



Oxford Preparatory School

www.oxfordprep.org

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6041 Landis Rd.

Oxford, NC 27565

Nurturing Potential - Inspiring Excellence-Developing Leaders

Oxford Preparatory School
USE OF FACILITIES, EQUIPMENT, AND SERVICES

FACILITY USAGE AGREEMENT AND FEE SCHEDULE

Adopted July 21st, 2016

Approval of the use of school facilities by non-school individuals and groups may be granted by the Oxford Preparatory School executive director only when such use will not interfere in any way with the regular programs and activities of the school.

Authorized Users of School Facilities

School staff and student organizations have first priority for use of school facilities for activities which are an extension of the school day or an outgrowth of the school's program. No facility use contract is required for these uses of OPS facilities.

Board-recognized parent organizations and other groups that co-sponsor educational activities which enhance the school and its programs have second priority use of school facilities. Such groups include, but are not necessarily limited to, the PTO, the Athletic Booster Club, and the Fine Arts Booster Club. No facility use contract is required for these uses of OPS facilities.

Non-school organizations, groups, businesses, and individuals who are approved and designated as "OPS Partners" may use school facilities at no charge. All such use of school facilities are subject to the same regulations and procedures as are uses of school facilities by paying entities.

Community service agencies including – but not necessarily limited to – rescue squads, fire departments and law enforcement groups, and other organized community and civic groups, supervised youth groups, recreational groups, church groups, and non-profit groups conducting a non-income activity may use school facilities in accordance with OPS Board Policies and the provisions of this Facility Usage Fee Schedule. All such groups must submit a security deposit in the amount specified in the Fee Schedule and present a proof of insurance document meeting the amount of coverage specified by the Oxford Preparatory School Board of Directors unless this provision is specifically waived by the chief OPS executive director or by action of the Board of Directors.

Organizations operating for private gain may use school facilities only when the activity serves an educational, civic, or charitable purpose. Such groups must submit a security deposit in the amount specified in the Fee Schedule and present a proof of insurance document meeting the amount of coverage specified by the Oxford Preparatory School Board of Directors unless this provision is specifically waived by the OPS executive director or by action of the Board of Directors.

Rules and Procedures

The Reservation Contract for Usage of School Facilities must be signed at least seven (7) days but no more than sixty (60) days prior to the event.

The person assigned or designated by the OPS executive director to be in charge of the building when it is approved for use by an outside individual or organization – the "responsible party" – shall be responsible for the provisions of the facility use contract and accountable to the Board of Directors.

All groups leasing OPS school facilities must provide adequate adult supervision as specified by the OPS executive director for their activities within and/or on the grounds of the facility. The adult supervisor(s) must be in attendance

at all times and accept the responsibility of caring for the school facility and equipment, monitoring the conduct of their group while using the facility, confining the activities of the group only to the area specified in the contract, using equipment agreed upon in the contract, and leaving the premises at the time specified in the contract. Failure to provide adequate adult supervision may result in the prevention of any future utilization of school facilities by that group.

Facilities must be cleaned and left in the same condition as they were found. THIS INCLUDES FLOOR SWEEPING AS WELL AS CLEANING THE RESTROOMS IF THEY WERE AVAILABLE TO THE USERS OF THE FACILITY WHILE UNDER CONTRACT.

The cost to repair any damage done to the property or any injury incurred by participants or spectators shall be paid by the leasing organization or individual.

Oxford Preparatory School reserves the right to determine the propriety of any request, the right to deny the use of school grounds and/or facilities, and the right to charge additional fees for the use of school facilities.

If police protection is needed, as determined by the OPS executive director, it must be provided by the leasing organization.

Any rearrangement of school furniture must be accomplished by the leasing group and only with the specific permission of the OPS executive director. The leasing group must return the furniture to the original configuration before leaving the facility.

All school buildings and campuses are smoke free areas. Open flames, the use of any tobacco product on school premises, the use of any alcohol, gambling, or the possession of any form of weapon (except by duly-sworn law enforcement personnel while on duty at the leasing organization's activity) is strictly prohibited. Fire marshal occupancy requirements relative to occupancy must be strictly followed. OPS reserves the right to use metal detectors with any group using the facility. Violation of any of these rules will result in the offending person(s) being escorted from the school grounds.

Areas and ideas for the use of school facilities which are not addressed by this policy may be negotiated with the Board of Directors.

Fees and Charges*

Gym	\$35 \$150	per hour (min 2 hours) all day (8 hours max)
	(Additional charges if floor cover is needed)	
Classrooms (including performing music room)	\$20 \$100	per hour all day (8 hours max)
OPS Staff Supervisor (if required by OPS)	\$20	per hour
Non-refundable facility cleaning fee	\$30	per event [negotiable in cases of seasonal usage]
Refundable security deposit (if required by OPS)	\$200 minimum	

APPLICATION FOR USE OF OXFORD PREPARATORY SCHOOL FACILITIES

Leasing Organization
or Individual _____

Event _____

Facilities leased _____

Day(s) – Date(s) _____ Time(s) _____

Responsible Party: Name _____

Address _____

Phone _____ e-mail _____

On behalf of the leasing organization listed above, or on behalf of myself alone, I, the "Responsible Party" listed above, accept the regulations, procedures, and conditions listed in the OXFORD PREPARATORY SCHOOL FACILITY USAGE AGREEMENT AND FEE SCHEDULE and agree to be bound by them. I understand that I, or the leasing organization which I represent, am/is fully and completely responsible for the safety and well-being of all participants and spectators attending the event listed above as well as the security of and any damages to OPS property and/or facilities arising from the event. I hereby hold OPS, its staff, its Board of Directors, and OPHS, Inc., harmless in the event of accident, illness, or injury to any event participant or spectator. I agree to pay the full amount determined by OPS as indicated below in advance of the event and any unanticipated additional overage charges when the event is concluded.

****Note: Charges are computed from the time the building is opened and/or any pre-event activities commence until the time the Event Supervisor (staff or non-staff) closes the building and/or exits the premises.***

Signature of Responsible Party _____

Date _____

* * * * * **OPS Use Only Below This Line** * * * * *

OPS requires: _____ Staff supervisor (Note: if OPS staff supervisor is not required, the ***Responsible Party*** listed above is responsible for handling all entrance, exit, and security measures required by OPS)

_____ Law enforcement presence (must contract directly w/ Granville County Sheriff's Office or Oxford P.D.) _____ Photo I.D. required

_____ \$1mil Certificate of Insurance

Contract costs

_____ hours @ \$ _____ per hour = total time cost of \$ _____

Cleaning fee \$30 [negotiable in cases of seasonal usage] \$ _____

Security deposit: \$ _____

Additional charges: _____ \$ _____

Total Costs in Advance \$ _____

This application is approved once the fees and charges listed above are received.

Signature of OPS Executive Director or Designee

Date