

CHARLOTTE-MECKLENBURG SCHOOLS

REGULATION Community Use of Facilities	CMS/NEPN Code: KF-R
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I. Purpose

The primary purpose of public school facilities is to provide quality educational environments conducive to the learning of the students they serve. It is the policy of The Charlotte-Mecklenburg Board of Education (hereinafter the “Board”) to encourage the use of school buildings and grounds by the community for educational, recreational, civic and cultural activities to the extent permitted under public school laws and regulations. Accordingly, community use of school buildings and grounds for educational, recreational, civic and cultural activities shall be permitted according to the processes established in these regulations to the extent 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 or local ordinances, or with the proper care and maintenance of school facilities and grounds. In no case may the use of Charlotte-Mecklenburg Schools (“CMS”) facilities by community groups or organizations interfere in any manner with the operation of the school or endanger school personnel, students, or the public at large.

It is the intent of these regulations to establish and define the types of groups and organizations that may rent facilities from CMS, to establish rules that ensure safe and secure facilities for the users, and to authorize the superintendent to establish rates (fees) necessary to offset the costs of operating and maintaining the facilities. These regulations and fees will be reviewed by the Superintendent on a periodic basis and amended as necessary.

Individuals or informal groups of citizens who wish to use CMS outdoor facilities that are not secured against public access, such as outdoor basketball and tennis courts and tracks, for informal, leisurely activities are not subject to these regulations. However, the casual use of CMS facilities by such groups is permitted only when the facilities are not otherwise rented by other groups.

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.

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Legal Reference: N.C.G.S § 115C – 524, §1 63 – 129

Cross Reference: IJOCA, IJOCA-R, KF, KFB

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II. Groups Permitted to Use CMS Facilities

The following groups are permitted to use CMS facilities through the Community Use of Schools process. For most uses, a Community Use of Schools Contract (“Contract”) is required before the group will be permitted to use a CMS facility. Circumstances where a Contract is not required are described in the narrative for each category of group. Available facilities for each group, applicable fees, and the application process and usage rules are provided in later sections of this Regulation and the accompanying rules and schedules approved by the superintendent and maintained by the Community Use of Schools Department (the “CU Department”).

A. District or School-Sponsored or Related Groups

Organizations or groups in this category must be affiliated with a particular school or the district as a whole and must have been formed for the purpose of supporting the school or district in an area of recognized need. In order to be included in this category, a group must include parents, students, or district employees.

1. The term includes, by way of example and not limitation:
 - a. Parent-teacher associations or organizations;
 - b. Public school citizen advisory committees;
 - c. Public school employee organizations;
 - d. Public school student clubs and associations;
 - e. Public school alumni groups;
 - f. Approved booster clubs; and
 - g. School Leadership Teams.
2. Groups in this category will not be required to execute a Contract and will not be charged fees for their use of facilities so long as the use is in the course of their regular activities or meetings. Groups affiliated with a particular school shall submit their facility use requests directly to the principal of the school with which the school is affiliated for review and approval. The principal of the school may authorize such organizations to use any appropriate facility if that usage is for regular activities as described in this Section. Requests by such groups to use a non-school facility shall be submitted to the CU Department via email or other written format.
3. For events outside of regular activities of the group, such as tournaments, fundraisers, games, or any other activities for which an entry or participation fee is charged, the group must submit an application through the CU Department according to the process provided in Section V of this

regulation. In this case, fees for the usage will apply, according to the fee schedules approved by the superintendent.¹

4. Under no circumstances are the groups operating under this category permitted to sub-lease or grant permission to other organizations to use CMS facilities without a Contract. All such requests must be made according to processes set forth in this regulation.

B. Non-Profit Groups or Entities

This category includes civic, service, political, fraternal, governmental, religious, charitable or recreational agencies, associations, organizations, corporations, or partnerships that are not engaged in a business or enterprise to produce income or a financial gain, and have been afforded tax-exempt status under the provisions of the Internal Revenue Code.

1. Groups in this category include, but are not limited to:
 - a. Non-profit civic and service clubs;
 - b. Adult fraternities and sororities;
 - c. Churches and religious organizations;
 - d. Political parties (or any affiliate thereof) recognized by the Board of Elections of the county or state (as provided in Section II, G, political parties may hold annual precincts meetings free of charge);
 - e. YWCA, YMCA, Boy Scouts or Girl Scouts, Little League teams; and
 - f. Professional and occupational organizations.
2. Proof of nonprofit status, such as documentation of tax-exempt status under the provisions of the Internal Revenue Code, will be required when applying for use of district facilities under this category.

C. Enrichment Entities

This category includes non-profit groups or organizations that offer educational or cultural enrichment services at no cost to CMS students through their use of CMS facilities.

1. Organizations applying in this category must, on an annual basis, provide their programming and curriculum on a form provided by the CU Department. The CU Department will route the submission to the CMS Chief Academic Officer and the Executive Directors of the Learning and Teaching Department for approval before approving an activity under this category. This form must be submitted by the group with its application at least thirty (30) days prior to the requested usage start date.
2. Usage fees will be waived for programming offered by organizations in this category during the two-hour time periods before and/or after the

¹ The approved fee schedules are available in the Community Use of Schools office and are maintained on the website for that department.

participating school's normal bell schedule times. Programming occurring outside of those hours will be charged at the non-profit group rate.

3. As provided above in Section I, 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, the adults participating in the activity must register as volunteers, as provided in Policy IJOCA and Regulation IJOCA-R.
4. It is the responsibility of the principal to ensure that instructional staff are available as necessary to supervise activities offered to students by enrichment entities and to ensure that the activities conducted with students are in accordance with the programming and curriculum submitted for approval.

D. Athletic or Recreational Users

This category includes groups, whether profit or non-profit, organized solely for the purpose of athletic activities, whether for organized competitions or informal practice and play activities. The Community Use of Facilities process does not apply to teams organized under the North Carolina High School Athletics Association. These teams may operate on CMS property with the permission of the school principal.

E. Groups with Extended Use Agreements

Upon approval of the Superintendent or designee, a school's fields may be used by a for-profit or non-profit organization on a regular basis for an extended period of time (i.e. longer than the period set forth in Section V. A.) and without payment of a fee upon the execution of an Extended Use Agreement.

Groups are eligible for Extended Use Agreements under the following terms and conditions:

1. The group has created the field (e.g. a baseball, softball, or soccer field) it desires to use under the Community Use of Facility contract and agrees to provide ongoing maintenance, subject to the approval of CMS, for such areas; or
2. The group agrees to provide ongoing maintenance, subject to the approval of CMS, for a field built by CMS which the group desires to use under the Community Use of Facility contract; and
3. The use of the field does not interfere in any manner with the operation of the school and does not endanger school personnel, students, or the public at large.

F. For-Profit or Commercial Entities

This category includes persons, partnerships, associations, organizations or corporations engaged in a business for profit that desires to use a school facility to engage in a profit-making enterprise for its owners, members, officers, directors or stockholders and has not been accorded tax-exempt

status under the provisions of the Internal Revenue Code. The term does not include the recreational use of school facilities by employees of commercial enterprises, but it does include, by way of example and not limitation, the following: retail merchants, dance studios, auction sales, and entertainers or promoters. The Board does not encourage the use of school facilities by commercial enterprises. If a commercial organization and a non-profit organization submit applications to use the same school facility at the same time, the non-profit organization's application shall be given preference. This category includes but is not limited to for-profit services offering tutoring, enrichment, or test preparation (by CMS or non-CMS educators) that charge student participation fees.

G. Governmental or Political Groups

This category includes local, state or federal government agencies or departments. Uses permitted under this regulation include, but are not limited to:

1. Mecklenburg County Board of Elections: As provided in N.C.G.S. §163-129, the Mecklenburg County Board of Elections has the right to use school facilities without charge for the purposes of conducting registration and voting for any primary, special or general election.
2. Informal Governmental Use: From time to time CMS enters into agreements with governmental entities, such as the City of Charlotte, Mecklenburg County or towns located in Mecklenburg County, allowing use of school or administrative space. In certain instances, these entities may not be assessed fees for their use of CMS facilities, but must complete a Community Use of Schools application. Fee waivers will generally be granted for meeting or training purposes.
3. Mecklenburg County Park & Recreation Department: Upon approval by the Superintendent or designee, the Mecklenburg County Park & Recreation Department shall be allowed to use the District's athletic and recreational facilities on such terms and conditions as approved by the Superintendent under a Joint Use Agreement, provided such use does not interfere in any manner with the operation of the school nor endanger school personnel, students, or the public at large.
4. Use by Towns of Davidson, Cornelius, Huntersville, Pineville, Matthews and Mint Hill: Upon approval by the Superintendent, the towns of Davidson, Cornelius, Huntersville, Pineville, Matthews and Mint Hill shall be allowed to use District athletic and recreational facilities located within each town's respective jurisdiction on such terms and conditions as approved by the Superintendent under a Joint Use Agreement, provided such use does not interfere in any manner with the operation of the school nor endanger school personnel, students, or the public at large.
5. Precinct Meetings: A precinct meeting may be held one time a year without charge by each political party recognized by the Mecklenburg

County or State Board of Elections at any school or facility that is designated as a polling place. Precinct meetings shall not be scheduled during weekend hours. Each party must schedule all of its precinct meetings on the same date. All other use of school facilities by political parties shall be on a fee basis in accordance with the fee schedule approved by the Board for use by Non-profit Groups.

6. Candidates Seeking Political Office or Current Office Holders: Persons in this category may rent district facilities for campaign fundraising activities, meetings, or “town hall” gatherings at the Non-profit fee schedule. Fees will not be waived for this category.

H. Filmmakers and Videographers (Commercial and Non-Commercial)

Filmmakers and videographers are permitted to film at schools or administrative facilities only as set forth below:

1. Requests must initially be submitted to and approved by the CMS Communications Department; requests are not to be submitted to a school principal or facility supervisor.
2. Upon approval by the Communications Department, the requesting party shall submit an application for a Community Use of Schools Contract.
3. Filmmakers and videographers are subject to Board Policy and Regulations regarding the filming of students.
4. Users are subject to rental fees based on the applicable Fee Schedule.
5. Users that require a location contract with CMS must submit the appropriate documentation at the time of application. Such contracts will be processed according to the typical CMS procedures for executing contracts.
6. Users will be required to provide reimbursement to CMS for staff required to show facilities in the location scouting process.
7. A \$200.00 surcharge will be imposed in the following scenarios:
 - a. schedule changes received fewer than 2 business days in advance of the requested change (if the change can be accommodated);
 - b. requests for more than three (3) revisions;
 - c. each occurrence when the cast and crew stay beyond their scheduled times.
8. At its sole discretion, CMS may require these organizations to employ an officer or officers of the CMS Police Department or Charlotte-Mecklenburg Police Department to be on-site for the duration of filming at any CMS facility.

I. CMS High School Class Reunions

Requests by groups to use school facilities for high school reunions must be submitted directly to the CU Department. The prospective users must make

application for the space and execute a contract for the desired usage. In such cases fees will be applied at the non-profit fee schedule. Proof of insurance will be required.

III. Prohibited Groups and Uses

A. Groups/Uses Not Permitted

Board Policy permits groups to use school facilities only for educational, recreational, civic and cultural activities. Therefore, individual users and uses of a private or personal nature are not permitted. Accordingly, by way of example and not limitation, the use of school facilities will not be permitted for events such as family reunions; birthday, anniversary or graduation parties; bridal or baby showers; wedding receptions; funerals or associated proceedings; or garage/estate sales. School facilities or grounds shall not be used by any group or individual for fundraising or sales of goods, except in the case of School Related/Sponsored Groups, described in Section II. A., engaged in approved fundraising events for their group.

B. Use by CMS Employees

CMS facilities may not be used by CMS employees for non-CMS related purposes, such as the operation of an employee's private business, whether for-profit or non-profit, unless the activity is otherwise permitted under this regulation. By way of example, this prohibition would apply to a music teacher providing individual or group lessons to students after school or a coach operating a summer camp using CMS facilities. Employees seeking to use CMS facilities for such purposes are subject to the rules set forth in this regulation, including those that disallow the use of CMS facilities by individuals.

C. Other Prohibited Users

Users operating enterprises or programs in conflict with this regulation or with the policies of the Board of Education or who attempt to circumvent the rules established in this regulation shall be denied usage.

IV. Available Facilities

Facilities of CMS available for use by groups described in this Regulation are listed in the fee schedules approved by the superintendent.² Except for swimming pools, applications for the use of school facilities or grounds must be for a minimum of two hours per use.

Following are rules applicable to the use of particular areas of schools or other facilities:

² The approved fee schedules are available in the Community Use of Schools office and are maintained on the website for that department.

- A. Administrative Facilities may be available for use according to the published fee schedules, as determined by the CU Department.
- B. Kitchen Facilities may be rented at reasonable times and places as deemed appropriate and approved by the CU Department and CMS Child Nutrition Services Department and may be used only if under the supervision of a CMS cafeteria manager. Groups requesting kitchen rentals may receive an invoice for additional services from the CMS Child Nutrition Services Department.
- C. Parking lots are available for all groups according to the published fee schedules. Any group applying for rental of parking lots must provide proof of insurance that meets CMS criteria and may be required to provide police and/or traffic control officers.
- D. Swimming Pools may be rented at reasonable times and places as deemed appropriate and approved by the CU Department.
1. The pool manager and any lifeguards assigned to supervise the proposed use must be present at all times.
 2. Swimming pools must be rented for a minimum rental of three (3) hours per use.
- E. High School Football /Soccer stadiums
1. High school football/soccer stadiums
Requests for use of high school football/soccer stadiums that include tracks shall be submitted directly to the CU Department. Fees for such uses will not be charged by the district; however, fees may be charged by the schools at which the stadiums are located. Before a prospective user submits an application for a Contract with the CU Department, he/she must first contact the principal and/or the Athletic Director at the particular school and determine the cost and availability of the facility. Upon receipt of the application and execution of the Contract, the CU Department will verify the terms with the school principal and forward a copy of the Contract to the school. The Athletic Director will provide all necessary information, including the amount of the negotiated fee, to the CU Department. Monies shall be collected by the CU Department and remitted directly to the school through a budget transfer after the Contract is finalized. Use of the facility is permitted only after the Contract is properly executed and payment remitted.
 2. Other High School Stadiums and fields
All other high school stadiums (baseball, softball, etc.) and fields are available through the CU Department and are subject to scheduling and applicable published fees for this Tier. Users with a contract through the CU Department are not to be charged additional fees by the school. Requests for use of these facilities will be processed by the CU Department and submitted to the principal of the requested school. Due to potential scheduling conflicts with high school athletic teams, the request may be denied based on the school's master calendar. Groups renting

these fields agree to be subject to separate charges for use of any consumable field supplies owned by the school, such as dirt and dirt products, lime for lining fields, chalk and sod.

F. Tennis courts

Tennis courts are available through the CU Department and are subject to scheduling and applicable published fees for this Tier. As provided in Section I of this regulation, fees are not charged to individuals using tennis courts for leisurely weekend or after hours play.

G. Outdoor Basketball Courts

Fees are not charged to individuals for using outdoor basketball courts for leisurely weekend or after hours play. If the courts are contiguous with tennis courts that have already been rented, the group that rented the tennis courts has the usage rights for the period set forth in the contract.

V. Procedures

Unless specifically exempted from the community use of facilities requirements, each Group desiring to use school facilities must submit a valid application requesting use of the facilities it desires, along with any applicable application fees. Additionally, all Groups desiring to use school facilities must, upon approval of their application, submit a signed Contract that sets forth the terms and conditions by which the applicant must abide in connection with any use of school facilities that may be approved. Details regarding each of these processes are described below in this section.

A. Applications

1. Unless specifically exempted from the contract requirements, each Group desiring to use school facilities must submit a valid application requesting use of the facilities it desires. Application forms are available online at the CU Department website.
2. Each application must be accompanied by a non-refundable application fee of thirty-five dollars (\$35.00). For applications that are approved, this fee will be deducted from the total amount owed. If an application is denied or later withdrawn by the applicant, the fee will be applied to one subsequent application. If the contract is cancelled by the Board for reasons for which the applicant is not responsible, the fee will be refunded. Otherwise, the application fee is nonrefundable and nontransferable.
3. Applications and fees may be submitted online or manually. Applications will not be accepted by email or facsimile transmission.
 - a. Online applications for facility use and payment of application fees may be submitted at: www.schedulefm.com/charlotte/request.

- b. Applications submitted manually may be mailed or hand-delivered and must be accompanied by a check or money order for the application fee. The address for hand or mail delivery is: 3301 Stafford Drive, Charlotte, NC, 28208.
 - c. Application forms may be modified from time-to-time. Paper application forms for applications submitted manually are available from the CU Department.
4. Deadlines for Applications and Late Fees
 - a. Online or manual Applications are due not less than ten (10) business days³ prior to the desired date of use.
 - b. Applications will not be accepted more than three (3) months in advance of the initial desired date of use or less than two full business days prior to the desired date of the use.⁴
 - c. An expediting fee of twenty-five dollars (\$25.00) will be assessed for an application received less than ten (10) business days prior to the desired date of use, if the application is approved.
 5. Applications submitted without signatures or without payment of application fees or that are otherwise incomplete or inaccurate will not be processed.
 6. Applications will not be accepted for any facility currently being leased by or from the Charlotte-Mecklenburg Board of Education.
 7. Applications may not be accepted for any facility that is currently part of a joint use agreement with another governmental agency.
 8. Applications will not be accepted in the name of an individual. They must be submitted in the name of a group or organization.

B. Approval and Denial Processes

1. Approval Process
 - a. The CU Department will review Application(s) and assure all necessary fees and other required information are included and that the requested use is consistent with these regulations.
 - b. The CU Department shall also determine the category of group (as described in Section II, above) of the requested user.

³ For purposes of the deadlines described in this regulation, a “business day” ends at 5:00 PM.

⁴ For example, in order to request use of a CMS facility on a Saturday or Sunday, the application must be received in the CU office by 5 PM on the prior Wednesday in order for the application to be considered. As the application was submitted less than ten business days before the date of use, the \$25.00 expediting fee will be applied if the application is approved.

- c. The CU Department shall forward applications that meet these requirements to the principal or supervisor of the requested facilities for final approval.
- d. For groups in the Enrichment category (Section II, C, above) the CU Department will forward the application to the Chief Academic Officer and to the Executive Directors of the Learning and Teaching Department for review of the curriculum of the proposed programming before sending it to the principal for approval of the requested use.

Principals shall approve requests sent to them by the CU Department unless the requested use conflicts with already scheduled events or the school's master schedule or if the principal is not able to arrange staff coverage at the requested time.

2. Denial Process

The CU Department may deny a request for any of the following reasons:

- a. The application is incomplete or inaccurate;
- b. The \$35.00 non-refundable application fee other applicable fee does not accompany the application;
- c. The applicant has not provided a certificate of insurance;
- d. During a previous use the applicant violated the "Rules Governing the Use of School Facilities" as set forth in these procedures/regulations;
- e. The applicant failed to pay the required fees on a previous occasion;
- f. The requested facilities are not available on the date(s) or at the time(s) requested; or
- g. the activity, in the opinion of school officials, would cause or be substantially likely to cause damage to school property; for example, using playing fields during inclement weather or when their use will render their condition unfit for school purposes.

C. Contracts

1. All Groups desiring to use school facilities, upon approval of their application, must submit a signed Contract which sets forth the terms and conditions by which the applicant must abide in connection with any use of school facilities that may have been approved.
2. Unless otherwise permitted, the standard term for a Contract will be three (3) months in duration.
3. Upon approval by the CU Department, the applicant will receive a copy of the executed Contract showing the approved facility, school, term, permitted use and applicable use fee. A signed Contract must be received from the group prior to the desired date of use.
4. A maximum of three (3) revisions will be permitted to any Contract. A fee of twenty-five dollars (\$25.00) will apply to each requested revision. Requests for changes must be received by close of business (5:00 PM) at least two (2) business days' prior to the scheduled event.

5. Extensions to existing contracts will not be allowed. Requests to add additional dates beyond the term of the existing contract must be submitted through a new application.
6. Contracts may be cancelled by the applicant by giving the CU Department at least two (2) business days' notice prior to the scheduled event.
7. All Contracts will incur an additional fee equal to one (1) hour rent at the conclusion of their rental period for the purposes of breakdown and/or cleanup of the facilities.
8. Minimum contract terms include:
 - a. The user shall be responsible for maintaining the Facilities;
 - b. The Contract (or the user's interest therein) shall not be transferred, assigned, or subleased from one user group to another;
 - c. The Contract may be terminated by the Board at any time for any reason upon two business days' notice;
 - d. The user must agree to hold the Board of Education free, harmless and indemnified from any claims, suits or causes of action arising from or out of its use of a school facility.

D. Payment of Facility Fees

1. Fees for use of a facility shall be according to the fee schedules approved by the Superintendent⁵. The facility fees are in addition to application fees, described above in Section V. A.
2. Payment of facility fees is due within fifteen (15) days of the receipt of the executed Contract, or two (2) business days prior to the start date, whichever date comes first. A late payment fee of \$25.00 will be assessed for payments received after the deadline.⁶
3. Payments in the form of checks or money orders may be mailed or delivered to the CU Department at the address shown in Section V.A. 3, above. Checks or money orders should be made payable to: Charlotte-Mecklenburg Schools. Cash payments will not be accepted.
4. Payments may also be made through the online payment system available on the CMS website at:
 - a. Credit or Debit payments - <https://webpay.easydraft.com/CS/CMS-CommunityUseOfSchools>
 - b. Check Payments - <https://webpay.easydraft.com/login.aspx?companyid=287>

⁵ The approved fee schedules are available in the Community Use of Schools office and are maintained on the website for that department.

⁶ For example, for a rental scheduled on a Saturday or Sunday, payment is due by 5:00 PM on the prior Wednesday. If payment is not received by that time, a late payment fee of \$25.00 will be assessed.

5. Payments will not be accepted at any schools or CMS facilities.
6. Any potential or active user that attempts to avoid payment of applicable fees or to make payment directly to school-based personnel, or who attempts to make donations directly to a school in lieu of paying Community Use of Schools fees, will be subject to a ban on usage of school facilities for three hundred sixty five (365) days and will be charged fees according to the For-Profit or Commercial Group fee schedule for one year from the expiration of the ban on usage. Further violations may result in a permanent ban from usage. Any CMS employee who accepts such payments, either in his/her individual capacity or capacity as a CMS employee, is subject to discipline up to and including dismissal.
7. CMS personnel are subject to internal audit by the Finance Department at any time. Any CMS employee who accepts payment or any other goods or services for usage of CMS facilities or who accepts payments or donations directly to the school in lieu of paying Community Use of Schools fees without directing the users to the CU Department is subject to discipline, up to and including termination, under applicable Board policies.

E. Insurance

The CU Department and the Department of Insurance and Risk Management ("DIRM") require insurance in amounts established by DIRM. In such cases, a certificate of insurance, evidencing the insurance required by DIRM, must be received from an applicant prior to the desired date of use. Certificates of Insurance must name the Charlotte-Mecklenburg Board of Education as an additional insured.

F. Termination

The Board reserves the right to terminate contracts for any reason upon two business days' notice. The Superintendent or designee, Community Facilities Assistant, Community Use of Schools Manager and principals are all authorized to act on behalf of the Board to terminate contracts. By way of example and not limitation, the Board may cancel a Contract at any time for any one or more of the following reasons:

1. The school is needed for school purposes or a non-school facility is needed for district purposes;
2. Renovations of any kind are being performed or are scheduled to be performed at the school or district facility, whether or not the particular building, facility or field being used is affected;
3. A pending Joint Use, Extended Use, Memorandum of Understanding, lease or other agreement with another organization affects the school or other district facility;
4. There is a pending sale of the school or other district facility or a portion of the grounds.

G. Determination of Fees

Fees are assessed as provided in the fee schedules approved by the superintendent⁷. Fees may not be waived by the CU Department or the principal or facility supervisor.

VI. Rules Governing the Use of School Facilities

- A. Rules Governing the Use of School Facilities (the “Rules”) are approved by the superintendent and are available at the Community Use of Schools office or on the CMS website. Upon the approval of the superintendent, the CU Department may from time-to-time modify such Rules. In that case, the CU Department will notify users of such modification and provide them access to the current Rules.
- B. In addition to the Rules, the following terms are applicable:
1. The principal or designee shall be in charge of the building(s) whenever opened for public use.
 2. Every group (except District or School-Sponsored or Related Groups operating a regular meeting or activity as described in Section II. A.) must present to the principal or designee, upon request, a fully executed Contract (including all attachments thereto) in order to gain access to the school facilities each scheduled day of the Contract.
 3. Contracted groups do not have the right to request services of any kind, including but not limited to supervision of the users, from the principal or designee representing the school during the contracted hours.
 4. The Contract is for the use of building space and associated furniture only. The Contract does not include moving, set-up or take-down of furniture or the use of sound equipment, microphones, overhead projectors, Smart or Promethean Boards, other classroom or school based technology, kitchen equipment, etc. Additionally, the use of lockers, showers, weight room or other apparatus, athletic equipment, and other CMS personal property is not permitted.
 5. Upgrades or enhancements to the facilities by any renter will be allowed only in special circumstances. Any group wishing to upgrade or enhance the facility, enhance technology, or affix anything to the building must receive prior permission from CMS Facilities Planning and Management Department. The senior portfolio manager assigned to the particular location is authorized to work with groups, and will provide appropriate documents for the group to use when desiring to make such

⁷ The approved fee schedules are available in the Community Use of Schools office and are maintained on the website for that department.

improvements. Principals are not authorized to grant permission for building enhancements.

6. Signage in conjunction with a rental may be installed under special circumstances. Any signage larger than 4x8 must comply with any zoning ordinances of the City of Charlotte or other jurisdictions. Users are responsible for securing any necessary approvals from appropriate regulatory bodies. Any signage installed on CMS property in conjunction with rented space must be removed immediately after each usage of the rented spaces. Users must submit a photograph and description as well as a site plan of temporary signage with the application. No signage shall deface any portion of the facility or property.
7. Concession rights shall be reserved for the school where the facilities are being used unless otherwise granted by the principal. Concession rights may be denied by a principal or the school's athletic director due to comingling of user supplied and school-owned products.
8. If school activities are cancelled due to inclement weather or other emergency conditions, the scheduled community use of schools under an existing contract is cancelled as well. In the event that CMS schools are closed or released early on a Friday due to inclement weather or some other major event, all Community Use contracts for the weekend shall be cancelled. A credit, refund or make-up time will be issued as appropriate equal to the amount of time lost only.
9. Because of the wear and tear on facilities caused by large groups, CMS reserves the right to limit rental of its facilities to groups of more than 500 people.