

## COMMUNITY RELATIONS

### Community Use of School Facilities

#### I. Purpose

The purpose of this regulation is to provide both the community and the School Division administration a standard approach to using school facilities.

#### II. General Guidelines

- A. Hours of Usage: Hours of use shall normally be from the close of school until 10:15 p.m. on weekdays and from 9 a.m. until sunset on Saturdays/Sundays. Exceptions may be made for scheduled church services and for other activities at the discretion of the principal, or designee.
- B. Priority of Usage: School organizations, PTA/PTO's, School Age Child Care (SACC) and all Boy/Girl Scout groups have first priority of usage, followed by the Department of Parks and Recreation.
- C. Cancellations: Use of schools by organizations shall be canceled when schools are closed due to inclement weather or other emergency conditions. Schools scheduled for weekend use must establish a contact person at the school level, in the event of severe weather to determine if the activity will be canceled. In the event a Divisionwide school cancellation was not initiated, the principal or designee shall be responsible in determining if community use activities may be safely held.
- D. Liability Responsibility: With the exception of internal Prince William County Public Schools (PWCS) organizations, each applicant is required to maintain a minimum of \$1,000,000 in liability insurance coverage for all activities.
- E. Non-Profit Status: A non-profit organization shall be required to provide a copy of their 501(c)(3) letter, issued by the IRS, prior to approval of the activity.
- F. Permissible Activities: Approved community activities may include, but are not limited to: afternoon, evening, and Saturday classes, dinners, concerts, dramas, book festivals, art festivals, dances, parties, and organizational meetings. Activities which do not fall into the above categories and appear to be of questionable nature or games of chance shall be referred to the Office of Risk Management and Security Services for approval.

- G. **Acceptable Conduct:** Individuals, groups, or organizations using a School Board facility shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder, and not restricted by reason of race, religion, sex, creed or national origin.
- H. **Damages to Facility/Equipment:** Before and after building use, the facility must be inspected by the user and the senior custodian, or other on-duty designated building supervisors. Damages found to have occurred during use must be listed in writing with the user acknowledging said damages by signature. Users are responsible for any damages to PWCS property.
- I. **Controlled/Prohibited Substances:** Per Regulation 753-1, no alcohol, drugs, or anything that resembles alcohol or drugs, may be served, consumed, or brought upon school property.
- J. **Smoking:** Per Regulation 403-1, Use of Tobacco Products, smoking is prohibited in buildings, or any sites operated by PWCS. Anyone who wishes to smoke must do so in designated outdoor smoking areas away from building entrances.
- K. **Weapons:** Per Regulation 775-1, Weapons and Other Prohibited Objects, no weapons or look-a-like weapons may be brought on PWCS property.
- L. **Gambling:** Gambling, in any form, is strictly prohibited.
- M. **Animals:** Training and exhibiting animals indoors, except for regular classroom instruction and seeing eye dogs, is prohibited.
- N. **Food/Beverages:** Food and beverages are restricted to areas designated for that purpose.
- O. **Parking Lot:** Vehicles parked on school grounds shall be confined to approved parking areas.
- P. **School Food and Nutrition Services Personnel:** Food Services personnel are required by School Board policy to be present when kitchen facilities are in use.
- Q. **Yard Sales:** Facilities are not available for yard sales.
- R. **Display of Signs:** Groups which use School Board facilities may place temporary identification signs on school grounds only while the location is in use. Size limitation shall be 4' x 8'.

- S. Denial of Use: The School Board reserves the right to deny use of facilities at any time and is the final authority concerning interpretations and modifications of policy, regulations, and in rendering decisions.

### III. Procedures for Use

#### A. Application for Facilities Use

1. An individual, group, or organization (user), seeking to use school facilities must first apply as an Organization Event Coordinator (OEC) through the online system "Community Use," by accessing the Risk Management and Security Services Web site at [pwcs.riskmanagement.schoolfusion.us](http://pwcs.riskmanagement.schoolfusion.us) and clicking on the Community Use link. Once receiving an email notification the applicant has been approved, the user may then submit a request to reserve space through the online system. Requests must be submitted a minimum of thirty (30) business days in advance for commercial events and fifteen (15) business days in advance for all other activities. If a user does not have Internet access, paper copies of the application are available at each school location. Paper forms must be returned to the school the user wishes to rent.
2. The user must contact school personnel to request any changes to a scheduled event as soon as possible. This includes, but is not limited to: requests to change rooms/areas, modification of set-up details, time of the event, cancellations, etc.
3. Non-profit sports leagues, those requesting use of the grass fields, or users seeking to reserve school facilities to hold recreational activities must first contact the Department of Parks and Recreation (formerly known as the Prince William County Park Authority) per the Cooperative Agreement between the Prince William County School Board and the Department of Parks and Recreation Board. These types of users do not need to register as OECs. Please review Attachment V for additional information regarding use of artificial turf fields (ATFs).
4. Organizations which are a part of the Prince William County Arts Council (PWCAC) may not book directly with the school facilities. Individuals must contact the appropriate representative of the PWCAC and ask that the event be booked for them. These types of users do not need to register as OECs. Please review Attachment V for additional information.

### IV. Responsibility of All Users

- A. All users will conduct activities that are orderly and lawful, not of a nature to incite others to disorder, and not restricted by reason of race, religion, sex, creed or national origin.

- B. Users will ensure they do not smoke or bring alcoholic and/or controlled substances on School Board property, or allow others within their organization/group to smoke or bring alcoholic and/or controlled substances on School Board property.
  - C. Users shall be limited to those areas which they have requested.
  - D. All users are required to maintain a minimum \$1,000,000 policy in liability insurance coverage for all activities. A copy of the certificate will be required prior to the activity taking place.
  - E. If an activity is marked as "Pending," the user will not hold any activity at the facility until all requirements have been fulfilled.
  - F. The individual or organization requesting rental of school facilities will be held financially liable for the terms of the agreement.
  - G. Individuals, groups, or organizations may not store items at any school facility.
  - H. Users will not adjust any thermostats or time clocks governing heating and cooling cycles in the facilities.
  - I. In the event that schools are canceled due to inclement weather or other emergency conditions, it is the user's responsibility to notify their members of such circumstances. School closures and delays are regularly posted on the PWCS Web site at pwcs.edu.
  - J. The community user agrees to assume full responsibility for, and hold the School Board, its agents, servants, and employees harmless from, any legal liability, injury, or damage to the person or property of the applicant or others and to assume full responsibility of any damage to any school property or person in connection with the use of the school facilities, including negligence by the user or the user's employees and its agents, to include all participants.
  - K. Users agree to comply with all other safety regulations, policies, rules and guidelines set forth by PWCS.
- V. Responsibility of the Schools

The following shall be the responsibility of the school:

- A. Schools are to enter all school-related activities, which occur before and after normal school hours, on the weekends and on holidays into the Facilities Scheduling Direct (FS Direct) system.

- B. The designated community use person will log into the FS Direct system at least twice a week to review submitted schedule requests.
- C. The designated community use person will review the FS Direct calendar weekly and verify there are no conflicts with scheduled activities.
- D. The school will cancel events in a timely manner and verify the user has been informed of the reason for the cancellation.
- E. Schools are responsible for approving activities at their level. Schools are not to “Activate” any schedules. Likewise, schools will not allow any individual, group, or organization to use the facilities until the final approval has come from the Office of Risk Management and Security Services.
- F. Schools are to provide the appropriate personnel to work community use events.
- G. Schools shall not book events for outside users under the school unless it is an approved school-sponsored activity. Schools will require all users to request through the online scheduling system “Community Use.” The school shall also provide written instructions to users detailing how to submit their request over the Web or a hard copy of the Community Use of Schools Rental (Attachment I) form to individuals without Internet access. It is the school’s responsibility to input paper applications into the FS Direct system.
- H. Schools shall verify that all requests for use have specified AC/Heating as required for the event. If not, the designated community use person will check the option under the “Set-up Requirements” section within FS Direct to ensure maintenance provides the indoor services as needed.
- I. The school shall not allow events marked as “Pending” to take place until all requirements are met.
- J. Schools are responsible for creating invoices and providing them to the user at least ten (10) business days in advance. Any changes to the invoice, due to adjusted rental times or personnel hours, will be resubmitted to the user after the event has taken place.
- K. Fees shall be collected by the school in advance with the exception of internal PWCS-related activities. In the event the school fails to collect fees in advance and an organization does not pay, the school is still liable for payment to the Office of Risk Management and Security Services.

- L. To ensure all employees are paid for worked community use events, schools shall forward the employee's original timecard(s) along with the Community Use Payroll Information Form (Attachment VI) to the Office of Risk Management and Security Services. The school must complete the required Personnel Requisition Form prior to a Student Technician receiving payment for community use events.
- M. Schools are to retain twenty-five percent (25%) of the building rental and any special fees (e.g., microphones, stage lights) charged to users. The remaining seventy-five percent (75%) and all personnel fees will be forwarded to the Office of Risk Management and Security Services via the Community Use Monthly Payment Sheet (Attachment VII). Payments are to be submitted no later than the fifth (5<sup>th</sup>) of the following month, after the event has taken place.
- N. Any documents providing proof of general liability insurance or non-profit status shall be forwarded to the Office of Risk Management and Security Services for review.
- O. Activities submitted into FS Direct as fundraisers must have prior approval from the appropriate level associate. A copy of the signed fundraiser sheet should be forwarded to the Office of Risk Management and Security Services.
- P. Safety/security concerns regarding any community use activity are to be directed to the Office of Risk Management and Security Services.

## VI. Personnel

Only full-time PWCS employees are permitted to work community use events. Substitute teachers and temporary employees may not work these types of activities due to the manner in which they receive pay. All personnel fees include staff hours needed for set-up of an event.

### A. Supervision

- 1. The principal, or designee, at each school location will determine, within reason, if a supervisor is needed to work an event. A decision to waive supervisory fees may be done at the principal's discretion. Per Regulation 561.03-1, Work Day, Meetings, and Responsibilities, principals, management personnel and activity directors may not be paid for working as a supervisor. Administrators may donate their time. The supervisor is required to remain visible to the group at all times and is responsible for making regular checks of the area in use, restricting user groups to scheduled areas, reporting irregularities, and making safety inspections. Specific duties of the Supervisor may include:

- a. Ensuring users are admitted to the facility at the contract start time and leave at the contract end time;
- b. Providing information, assistance, and direction to users;
- c. Supervising large groups; and
- d. Gathering pertinent information and reporting incidents, damage, breakage of property and equipment, injuries, unsafe practices or conditions, and security problems.

#### B. Custodial Support

1. The principal or designee at each school location will determine, within reason, custodial hours and the number of custodians needed to work an event. Per Regulation 526-1, Overtime and Compensatory Time Provisions, classified personnel cannot volunteer their time and must be paid at their overtime rate when required to work more than 40 hours per week. Specific duties of custodial support may include:
  - a. Unlocking and locking doors;
  - b. Operating ceiling lights;
  - c. Setting up chairs, tables and bleachers; and
  - d. Clean up after community use events.

#### C. Other Required Personnel Services

1. Any user wishing to use the kitchen facilities will incur a personnel fee for a School Food and Nutrition Services employee. A separate contract is to be completed by the user through the Office of School Food and Nutrition Services.
2. Users requesting use of stage lighting and equipment must pay for a student technician. Only experienced technicians, familiar with the equipment in the school, may operate lighting and sound systems.

- D. Under no circumstances shall an employee be directly paid by a community user, nor shall any employee accept payment directly from a user.

### VII. Processing a Community Use Application

- A. Once an application is submitted, the user will receive online notifications, advising the status of their request, via the following:
  1. An email to advise their request was successfully submitted to the school of choice;
  2. An email notifying the applicant the school has approved the request; and

3. A final email advising the requested activity has been “Approved” and “Activated,” meaning the final approval from the Office of Risk Management and Security Services has been received.
- B. All documentation requested of a user and those items as outlined in this regulation are due prior to the event taking place. Failure to do so will result in denial of use.
  - C. At the discretion of the Office of Risk Management and Security Services, an event may be placed on “Pending” status to notify the user additional documentation is required before the activity may proceed. Pending status does not mean the activity has been approved. The organization or individual requesting space must fulfill all requirements of the pending status and are not authorized to meet at the location until then.

#### VIII. Cancellation of Use

- A. Use of schools by organizations shall be canceled when schools are closed due to inclement weather or other emergency conditions. Facilities scheduled for weekend use must establish a contact person at the school level, in the event of severe weather, to determine if the activity will be canceled. In turn, users are required to notify their members of such circumstances. School closures and cancellations are regularly posted on the PWCS Web site at pwcs.edu. In the event a Divisionwide school cancellation was not initiated, the principal or designee shall be responsible in determining if community use activities may be safely held.
- B. The School Division reserves the right to cancel or deny any use when such action deems to be in the best interest of PWCS. Reasons why a schedule may be canceled include, but are not limited to:
  1. The activity is set to take place on a designated federal holiday or during a time when staff and students are normally in the building (e.g., during normal school hours, Thanksgiving Day, Spring Break);
  2. School personnel are not available to work on the date of the activity due to planned school activities;
  3. Rescheduling school-sponsored activities creates a conflict with a scheduled community use event;
  4. The applicant has not fulfilled all requirements prior to the event date (e.g., lack of general liability insurance);
  5. Misrepresentation by the user of the proposed activity;
  6. The individual, group or organization has demonstrated a history of failing to comply with rules and regulations set forth by PWCS; and/or
  7. User has failed to pay for past usage of the school facilities.



IX. Classification of Organizations

Applicable rental fees are based upon an organization's classification as determined by PWCS:

A. Rent-Free Organizations

1. School-sponsored groups such as PTA/PTOs, Booster Clubs, Prince William County Government/School Board agencies, Girl and Boy Scout groups, 4-H Clubs, and Homeowner's Associations (HOA meetings only).
  - a. No rental fee applies; and
  - b. Personnel fees apply as required.

B. Non-Profit Organizations

1. Church, cultural, and religious groups/organizations providing proof of non-profit status via the 501(c)(3) letter as issued from the IRS; or any other group or organization able to supply proof of such status.
  - a. Schedule "A" non-profit rates apply; and
  - b. Personnel fees apply as required.

C. Educational Organizations

1. Colleges and universities such as Northern Virginia Community College, George Mason University, James Madison University or other accredited educational institutions.
  - a. Educational rates apply; and
  - b. Personnel fees apply as required.
2. Before an organization will be considered for this classification, an official letter from the educational institution must be forwarded to the Office of Risk Management and Security Services advising who is authorized to teach the course. The letter should include the semester being taught. An individual instructor or professor may not schedule the course without this authorization.

D. Sports Leagues/Recreational Groups

1. Per the Cooperative Agreement between the Prince William County School Board and the Department of Parks and Recreation Board, sports leagues, those requesting use of the fields, or otherwise seeking to reserve school facilities to hold recreational activities, must book through the Department of Parks and Recreation. Users of this classification should also review Attachment V for additional information.
  - a. Personnel fees apply as required.

E. Prince William County Arts Council

1. All organizations which are affiliated with the Prince William County Arts Council (PWCAC) are not charged rental fees; however, users of this classification may not reserve schools directly. Organizations must contact the appropriate representative of the PWCAC and ask that the event be booked for them. Attachment V should also be reviewed for additional information.
  - a. Personnel fees apply as required.

F. Commercial Organizations

1. Commercial rates apply to any users which do not fall into the previously identified classifications, private users, or for those organizations solely designated as for-profit.
  - a. Commercial rates apply; and
  - b. Personnel fees apply as required.

- G. If a user believes the classification decided by PWCS is not appropriate for their organization, the user may submit an official request to the Office of Risk Management and Security Services to review the classification. All appropriate documentation supporting the reclassification should be provided.

X. Facility Use Fees

- A. A copy of the most current fee schedule is available as Attachment II. Rental fees will be assessed based upon the following:
  1. Classification of the organization;
  2. School level requested (i.e., elementary, middle or high school),
  3. Type of room, area, or space requested (e.g., classroom, auditorium); and
  4. Length of time the facility will be in use.

- B. Fees are assessed in hourly increments.
  - C. Rental fees cover the use of basic equipment, such as chairs, desks, tables, etc.
  - D. Other fees, such as special fees, will be assessed for:
    - 1. Stadium lights, sound systems, stage lights, spotlights;
    - 2. Use of kitchen utilities;
    - 3. Use of school equipment (e.g., pianos, overhead projectors, microphones, scoreboards); and
    - 4. Other electronic devices (e.g., Smartboards, iPads).
  - E. If fees apply, an invoice will be generated by the school. Fees are to be remitted by check made payable to the school location hosting the event. Payment must be received in advance of the activity. The user agrees that failure to pay for use by the date of the event will result in a ten percent (10%) late penalty fee. All penalty fees are to be forwarded to the Office of Risk Management and Security Services. PWCS reserves the right to deny use of the facilities to any user who fails to pay prior to the event date.
  - F. Checks returned due to non-sufficient funds will be assessed a ten percent (10%) penalty fee. This penalty fee is to be forwarded to the Office of Risk Management and Security Services. The collection of penalties for late payment fees, and/or fees referred for collection to an attorney, will be determined by the Director of the Office of Risk Management and Security Services.
  - G. The user agrees that every effort will be made to contact the school within a reasonable timeframe in the event a community use activity must be canceled. Failure to do so will result in a no-show fee of \$60, in addition to any applicable personnel fees. Personnel fees shall be forwarded to the Office of Risk Management and Security Services. Schools shall retain the no-show fee.
  - H. Subsequent failures to pay facility use charges will result in the organization being marked as "Do-Not-Rent."
- XI. Proof of Insurance Coverage
- A. General Liability Insurance
    - 1. Each individual, group, or organization is required to maintain a minimum of \$1,000,000 in liability insurance coverage for all activities. Failure to provide proof of general liability insurance will result in denial of the request.

2. A copy of the policy naming the certificate holder as the Office of Risk Management and Security Services, Prince William County Public Schools, P.O. Box 389, Manassas, Virginia 20108, and listing Prince William County Public Schools as an additional insured to this policy is required prior to approval of the community use request (see sample certificate, Attachment III).
3. A copy of the "Declaration of Coverage" or a binder will **not** be accepted.
4. In the event the user does not have insurance, PWCS has enrolled in the Tenant User Liability Program (TULIP) through the Virginia Municipal Liability Program, which is a third-party liability provider (Attachment IV).
5. Should PWCS receive notification from the user's insurance provider that their policy is canceled or in danger of being canceled, the user will have ten (10) business days to provide sufficient evidence the insurance policy has not lapsed. Failure to do so will result in cancellation of the requested use.

B. Non-Profit Status

1. In order for a user to reserve the facilities at the non-profit rate, the applicant will be required to provide a copy of the 501(c)(3) letter as issued by the IRS. If this is not received prior to the event taking place, commercial rates will apply.
2. Users may be required to provide proof of continued non-profit status as requested by PWCS.
3. At the discretion of PWCS, newly-established religious, cultural, or church organizations unable to provide proof of non-profit status may submit proof that such status is being obtained. The Director of Risk Management and Security Services, or designee, may allow, up to a one-year grace period. After the allotted timeframe, if proof of non-profit status has not been received, the organization's status shall be re-evaluated.

XII. Employee Profit

PWCS employees are prohibited from using the facilities without charge for personal events, any activities in which there is personal gain, or non-school sponsored/related activities. In the event an employee wishes to hold a non-school related event, they will be assessed as a Commercial Organization and are required to pay such fees, unless other proof of status can be provided. Regulation 593.01-1, Professional Rights and Privileges, along with Policies 114, Conflict of Interest, and 423, Donations to Schools, should also be referenced.

### XIII. Fundraising Activities

- A. All fundraising activities must be entered into FS Direct and clearly marked in either the event title or the event description that the activity is a fundraiser. It is mandatory a copy of the approved fundraiser request sheet, as signed by the school's level associate, be forwarded to the Office of Risk Management and Security Services before final approval will be granted.
- B. Fundraising activities such as raffles, guessing games, and other similar games of chance are allowed only when the organization has fulfilled all requirements of, and is in compliance with, Virginia State and local legislation and with Prince William County School Board regulations on the subject of games of chance.
- C. All schools are permitted to host a total of six (6) Rent-Free Commercial Fundraisers per school year. Fundraising activities may be sponsored by the school's PTA/PTO, Booster Club, and other recognized parent organizations.
  - 1. Commercial activities are defined as and include, but are not limited to, any natural person, firm, business, corporation, partnership or any other organization that is providing a product or service for a profit.
  - 2. Rent-free commercial fundraisers will not exceed three (3) consecutive calendar days in duration.
  - 3. Schools are permitted to retain 100% of the building rental fees. Any applicable personnel payments must still be forwarded to the Office of Risk Management and Security Services.
  - 4. Schools with turf fields must designate which fundraiser they wish to use as a turf field fundraiser by completing the Turf Field Reserve Fund Form (Attachment VIII) and submitting it to the Office of Financial Services.

### XIV. PTAs, PTOs, Booster Clubs

All PTAs, PTOs, Booster Clubs, and any other school-related fundraising groups or organizations are required to maintain a general liability insurance policy with a minimum of \$1,000,000 in coverage for all activities.

### XV. Safety and Security

- A. Users are required to follow all PWCS regulations, including safety and security procedures.

- B. Should a group request use of the stage, the set-up must be reviewed with the supervisor or principal's designee prior to the event, to ensure all safety requirements have been followed. The Theater Safety Procedural Manual should be reviewed for further clarification of this safety measure.
- C. PWCS reserves the right to request applicants to demonstrate to the satisfaction of the School Division that reasonable security measures and precautions have been taken to ensure the safety of all individuals participating in or attending any community use events. This includes, but is not limited to:
  - 1. Providing security in the form of a police presence, preferably through the Prince William County Police Department (PWCPD). The user renting the facilities will be required to cover any associated costs.
  - 2. Notifying the Prince William County Fire Marshal's Office of an event and submitting a Temporary Activity Permit (TAP) form. The user renting the facilities will be required to cover any associated costs.
  - 3. Increasing the ratio of adults to children to ensure adequate supervision.
- D. A walkthrough of the set-up by the Office of Risk Management and Security Services Safety Specialist may be required prior to the event to ensure the activity does not violate any established fire or safety codes.

#### XVI. Health and Wellness-Related Activities

Those users wishing to hold fitness, health, and/or wellness-related activities solely meant to benefit PWCS students, must have additional approval from the Office of Health, PE, and Curriculum before holding such activities.

#### XVII. SACC

PWCS has entered into a long-term agreement with Minnieland Private Day School, Inc. to provide the School Age Child Care (SACC) Program for families of PWCS students. No other external individual, group, or organization, regardless of licensure, is permitted to provide daycare and/or babysitting services for PWCS students on School Board property.

#### XVIII. Political Activities

As per Regulation 925-1, Distribution of Materials And Communications In The Schools By Outside Sources, material of a partisan political nature shall not be distributed in the schools or on school property, except at such time as the schools are in use as polling places, and then only as permitted by law.

XIX. Heating, Ventilation, and Air Conditioning

- A. School facility thermostats will be set at approximately 72° F to keep all areas in the comfort range of 68° – 76° F during the heating and cooling seasons.
- B. Maintenance personnel are the only individuals authorized to adjust thermostats and time clocks governing heating and cooling cycles.
- C. Users are restricted from bringing electrical heating or air conditioning devices under any circumstances unless specifically authorized in writing by the Director of Facilities Services.
- D. Any problems with air conditioning, heating, or ventilation during a community use activity are to be reported to school personnel assigned to supervise the event.

XX. Rental of Edward L. Kelly Leadership Center

All inquiries regarding the reservation of space at the Edward L. Kelly Leadership Center by external organizations shall be directed to the Office of Risk Management and Security Services.

XXI. Miscellaneous

Additional questions regarding Community Use may be referred to the Office of Risk Management and Security Services.

XXII. Use of New School Facilities

New school facilities shall not be immediately available to the public for community use activities. Requests from individuals, groups, or organizations to reserve space at a new facility shall be granted on a case-by-case basis, until it has been officially declared the facility is available for public use. The School Board reserves the right to restrict the use of new schools as they deem necessary, in order to provide adequate time for Facilities Services staff to complete all necessary items relating to construction and to allow school personnel to adjust to a new location.

XXIII. Scheduling of Artificial Turf Fields

- A. Rental fees for external users seeking to reserve the artificial turf fields (ATFs) have been determined as follows:
  - 1. Unlit Turf Field - \$90 per hour (non-profit) / \$270 per hour (commercial)
  - 2. Lighted Turf Field - \$110 per hour (non-profit) / \$330 per hour (commercial)

- B. All requests from external organizations for use of the ATFs must be scheduled directly with the school and not through the Department of Parks and Recreation.

#### XXIV. Building Use Report

As required by the Code of Virginia, Section 22.1-131, the Superintendent of Schools shall advise School Board members a monthly report regarding the use of various school properties is available for review in the Office of Risk Management and Security Services.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for implementing and monitoring of this regulation.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for reviewing this regulation in 2015.



**Community Use of Schools Rental Form**

**PLEASE RETURN THIS APPLICATION TO THE SCHOOL LOCATION REQUESTED**

*All information is required unless noted as optional. Failure to provide all necessary information will result in denial of the community use application. If you are seeking use of the fields, are a sports league/team, or wish to hold an activity considered recreational in nature, you CANNOT use this form to request space. Please contact the Department of Parks and Recreation at 703.792.7060 and ask that they schedule the event for you.*

<b>School Requested:</b>	
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<b>Name of Organization/Group, or Individual Requesting Use:</b>			
<b>Type of Activity:</b>	Please provide as much detail as possible. Reverse side of application may be used if additional space is needed.		
<b>Are you a non-profit group (proof of status will be required)?</b>	<b>Do you have general liability insurance coverage?</b>	<b>Will admission be charged for this activity?</b>	
Yes No	Yes No	Yes No	

<b>Rooms/Area Requested:</b>	#1:	#2:	#3:	#4:	#5:
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<b>Event Begin Date:</b> ___/___/___ (use a separate sheet, if necessary)	<b>Event End Date:</b> ___/___/___ (use a separate sheet, if necessary)
<b>Event Begin Time:</b> ___:___ AM PM	<b>Event End Time:</b> ___:___ AM PM
<b>If weekly/monthly, what day(s) of the week/month (circle all that apply)?</b>	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
<b># of Attendees:</b>	<b># of Adults:</b> <b># of Children:</b>
<b>Public Event (check one):</b>	<input type="checkbox"/> <b>Yes</b> , event is open to the public. <input type="checkbox"/> <b>No</b> , event is <u>not</u> open to public.

<b>CHECK REQUIRED SET-UP REQUIREMENTS</b>			
<input type="checkbox"/> Audio/Visual	<input type="checkbox"/> Custodial	<input type="checkbox"/> Food Services	<input type="checkbox"/> Security
Please specify details of requested setup:			

<b>Contact Name:</b>	<b>Day-Time Phone:</b>		
<b>Evening Phone (optional):</b>	<b>Cellular Phone (optional):</b>		
<b>Fax (optional):</b>	<b>E-mail:</b>		
<b>Billing Address:</b>	<b>Individual or Organization Name:</b>		
	<b>Street Address:</b>		
	<b>City:</b>	<b>State:</b>	<b>Zip:</b>

**Rules and Regulations Governing Usage of Buildings and Grounds**

Hours of Usage – The hours of use shall normally be restricted to the period from the close of the normal day’s activities until 10:15 p.m. on weekdays.

Cancellation – Use of schools by users shall be automatically cancelled when schools are closed due to inclement weather or other emergency conditions. When schools are closed prior to a weekend or any other time when schools are not opened for regular session, the building principal, or designee, shall be contacted for permission to use the facilities.

Acceptable Conduct – Groups using a School Board facility shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder, and not restricted by reason of race, religion, sex, creed or national origin.

Supervision – No program shall be in operation unless a building director and/or supervisor is appointed by the applicant signing the contractual agreement is present.

Building Environment – Heating and air conditioning controls shall not be altered.

Damages to Facility/Equipment – Damages occurring during use must be reported by senior custodian with user acknowledging by signature. A claim for damages is the financial responsibility of the user.

Equipment – School or non-school equipment may not be used unless specific authorization is given to do so.

Alcoholic Beverages/Controlled Substances – No alcoholic beverages or controlled substances may be served, or consumed, or brought upon school property.

Smoking – Regulation 403-1 states that smoking is no longer permitted in buildings operated by Prince William County Public Schools. Anyone who wishes to smoke must do so in designated areas outside and away from all doorways.

Food/Beverages – Food and beverages are restricted to areas designated for that purpose.

Animals – Training and exhibiting animals indoors, except for regular classroom instruction and seeing eye dogs, are not authorized.

Parking Lot – Parking of vehicles on school grounds shall be confined to approved parking areas.

Personal Gain – School facilities/equipment may not be used for personal gain by students or employees of the School Division.

Payment – Payment for all activities is due to the school location prior to the event date.

Insurance Requirements – With the exception of Prince William County Public Schools organizations, each applicant is required to carry a minimum of \$1,000,000 in liability insurance coverage for all activities. A certificate of liability insurance shall be required naming Prince William County School Board as an additional insured to this policy prior to approval of the community use request.

The above user agrees to assume full responsibility for and hold the School Board, its agents, servants, and employees harmless from any legal liability, injury, or damage to the person or property of the applicant or others and to assume full responsibility of any damage to any school property or person in connection with the use of the school facilities, and the agent below signing is duly authorized to execute this instrument for the above named user.

I have read the above rules/regulations governing the usage of building and grounds for Prince William County Public Schools in addition to Regulation 930-1, Community Use of School Facilities.

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**Signature of Agent**

**Position**

**Date**

<b>For Office Use Only:</b> ___ Approved    ___ Declined, for the following:		
<b>Schedule ID:</b>	<b>Approved by:</b>	<b>Date:</b>

Invoice #:	Estimated Fees
	Rental
	Custodial
	Food Services
	Supervisory
	Student Tech
	Special Fee#1:
	Special Fee#2:
	Special Fee#3:
	Other Fee(s):
	<b>ESTIMATED TOTAL</b>

	<h2 style="margin: 0;">Prince William County</h2> <p style="margin: 0;"><b>PUBLIC SCHOOLS</b></p> <p style="margin: 0;"><i>Providing A World-Class Education</i></p>	<p><b>Invoice No.:</b></p> <p>Payment By (Check):</p> <p><input type="checkbox"/> Check (No. _____)</p> <p><input type="checkbox"/> Money Order (No. _____)</p> <p><input type="checkbox"/> Other (_____)</p> <p style="color: red; font-weight: bold;">Cash <b>CANNOT</b> be accepted for Community Use</p>
<b>RECEIPT OF PAYMENT FOR COMMUNITY USE</b>		
Payee Name: Address: Town, County: State, Zip Code:	Payer Name: Address: Town, County: State, Zip Code:	
Date(s)	Description of Charge(s)	Amount
	Total:	
<b>Received By:</b> _____ <b>Date:</b> _____ <div style="text-align: center; margin-top: 5px;">Name, Title/Position</div>		

**Prince William County Public Schools**  
**Community Use of School Facilities Fee Schedule**

Area	Non-Profit Per Hour	Commercial Per Hour
Auditorium/Cafeteria, Elementary	\$ 27.50	\$ 62.50
Auditorium/Cafeteria, Middle	\$ 38.50	\$ 137.50
Auditorium/Cafeteria, High	\$ 49.50	\$ 200.00
Cafeteria w/Kitchen, Elementary	\$ 33.00	\$ 68.75
Cafeteria w/Kitchen, Middle	\$ 44.00	\$ 150.00
Cafeteria w/Kitchen, High	\$ 55.00	\$ 212.50
Classroom, All Levels	\$ 8.00	\$ 27.50
Classroom Dbl, Elementary	\$ 15.50	\$ 55.00
Classroom Dbl, Middle	\$ 15.50	\$ 55.00
Classroom Dbl, High	\$ 15.50	\$ 55.00
Gymnasium, 4,999 sq. ft. or less	\$ 38.50	\$ 156.25
Gymnasium, 5,000 sq. ft. or more	\$ 49.50	\$ 218.75
Aux. Gym	\$ 27.50	\$ 125.00
Parking Lot	\$ 27.50	\$ 625.00
Track	\$ 192.50	\$ 375.00
Tennis Courts (per hour per court)	\$ 14.00	\$ 28.00
Outdoor Basketball Courts (per hour per court)	\$ 28.00	\$ 56.00
Soccer Field w/Stadium	\$ 243.50	\$ 1,381.25
Baseball Field w/Stadium	\$ 105.50	\$ 600.00
Football Field w/Stadium	\$ 243.50	\$ 1,381.25
Turf Field (Unlit)	\$ 90.00	\$ 270.00
Turf Field (Lighted)	\$ 110.00	\$ 330.00
Educational Rates: (Must be an authorized educational facility such as GMU, JMU, etc. - not booked through School Board Office)	\$22.50 per class per night	

Personnel	Per Hour
Custodial	\$ 30.00
Cafeteria	\$ 30.00 (Food Services Contract Required)
Supervisor	\$ 30.00
Student Tech	\$ 10.00
Maintenance Tech	\$ 42.00
Security	\$ 30.00

Special Fees		
<b>Lights:</b>		
1,000 Watt Spotlights	\$10.00	per hour
2,000 Watt Spotlights	\$20.00	per hour
Stage Border Lights	\$10.00	per hour
Football Field Lights	\$ 60.00	per hour
Baseball Field Lights	\$ 22.00	per hour
Soccer Field Lights	\$ 60.00	per hour
<b>Sound Systems:</b>		
Self-Contained	\$ 20.00	per hour
Built-In	\$ 15.00	per hour
Speakers/Mikes, Addl	\$ 10.00	each
Electronic Scoreboard	\$ 15.00	per hour

<b>Other Fees:</b>		
Other Electronic Devices	\$ 15.00	per hour
Piano	\$ 10.00	per use
<b>Trash:</b>		
Roll-Off Container	\$ 325.00	flat fee
Special Trash Pick-Up	\$ 200.00	flat fee
Kitchen Equipment	\$ 12.00	flat fee
<b>Late Payment Fee</b>	<b>10% of invoice</b>	
<b>No Show Fee</b>	<b>\$ 60.00 &amp; All Applicable Personnel Fees</b>	

Effective September 1, 2009

**SAMPLE CERTIFICATE OF INSURANCE**

ACORD <sup>SM</sup> CERTIFICATE OF LIABILITY INSURANCE		1433459	DATE (MM/DD/YYYY) 1/22/08
<b>PRODUCER</b> E & K Insurance Group, Inc. 1712 Magnavox Way P.O. Box 2338 Fort Wayne, In 46801		<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
<b>INSURED</b> Organization Name Organization Address City, State ZIP		<b>INSURERS AFFORDING COVERAGE</b> INSURER A: GREAT AMERICAN ASSURANCE COMPA INSURER B: INSURER C: INSURER D: INSURER E:	<b>NAIC #</b>
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.			
<b>INSR ADDL</b> LTR INSRD	<b>TYPE OF INSURANCE</b>	<b>POLICY NUMBER</b>	<b>POLICY EFFECTIVE DATE (MM/DD/YY)</b>
<input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> I <input type="checkbox"/> J <input type="checkbox"/> K <input type="checkbox"/> L <input type="checkbox"/> M <input type="checkbox"/> N <input type="checkbox"/> O <input type="checkbox"/> P <input type="checkbox"/> Q <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> T <input type="checkbox"/> U <input type="checkbox"/> V <input type="checkbox"/> W <input type="checkbox"/> X <input type="checkbox"/> Y <input type="checkbox"/> Z	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTORS <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PRO <input type="checkbox"/> LOC	Must be a Policy# and not a Binder#	00/00/00 00/00/00
			<b>LIMITS</b> EACH OCCURRENCE \$ 100000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100000 MED EXP (Any one person) \$ 5000 PERSONAL & ADY INJURY \$ 100000 GENERAL AGGREGATE \$ NONE PRODUCTS - COMP/OP AGG \$ 500000 Part Lgl Liab \$ NC
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLOWED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT (EA ACCIDENT) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$ AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$		EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER		WC STATU- TORY LIMITS OVR- SR E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS</b> For (type of activity) at (location); Prince William County School Board as additional insured.			
<b>CERTIFICATE HOLDER</b> Risk Management & Security Services PWC Schools POB 389 Manassas, VA 20108		<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ISSUER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE: [Signature]	

**This is mandatory language and will not be accepted any other way!**



Presents the  
**Tenant User Liability Insurance Program**  
**How-To Guide**

Prince William County Public Schools (PWCS) requires all individuals, groups or organizations to carry a minimum of \$1,000,000 in liability insurance coverage for activities. If you do not have general liability insurance, or are unsure where to purchase it, PWCS has enrolled in a program which allows you, the “user” of a school, or other School Board property, to secure cost effective liability insurance that provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

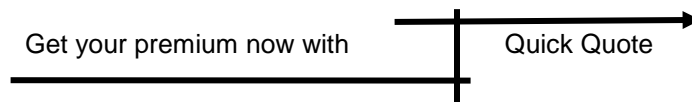
Prince William County Public Schools is a registered user of the TULIP program through the National League of Cities (NLC), and HUB International New England via Entertainment Brokers International.

Our assigned unique Entity ID-Code is: 0501-511

How it works:

1. Log on to [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)
2. Enter the Entity ID-Code listed above or use the entity drop down menu
3. Select the Type of “Event” or: “Activity” from the drop down window, e.g., wedding or festival.
4. Answer the questions that follow such as:

<input type="radio"/> Have you held this event before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="radio"/> If yes, were there any losses or claims?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="radio"/> Will there be armed private security at this event or activity? (Off duty police not included)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Select the Event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
6. At this point you are able to receive a quick quote by clicking on:



7. If you would now like to proceed and purchase the coverage, please complete the requested Contact and Credit Card Information, and coverage is automatically bound.
8. A Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact Entertainment Brokers International at 1-800-507-8414 (8:30am – 5:00pm PST).

**ATTENTION TO ALL SPORTS LEAGUES, ATHLETIC ORGANIZATIONS, OR  
INDIVIDUALS WISHING TO RESERVE USE OF THE FIELDS OR HOLD  
ACTIVITIES CONSIDERED RECREATIONAL IN NATURE**

Per the Cooperative Agreement between the Prince William County School Board and the Department of Parks and Recreation Board, the Department of Parks and Recreation has the second priority for use of schools and related facilities. Sports leagues, those requesting use of the grass fields, or otherwise seeking to reserve grass fields or school facilities to hold recreational activities must contact the Sports Services Office at 703.792.7060.

Reservations for turf fields may be completed by contacting the school facility directly and scheduling the request following all procedures as outlined in the “Procedures of Use” section within Regulation 930-1, Community Use of School Facilities.

Application submission dates vary depending upon the season and type of activity.

The Department of Parks and Recreation will only schedule organizations able to supply proof of non-profit status. If you represent a commercial or semi-pro sports league/team, then you may schedule directly with PWCS by following the procedures outlined in the “Procedures of Use” section within Regulation 930-1, Community Use of School Facilities.

PWCS fields officially close on December 1<sup>st</sup> and open on April 1<sup>st</sup>.

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**ATTENTION TO ALL PRINCE WILLIAM COUNTY ARTS COUNCIL  
ORGANIZATIONS WISHING TO REQUEST USE OF SPACE**

Prince William County Arts Council (PWCAC) organizations are allowed to reserve the facilities at a reduced rate. In order to take advantage of this, the organization may not book directly with the schools. Individuals must contact the representative of the PWCAC at 703.856.3402 and ask that the event be booked by the Arts Council liaison.









## TURF FIELD RESERVE FUND FORM

SCHOOL: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPROVALS FOR EXPENDITURE BUDGET REQUESTS:**

\_\_\_\_\_  
School Principal

\_\_\_\_\_  
Level Associate Superintendent

\_\_\_\_\_  
Director of Financial Services

**REQUEST TYPE (indicate action requesting):**

\_\_\_\_\_ SET UP RESERVE ACCOUNT - indicate purpose for setting up a reserve account:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ DEPOSIT OF FUNDS TO RESERVE ACCOUNT:

Amount of deposit: \_\_\_\_\_

Check number: \_\_\_\_\_

\_\_\_\_\_ EXPENDITURE BUDGET REQUEST TO BE FUNDED FROM RESERVE ACCOUNT:

Amount: \$ \_\_\_\_\_

Purpose: \_\_\_\_\_

**Finance Use only:**

Balance Sheet Account: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Revenue Account: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

Expenditure Account: \_\_\_\_\_ Approved by: \_\_\_\_\_

Amount: \_\_\_\_\_

## **FGM Turf Fields**

### *E5007.00 Turf Fields Fundraiser Procedures*

Funds raised from rent-free commercial fundraisers are to be submitted along with the “Turf Field Reserve Fund Form.” The appropriate sections must be completed and forwarded to the Office of Financial Services prior to the deposit and withdrawal of funds for the artificial turf fields. These procedures should be followed:

#### **SUBMISSION OF FUNDS:**

1. Collect the Community Use funds and deposit them into Account E5007. Account E5007 is a special fund created for money generated specifically for the turf fields.
2. At the end of each month, write a check to PWCS and remit it, along with the “Turf Field Reserve Fund Form” (completing the Deposit of Funds section) to the Office of Financial Services.
3. The Office of Financial Services will set up an appropriate cash reserve account for these funds.

#### **WITHDRAWAL OF FUNDS:**

1. When the school is ready to utilize the funds, complete the “Turf Field Reserve Fund Form” Expenditure Budget section, with the appropriate approvals and send the completed form to the Office of Financial Services.
2. The Office of Financial Services will create an EB and appropriate the funds.
3. The school may then create the DO or PD for transfer of funds.

*Refer to Regulation 930-1, Community Use of School Facilities, for additional information.*