

Rules Governing the Use of Charlotte-Mecklenburg Schools Facilities

The rules governing the use of school facilities are listed below. The Community Use of Schools Department may modify such rules in its reasonable discretion and shall provide users with a copy of the current rules.

1. All activities must be under appropriate adult supervision and the user is responsible to provide such proper supervision.
2. If the activity for which a group is using a CMS facility is designed to offer services to individual CMS students or involves adults working closely or directly with CMS students in CMS facilities or on CMS property, the adults must register as volunteers, as provided in Policy IJOCA and Regulation IJOCA-R. During hours in which a school office is open, the volunteers must log in using Lobby Guard or other similar devices as are in place at the time. [CMS Volunteer Link](#)
3. All renters must observe the posted occupancy limits on the spaces they are renting and not exceed such limits.
4. In the event that the user's group exceeds 250 people, then one (1) uniformed police officer will be required to be on site for crowd as well as traffic control. The number of officers should be increased to two (2) for 500 people or more and so on. It will be the applicant's responsibility to schedule and compensate any officers required by this section. If additional police officers are deemed appropriate by the Community Use of Schools Department, the Principal or DIRM, then the user group will be required to provide any such additional officers as required. In certain cases, CMS may require these officers to Charlotte-Mecklenburg Schools Police officers.
5. Hallways and common areas are not rentable spaces except in special circumstances. The placing of furniture or other items that may restrict ingress or egress to and from the building is strictly prohibited.
6. All renters should be familiar with Charlotte or Mecklenburg County Fire Departments and NFPA regulations related to assembly, blocking of egress and emergency exits, storage of materials, illegal wiring, etc. Any questions related to these subjects may be obtained by contacting the Charlotte or Mecklenburg County Fire Departments where applicable, or the facilities Senior Portfolio Manager through the Community Use of Schools Department. Failure to adhere to the applicable codes may result in visits by the regulatory officials, and having such authority, causing the cancellation of scheduled events at such time as the discovery of the code violations or even during the scheduled event. Regulatory officials have the authority to cause the removal of or arrest of patrons from the facilities for failure to follow cease and desist orders.
7. Any renters hosting events with more than 1000 participants and/or guests are required by the North Carolina Department of Insurance to take a course on Crowd Manager Training. The course can be located and taken at the following website:
http://www.ncdoi.com/OSFM/Fire_Safety_Programs/Default.aspx?field1=Crowd_Manager_Training&user=Crowd_Manager_Training Evidence of completion must also be forwarded to the Community Use of Schools Department.
8. No modifications to CMS facilities may be made without the express permission of the school's Senior Portfolio Manager and the Community Use of Schools Department. This includes the installation of audiovisual equipment, sound boards, control panels, spotlights or other lighting, lighting controls, etc. Principals do NOT have the authority to allow additions or modifications to the facilities. Permission for this must be obtained from the school's Senior Portfolio Manager.

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9. The user shall not wire or connect electrical equipment such as stage lighting equipment, or adjust the heat or air conditioning controls.
10. Disconnecting or obstructing any of the building life safety devices, such as emergency exit signs or smoke detectors is strictly prohibited.
11. The user shall not drive nails, tacks, or screws into the floors, walls, ceilings, furniture or any other school property.
12. The user shall not paint, wallpaper, mark, or deface any school property.
13. The use of candles or any other open flames is prohibited.
14. CMS also prohibits any pyrotechnic displays, or “fog or smoke machines” from use in its facilities.
15. No fans or portable heaters allowed. “*Daisy chaining*” of electrical extension cords is prohibited.
16. No food or drink is allowed except in the cafeteria, gym lobbies, or outside. No food or drinks are allowed inside the gymnasium. Gym and stadium concessions stands are designed to dispense drinks and pre-packaged food only. Use of cooking devices such as crock pots, electric fryers, deep fryers, hot plates are prohibited.
17. Only school furniture provided for a particular facility may be used. Any rearrangement of school furniture must be done by the applicant. The user shall protect all floors when moving furniture and/or equipment. School furniture must be returned to the original set-up by the applicant at the end of each day. Any equipment or personal property not usually needed in connection with the approved use may not be brought into any school building without prior approval of the principal. Any such approved items are to be removed by the applicant at the end of the contracted time each day.
18. Signs, athletic supplies, etc. are to be removed at the end of the contracted time each day.
19. Fields are not to be used in inclement weather or at any time the principal determines the field is not in condition for use.
20. The school facilities and playing fields are to be left clean with all litter removed.
21. All vehicles must be parked in designated paved or gravel areas only. Absolutely no vehicles allowed on the grass or landscaped areas, and none should park in a properly marked Fire Lane.
22. No alcoholic beverages, weapons, drugs or tobacco products are allowed anywhere on the premises.
23. Gambling is also prohibited on CMS properties.
24. No facility may be rented later than 10:30 p.m. unless with the specific permission of the Community Use of Schools Department or the school Principal.
25. Users shall not discriminate against any person on the basis of sex, national origin, race, ethnic background, color, religion, age or disability in any of its programs or activities (*except where discrimination is appropriate and permitted by law, e.g. age restrictions on participants*).
26. The user, its guests and invitees shall wear appropriate athletic shoes when using gymnasiums for any purposes.
27. The user shall leave the school premises promptly when its contracted time has expired.
28. All users are to follow the instructions of the principal or designee when utilizing the school facility.