

## COMMUNITY USE OF SCHOOL FACILITIES

“The School Board or the Division Superintendent, subject to the approval of the Board, may provide for, or permit, the use of school buildings and grounds out of school hours during school term, or on vacation, for any legal assembly, or may permit the same to use as voting places in any primary, regular, or special election. The Board shall adopt rules and regulations necessary to protect school property when used for such purposes” - (State Law).

Public school property may be used by citizens of Prince Edward County under the following rules and regulations:

1. All applications for the use of school property must be made at the office of the superintendent through an officer of an organization, or two responsible citizens on regular application form furnished by the Board. The organization, or parties, signing the application will be held responsible for any damage to building, furniture, or equipment.
2. The prescribed form must be filed and the fees, if any, paid one week in advance of the event. Rental fees are set annually by the School Board.
3. If the application is approved, the superintendent’s office will issue a permit for the use of the property.
4. No individual will be permitted to use the school facilities without the principal having first approved the application.
5. No building should be considered reserved until the written application is on file and a letter is received granting permission to use the facilities.
6. The requirements of the regular school programs shall receive first consideration.
7. The use of school property shall in no way interfere with the regular school programs.
8. School-related activities shall be given priority over non-school-related organizations.

9. The meeting or entertainment held in a building shall be only such as of community interest, and the public must be admitted at all times with or without an admission fee.
10. Community organizations who wish to use the same building for a series of engagements must get approval from the Superintendent or School Board. No secret meetings will be held on school property.
11. When a school building is used by community organizations not related to the school for fund-raising activities, the full rental fee shall be paid.
12. Evening rental fees shall cover a period not to exceed four (4) hours and shall not extend beyond 11:30 p.m. Afternoon rentals on school days shall not extend beyond the period of two hours nor beyond 6:00 p.m.; unless prior approval is given by the superintendent or his/her designated person in the office of the superintendent.
13. Community organizations renting a school auditorium may use a school piano, provided it is not moved.
14. Pianos and other large musical instruments shall not be moved into a school either as a gift or a loan, without the approval of the superintendent or his/her designated assistant.
15. Gymnasium shoes shall be required of all who use the school gymnasiums.
16. No electrical equipment or appliances of any kind shall be brought to and/or used in any school building by any person without approval of the designated person in the office of the superintendent.
17. Whenever the school property is rented to any organization outside of school hours, a responsible representative of the school and the organization using the property are to be present at all times to see that the property is protected. This rule applies to rehearsals as well as to public performances.
18. Moving pictures entertainments for which admission is charged are not permitted in school buildings.

19. Organizations may use cafeterias for serving suppers upon payment of the fees charged, but no equipment other than tables, benches, and chairs may be used. Kitchen facilities may be rented under unusual circumstances, but at least one member of the cafeteria staff must be on duty the entire time that the kitchen is used. The organization renting the facilities shall be billed for the services of the employee.
20. The use of tobacco in any form in the school building shall not be permitted. When the building is used by outside groups, it shall be the responsibility of the person holding the permit to see that the rule is enforced.
21. The designated person in the office of the superintendent is vested with authority to order removed from stages, platforms, and buildings, any and all such scenery, materials, and decorations which in his/her judgment constitutes a hazard.
22. In order to protect the School Board from claims arising out of non-school functions held at or in any school facilities, all organizations in Categories II, III, IV and V must provide a certificate of insurance, with minimum - limits of \$1,000,000 per person and per occurrence, covering the use of the facilities and certifying that the School Board is named insured on such policy. For good cause, the superintendent may require organizations in categories I, VI, and VII to provide such insurance for particular activities. The premium for such insurance shall be paid by the organization requesting the use of the facility.
23. No display advertising shall be erected or mentioned on school property except by action of the Board.
24. Applications not in conformity with the foregoing rules shall be passed upon by the Board.
25. The School Board reserves the right to revoke at any time a permit granted, in which any event fees which have been paid will be refunded.
26. The Superintendent of Schools is authorized to promulgate such administrative rules as are necessary to implement these policies.

27. Use of alcoholic beverages and illegal drugs shall be prohibited at all times on school board property.

Use of buildings and grounds by school groups for educational purposes after school hours shall be handled by the principal of the school according to policies and regulations of the School Board. The Board may cancel permission to use school buildings and grounds when such action is necessary for the best interest of the school division.

For the purpose of this regulation all non-school groups requesting to use school facilities are classified into six categories:

- I. Cooperative Organizations (i.e. PTA, Band Boosters, Athletic Boosters, School Sponsored Student Clubs)  
These groups' missions are totally school related.
- II. Nonprofit Community Youth Service Organizations (i.e. Girl Scouts, Boy Scouts, and 4H)  
The mission of these groups is totally youth-oriented. The majority of funds raised go to youth-related activities within Prince Edward County.
- III. Nonprofit Community Service Organizations (i.e. Lions Club and Ruritan Club)
- IV. Non-profit Organizations  
Groups which do not exist for profit but are not defined by any of the above listed categories.
- V. Profit Making Organizations  
Groups which sponsor activities to generate funds for their own or their shareholders support.

- VI. Governmental Agencies (i.e. Board of Supervisors, Town Council, Office of Emergency Services and related administrative agencies, Parks and Recreation, VA Department of Transportation)  
These groups are formally recognized as governmental agencies either through state code or local ordinance.
- VII. Special Category (i.e. Class Reunions, Delta Kappa Gamma Educational Society Meetings, VSU Alumni Meetings, St. Paul's College Alumni Meetings)

Any group requesting the use of school facilities and not meeting the definition of any of the aforementioned categories will be assigned in a special specific category with the rental rates assigned by the Superintendent or the School Board. Rental rates or fees for use of any facility not hereinafter described within the text of this policy will be determined on an individual basis by the Superintendent or School Board.

Use of building and grounds by non-school groups shall be governed by the following and may be cancelled on the basis as stated above with references to school groups.

Category IV, Nonprofit Organizations and V, Profit Making Organizations maybe given permission to use school building if the program is of a cultural, educational, or business nature and is open to the public. The school division encourages the use of its facilities by I, Cooperative Organizations, II, Community Youth Service Organizations, and III, Community Service Organizations, and will make efforts to accommodate their activities into the regular schedule of the school group activities.

Permission to use the buildings and grounds by such groups shall be granted with the approval of the principal and the superintendent, unless a special situation arises that requires the action of the Board. The principal or his/her agent shall be present to supervise such activities. Custodial service from a Board employee is required.

Written request for the Use of School Facilities Forms provided by the superintendent are required of all non-school users. Forms are available at the School Board Office.

Fees schedules for supervision, custodial, and utilities are printed on the application form.

- Category I is charged no user fees.
- Category II is charged no user fees.
- Category III will be charged for supervision\* and custodial services only.
- Category IV responsible for payment in all cost areas.
- Category V responsible for payment in all cost areas.
- Category VI, VII fees will be negotiated for each specific activity by the Superintendent or his/her designee

\*Category III supervision fees will be negotiated for each specific activity by the Superintendent or his/her designee.

Use of kitchen facilities presents a special request that requires the approval of the Supervisor of Food Service and the charging of additional supervision fees.

The School Board, through the administration, reserves the authority to request a deposit of groups when activities may be deemed potentially damaging to the physical facilities. The superintendent may require applicants to submit acceptable plans for the protection of school property and/or acceptable plans for crowd control.

Program rehearsals will be permitted at the rate of one rehearsal per week (Monday – Friday) at ¼ the established rental rate. Rehearsals on weekends will be at regular rate.

#### **USAGE FEES**

Basic Usage Fee	\$ 40.00
All Classrooms	\$ 45.00
All Cafeterias	\$150.00
All Cafeterias & Kitchens	\$250.00
High School Auditorium	\$200.00
All Libraries	\$ 85.00
Middle School Gymnasium	\$300.00
High School Gymnasium	\$150.00
Elementary School	
Multi-purpose Room	\$125.00
Shops/Art Room	\$ 75.00

The above supervision and utilities charges for use of a major area within a facility are based on an hourly rate. There will be a two hours minimum charge for each use. Additional use over two hours will be charged at the hourly rate.

**PRINCE EDWARD COUNTY PUBLIC SCHOOLS**