

Charleston County School District



2023-2024 FACILITY USE AND RENTAL GUIDE



The Charleston County School Board and Superintendent welcome the use of school facilities when school is not in session. The District is focused on providing quality educational services to students of Charleston County and CCSD also supports the community through the rental of school facilities. Facility use for events and rentals is managed by the Department of Planning and Real Estate in the Operations Division. Additionally, CCSD has entered reciprocal agreements with the municipalities throughout Charleston County providing for joint use for fields, gymnasiums, and other facilities to enhance taxpayer investment and strengthen our community. This booklet outlines the rules and fees for the use of school facilities. See what CCSD can offer you!

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CCSD Facility Use and Rental Guide

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General Process For Facility Use

The process for requesting use of school facilities begins by contacting the appropriate Facility Use Officer for the desired school location (Pages 5 & 6).

1. The Facility Use Officer meets with requestor and determines the “user group” category, completes the application, cost estimate, and discusses the requirement for evidence of liability insurance coverage (certificate of insurance) for the event.
2. An estimate is completed to include all rental fees, utilities, personnel costs (security, supervisory, custodial, etc.), and additional equipment costs based on the user group category.
3. Requestor signs-off on application, rules and regulations.
4. The Facility Use Officer contacts the Principal/Administrator to ensure there are no conflicts with using space requested.
5. Long term rental requests are coordinated as above but also require approval from the Director of Planning and Real Estate, Chief Operations Officer or the Chief Financial Officer. Long term use requests are recurring or ongoing events held on a consistent basis over a period of time. For more information, please see page 12.
6. Once requests are approved, a standard CCSD facility rental agreement is signed by all parties. The rental agreement will only be signed when all parties are in agreement with the proposed terms and in keeping with all CCSD policies.
7. Applications, rental agreements, proof of 501(c)(3) status (when applicable), and Certificate of Liability Insurance must be received, signed, and submitted no less than ten (10) business days prior to the event. Failure to submit signed applications, rental agreements, and/or certificates of liability insurance ten (10) business days in advance will result in cancellation of any agreement and the event. For more information, please see page 7.
8. Payment for the event covering estimated expenses is due to the Facility Use Officer ten (10) business days prior to the event. Failure to pay estimated expenses in full ten (10) business days in advance will result in cancellation of any agreement and the event.
9. Any additional charges incurred related to extended rental times, personnel costs, equipment usage, etc., for the event are to be remitted within ten (10) business days after the event.



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Available Facilities and Main Contact

District 1: Awendaw/McClellanville

Available Facilities:

St James Santee Elementary-Middle

Contact: Stefanie Christensen
(843) 566-1802

stefanie_christensen@charleston.k12.sc.us

District 2: Mt. Pleasant

Available Facilities:

D2 Regional Stadium
Belle Hall Elementary
Carolina Park Elementary
Charles Pinckney Elementary
East Cooper Center for Advanced Studies
James B Edwards Elementary
Jennie Moore Elementary
Laing Middle
Laurel Hill Primary
Lucy Beckham High
Mamie Whitesides Elementary
Moultrie Middle
Mt Pleasant Academy
Thomas C Carlo Middle
Wando High

Contact: Stefanie Christensen
(843) 566-1802

stefanie_christensen@charleston.k12.sc.us

District 3: James Island

Available Facilities:

Camp Road Middle
Harbor View Elementary
James Island Elementary
Murray LaSaine Montessori
Stiles Point Elementary

Contact: Stephen Kugelman
(843) 566-7272

stephen_kugelman@charleston.k12.sc.us

District 4: North Charleston/Ladson

Available Facilities:

D4 Regional Stadium
AC Corcoran Elementary
Academic Magnet High
Chicora Elementary
Cooper River Center for Advanced Studies
Daniel Jenkins Academy
Deer Park Middle
Hunley Park Elementary
Jerry Zucker Middle
Ladson Elementary
Lambs Elementary
Liberty Hill Academy
Mary Ford Early Learning
Matilda Dunston Elementary
Midland Park Primary
Military Magnet Academy
Morningside Middle
North Charleston Creative Arts
North Charleston Elementary
North Charleston High
Northwoods Middle
Pepperhill Elementary
Pinehurst Elementary
RB Stall High
School of the Arts
WB Goodwin Elementary

Contact: Wilbert "Jamall" Rawlinson
(843) 566-1994

wilbert_rawlinson@charleston.k12.sc.us

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District 9: Johns Island

Available Facilities:

Angel Oak Elementary
Edith Frierson Elementary
Haut Gap Middle
Mt Zion Elementary
St John's High

Contact: Stephen Kugelman
(843) 566-7272
stephen_kugelman@charleston.k12.sc.us

District 10: West Ashley

Available Facilities:

Ashley River Creative Arts
CE Williams Middle North (6th)
CE Williams Middle South (7th & 8th)
Drayton Hall Elementary
Montessori Community
Oakland Elementary
Springfield Elementary
St Andrews Math & Science
Stono Park Elementary
West Ashley High

Contact: Stephen Kugelman
(843) 566-7272
stephen_kugelman@charleston.k12.sc.us

District 20: Downtown Charleston

Available Facilities:

Buist Academy
Burke High
Charleston Progressive Academy
James Simons Montessori
Memminger Elementary
Mitchell Elementary
Sanders Clyde Elementary
Simmons Pinckney Middle

Contact: Wilbert "Jamall" Rawlinson
(843) 566-1994
wilbert_rawlinson@charleston.k12.sc.us

District 23: Hollywood/Ravenel

Available Facilities:

Baptist Hill Middle-High
EB Ellington Elementary
Jane Edwards Elementary
Minnie Hughes Elementary

Contact: Stephen Kugelman
(843) 566-7272
stephen_kugelman@charleston.k12.sc.us

Planning & Real Estate

Angela Barnette, Director
(843) 566-1995

angela_barnette@charleston.k12.sc.us

Insurance Coverage Required For Facility Use

All non-CCSD groups using CCSD facilities must provide evidence of liability insurance with limits of coverage listed below.

- Meetings of PTA and officially sponsored school groups/clubs do not need a Certificate of Insurance.
- Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance.
- The certificate must specify the effective date of the general liability policy. These dates must cover the date or dates being requested for the use of CCSD facilities.

The cancellation section of the Certificate of Liability Insurance must be completed and signed by the authorized representative since this section ensures that the group's policy is active at the time of the event.

Limits of coverage shall be indicated on the Certificate of Insurance as follows:

All non-school-affiliated groups shall be required to pay the pro rata cost of insurance for extended coverage, fire, and vandalism on building and contents to the extent of the full insurable value and will be required to furnish a comprehensive general liability insurance policy including contracted coverage in an amount not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate and fire legal property liability, and \$75,500 for property damage with no deductible, with an insurance company authorized to do business in South Carolina, naming the school district as an additional insured.

A copy of the certificate or statement must be forwarded to the Facility Use Officer ten (10) business days prior to the event.

The Board of Trustees of Charleston County Schools must be named by the Certificate Holder as follows:

Board of Trustees, Charleston County Schools
75 Calhoun Street, Charleston, SC 29401

Obtaining Liability Insurance Coverage and TULIP Event Insurance

Entities that do not have a current policy may contact an independent insurance company of their choice or may utilize the Charleston County School District's Tenant and Use Liability Insurance Policy (TULIP) which provides for a cost effective method for smaller groups to be covered by insurance as required via the School District's insurance policy. Please contact a Facility Use Officer for more details.

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User Group Categories

Groups are listed in order of priority. That is, an organization classified as a User Group 1 applicant would be given priority over an organization classified as a User Group 2 applicant. The types of fees assessed for each group are also listed. The cancellation section of the Certificate of Liability Insurance must be completed and signed by the authorized representative since this section ensures that the group's policy is active at the time of the event.

	Fees			
Priority	Personnel	Cost Recovery	Rental	Equipment Use
Group 1	x			
Group 2	Fees per contract language.			
Group 3	x	x		x
Group 4	x	x		x
Group 5	x		x	x
Group 6	x		x	x

User Group 1 – School Based Activities (Priority 1 Scheduling)

User Group 1 includes school support organizations that serve the students, parents, and teachers of Charleston County Schools. School support organizations such as PTA/SIC, boosters, school sponsored activities and clubs shall be provided the use of school facilities at no cost and must be coordinated through the school principal or designee. For Group 1 use, the principal or staff member designee will be responsible for the school facility. If an event requires custodial, security, or other personnel support services, suitable arrangements must be made for compensation in accordance with CCSD payment procedures.

Fees: Personnel Services and Benefits as applicable

User Group 2 – School Partnerships (Priority 2 Scheduling)

User Group 2 includes entities that have a signed, current facility use memorandum of agreement with the District.

Fees: Based on current contract language on file with CCSD.

User Group 3 – Government and Community Agencies (Priority 3 Scheduling)

User Group 3 includes government and recognized community agencies supported wholly or in part by state or local taxes. User Group 3 permits civic clubs and neighborhood based groups (for example neighborhood watch groups) to conduct meetings of less than two hours in duration. Activities exempted: town meetings sponsored by a municipality, voter precincts and public town meetings. These exempt activities are assessed at a User Group 1 level.

Fees: Cost Recovery Fee, Personnel Services as applicable

User Group 4 – Youth Programs (Priority 4 Scheduling)

User Group 4 includes non-profit youth clubs and organizations, athletic leagues.

Fees: Cost Recovery Fee, Personnel Services as applicable, Equipment Use Fees

User Group 5 – Rental to Non-Youth Based Nonprofit & Community Groups (Priority 5 Scheduling)

Nonprofit rates require proof of current 501(c)(3) status.

User Group 6 – Rental for Profit, Commercial Organizations and all others (Priority 6 Scheduling)

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Fees

Cost Recovery Fees

User Group 3 (Governmental and Community Agencies) and User Group 4 (Youth Programs) will pay cost recovery fees to offset the cost of utilities, general maintenance, and upkeep of the facility.

**User Group 1: If a school contracts with or permits an outside entity the use of facilities, and as a result, receives financial remuneration or in kind services, Cost Recovery fees apply.*

Rental Fees: Non-Commercial

User Group 5 (Private Interest and Non-Profit) will pay reduced rental fees. Outlined on page 10 are the rental fees that will be charged for the use of areas posted for non-commercial use.

Rates for use of schools that cross over to higher grade levels (example: school has both elementary and middle school grades on campus, K-8) will be calculated based on the highest grade level at the school.

Rental Fees: Commercial

User Group 6 (Private Interest and Non-Governmental) will pay full rental fees. Outlined on page 10 are the rental fees that will be charged for the use of areas posted for commercial use.

Rates for use of schools that cross over to higher grade levels (example: school has both elementary and middle school grades on campus, K-8) will be calculated based on the highest grade level at the school.

Equipment Use Fees

User Groups 2 through 6 may incur equipment cost during the use of district property.

Athletic Scoreboard/Gym Clock	\$50/Event + Technician
A/V Screen	\$25/Event
Microphone (corded)	\$25/Event
Microphone (cordless)	\$30/Event
Microphone (lavalier)	\$35/Event
Portable Sound System	\$100/Event + Technician
Promethean Display	\$50/Event + Technician
Piano	\$45/Event
Grand Piano	\$55/Event
Piano Tuning	\$200
Risers (per set)	\$135/Event
Spotlight	\$40/Hr
Stage Lights	\$10/Hr

Event Staffing Rates

Listed are hourly rates that will be incurred for event staffing.

Note: There will be a four (4) hour minimum charge for all event staffing.

Auditorium Manager	\$40/Hr
Custodian	\$30/Hr
Event Assistant Manager or Event Technician	\$25/Hr
Event Manager	\$35/Hr
Uniformed Security (Police)	To be determined by the municipality (4 hr min)

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Fees Chart (Hourly Rate)

All groups pay Personnel Services.

	Groups 3 & 4	Group 5	Group 6
INDOOR FACILITIES	Cost Recovery Fees	Non Commercial	Commercial
Auditoriums			
Seating capacity 299 or less	\$40	\$50	\$75
Seating Capacity 300-600	\$50	\$60	\$100
Seating Capacity 601 and greater	\$70	\$90	\$135
Cafeteria or Multipurpose (No kitchen)			
Elementary	\$30	\$40	\$75
Middle	\$40	\$50	\$85
High School	\$60	\$60	\$95
Classrooms			
Elementary	\$10	\$20	\$30
Middle	\$10	\$20	\$30
High School	\$10	\$20	\$30
Gymnasiums			
Elementary	\$50	\$60	\$135
Middle	\$50	\$60	\$135
High School	\$70	\$90	\$225
Media Center			
Elementary	\$30	\$40	\$60
Middle	\$30	\$40	\$60
High School	\$40	\$50	\$90
Specialty Rooms (Band, Art, Dance, Etc)			
All schools (Building specific)	\$TBD	\$TBD	\$TBD
OUTDOOR FACILITIES			
Tennis Court	\$25/Day	\$25/Day	\$45/Day
Baseball / Softball Fields	\$80/Day	\$120/Day	\$160/Day
(with Lights - Add \$80/Hr)	\$80/Hr	\$80/Hr	\$80/Hr
Parking Lots / Commons Areas	\$100/Day	\$150/Day	\$200/Day
Practice Fields (All schools)	\$30/Hr	\$40/Hr	\$80/Hr
(with Lights - Add \$80/Hr)	\$80/Hr	\$80/Hr	\$80/Hr
Football Stadiums			
Seating capacity 2,000 or less	\$50/Hr	\$200/Hr	\$700/Hr
(with Lights - Add \$80/Hr)	\$80/Hr	\$80/Hr	\$80/Hr
Seating Capacity 2,001 to 5,000	\$75/Hr	\$300/Hr	\$1,000/Hr
(with Lights - Add \$100/Hr)	\$100/Hr	\$100/Hr	\$100/Hr
Track (Composite)	\$25/Hr	\$50/Hr	\$75/Hr

Note: There will be a four (4) hour minimum charge for all event staffing.
See page 9 for all event staffing rates.

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Regional Stadium Rates

All groups pay Personnel Services.

Regional Stadiums	Groups 3 & 4	Group 5	Group 6
	Cost Recovery Fees	Non Commercial	Commercial
Field /Stands/Team Rooms	\$200/Hr	\$500/Hr	\$1200/Hr
Track (D2 Only)	\$25/Hr	\$50/Hr	\$75/Hr
Press Box	\$150/Hr	\$200/Hr	\$300/Hr
Concession Stands	\$150/Hr	\$200/Hr	\$300/Hr
Ticket Booth	\$50/Hr	\$75/Hr	\$175/Hr
Stadium Lights	\$100/Hr	\$100/Hr	\$100/Hr
Other			
	Per Event (8 hours)	Per Event (8 hours)	Per Event (8 hours)
Paved Parking	\$200	\$400	\$600
Grass Parking	\$250	\$500	\$700
Mega Board Display	\$50	\$75	\$100
Sports Goals	\$50	\$75	\$100
Breezeway Only	\$75	\$150	\$250
Wireless Handheld Mic	\$30	\$30	\$30
Ref Lapel Mic	\$30	\$30	\$30

Four (4) hour minimum for all event staffing.

See page 9 for event staffing rates.

Requirements for Use of Facilities

Supervision

An authorized custodian is required to be on duty in the facility during the rental of any school facility. A facility supervisor may be required in addition if deemed necessary by the Facility Use Officer. Use of outdoor facilities will be supervised by a CCSD employee or designee approved by the Facility Use Officer. Additional personnel may be required for rental depending on the nature of the event.

Custodial Services

The Facility Use Officer will make necessary arrangements for custodial services. Custodial services include opening and closing the building and normal cleanup. Custodians will assist with basic setup such as arrangement of tables and chairs. Custodians are not required to help load, unload equipment or set up audio visual equipment. Custodians are required to be on-site during the entire rental.

Specialized Equipment

Use of the school facilities does not include the use of school equipment unless specifically permitted. Special school equipment (stage equipment, etc.) will require the use of school employees, or personnel contracted by the District, trained for stage equipment use. These costs will be added to the rental fee. (See page 9)

Time Restraints

Evening events are to end by 11:00 p.m. unless special arrangements have been made or local noise ordinances would be violated. Facilities are to be completely vacated according to the terms of the rental agreement. Failure to vacate facilities or failure of events to end at the times specified in the rental agreement will result in a financial penalty assessed to the user.

Kitchen Use

Kitchens and kitchen equipment are not available for non-school use or rentals.

Gymnasiums

Proper athletic shoes that will not scuff or mark the playing floor are required, marking or scuffing footwear of any kind is prohibited on gym floors. For non-athletic activities, an acceptable floor cover must be approved. Costs will be incurred for covering the gym floor and included in the rental agreement.

Liability

The person and/or organization renting facilities assumes responsibility for orderly and careful use of the school facilities. The applicant assumes liability for any damage or loss of property that may occur and agree they will hold the board harmless for claims arising out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates.

Religious and Cultural Organizations

Religious and cultural organizations serving Charleston County may be granted use of school facilities. No religious organization will be discriminated against in its request for facility use. Religious organizations shall be treated in the same manner as any cultural organization.

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Requirements for Use of Facilities

(continued)

Long-Term Use

Long term use requests are recurring or ongoing events held on a consistent basis over a period of time no longer than a CCSD fiscal year. All contracts/permits for long-term use of district facilities (churches, club use of athletic facilities) expire June 30. Applications for renewal must be submitted a minimum of thirty (30) days in advance of contract/permit termination to CCSD's Office of Planning and Real Estate. (See p.4, #5)

To establish the initial long-term use, groups must abide by the following:

1. Meet with Facility Use Officer and complete application to establish availability of location, determine fee estimate, and obtain Facility Use Officer's approval.
2. Approval must be given by the Director of Planning and Real Estate to execute a rental agreement for long-term use. All contracts are based on annual renewal date of June 30th.

Fee Schedule for Long-Term Use

Facility use fees for religious or cultural organizations with an approved long-term agreement will be assessed as follows:

- First year term will be calculated under the non-commercial fee schedule (p.9).
- Second year term, the organization must provide documented evidence showing effort to acquire other facilities. Documentation must be presented to the Facility Use Officer at time of renewal.
- Applications exceeding two years will be considered utilizing the Districts commercial fee schedule.
- Only one religious or cultural group may have a contract for ongoing use of any individual school on any given day of the week.
- Any additional use facilities outside of the contract agreement will require approval through the application process.

Permit Application

The granting of a rental agreement for the use of one part of a building or grounds confers no privileges for the use of any facilities or part thereof other than those stated in the rental agreement (i.e., permitted use of a gymnasium does not include use of locker rooms or concession stand without specific inclusion in the rental agreement). Nor does the rental include any other time or times outside of times indicated on the rental agreement (i.e., event setup preparation or rehearsals must be included in the times within the rental agreement).

Cancellation

A permit/contract is non-transferable and non-assignable. If the event is to be canceled, the applicant is to notify the Facility Use Officer at least forty-eight (48) hours in advance of the date reserved. A full refund of fees received will be made. **Applicants not giving 48 hours advance notification of cancellation will forfeit all fees paid.**

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Requirements for Use of Facilities

(continued)

Violations

- Violation by a rental agreement holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and the denial of any agreements in the future.
- Rental agreements are subject to immediate cancellation if it is discovered that information given on an application is misrepresented or false.
- A rental agreement is subject to immediate cancellation if the use of the facility is discovered to be contrary to any policies, rules, and regulations of the Board. Upon notice by a duly authorized agent of the Board, such activity is to cease immediately.

The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

Limitations of Use

Any violation of these rules will result in immediate cancellation of any rental and/or event and prohibit the applicant future use of CCSD property.

- The Board of Trustees or its authorized representatives shall have full and free access to the premises at all times to observe rental activities.
- The Board of Trustees is charged by law with the responsibility for school facilities and must reserve the right to deny the use of school facilities when the Board deems it necessary or is in the public interest. The Board may designate a staff member to act in this capacity.
- No school facility, building, or grounds will be used for unlawful purposes.
- Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder nor be abusive of other groups or individuals by reason of race, creed, or color.
- No school facility is to be used for any other purpose or in any other way than its designed use without prior written permission.
- No group that limits membership in, or attendance at, its activities on a basis of race or color shall be allowed to use the school buildings or grounds.
- No alcoholic beverages, smoking or vaping/e-cigarettes will be permitted at any time either inside the facility or on school district property, owned or leased. Violation of this rule will prohibit future use.

Additional Approval

Additional approval is required by the Director of Planning & Real Estate when the use is considered:

- A non-CCSD or non-school based event that sells tickets, conducts raffles, accepts admission donations, and/or results in monetary gain.
- A fundraising event whereby less than 100% of the funds collected are a direct benefit to the school.

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To rent a facility near you
please call the Facility Use Officer in your area or visit

www.ccsdschools.com



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