



***Northumberland County Public Schools***  
*2172 Northumberland Highway*  
***Lottsburg, Virginia 22511***  
***(804) 529-6134***

*USE OF SCHOOL PROPERTY*

- Application*
- Certificate of Insurance*
- Signature of Principal*
- Fee Section Completed*
- Authorized Signature of Requesting Party*
- Waiver letter if requesting waiver of fees*

*In order for the school board to consider this request, all sections of the application must be completed. Additionally, this request must include a Certificate of Insurance that is provided by the insurance carrier for the applicant, which indicates they have insurance.*

*The signature of the principal indicates the facility or a bus is available on the date requested. The fee section must be completed at the building level before being sent to the school board for approval. This section must be completed even if a letter of waiver of fees is being provided.*

*The form must be signed by the person submitting the request or their representative.*



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(Organization)

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(Signature and Title of Representative)

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(Address)

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(Telephone Number)

The above application for use of school facilities is:  **APPROVED**                       **NOT APPROVED**

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Signature of Division Superintendent

cc:    *applicant    principal    file    custodians    cafeteria manager (if kitchen use is requested)*

## **COMMUNITY RELATIONS**

### Community Use of School Facilities

#### Generally

School facilities are defined as buildings, grounds, and equipment. The primary purpose of these facilities is for the support of the instructional program. However, the board encourages the use of these facilities by the public when such use will not interfere with the basic purposes of the educational program.

Charges and fees for the use of these school facilities are designed, not to limit or prohibit use, but to protect citizens from the diversion of public money appropriated for classroom instruction and other purposes.

Regulations governing the use of school facilities are stated in order to protect public property and to promote the safety of citizens enjoying the use of such facilities.

#### Eligible Organizations

The requirements of the regular school program shall receive first consideration in the use of school facilities. After these requirements are met, school-related organizations and events shall have first priority; community recreation activities and organizations under the auspices of the Northumberland County Recreation and Park Department shall have second priority; and other organizations and events shall have last priority.

School-related organizations shall have priority over non-school-related organizations, and approved child and youth groups shall have priority over adult groups.

In the event of a local emergency or disaster, school officials will cooperate with disaster-relief organizations in making school facilities available for shelters.

#### Use of School Equipment

School equipment may be loaned to responsible community groups for a worthy educational, civic, or charitable purpose when the following conditions are met:

1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession;
  2. The equipment is not both unusually expensive and subject to easy damage;
  3. The equipment is in good condition;
  4. The group will provide a competent operator for any machine loaned.
1. **Permission for the use of school facilities may be given only when an application form is filed at least two (2) weeks before the school board meeting which is the 2<sup>nd</sup> Monday of each month in accordance with school board policy.** (The superintendent may waive this requirement if circumstances warrant and no prior use of the facilities has been arranged.) A form shall be filled out in duplicate and filed with the superintendent; the form must be accompanied by payment in advance if a fee is to be charged.

2. *The applicant will place reliable persons in charge of all activities; will be responsible for damage caused by the group or by others admitted; and will provide police protection, if necessary, to maintain order and to protect school property. The names of the responsible persons will be given in writing to the school board's representative at the time of application.*
3. *Before any application can be approved by the superintendent, each applicant must agree to assume full responsibility for liability, injury, or damage to person or property. An agreement to be furnished to the applicant by the board must be signed by the applicant and must accompany the application for the use of school property.*
4. *The application for the use of school facilities shall not be considered approved until a signed copy has been sent to the applicant.*
5. *In the event of the cancellation of a scheduled meeting, notification must be given at least twenty-four hours before the scheduled time, or the fee is forfeited. Exceptions may be made for cancellations due to inclement weather.*

#### Rules and Conditions

*It shall be the intent of this policy to provide the use of school buildings and grounds to qualified organizations for non-school activities planned by and for members of the organization when adequate facilities are not otherwise available to the organization.*

*Conditions under which school buildings and grounds in the division may be used for non-school activities are the following:*

1. *No organization may use the buildings or grounds at any time or in a manner that will interfere with the regular program of the school.*
2. *Non-school activities where attendance is open to the public are generally prohibited except when deemed educational beneficial to the community as a whole. Careful consideration must be given to necessary provisions to protect persons and property. Other exceptions may be granted when recommended by the superintendent and agreed to by the school board.*
3. *Non-school activities planned by non-school organizations whose objective is to raise funds for the organization are generally considered an inappropriate use of the school's facilities and are, herein, prohibited. Exception may be granted by the superintendent if the organization can demonstrate that the funds raised are substantially expended to benefit the community as a whole.*
4. *Organizations requesting use of facilities and consideration of approval should take into account the appropriateness of the particular facility requested for the activity planned.*
5. *Arrangements must be made at least two (2) weeks in advance for the use of the buildings and grounds and for any special equipment that may be needed before any written agreement for use of*

*same can be final. Requests for reservations will be honored on a first come, first served basis.*

6. *A check in accordance with the schedule must accompany each application.*

*Rules and Conditions (continued)*

7. *The school board or its representatives must have free access to all facilities at all times.*
8. *The right to revoke a permit at any time is reserved by the school authorities.*
9. *Any organization desiring to move special properties into the school or grounds, including the auditorium, prior to or on the date of rehearsal or performance must obtain permission from the office of the superintendent. All flats, curtains, and costumes must be treated for fire retardation.*
10. *Putting up decorations or scenery or moving pianos is prohibited unless special permission is granted.*
11. *Permission for bringing equipment such as concession stands, trucks, or carnival equipment on school property must be requested in writing thirty days in advance before a formal agreement can be considered.*
12. *The parking of automobiles shall be restricted to designated areas.*
13. *The organization that uses the building and grounds shall be responsible for the conduct of its members.*
14. *Any damage done to school property shall be compensated for by the sponsoring organization. Police protection must be provided by any group or organization at its own expense if the school board deems it advisable.*
15. *Smoking is not permitted on school grounds or in school buildings.*
16. *There shall be no alcoholic beverages or illegal drugs brought to or consumed in the building or on the grounds.*
17. *Premises are rented with the understanding that "tipping" of custodians or other school personnel is not permitted.*
18. *Except by special permission, a group shall not be permitted to remain after 12 midnight.*
19. *Building keys will not be provided to any group except in a declared emergency.*
20. *SPONSOR(S) IS/ARE RESPONSIBLE FOR SUPERVISING PARTICIPANTS AT ALL TIMES. CHILDREN ARE NOT PERMITTED TO BE UNSUPERVISED.*

## COMMUNITY RELATIONS

### Community Use of School Facilities

#### Fees

##### A. Rental Rates for Community Organizations or Groups

Auditorium for performance or meeting.....	200.00
Athletic field or grounds (not lighted).....	200.00
Gym for athletic event, performance, or meeting.....	200.00
Cafeteria.....	150.00
Kitchen (a school kitchen employee must be present).....	100.00
Custodial.....	27.00 per hour
Opening and Closing of the building.....	30.00
Setting up and operating sound& lighting equipment....	40.00 per hour
Lunchroom or kitchen.....	20.00 per hour

In addition to the rental rates listed, when custodial and cafeteria services are required, a charge of \$27.00 per hour for each person shall be made, with a minimum of \$30.00 for each opening and closing of the building. A \$40.00 fee will be charged per hour for setting up and operating sound and lighting equipment for the auditorium or gymnasium.

B. School organizations, community recreation activities, organizations under the auspices of the YMCA, American National Red Cross Bloodmobile, organizations providing disaster relief or public health services during emergencies, and other activities providing a bona fide broadbased community service will not be charged rental.

##### C. Miscellaneous Charges

###### 1. Kitchen

When use is made of the lunchroom kitchen, a charge of \$20.00 per hour, in addition to the custodial charge, will be made to the organization using the facility.

###### 2. Custodians

A custodian or other school employee shall be on duty for all non-school or non-recreational department activities in buildings. At times it may be necessary for a custodian to be on duty for activities on the athletic field or grounds. For most meetings, it will be necessary for the custodian to be on duty prior to the time the meeting is scheduled to prepare the facilities for use. If he must be assigned beyond his regular duty hours to cover the activity or should it be necessary for him to stay beyond his regular hours completing the routine work because the activity has caused delay, the organization shall be charged at the rate of \$27.00 per hour. The organization shall be charged for all extra time used beyond the custodian's regular schedule plus any extra time the custodian may have to expend. For example, using a lunchroom requires removal of the tables and chairs. If this work is done on school time by the custodian, the organization will be billed for this time, since the custodian will be required to spend this additional time away from his duties. The presence of a custodian on duty does not relieve the organization of responsibility for any damage done to the property.

3. *Procedures for compensating custodial and cafeteria personnel for overtime duties connected with community use of school facilities will be stated in regulations prepared by the superintendent.*

*Fee Schedule for Use of Bus 2014-2015*

1. *\$50.00 fee per trip.*
2. *\$10.00 per hour (plus FICA payroll taxes) will be billed.*
3. *The bus will have a full tank of fuel when the trip begins and must have a full tank of fuel when returned.*

*Revised: April 7, 2014*