

## Facility Rental Frequently Asked Questions

**1. What do I need to do to rent a school facility?**

- a. A completed rental application
- b. A signed waiver of liability
- c. A certificate of liability naming SCS as additional insured
- d. Proof of your organization's 501 C-3 status
- e. Payment of all rental fees

**2. What types of facilities are available for rent?**

Facilities available for rent include classrooms, auditoriums, gymnasiums, cafeterias, multi-purpose rooms, ball fields, stadiums, and more.

**3. What stadiums are available for rent?**

Booker T. Washington, Cordova, Crump, Fairgrounds, Halle, J.P. Freeman, Kirby, Melrose, Oakhaven, Raleigh-Egypt, and Whitehaven.

**4. What kinds of rental fees must be paid when using SCS facilities?**

Rental fees are applied for usage of the building, utilities, and an on-site plant manager. Please refer to the rental fee schedule for all other hourly and one-time fees that may apply.

**5. When are the rental fees due?**

After all required documentation is received by the Facilities Planning Department and final approval granted by appropriate personnel, an invoice will be sent to you. Rental fees are due upon receipt of the invoice and must be paid no less than ten (10) business days prior to the scheduled event.

**6. Are there additional fees for renting facilities on the weekends or holidays?**

Yes. The hourly rate of pay for the plant manager and the audio technician are increased on Sundays and holidays. Please see the rental fee schedule for specific costs per hour.

**7. How early can I apply to rent a school facility?**

Your application and other required documentation must be submitted 30 days prior to the event, and not more than 90 days prior to the event.

**8. How can we guarantee the facility will be available on the dates we requested?**

The reservation is only guaranteed after all appropriate documentation and payment are received in the Facilities Planning Department.

**9. How long does it take to receive the rental permit?**

After the Facilities Planning Department receives the required documentation and the full rental fee is paid, please allow 5 to 10 business days for the rental permit to be issued to you.

**10. How are we notified if we are approved to use the facility?**

After the full rental fee is paid to the school district, the Facilities Planning staff will issue a permit that authorizes use of the facility.

**11. How do we cancel an event and request a refund?**

A written cancellation notice (email is preferred) must be submitted to the Facilities Planning staff no less than ten (10) business days prior to the date of the event to receive a full refund. Cancellations due to inclement weather may be refunded if the notice (email is preferred) is received by the Facilities Planning staff within three (3) days of the event.

**12. Do I need insurance to rent a facility?**

Yes. Liability insurance is required to rent any school facility or stadium. The insurance must be a minimum of one million dollars (\$1,000,000.00) and it must name Shelby County Schools as an additional insurer on the policy.

**13. Do I need to pay a fee when submitting a rental application?**

No. You are not required to submit an application fee. However, once your application is approved, you must pay the full rental fee no less than ten (10) business days prior to the scheduled event.

**14. Why do we have to pay for a plant manager?**

Shelby County Schools requires a plant manager be present during all school and non-school related events. The plant manager is responsible for providing access into the building, monitoring the safe use of any school equipment and furniture, and securing the building following the event. This is a required service and therefore must be included in the fees to rent the facility.

**15. Why do we have to use GCA for custodial services?**

Shelby County Schools has contracted with GCA to receive custodial service at all SCS owned property. GCA is responsible for cleaning all school facilities during and after school hours. Anyone renting a facility with the school district must contact GCA to arrange custodial service for each event.

**16. Are we required to have security?**

SCS security is required at all non-school related events. Only SCS security is allowed to provide security at its schools facilities.

**For all other questions related to renting a school facility, please contact:**

SCS Facilities Planning  
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Phone (901) 416-4716 or Fax (901) 416-1089.