



Contact the following Community Schools-Community Use staff for answers to questions on community use of school facilities:

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## COMMUNITY SCHOOLS

# What PTAs Should Know About Community Use



PTA members,  
Thank you for all that  
you do for our students  
and teachers.



**WAKE COUNTY**  
PUBLIC SCHOOL SYSTEM

COMMUNITY SERVICES  
FOR INTERNAL DISTRIBUTION ONLY

August 2015

## Before you begin:

(includes use of school facilities for PTA/PTSA board meetings, member meetings, fundraisers, festivals, book/science fairs, other PTA/PTSA board approved events)

- An Online Reservation Request must be submitted and approved by Community Schools. Online Reservation System Information and Login Portal may be found at <http://cs.wcpss.net//index.php?route=csucontroller>
- A current Certificate of Liability Insurance, with the Wake County Board of Education named as Certificate Holder and Additional Insured, must be on file in the Community Schools office.

**Note: Please remember that the PTA submitting the Online Reservation Request is the agency requesting and receiving permission to be on site and that said PTA is not permitted to sponsor or serve as an umbrella sponsor for any other organization's activity or event.**



## The Process

### Online Reservation Request

1. Submit an Online Reservation Request for PTA/PTSA activities no later than thirty (30) business days (six weeks) prior to the event start date. (Rental process and Using Online Reservation System available at: <http://cs.wcpss.net/index.php?route=csucontroller>)
2. Submit (or have on file in Community Schools) a current Certificate of Liability Insurance, with the Wake County Board of Education (not Wake County Public Schools) named as Certificate Holder and Additional Insured. **\*\*This is required\*\***
3. Receive a Confirmation signed by both the PTA/PTSA President and Community Schools prior to use.
4. May begin advertising after the PTA has received a Confirmation signed by BOTH the PTA and Community Schools.
5. Payment, if applicable, is due within ten (10) business days prior to event.
  - a) Pay with a credit card (VISA or MasterCard) using the Online Reservation System or
  - b) Submit payment to WCPSS Accounting (Check made payable to WCPSS - address on invoice)
6. To revise or cancel a reservation request - User Group must email Community Schools to request reservation status be changed to USER EDIT so that User Group may make changes to the reservation's space, time, and/or equipment data. Changes must be made three weeks/fifteen (15) business days prior to event to cancel the User Group's payment liability.

## Fees

1. Application Fee: School PTA/PTSA's do not pay
2. Facility Fees: WCPSS School PTA/PTSA's do not pay for their PTA/PTSA board-approved activities at their base school.
3. Staff Fees: PTA/PTSA's pay for staff hours, as required by the principal:
  - a) Custodian, Facility Supervisor, Staff Technician costs are \$20.00 per hour, per person.
  - b) Student Technician (if available) costs are \$10.00 per hour, per person.
  - c) Child Nutrition staff costs are billed separately by Child Nutrition Services.
  - d) School system employees may not be paid directly by the PTA/PTSA. School staff must submit timesheets to be paid through WCPSS Compensation Services.
4. Equipment Fees: As required by principal.
5. Late Payment Fees: \$35.00 or 10% of invoice, whichever is greater. **THIS IS NOT WAIVED.**

