include this request on the initial application. If additional service time is needed to return the facility and grounds to original condition, the group sponsoring the activity will be billed for the additional time required. An hourly fee will be assessed the group for this service.
- D. Lighting-Sound Technician:
A qualified lighting-sound technician(s) may be required as determined by the event and the Board of Education when the sound and/or lighting system is in use. The renting organization will be billed at the hourly rate specified in the approved fee schedule.
- E. Security:
The Board of Education will require that security personnel be employed to supervise parking lots, grounds, and/or those sections of a building being used by a group during events. The Board of Education will employ all security personnel as required.
The security personnel for performances shall be in a minimum ratio of
1. One security officer for any event.
2. The Wicomico County Board of Education may require additional security personnel depending upon the nature of the activity.
- F. Insurance:
The following insurance coverages are required of the renting organization.
1. \$1,000,000.00: Total Liability each aggregate
2. \$1,000,000.00: Total Liability for each occurrence
3. \$100,000.00: Total Liability for property damage
Sponsors of activities and events assume liability for all damages and injuries that may occur during the rental period.
A certificate of liability insurance must be received from your insurance company either by mail, fax, or email. Wicomico County Board of Education must be listed as certificate holder.
- G. Additional fees may be charged for rental of additional equipment and any other direct ancillary fees as determined by the Board of Education

Refer to "Fees for Use of School Facilities" policy or all rental fees.

Security Deposits

Security deposits may be charged for community use of schools in the amount estimated to cover the cost of activity supervisors, other personnel charges, equipment fees, facility rental fees and damage deposit as determined by the superintendent of his/her designee(s).

Rules and Restrictions

- A. Alcohol/Controlled Dangerous Substances:
Maryland State Public School Law prohibits the use and possession of alcohol/controlled dangerous substances in all public schools or on school grounds. It is the responsibility of the renting organization to see that his law is enforced. Violation of this law will negate future use of any facilities.
- B. Tobacco:
The Annotated Code of Maryland, Title 13A.02.04, prohibits the sale of use of tobacco in any form in all public schools. Organizations which use school facilities or grounds will be responsible for and contractually obligated to comply with the Tobacco-Free Schools Policy of the Board of Education of Wicomico County. Organizations which do not enforce this policy may be subject to revocation of their opportunity to use school facilities.
- C. Food and Drink:
Food and drink may be handled or consumed only in the area which has been designated as the lobby or other on-premise areas where such is sold. Under no circumstances will food or drink be allowed in the auditorium portion of the facility.
- D. Firearms, Weapons or Ammunition:
The use of firearms, weapons or ammunition is prohibited on school property other than in accordance with state and federal statutes.
- E. Public dances and car washes are prohibited unless sponsored by the school system or PTA.
- F. Maryland Code, Criminal Procedure § 11-722 prohibits the entry of any registered sex offender onto school property. The organizer, or governing entity, of this event agrees to accept the responsibility of ensuring that any person participating in or involved with this event is not a registered sex offender.

Event Cancellation Notification

In accordance with the WCPS Community Use of School Facilities Policy and Procedure, WCPS reserves the right to cancel any use of a WCPS facility due to inclement weather or states of emergency. WCPS Department of Maintenance, Operations, and Energy will notify the requestor or renter of the cancellation in such instances.

Wicomico County Board of Education

Facility Services

900 Mt. Herman Rd.

Salisbury, MD 21804

Attn: Rental Coordinator

410-677-4439 FAX: 410-677-4466 tsander@wcboe.org