

**Board of Education Policy 9.2300**  
**Administrative Procedure**  
**for Use of Maiden High School Auditorium and Other Facilities and Equipment**

I. Definitions: The following definitions shall apply within this administrative procedure:

A. **School-sponsored activities**: The following activities are declared to be school-sponsored activities:

1. games and practices for school athletic teams, including but not limited to, cheerleading, football, basketball, soccer, track, baseball, softball, wrestling;
2. faculty, employee and staff meetings, activities and training sessions and meetings and activities involving employee associations;
3. school concerts;
4. school plays and productions;
5. school award ceremonies and graduations;
6. approved school field trips;
7. approved student clubs;
8. approved school fundraisers;
9. approved school club fundraisers.

Except for the activities specified above, in order to qualify as a school-sponsored activity, the activity or event must be approved by the Superintendent or his/her designee as a school-sponsored activity and must be:

1. directly associated with school instruction and curriculum, or
2. directly associated with involvement of parents in the school system, or
3. directly associated with improving student learning or providing incentives or rewards to improve student learning, or
4. directly related to the operation and management of the school system.

B. **Curriculum-related activities**: includes activities and events that are directly related to school curriculum and instruction and approved by the Superintendent or his/her designee.

C. **Lessee**: is defined as the individual, organization, group or entity who requests to use the Maiden High School Auditorium and/or equipment and facilities used in conjunction with the same for a non-school-sponsored event and who signs the Application and Contract for Use of MHS Auditorium.

II. General

A. School-Sponsored Events

The Auditorium at Maiden High School and equipment and facilities used in conjunction therewith (hereinafter "MHS Auditorium") may be made available for use for school-sponsored events by the MHS Auditorium Coordinator, Principal of MHS, Superintendent or his/her designee on a first-come, first-serve basis provided the school employee requesting use for a school-sponsored event signs a Reservation for Use of MHS Auditorium.

B. Non-School Sponsored Events

The MHS Auditorium may be made available by the MHS Auditorium Coordinator, Principal of MHS, Superintendent or his/her designee for use by individuals, organizations, groups and entities for other than school or school-sponsored events or activities if:

1. such use will not interfere with regular or approved school and extra-curricular activities and school sponsored-activities associated with any school in the Catawba County Board of Education system; and
  2. such use will not interfere with the normal school operations, functions and schedule; and
  3. such use will not be disruptive to the educational environment; and
  4. such use is in the best interest of the school and community; and
  5. the attached Application and Contract for Use of MHS Auditorium is signed by the MHS Auditorium Coordinator, Principal of Maiden High School or Superintendent or his/her designee, and signed by the individual, organization or entity requesting use of the MHS Auditorium and the person signing the Application and Contract is twenty-one (21) years of age or older; and
  6. at the time the Application and Contract for Use of MHS Auditorium is signed, the individual, organization or entity who is requesting use of the MHS Auditorium and who signs the Application and Contract provides a certificate of liability insurance to Catawba County Board of Education verifying that for the period covering the dates of the activity, the individual, organization or entity has general liability insurance in effect with minimum coverage of \$1,00,000 for injuries to one person, \$2,000,000 for injuries to more than one person in one accident and \$500,000 for damage to personal property; the certificate of liability insurance shall also name Catawba County Board of Education as the Certificate Holder; and
  7. the individual, organization or entity requesting use of the MHS Auditorium pays all fees in advance of the activity or event as set forth in the Application and Contract for Use of MHS Auditorium.
- C. Except during the period in which an Application and Contract for Use of MHS Auditorium is signed in accordance herewith, school-sponsored activities and events of all schools within the Catawba County Board of Education system shall be given priority over non-school-sponsored activities in the scheduling of events at the MHS Auditorium.
- For non-school-sponsored events, all Applications and Contracts for Use of MHS Auditorium must be signed at least ten (10) days and no more than sixty (60) days prior to the date of the scheduled event.
- Reservations for school-sponsored events and activities must be made no later than ten (10) days prior to the reservation times and dates.
- D. The MHS Auditorium shall not be made available for continuous use by any person, group, organization or entity.

III. Rules and Procedures

- A. The following rules shall **apply at all times** to the use of the Auditorium at Maiden High School and equipment, furniture and facilities used in conjunction therewith:
1. No food or drink shall be allowed, used, consumed or possessed by anyone in the MHS Auditorium at any time.
  2. The use or possession of open flames on Catawba County Board of Education property is prohibited.
  3. The possession of weapons as defined by North Carolina General Statutes on Catawba County Board of Education property is prohibited.
  4. The possession and/or use or consumption of alcoholic beverages, illegal drugs and controlled substances or any person being under the influence of alcohol, illegal drugs or controlled substance on Catawba County Board of Education property is prohibited.
  5. The use of any tobacco product on Catawba County Board of Education property is prohibited.
  6. Gambling on Catawba County Board of Education property is prohibited.
  7. The use of profanity and the participation in or display of physical violence on Catawba County Board of Education property is prohibited.
  8. Fire marshal occupancy requirements relative to occupancy of any premises owned or operated by Catawba County Board of Education shall be strictly followed at all times.
  9. Any activity on Catawba County Board of Education property that violates the policies of the Catawba County Board of Education, federal law or North Carolina law is prohibited.
  10. All persons are prohibited from using tape, nails, tack or screws to attach items to floors, walls, ceilings, desks or other school property unless specifically allowed in writing by the MHS Auditorium Coordinator or the Principal of Maiden High School.
  11. All persons are prohibited from painting, wallpapering, marking or defacing any school property.
  12. Any person or entity reserving the facility or leasing the facility is responsible for leaving the premises in a clean, neat and orderly manner.
  13. Any person violating the rules and procedures set forth herein, the policies of the Catawba County Board of Education, federal law or North Carolina law, may be removed by the Site Supervisor or law enforcement.
- B. The following rules shall apply to the use of the MHS Auditorium for **school-sponsored events**:

1. The Principal or Assistant Principal of the school reserving the use of the MHS Auditorium and related equipment and facilities, shall act as the Site Supervisor during entire period of use of the MHS Auditorium and/or equipment and facilities used in conjunction with the use of the MHS Auditorium. During the period of use, all persons in attendance at these activities or events shall at all times adhere to and abide by the directions of the Site Supervisor. During the period of use, the Site Supervisor shall ensure that all persons in attendance at these activities and events comply with the rules set forth herein, all Catawba County Board of Education policies, federal law and North Carolina law and shall have the authority to remove any person from Catawba County Board of Education premises for violation of the same. Furthermore, the Site Supervisor shall 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 reservation agreement, using equipment agreed upon in the reservation agreement, and leaving the premises at the time specified in the reservation agreement. The Site Supervisor shall immediately report any violations described above, discrepancies or problems to the MHS Auditorium Coordinator or the Principal of Maiden High School.
  2. A trained Audio-Visual Operator appointed by the MHS Auditorium Coordinator, the Principal of Maiden High School or the Superintendent or his designee shall be the only persons allowed to operate the sound system, lighting system and projector during the reserved period.
  3. The MHS Auditorium Coordinator, Principal of Maiden High School and the Superintendent or his/her designee, may require, in his or her discretion, the use of metal detectors and searches with respect to any person accessing any premises owned or operated by Catawba County Board of Education.
  4. The Site Supervisor assigned to any event or function as permitted herein, shall at all times have the authority and the duty to remove, or request law enforcement to remove, any person from the premises owned or operated by Catawba County Board of Education for violation of State or Federal law, the rules prescribed herein, any policy of the Catawba County Board of Education, or for disregarding any directive of the Site Supervisor.
- B. The following rules shall apply to the use of the MHS Auditorium for events and activities that are **not school-sponsored**:
1. In the event the MHS Auditorium and/or equipment and facilities used in conjunction with the use of the MHS Auditorium is leased during a period when school is not in session or during a period outside the normal operational hours of the school, a Site Supervisor shall be present during the entire leased period. The Site Supervisor shall be appointed by the MHS Auditorium Coordinator, the Principal of Maiden High School or the Superintendent or his designee. The fee for the Site Supervisor shall be paid by the lessee as set forth in the Application and Contract for Use of MHS Auditorium. During the leased period, the lessee and all persons in attendance at these activities and events shall at all times adhere to and abide by the directions of the Site Supervisor. During the leased period, the Site Supervisor shall ensure that all persons in attendance at these activities and events comply with the rules set forth herein, all Catawba County Board of Education policies, federal law and North Carolina law and shall have the authority to remove any person from Catawba County Board of Education

premises for violation of the same. Furthermore, the Site Supervisor shall accept the responsibility of caring for the school facility and equipment, monitoring the conduct of those persons or entities 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. The Site Supervisor shall immediately report any violations described above, discrepancies or problems to the MHS Auditorium Coordinator or the Principal of Maiden High School.

2. In the event Lessee requires the use of the MHS Auditorium sound system, lighting system or projector during the leased period, an Audio-Visual Operator shall be assigned by MHS Auditorium Coordinator, the Principal of Maiden High School or the Superintendent or his designee. The fee for the Audio-Visual Operator shall be paid by the lessee as set forth in Application and Contract for Use of MHS Auditorium. No other person shall be allowed to operate the sound system, lighting system or projector during the leased period.
3. Lessee shall pay for the cost of a Custodian to set up and take down leased furniture and equipment prior to and after the event and shall pay the cost of a Custodian to clean up the facilities leased after the event as set forth in the Application and Contract for Use of MHS Auditorium.
4. All activities conducted or held at Maiden High School pursuant to this policy must be under appropriate adult supervision by an adult who is twenty-one (21) years or older. The adult supervisor(s) must be in attendance at all times during the scheduled event or activity and shall serve as liaison to the Site Supervisor. The adult supervisor(s) shall 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.
5. Police protection or security must be provided and paid for by the Lessee in the event it is deemed necessary by the MHS Auditorium Coordinator, Principal of MHS, or the Superintendent or his/her designee. The MHS Auditorium Coordinator, Principal of MHS, or the Superintendent or his/her designee shall determine the identity of and the number of officers necessary based upon the activity and anticipated number of participants and spectators. The fee for police protection or security shall be paid by the lessee as set forth in Application and Contract for Use of MHS Auditorium.
6. The MHS Auditorium Coordinator, the Principal of Maiden High School and the Superintendent or his designee, shall have the right to determine the appropriate number of CCBOE staff necessary to properly manage the activity/event. If additional CCBOE staff are required to manage the activity, the lessee shall pay, in addition to other applicable fees, the cost for the additional CCBOE staff as set forth in the Application and Contract for Use of MHS Auditorium.
7. Only school furniture leased from Catawba County Board of Education may be used by the lessee. The lessee shall not re-arrange furniture unless the lessee has specific written permission from the MHS Auditorium Coordinator or Principal of MHS. In such event, the lessee shall be responsible for all costs in setting up and rearranging any furniture and returning the furniture to its original

configuration as set forth in the Application for Contract for Use of MHS Auditorium.

8. The MHS Auditorium Coordinator, Principal of Maiden High School and the Superintendent or his/her designee, may require, in his or her discretion, the use of metal detectors and searches with respect to any person accessing any premises owned or operated by Catawba County Board of Education.
9. The Site Supervisor assigned to any event or function as permitted herein, shall at all times have the authority and the duty to remove, or request law enforcement to remove, any person from the premises owned or operated by Catawba County Board of Education for violation of State or Federal law, the rules prescribed herein, any policy of the Catawba County Board of Education, or for disregarding any directive of the Site Supervisor.
10. In the event damage to property owned or operated by Catawba County Board of Education is incurred as a result of the use of the facility by the lessee, the lessee shall be liable for and shall be assessed an amount which shall cover the damage to such property and related costs.

IV. Responsibilities and Duties of the MHS Auditorium Coordinator and Principal of Maiden High School

1. The MHS Auditorium Coordinator and the Principal of Maiden High School shall at all times ensure that the procedures and requirements set forth herein are followed with respect to the use of the MHS Auditorium and/or equipment, furniture and facilities used in conjunction therewith.
2. The MHS Auditorium Coordinator and the Principal of Maiden High School shall contact the Superintendent or his/her designee in the event any issues or problems arise relating to the use, reservation and/or lease of the MHS Auditorium and/or equipment, furniture and facilities used in conjunction therewith.
3. The MHS Auditorium Coordinator and the Principal of Maiden High School shall at all times maintain a summary and calendar reflecting reservations or lease agreements of the facilities and equipment including the name of the reserving or leasing individual or entity, the facilities and equipment reserved or leased, dates and times of use, fees charged, fees collected, expenses paid to Site Supervisors, Custodians and Audio-Visual Operators and copies of Applications and Contract for Use of MHS Auditorium and Certificates of Liability.
4. Ensure that the appropriate agreements are signed as required herein and that all fees required to be paid in advance are, in fact, paid in advance.
5. Immediately bill the leasing individual or entity for any fees not paid in advance and for any damage to property. All such bills shall be due upon receipt.

V. Fees

1. Fees for the use of the MHS Auditorium and/or equipment, furniture, facilities and services used in conjunction therewith shall be established by the Catawba County Board of Education and shall be set forth within the Application and Contract for Use of MHS Auditorium.

2. All fees charged for the use of the MHS Auditorium and/or equipment, furniture, facilities and services used in conjunction therewith shall be paid to Catawba County Board of Education and shall be collected by the MHS Auditorium Coordinator or the Principal of Maiden High School.
  
3. The Superintendent or his/her designee may waive the requirement of a certificate of liability insurance and/or any fees for rental of facilities and equipment or for services in connection with the use of MHS Auditorium for non-school-sponsored activities or events conducted by school parent/teacher organizations, school booster clubs, government agencies, optimist clubs, recreation centers or other local education agencies.

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Dr. Timothy S. Markley, Superintendent

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Date