

**Charles City County Public Schools
10035 Courthouse Road
Charles City, VA 23030
APPLICATION FOR USE OF SCHOOL FACILITIES**

Application to use a school facility must be completed and submitted to the Principal of the school involved at least 20 days prior to the anticipated use of the facility. The applicant should read the School Board Rules and Regulations, which accompany this application before submitting it to the Principal. All custodial and food service fees (if any) and operational charges must be submitted within five days following building usage. Make checks payable to the Charles City County Public Schools. 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 accident or for the acts or omissions of persons not employed by Charles City County Public Schools. For information or assistance concerning the use of school facilities, please contact the Administrative Assistant for Operations at 804-652-4612.

APPLICANT IS TO COMPLETE ALL ITEMS. TYPE OR PRINT (Press Hard)

Date application submitted: _____ Is this organization an IRS recognized not-for-profit organization? Yes No

Organization Federal ID# _____ Organization Name _____

Address of organization: _____

Street City State Zip Code

Name of Applicant: _____ Phone No. _____

Last First Middle Initial

Address of Applicant: _____

Street City State Zip Code

Specific area(s) to be used: Indoor: _____ Outdoor: _____

Describe fully the nature of program to be conducted: _____

Total No. People Involved _____

Date(s) to be used _____ Day(s) _____ Time(s) _____

Amount of admission to be charged: \$ _____ Profits will accrue to: _____

I have read and thoroughly understand all of the School Board Rules and Regulations which govern use of facilities and agree to have my organization enforce all rules which are applicable to this use.

Signature of Applicant

Note: This permit is requested under the rules of Charles City County School Board, and I agree to become responsible for any damage to the BUILDING, GROUNDS, AND IOR EQUIPMENT. For events larger than 250 persons, Special Events Insurance Coverage naming The Charles City County Public Schools as an additional insured will be required for use of facilities. The Insurance must include liability coverage unless otherwise requested. For events of 250 or less, a hold harmless for CCCPS letter must accompany the application. For further information regarding Insurance, please contact:

Signature: _____

(Please Print)

Name: _____

Complete Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Principal To Complete

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

School Food Service charges to be assessed: Yes No (Applicant must contact Food Service (804) 652-4612 for services needed.)

Custodian assigned: _____ Total Hours _____

Facility space(s) assigned: _____ Total Hours: _____

Organization/Applicant is: resident non-resident a participating locality.

Required custodial fees \$ _____ Required operation fee \$ _____ (Total must be submitted with appl.)

Comments: _____

Total Fees Check No. Date Received Signature of Director Date

Should your application be approved, you will be contacted to discuss rental fee(s). Application, payment, and certificate of insurance must be received prior to activity. All requests must be confirmed in writing on this form. **PLEASE ALLOW THREE WEEKS FOR PROCESSING FROM DATE APPLICATION RECEIVED.** Any changes to applications must be done in writing.

The following charges will be billed to the organization after the event:
 Custodian- Regular overtime rate per hour, with a minimum of three hours
 Cafeteria Manager – regular overtime rate per hour, with a minimum of three hours
 Cafeteria Worker – regular overtime rate per hour, with a minimum of three hours
 Operational Charges- according to establish rates

OPERATIONAL CHARGES FOR USE/RENTAL OF SCHOOL FACILITIES

Fees for operational use of buildings, grounds, facilities, custodial, and food services fees are established to defray building operation costs and are effective July 1, 2002 as follows:

Area	****3 HOUR MINIMUM CHARGE****		EACH ADDITIONAL HOUR OR FRACTION THEREOF	
	Non-Profit/Locality Rate	Non-Locality Rate	Non-Profit/Locality Rate	Non-Locality Rate
Library or Classroom	\$60.00	\$225.00	\$20.00/hr	\$75.00/hr
Cafeteria or Auditorium	\$100.00	\$300.00	\$40.00/hr	\$100.00/hr
Gym/Multipurpose	\$150.00	\$375.00	\$50.00/hr	\$125.00/hr.
Athletic Field/Parking Lot	\$30.00	\$120.00	\$10.00/hr	\$40.00/hr
Student Lighting/Sound	\$24.00	\$75.00	\$8.00/hr	\$24.00/hr

*Custodial charges will include 30 minutes before and 30 minutes after the scheduled event, with a 3-hour minimum.

In the event a program or function begins before 3:30p.m. on any school day, the usage cost would be calculated on an hourly basis for each hour or portion thereof the program or function is scheduled beyond 3:30 p.m. Example, program begins before 3:30pm and ends no later than 4:30pm, the charge would equal one hour of operation usage fee, custodial fee, or security fee if applicable. (3-hour minimum is still in effect).

If the kitchen or food service is required, contact the Administrative Assistant for Operations. Personnel will be paid in their regular paychecks and the using organization will be billed by the Department of School Food Services for these charges

PLEASE REFER TO THE POLICIES LISTED BELOW:

General Policy

School facilities, including buildings and grounds, are designed and constructed for the primary purpose of supporting educational programs of the school system. Use of facilities for school purposes shall have first priority. The School Board encourages the use of these facilities by the public when such use does not inhibit the basic purpose of the educational program. Operational charges and custodial fees for the use of these facilities are not for the purpose of generating revenue, but are to restrict expenditure of educational funds to educationally related uses. Operational expenses such as heating, cooling, lights, water, custodial fees, security and other costs make it necessary to charge a nominal fee for non-school use if these facilities. For purposes of this policy, operational and custodial fees are effective Monday through Friday before 7:30a.m. and after 3:30 p.m., and all day Saturday, Sunday and holidays.

Building Use Procedure

Use of school facilities and grounds before or after school hours shall be handled by the principal or the school according to rules and regulations of the School Board. Permission to use a school facility or the grounds shall be granted with the approval of the Principal and the Superintendent, unless a special situation arises that requires the action of the Board. Requests shall be presented for action no less than 20 days prior to the date scheduled for the event. The Board may cancel permission to use school facilities and grounds when such action is in the best interest of the school division.

Fees and Deposits

Operation usage fees, custodial, and food service fees shall be charged for use of a school area by an individual group as authorized by the School Board. Usage fees shall be required of all individuals and groups using school areas, except Charles City County Schools and groups appointed by the School Board such as Superintendent's Advisory Committee and community councils and groups created for the sole purpose of supporting Charles City County Schools such as PTSA and booster groups, and non-school organizations whose purpose is to improve and educate the community in civic growth and welfare or whose net profit is used for school betterment projects. (Custodial fees shall be charged for all non-school related groups.)

All publicity (e.g., posters, brochures, throw-aways, radio or TV announcements) must carry the name of the individual or group sponsoring the meeting. The School Board may not be identified as sponsor.

Neither the names nor the address of the Charles City County Schools or School System may be used as the official address or headquarters of organization.

The fact that a group is permitted to meet at a Charles City County School does not in any way constitute an endorsement of the group's policies or beliefs by the School Board.

If school is closed on the day of an event or on a Friday preceding a weekend event because of snow or other emergency conditions, all scheduled events will be cancelled.

Frequency of Use

In order to insure that School Board facilities are available to the greatest number of people, **no reservations for the use of school areas may be made more than six months in advance.**

Responsibility

The Charles City County School Division assumes no responsibility for property brought on the premises by a using organization, its members or guest, or for lost or stolen items. The Charles City County School Division also assumes no responsibility for injuries or illness-sustained and/or contracted on the premises except that caused by the negligence of the School Board's agents or employees. The person signing the application and the organization, which he represents, shall be held financially responsible for any damage to the building, its furniture, and equipment during the period of use. The group to whom the facility is rented shall hold the school and the School Board harmless for any damage or claims arising from the action for the permit holder, his/her employees or agents, or patrons while the facility is in use. The School Board reserves the right to revoke or deny approval to any individual or organization that does not comply with policies and regulations governing the use of the facilities.

Charles City County Public Schools
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804-652-4612

***RULES AND REGULATIONS PERTAINING TO THE USE OF SCHOOL
FACILITIES***

1. Application to use the school facility must be completed and submitted to the Principal of the school at least 20 days prior to the anticipated use of the facility. Copies will be mailed to appropriate persons after processing.
2. Custodial fees (if any), food service managers fees (if any) and operational charges must be submitted within five (5) days following building usage.
3. The person signing the application and the organization will be held financially responsible for any damage to the building, furniture and equipment.
4. No facility may be considered as reserved until the written application, operational and/or custodial personnel fees are on file and a "Use Permit" has been issued.
5. The application form for the use of a school facility for a meeting or activity shall provide a full statement of the purpose and type of meeting or program for which permission to use the school building sought. This statement shall include information concerning the sponsor or sponsors, the content of the program, information as to whether the meeting or activity is to be advertised, and a statement concerning how any financial proceeds are to be distributed.
6. The school facility *may not be used for profit-making activities of sole proprietorships, partnerships, corporations, or associations licensed to do business as a profit-making organization without the approval of the School Board.*
7. *Only those activities open to the public will be allowed for facilities use.
8. *Other than activities sponsored by school-related organizations or school groups, e.g., PTA/PTO/PTSA, Boosters, Athletic Teams, Choral, Band, School Clubs, etc., no series of meetings or engagements will be allowed without special authorization of the Superintendent.
9. *The school facility may not be used for profit-making activities of any individual or entity without approval of the School Board. Only not-for-profit organizations approved to use the facility may charge any fees for admission to the event and any such fees must go to the organization.
10. *The custodians, maintenance workers, cafeteria managers, or security personnel are for minimal set-up, cleaning, or supervision services only. The organization using the facility will be expected to leave the facility ready for services the next day. Custodial services do not include transporting equipment or supplies, arrangement of any special furniture or equipment, supervision of activities or crowds.
11. The custodians or cafeteria managers fees are for minimal set-up, cleaning or supervision services only. The organization using the facility will be expected to leave the facility ready for services the next day. Custodial services do not include transporting equipment or supplies; arrangement of any special furniture or equipment, supervision of activities or crowds.
12. Cafeteria kitchens may not be used unless the cafeteria manager, or his/her representative, is on duty.
13. Only school furniture provided for a particular facility may be used. Any rearrangement of school furniture must be done by the group using the building, but only after securing the *permission of the Central Administration. *No alteration of facility is allowed without Central Administration permission.*
14. *Smoking is not permitted in any part of the school building. No alcoholic beverages or illegal drugs shall be permitted in the school building, or on school grounds. Possession or use of illegal weapons is prohibited. Violators will be reported to the proper authorities.*
15. Occupancy is limited to the number of persons, seat for seat, that the facility is designed to accommodate and as posted.
16. Staging or decorations must be done so as not to deface or damage any property, and must be approved by the Central Administration.
17. All organizations using school facilities shall be required to employ police officers/security officers for crowd control when deemed necessary by the School Administration.
18. The use of school facilities for funerals will not become a common practice. Only extreme circumstances involving employees/former employees or civic leaders will be given limited consideration.

PERSONNEL SERVICE FEES

A charge for the services of custodial, and/or cafeteria personnel will be made of such personnel who would not otherwise be on duty. *Such employees will be compensated at their prevailing overtime rate.