

APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES

**Please Submit Application To:
 COMMUNITY USE OF SCHOOLS OFFICE
 3301 Stafford Drive
 Charlotte, NC 28208
 980-343-5290**

SCHOOL REQUESTED: *(List In Order Of Preference)* (1) _____

(2) _____ (3) _____

SUBMITTED BY: *(Organization):* _____

Is This Organization **For Profit** or **Non-Profit?** **Non-Profit Tax ID Number:** _____

Individual Making Request: _____

Name **Title**

Address **City, State, Zip**

Telephone: _____

Home/Cell **Work** **Fax/Email**

Purpose of Use: *(Activity)* _____

Number of Adults: _____ **Number of Youth:** _____

TOTAL Estimated Number of Participants including Spectators: _____

Name of Individual Representing Organization

To Be Present and Responsible at Function: _____

INTERIOR SPACE REQUESTED *(Please Check All That Apply)*

- Multipurpose Room** **Cafeteria** **Kitchen** **Gym** **Auditorium** **Media Center**
 Classroom(s) *(How Many? _____)* **Other** _____ *(Describe Specifically)*

EXTERIOR SPACE REQUESTED *(Please Check All That Apply)*

- Baseball** **Softball** **Football** **Track** **Soccer** **Practice Field** **Tennis Courts**
 Open Field **Composite Playground** **Parking Lot(s)** **Other** *(Describe Specifically)* _____

Time Desired: *(Please Specify Each Date and Time)*

MONTH(S)	SPECIFIC DATES(S)	DAY(S) OF WEEK	OPENING TIME	CLOSING TIME

Application Guidelines

Applications must be received a minimum of ten (10) working days before the requested date or a maximum of three months in advance of the requested date. 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.

Applications may also be submitted on-line by going to: www.ScheduleFM.com/Charlotte/Request

IN ORDER TO START THE APPLICATION PROCESS WE MUST HAVE THE FOLLOWING:

Application Fee of \$35.00 (non-refundable) may be paid by check or money order payable to Charlotte Mecklenburg Schools or may be made through our on-line payment system located on the CMS website:

1. Electronic Checking/Savings Account Payments Link: [WebPay EasyDraft-Bank Accounts](#)
2. Credit/Debit Card Payments Link: [WebPay EasyDraft-Card Accounts](#)

If application is approved, this fee will be applied to the amount owed for use of facility. **PLEASE NOTE: Application WILL NOT be processed until application fee is paid.**

Completed Application Form which must be filled out entirely including

- Organization Name
- Tax ID Number (*If Non-Profit*)
- Purpose of Use
- Number of People Using the Facility
- ***Exact*** Starting and Ending Dates
- ***Exact*** Starting and Ending Hours including Set-up and Clean-up Time

Certificate of Liability Insurance: Please attach a copy of your group's certificate of liability insurance. (*See online sample for details.*) If your group does not have liability insurance or a copy of the certificate, this must be received at least one week prior to the date of the event or start date of the contract.

WHAT TO EXPECT:

It is the intent of Charlotte-Mecklenburg Schools to review each application favorably and equitably based on the information submitted by the requesting organization. Submission of an application does not guarantee approval. Approval is not granted to an organization solely on their legacy of using Charlotte-Mecklenburg Schools' facilities.

Please allow approximately two weeks to receive the result of your request. Usage requests are sent to the schools for approval in order to avoid conflicts with school-scheduled activities. You will be notified of the decision via email. If the application is approved, an Estimated Contract and an Invoice will be attached to the email.

All Contracts will incur an additional fee equal to one (1) hour's rent at the conclusion of the rental period for the purposes of breakdown and/or cleanup of the facilities. ***CMS requires the Estimated Contract to be digitally signed by an authorized agent of your organization, and applicant must pay total amount within 15 days from the contract date, or two business days prior to start date, whichever comes first.***

FEE SCHEDULE - For-Profit & Non-Profit Tiers

Facility	Non-Profit Tier	For-Profit Tier
Athletic Fields	See 'Athletics Tier' Fee Schedule.	See 'Athletics Tier' Fee Schedule.
Auditorium	\$50/hour	\$100/hour
Cafeteria	\$30/hour	\$60/hour
Cafeteria with Kitchen <i>(manager required)</i>	\$60/hour	\$120/hour
Classroom	\$25/hour	\$50/hour
Gymnasium	\$30/hour	\$60/hour
Locker Rooms <i>(if approved)</i>	\$15/hour	\$30/hour
Media Center	\$25/hour	\$50/hour
Multi-Purpose Room	\$30/hour	\$60/hour
Other Inside Facilities <i>(including common areas)</i>	\$25/hour	\$50/hour
Parking Lot(s)	\$65/day or \$15/hour	\$130/day or \$30/hour
Swimming Pool	\$45/hour <i>(3 hour minimum)</i>	\$90/hour <i>(3 hour minimum)</i>
Pool Manager	\$25/hour	\$25/hour
Lifeguard	\$12/hour	\$12/hour

FEE SCHEDULE - Athletics Tiers

Facility	Athletics Tier Non-Profit	Athletics Tier For-Profit
INSIDE		
Gymnasium	\$30/hour	\$60/hour
Multi-Purpose Room	\$30/hour	\$60/hour
Swimming Pool	\$45/hour (3 hour minimum)	\$90/hour (3 hour minimum)
Pool Manager	\$25/hour	\$25/hour
Lifeguard	\$12/hour	\$12/hour
Locker Rooms (if approved)	\$15/hour	\$30/hour
OUTSIDE		
High School		
Football Stadium or Track	Negotiated with School	Negotiated with School
Football Stadium Turf Field	Negotiated with School	Negotiated with School
Baseball Stadium	\$30/hour	\$60/hour
Softball Stadium	\$30/hour	\$60/hour
Soccer Field (not stadium)	\$20/hour	\$40/hour
Tennis Court	\$25/hour each court	\$50/hour each court
Practice Field	\$20/hour	\$40/hour
Middle School		
Football Field	\$15/hour	\$30/hour
Baseball Field	\$15/hour	\$30/hour
Softball Field	\$15/hour	\$30/hour
Soccer Field	\$15/hour	\$30/hour
Track	\$15/hour	\$30/hour
Practice Field	\$10/hour	\$20/hour
Open Field/Grassy Area	\$10/hour	\$20/hour
Elementary School		
Baseball Field	\$10/hour	\$20/hour
Practice Field	\$10/hour	\$20/hour
Track	\$10/hour	\$20/hour
Open Field/Grassy area	\$10/hour	\$20/hour
Composite Playground	\$10/hour	\$20/hour
Outside Athletic Facilities		
Restroom Facilities	\$25/hour	\$50/hour
Press Box (upon approval)	\$25/hour	\$50/hour
Concessions (upon approval)	\$25/hour	\$50/hour
Stadium Lighting	\$10/hour	\$20/hour
Public Address System/Scoreboard	\$10/hour	\$20/hour
Equip Rental (upon approval)	\$20/hour	\$40/hour

FEE SCHEDULE - Additional Tiers

Facility	School Related Tier	Enrichment Tier	Governmental Tier
Special Notes	Applicable for meeting purposes only, or in the course of regular activities. All other uses charged at non-profit rates	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. Organizations must have programming approval through Chief Academic Officer and the Executive Directors of The Learning & Teaching Department. Applies to Educational Spaces only. Applies to the two hour period before normal school bell time, and two hour period after normal school bell times only. Operation outside these parameters will incur fees at the Non-profit rates.	Applicable for meeting purposes only, or for Police or Fire Department training exercises, Mecklenburg County agencies Sheltering, etc. Does not apply to political office holders or candidates for political office. These will be charged for use of space at the Non-profit tier rates. Operation outside these parameters will incur fees at the Non-profit rates.
Auditorium	No Charge	No Charge	No Charge
Cafeteria	No Charge	No Charge	No Charge
Cafeteria with Kitchen <i>(manager required)</i>	No Charge	No Charge	No Charge
Classroom	No Charge	No Charge	No Charge
Gymnasium	No Charge	No Charge	No Charge
Media Center	No Charge	No Charge	No Charge
Multi-Purpose Room	No Charge	No Charge	No Charge
Other Inside Facilities <i>(including common areas)</i>	No Charge	No Charge	No Charge
Parking Lot(s)	No Charge	No Charge	No Charge

FEE SCHEDULE - Additional Fees

Fee Type	Fee Amount	Note
Application Fee	\$35.00	Non-refundable; if approved this fee will be deducted from total amount owed. If denied, this fee can be applied to subsequent application.
Late Payment Fee	\$25.00	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 will be assessed for payments received after the deadline.
Expediting Fee	\$25.00	This fee will be assessed for applications received less than ten (10) business days prior to the desired date of use if the application is approved.
Contract Revision Fee	\$25.00	This fee will apply to EACH requested revision. A maximum of three (3) revisions will be permitted per contract. Requests for changes must be received by the close of business (5:00pm) at least two (2) business days prior to the scheduled event. Cancellations will be processed as contract revisions and this fee will be assessed.
Non-Sufficient Funds Fee	\$25.00	All payments resulting in an 'Non-Sufficient Funds' return will be assessed this fee.
Online Payment Fee - Credit/Debit Card	2.25%	This service fee will be applied by our service provider to each payment made by credit or debit card.
Online Payment Fee - Checking/Savings Account	\$2.10	This service fee will be applied by our service provider to each payment made electronically via checking or savings account.
Custodial Fee	\$25.00	All contracts will incur an additional fee for custodial services per day.