

Board Policy 2035: Facility Rental Policies and Procedures

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 permits 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. Outside use of school facilities will be subject to procedures established by the Board of Education and to their annual review.

How the public can apply:

- Complete one form for each school or site requested. Brochures are available at each school, found on the DPS website or they can be faxed by the Community Education office.
- Pay a \$30 non-refundable application fee to Durham Public Schools.
- Mail or Drop-off to:
Community Education in DPS
PO Box 1967, Durham, NC 27702-1967
302 Morris Street, downtown Durham, (near the old Durham Bulls Athletic Park).

Rules and Regulations:

1. A completed application must be submitted to the Department of Community Education 15 working days in advance of the proposed event. The application must be completed in full and returned with a \$30 non-refundable application fee. Rental fees and personnel costs will be paid to Durham Public Schools once an event is approved. Security officers, if required, will be paid directly by the rental party.
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 DPS gives written approval for the rental. Charges must be paid 5 working days prior to use of facilities; failure to do so will risk cancellation of this request.
3. Principal/Site designees will determine availability of the school system’s property and whether an application is approved or denied. This contract may be canceled by the Superintendent or designee at their discretion. No events 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. For refund, cancellations must be made at least 48 hours prior to the scheduled event.

5. Applicants are to pay Durham Public Schools in full and in advance, the quoted charge(s). 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 Durham Public Schools representative must be on duty when the facility is open for public 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, an additional 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, or as a result of, the rental.
8. The principal at his/her discretion may require uniformed security officers from law enforcement for any event. Police protection, if needed, must be paid for by the group renting the school facility. The officers will take such measures as needed to protect the public and the school property while on duty. Rental groups will not be permitted to use the school property again, if there is failure to cooperate with law enforcement.
9. Only school furniture housed at the rented facility may be used during the rental. The rental group may rearrange furniture only with prior approval of the principal/ designee. The rental group must return moved furniture and equipment to its proper location.
10. Smoking 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, gambling and alcoholic beverages also are prohibited. Absolutely no weapons of any kind are allowed on the premises.
11. Concession rights will be reserved for the school when facilities are rented. The principal has the right of first refusal for any concession arrangements. If waived by the school and approved in advance, rental groups may provide concessions.
12. Fields cannot be used during inclement weather.
13. In the event of an emergency, principals are authorized to use their discretion for cancellation of events. *If the schools are closed due to weather, emergency, etc., all events and rentals are canceled until schools are officially reopened.*
14. Every effort will be made to facilitate the heating and air conditioning needs for the event. Due to the nature of the Durham Public Schools HVAC support, there will be no compensation for the failure of heating and air conditioning during the rental.
15. 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.

Current Fees:

INTERIOR SPACES <i>(all rates are per hour)</i>	Not for profit		Commercial	
	Elementary	Middle / High	Elementary	Middle / High
	Hourly	Hourly	Hourly	Hourly
AUDITORIUM	\$45	\$60	\$80	\$115
CAFETERIA	\$45	\$60	\$80	\$115
CAFÉ. AND KITCHEN	\$60	\$75	\$115	\$145
CLASSROOM	\$25	\$25	\$40	\$40
GYM	\$40	\$60	\$70	\$115
AUXILLIARY GYM	\$40	\$40	\$70	\$70
STUDIO	\$40	\$40	\$70	\$70

EXTERIOR SPACES <i>(all rates are per hour)</i>	Not for profit		Commercial	
	Elementary	Middle / High	Elementary	Middle / High
	Hourly	Hourly	Hourly	Hourly
PRACTICE FIELD	\$15	\$15	\$20	\$20
PLAYING FIELD baseball, football, softball, soccer	\$20	\$20	\$25	\$25
TRACK	\$20	\$20	\$25	\$25
TENNIS COURT	\$20	\$20	\$25	\$25
(Add \$18.00 per hour to fields when lights are used)				

STAFF DEVELOPMENT CENTER	<i>Per Day Government</i>	<i>Hourly Rental NON PROFIT</i>	<i>Hourly Rental COMMERCIAL</i>
M-1	\$110	\$55 per hr.	\$110 per hr.
CAFETERIA	\$80	\$55 per hr.	\$110 per hr.
CLASSROOM	\$55	\$40 per hr.	\$75 per hr.
Use of built-in presentation equipment in M-1	\$50	\$30 per hr.	\$55 per hr.
(All groups pay an Application Fee)			

PERSONNEL CHARGES (all rates are per hour)	
CUSTODIAN	\$25
CAFÉTERIA EMPLOYEE	\$25
TECHNICIAN	\$30
STUDENT TECHNICIAN	\$15
SECURITY	\$25
HVAC TECHNICIAN	\$20
All groups must pay personnel costs.	

(PAYMENTS MUST BE PAID IN FULL 5 DAYS PRIOR TO EVENT TO AVOID CANCELLATION)

FEE STRUCTURE GROUPS: (All groups are responsible for personnel costs).

A. FEE WAIVED: No facility rental fees.

1. All government agencies using a school site are fee waived. The DPS Staff Development Center (SDC) requires the payment of a designated SDC fee.

(Application fee required, liability insurance is assumed to be in effect by government organizations)

Government agencies include such groups as: City of Durham, County of Durham, Durham Sheriff's Dept., Durham Police Dept., Durham Parks and Recreation, Department of Public Instruction, and Department of Social Services.

2. Athletic Associations with historical fee waived status:

(Application fee required, certificate of liability insurance required)

Includes: Bethesda, Downtown Durham, Hillandale, North Durham Little League, Northern Junior Athletic Association, Oak Grove, Parkwood, Whippoorwill, Woodcroft.

3. Any DPS sponsored or partnership events:

(No application fee required if waived by the school, no private insurance required)

- **School Sponsored** : Activities of students and/or teachers, which may be considered a continuation of the school day (athletic events, performing arts, school clubs).
- **School Related** (with custodian on regular duty; no charge) Groups composed of school personnel that are considered educational professional organizations or directly connected to the educational programs of Durham Public Schools (Booster Club, PTA, Advisory Committees)

All DPS sponsored or partnered events must have a waiver form signed by the principal of the school site. If the Staff Development Center is used, a separate DPS waiver can be signed by a DPS Executive Director.

B. IMPACT FEE: Designated for community organizations who impact the community at large.

(Application fee required, certificate of liability insurance required, reduced facility rate fees)

Reduced Fee Rates:

\$10/hr per space- elementary schools

\$14/hr per space- middle schools

\$18/hr per space- high schools

Includes: American Dance Festival, El Centro Hispano, Senior Games, Special Olympic Games, World Changers.

C. NON-PROFIT FEES: Designated for 501c3 organizations, churches, private citizens and other groups.

(Application fee, certificate of liability insurance, tax exempt documentation, non-profit facility fee rates)

Includes: 501c3 non-profit organizations and small private groups, i.e. family reunions, birthdays, neighborhood meetings, organized non-profits, AAU teams, churches, foundations etc.

D. COMMERCIAL FEES: Designated for businesses or other for-profit activities.

(Application fee, certificate of liability insurance and profit facility fee rates)