PRINCE GEORGE COUNTY PUBLIC SCHOOLS
Office of the Superintendent
6410 Courts Drive, P. O. Box 400
Prince George, VA 23875

APPLICATION FOR THE USE OF SCHOOL FACILITIES

This application to use the school facility must be completed and submitted to the superintendent at least 20 days prior to the anticipated use of the facility. The applicant should read the **Prince George County School Board Rules and Regulations**, which accompany this application before submitting it to the Prince George School Board Office. All custodial personnel fees (if any) and operational charges must be submitted with the application. Make checks payable to the school where the activity is to occur. In the event that the request to use a school facility is denied, the check will be returned to the applicant. There is no insurance coverage for accidents or for the acts of omissions of person not employed by Prince George County School Board. Therefore, your organization must provide a Certificate of Insurance to cover those participating in your activity. For information or assistance concerning the use of school facilities, please contact the Director of Operations, at 733-2700.

Insurance Information: I have read the **Prince George County School Board Rules and Regulations** and agree to be responsible for any damage to the BUILDING, GROUND AND/OR EQUIPMENT. A Certificate of Insurance will be required for the use of facilities, naming Prince George County Public Schools as an additional insured. The Certificate of Insurance must bear a minimum of one-million dollars liability coverage, unless otherwise requested.

**APPLICANT IS TO COMPLETE ALL ITEMS. TYPE OR PRINT (Please print clearly)**

*Please attach schedule/flyer for events*

<table>
<thead>
<tr>
<th>Community Event</th>
<th>In-House Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date application completed/submitted: ___________</td>
<td>Is this organization an IRS recognized not-for-profit organization?  □ Yes  □ No</td>
</tr>
<tr>
<td>Name of Applicant: ________________________________</td>
<td>Is the copy of the IRS Non-Profit Certificate Provided?  □ Yes  □ No</td>
</tr>
<tr>
<td>Easiest number to contact (day): ____________________</td>
<td>Name of Organization: ____________________________</td>
</tr>
<tr>
<td>Mailing Address of Applicant: ______________________</td>
<td></td>
</tr>
</tbody>
</table>

**School Facility**

- **Elementary Schools:** LL Beazley_____ DA Harrison_____ North_____ South_____ WA Walton_____
- **Secondary Schools:** PGHS_____ NBC IHS_____ JEJ MMS_____ PGEC_____  

**Specify the Area to be used:**

- **Indoor** (classroom, library, auditorium, gym/multipurpose room, commons, lighting/sound system, cafeteria, cafeteria personnel, heat/AC, etc.)
- **Outdoor** (athletic field with/without lighting/sound system, parking lot, custodial clean-up, other buildings/grounds, etc.)

Describe in full the nature of the program to be conducted:

<table>
<thead>
<tr>
<th>Total Number of People: ______</th>
<th>Amount of Admission to the Event: ______</th>
<th>Actual length of performance ______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) to be used: ___________</td>
<td>Profits will be used for: ______</td>
<td>Actual time event will begin ______</td>
</tr>
<tr>
<td>Hours facility to be used: ______ (including set up and clean up)</td>
<td>Total Number of hours that a custodian will be needed: ______</td>
<td></td>
</tr>
</tbody>
</table>

- Is Police Security needed for this event: Yes  □  No  □  (The organization is required to secure and pay for their own security for the event.)

**Name of the Insurance Company:** ____________________________

**Address of Insurance Company:** ____________________________________________

**Policy #:** ____________________________

**Phone# in case of liability issue:** ____________________________  Email: ____________________________

Upon approval of the application, you will be contacted to discuss the rental fee(s). The application, payment, and certificate of insurance must be received prior to the activity for usage. All requests must be confirmed in writing on this form. **PLEASE ALLOW THREE WEEKS FOR PROCESSING FROM THE DATE THE APPLICATION IS RECEIVED.** Any changes to the application must be done in writing, submitted to the school principal, and immediately shared with the Office of the Superintendent.
TO BE COMPLETED BY THE SCHOOL/FACILITY OFFICE STAFF FOR SBO PURPOSES ONLY

(For school-based activities only): Any special equipment/technology needed for the event? (Explain)

<table>
<thead>
<tr>
<th>Name of the Custodian(s) assigned to the event:</th>
<th>SBO USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if more than 2 custodians, attach information to this form)</td>
<td>Reg/OT pay $__</td>
</tr>
<tr>
<td>Custodian(s) assigned are confirmed for overtime, if necessary: Yes ☐ No ☐ Total costs per hour $________</td>
<td></td>
</tr>
</tbody>
</table>

Approval signatures (from PGHS only):
- Theatre Instructor (for auditorium)
- Secretary’s Signature prior to Application Approval
- Athletic Director (for gym/outdoor facilities)
- Date of Approval

_____ Recommended by the School Administration for Approval
_____ Not Recommended by the School Administration for Approval

School Principal’s Signature
Date of Approval

-SCHOOL BOARD OFFICE USE ONLY-

SUPERINTENDENT/DESIGNEE TO COMPLETE

The facilities requested above are available on the date(s) requested: Yes ☐ No ☐

School Food Service charges are to be assessed: Yes ☐ No ☐

Total Hours confirmed for job completion: _________ hours (x) required estimated Custodial Personnel Fees: $________

Required Operations Fees for Specific Areas to be Used: $ _______

Total Estimated Costs to be remitted by the applicant prior to the event: $ _______

Comments: ______________________

Total Paid
Check No. Date Received

Superintendent/Designee’s Signature for Application Approval
Date of Approval

APPLICATION:
- SBO APPROVED
- SBO NOT APPROVED

EXTENSION OF TIME NEEDED FOR:
- Air Conditioning
- Heat

cc from SBO: C&M Administrative Secretary (front & back page /all), Clerk of the School Board (all), and facility to be used (all)

cc from PGHS: applicant (front page only) and custodian (all)

Adopted: August 8, 2005
Revised: December 14, 2009; December 13, 2010; February 20, 2020