



Eastern North Carolina School for the Deaf
1311 US Highway 301 N
Wilson, NC 27893

Facilities Use Form

Please fill in this form in its entirety to ensure proper coordination, compliance, and accountability for all events held on school grounds.

Basic Information

Event Title: _____ Organization Name _____
Contact Name: _____ Contact Phone: _____
E-Mail: _____

Event Details

Date of Use: _____ Time of Use: _____
Facility/Room Requested: _____ Estimated Attendance: _____

Purpose of Use

Event Description _____

Additional Requests/ Needs

- Audio/Visual Equipment (microphones, projectors, speakers, etc.)
- Furniture set-up (tables, chairs, podiums)
- Custodial Support or special cleaning
- Access to kitchens, restrooms, or locker rooms

Please specify for checked items above:

Event Title: _____ Organization Name _____
Contact Name: _____ Contact Phone: _____

Insurance and Liability

Policy Number _____ Effective Dates: _____
Coverage _____
Details:

**Please ensure ENCSD is listed as an additional insured.
This documentation must be submitted with this form for approval.**

Acknowledgement of Liability

Please initial each box

The undersigned acknowledges full responsibility for the actions of all participants and attendees during the use of school facilities.

The organization agrees to indemnify and hold harmless the school and its employees from any claims, damages, or liabilities arising out of the use of the facilities. This includes but is not limited to, personal injury, property damage, or loss of equipment.

The organization assumes all responsibility for the repair or replacement of any school property damaged during the event.

Fees and Payment

Event Title: _____

Organization Name _____

Contact Name: _____

Contact Phone: _____

Rules and Regulations

Please initial each box

Smoking, vaping, and alcohol consumption, and the use of illegal substances are strictly prohibited on all school property, including indoor and outdoor spaces.

The organization is responsible for providing adequate adult supervision for all participants and attendees during the event. Minors must be supervised at all times.

The organization is responsible for ensuring the facility is returned to its original condition. This includes removing trash, restoring furniture and equipment to its original position, and leaving the space clean and ready for use by the school.

The organization assumes all responsibility for the repair or replacement of any school property damaged during the event, whether intentional or accidental

All activities must comply with local, state, and federal safety and fire regulations. Exits must remain clear at all times, and the maximum room occupancy must not be exceeded.

Only the approved areas specified on this form may be used. Accessing unauthorized areas of the school or grounds is prohibited.

Activities that may damage school property (e.g., open flames, use of adhesives, heavy equipment) are not permitted unless specifically approved in advance.

Use of school equipment (e.g., A/V equipment, kitchen appliances) must be pre-approved and listed in this agreement. Any damage to equipment during use will be the responsibility of the organization.

Custodial services are required for any event outside of school hours. Additional fees may apply. The organization is responsible for coordinating with school administration regarding this service.

Attendees must park in designated areas. Blocking fire lanes, bus zones, or unauthorized parking is not permitted.

This organization must review and communicate emergency evacuation procedures to all participants prior to the event.

All activities must align with the school's mission and policies. Events that conflict with the educational environment or community standards will not be approved.

Event Title: _____ Organization Name _____

Contact Name: _____

Contact Phone: _____

Authorization and Approvals

Applicant Signature: _____ Date: _____

School Administrator Approval: Approved: Not Approved:

School Administrator Signature: _____ Date: _____