



Effective July, 1 2016

Dear CPS facility renters,

Charlotte Public Schools would like to take the time to thank you for your continued support of our great facilities and to inform you of some changes to our rental procedures. The main change is the requirement of a District Monitor for all rentals. Starting July 1, 2016, we will require every facility renter to have a District Monitor during the length of their rental. We will provide a certified CPR/AED/First Aid District Monitor at a charge of \$15 per hour. Our monitor's will be your direct contact person and will make sure that your rental requests are met.

You may waive this service by providing your own District Monitor. We require that all volunteer district monitors pass a criminal background check through Charlotte Public Schools, be at least 21 years of age, current in Adult and Infant/Child CPR and First Aid or are willing to obtain these certifications before your rental date. You will also be responsible for providing your own first aid supplies. We have the waiver form and requirements, on our website at [charlottenet.org](http://charlottenet.org), under Departments, and then Facility Reservations & Rentals for your convenience. A volunteer form may be obtained by contacting me or our business office.

For those using CPS District Monitors you will be billed for your rental times regardless if it is the weekend or weekday. It will be a base charge for all rentals unless you have an approved volunteer district monitor. Due to this change we are also lowering our custodian charges from \$30 an hour to \$18 an hour. The custodian charge will be applied to all weekend rentals for the duration of the rental period.

Please do not hesitate to contact Emily Nenortas if you have any questions.

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