Oxford Preparatory School
www.oxfordprep.org
919 690 0360
6041 Landis Rd.
Oxford, NC 27565
Nurturing Potential - Inspiring Excellence-Developing Leaders

Oxford Preparatory School
USE OF FACILITIES, EQUIPMENT, AND SERVICES

FACILITY USAGE AGREEMENT AND FEE SCHEDULE
Adopted August 14th, 2025

Approval of the use of school facilities by non-school individuals and groups may be granted by the Oxford Preparatory School (OPS) executive director, only when such use will not interfere with the regular programs and activities of the school. All users are subject to the procedures and requirements detailed below.

I. Priority and Eligibility

1. Priority Users: OPS staff, student organizations, and Board-recognized parent organizations have first and second priority on all OPS facilities.
2. OPS Partners: Designated "OPS Partners" and club athletic teams (≥50% OPS student athletes) may use school facilities at no charge, with all regulations applying.
3. Community Groups: Community service agencies, civic groups, youth and recreational organizations, church groups, and non-profits may request facility use, contingent on compliance and payment of fees/deposits.
4. Private/Commercial Groups: Organizations operating for private gain may be considered only for educational, civic, or charitable purposes.

II. General Procedures

1. Submission Timeline – Advance Request Required:
   All facility use requests must be submitted and finalized at least fourteen (14) calendar days prior to the event.
   - Requests submitted less than seven (7) days before the event will not be guaranteed approval and may incur an additional late booking fee of $50.
   - The OPS Executive Director reserves the right to deny requests submitted in the week prior, except for school-sponsored or Board-priority activities.
2. Payment and Deposit Requirements:
   - Prepayment is required by certified check, money order, or documented electronic payment (ACH/Wire Transfer or School Portal) at least seven (7) days prior to the event.
   - Personal checks are not accepted.
   - Returned/failed payments (e.g., bounced checks) will result in cancellation of future facility privileges, forfeiture of deposits, and coverage of associated costs by the leasing organization.
   - Full payment (including deposit and all fees) is due before event start.
     No post-use billing or payment arrangements for new or non-prequalified users.
   - Monthly invoicing may be permitted for established long-term users in good standing; any late/non-payment immediately revokes invoicing privileges and requires future prepayment.
3. Rate Review and Adjustments:
   - Facility rental rates and fees are subject to annual review and adjustment each August. All updates to rates will be posted publicly and provided to current facility users at least thirty (30) days in advance.

- OPS reserves the right to add surcharges/minimums for peak periods or high-cost events.

4. Insurance Requirements:
    - A Certificate of Insurance (COI) meeting OPS minimums ($1 million liability coverage) must show coverage for all dates and spaces under the contract.
    - Per-day COIs will not be accepted for bookings with multiple dates; users must submit either a single COI listing all event dates or a blanket certificate covering the rental period.
    - Failure to provide adequate insurance documentation by the payment due date will result in cancellation and forfeiture of payments or deposits.
5. Supervision and Security:
    - All groups must provide adult supervisor(s) per OPS directive, who accept responsibility for facility, group conduct, and adherence to contract area/times.
    - OPS staff supervisors, law enforcement, and occupancy limits may be required at OPS discretion.
6. Facility Care and Use:
    - Facilities must be cleaned, restored to original condition, and restrooms cleaned after use.
    - Damage costs and injuries are the financial responsibility of the leasing party.
    - Strict compliance required for smoke-free campus, weapons prohibition, alcohol/tobacco ban, and fire marshal occupancy rules.
7. Additional Provisions:
    - Furniture arrangement requires prior approval and must be returned to its original setup.
    - OPS reserves the right to deny use, apply additional fees, and require extraordinary safety/security measures as needed.
    - Policy Changes: This policy and fee schedule may be amended by OPS due to operational, legal, or safety needs, with advance written notice to affected users.

Fees and Charges*

Athletic Field (Soccer or Softball)	$20	per hour
(*including lights)	$35	per hour (min 1 hour)
	$TBD	all day
Auditorium/Multipurpose Room	$35	per hour (min 2 hours)
	$150	all day (8 hours max)
(*including access to Performance Lights/Sound Controls)	$50	per hour (min 2 hours)
	$225	all day (8 hours max)
Batting Cages (Covered w/ lights)	$25	per hour
Classrooms (including performing music room)	$20	per hour
	$100	all day (8 hours max)
Gym	$40	per hour (min 2 hours)
	$240	all day (8 hours max)
	(Additional charges if floor cover is needed)	
OPS Staff Supervisor (if required by OPS)	$25	per hour
Non-refundable facility cleaning fee	$30	per event
	[negotiable in cases of seasonal usage]	
Refundable security deposit (if required by OPS)	$200 minimum	

APPLICATION FOR USE OF OXFORD PREPARATORY SCHOOL FACILITIES

Leasing Organization or Individual _____

Event _____

Facilities leased _____

Day(s) – Date(s) _____ Time(s) _____

Responsible Party: Name _____

Address _____

Phone _____ e-mail _____

On behalf of the leasing organization listed above, or on behalf of myself alone, I, the "Responsible Party" listed above, accept the regulations, procedures, and conditions listed in the OXFORD PREPARATORY SCHOOL FACILITY USAGE AGREEMENT AND FEE SCHEDULE and agree to be bound by them. I understand that I, or the leasing organization which I represent, am/is fully and completely responsible for the safety and well-being of all participants and spectators attending the event listed above as well as the security of and any damages to OPS property and/or facilities arising from the event. I hereby hold OPS, its staff, its Board of Directors, and OPS, Inc., harmless in the event of accident, illness, or injury to any event participant or spectator. I agree to pay the full amount determined by OPS as indicated below in advance of the event and any unanticipated additional overage charges when the event is concluded.

Note: Charges are computed from the time the building is opened and/or any pre-event activities commence until the time the Event Supervisor (staff or non-staff) closes the building and/or exits the premises.

Signature of Responsible Party _____

Date _____

* * * * * ***OPS Use Only Below This Line*** * * * * *

OPS requires:

_____ Staff supervisor (Note: if OPS staff supervisor is not required, the ***Responsible Party*** listed above is responsible for handling all entrance, exit, and security measures required by OPS)

_____ Photo I.D. required

_____ Law enforcement presence (must contract directly w/ Granville County Sheriff's Office or Oxford P.D.)

_____ $1mil Certificate of Insurance

Contract costs

_____ hours @ $ _____ per hour = total time cost of $ _____

Cleaning fee $30 [negotiable in cases of seasonal usage] $ _____

Security deposit: $ _____

Additional charges: _____ $ _____

Total Costs in Advance $ _____

This application is approved once the fees and charges listed above are received.

_____ _____

Signature of OPS Executive Director or Designee Date