

COMMUNITY USE OF SCHOOL FACILITIES

The 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 the school term or during vacations for any legal assembly. School facilities also may be used as voting places in any primary, regular, or special election.

The Board is authorized to permit use of school property under its control when such use will not impair the efficiency of the school.

Requests for the use of any school facilities shall be made to the Superintendent or designee.

In accordance with Virginia Code §22.1-131, the Superintendent shall provide a monthly report to the Board regarding the community use of school facilities.

Adopted: July 1, 1993
Amended: October 26, 2000 (effective January 1, 2001); August 16, 2004
Reviewed: May 24, 2007

Legal Refs.: Code of Virginia, 1950, as amended, ~~Sections §§~~ 22.1-79.3, 22.1-130.1, ~~-22.1-131~~, 22.1-132; 20 U.S.C. ~~§§~~ 4071 et. seq.

COMMUNITY USE OF SCHOOL FACILITIES

The School Board believes in the full and best possible utilization of the physical facilities belonging to the citizens of the County. To achieve this end, the use of school facilities for school and student-related activities as well as by outside organizations and groups shall be encouraged when these activities will not interfere with the educational program in the schools.

Safety of citizens, students, and employees and care of school property shall be primary considerations in the use of school facilities. The Superintendent or designee reserves the right to deny usage or terminate an existing contract [in accordance with this policy](#). Failure to pay promptly all rental charges or damages may be considered sufficient grounds for refusal to grant further use of school property to an applicant.

A. Eligible Organizations

The Board has classified various organizations and groups for the purposes of establishing priority for use and for the charging of fees.

~~1.~~ 1. Classifications

~~—~~ Type I Organizations

- School and School Division sponsored organizations for activities related to School Division programs or business;
- Associated organizations, such as PTOs/PTAs and Booster Clubs, for activities supporting School Division programs;
- Youth organizations, such as Boy Scouts, Girl Scouts, YMCA, and 4-H Clubs for programs, meetings and activities that do not require a direct fee for participation in such activities;
- [Albemarle County](#) Local Government agencies and departments for programs and activities serving Albemarle County citizens;
- Virginia High School League for District and Regional athletic events; [and](#)
- Albemarle County neighborhood associations for meetings of less than 30 people.

~~—~~ Type II Organizations

- YMCA Summer Programs.

Type III Organizations

- Other YMCA fee-based programs and other activities by organizations not covered by Types I and II.

2.2. Membership

The membership of any group or organization requesting the use of school facilities must be largely from the County of Albemarle. This restriction does not exclude the use of certain facilities, as determined by the Superintendent, by state and national organizations that have a local sponsoring division of such organization.

B. Applications and Approval

Applications must be sponsored by reputable and established clubs, societies, or organizations that reasonably can be held responsible for the payment of charges, compensation for damages to property, and use of the property in reasonable conformity with regulations on the application. All groups using School Division fields or gymnasiums for activities not sponsored by the [Albemarle County Department of Parks and Recreation](#) ("[Parks and Recreation](#)") must complete a Building Rental Application. These groups will be subject to established rental and personnel fees.

In no cases may school property be leased to individuals or in ways contrary [to](#) the County's zoning ordinance or any other ordinance, law, or regulation. Commercial use of school property by any organization or individual is also expressly forbidden unless approved by the School Board.

The Board authorizes the Superintendent or designee to approve all applications for the use of school facilities that meet the requirements of the Board, [this policy, and](#) ~~that comply with any other~~ -implementing regulations the Superintendent ~~deems necessary~~ [may issue in accordance with this policy in order](#) to protect school property ~~and that do not conflict with established business or commercial interests of the community~~. The Superintendent or designee shall design such application forms as are required. The completed and signed form shall be a binding agreement upon the applicant and the School Division. The School Division reserves the right to deny usage of a facility if the application is received less than three (3) business days prior to the start of the event. No rental application will be considered more than six months prior to the desired rental date. ~~Albemarle County~~ Parks and Recreation may submit applications for the whole season in advance. Field rental may be restricted to four days per week or less to allow fields to rest and to provide for informal use.

School organizations and PTA's/PTO's, followed by ~~the Albemarle County~~ Parks and Recreation Department, have priority usage of all school facilities.

The Superintendent/designee reserves the right to limit use of School Division facilities during school vacations.

School Division facilities are not intended to be permanent locations for Type III organizations. Therefore, a Type III organization using School Division facilities for more than forty (40) days per year for three (3) consecutive years may be required

to show evidence of plans to provide its own facility as a condition of use beyond the third year.

The School Division reserves the right to cancel a rental contract up to ten (10) days prior to a scheduled rental in the event of an emergency, adverse weather conditions, or a violation of this policy. Use of schools will automatically be canceled when schools close due to inclement weather or emergency conditions. ~~The Superintendent or designee reserves the right to cancel field rental/usage because of weather conditions.~~

C. Fees

1. Establishment of Fees

~~The Superintendent shall establish~~ Board has established a minimum schedule of fees based upon the Superintendent's recommendations and may make additional adjustments in the fees. ~~The minimum schedule and additional adjustments shall be based upon~~ and the following factors: classification of the group or organization, facilities to be used, size of the group, ~~objectives of the organization,~~ approximate cost to the school division, and the purpose for which the facility will be used. The specific fees to be charged are listed in table format at the end of this administrative procedure. In general, the following will apply:

<u>Classification</u>	<u>Fees</u>
<u>I</u>	<u>1. No custodial fees will be assessed during normal building operating hours if activities do not require supervision or excessive cleanup, as determined by the Building Services Department.</u> <u>2. If an event extends past 10:00 pm on week nights, personnel fees will be assessed at the established rate. If excessive cleanup is required after 10:00 pm, personnel fees will be assessed at the established rate. The minimum personnel charge for custodial and audio/visual service workers for after hours use will be three (3) hours. Specific custodial needs will be determined by the Building Services Department.</u> <u>3. School, School Division sponsored organizations and associated organizations may receive up to four (4) hours of custodial service at no charge for a given event that occurs outside of normal operating hours. Any custodial service beyond four (4) hours will be charged at the established rate.</u> <u>4. Outside of normal operating hours, non-school organizations will be assessed personnel fees at the established rate. The minimum personnel charge for</u>

<u>Classification</u>	<u>Fees</u>
	<u>custodial and audio/visual service workers for after hours use will be three (3) hours. Specific custodial needs will be determined by the Building Services Department.</u>
<u>II</u>	<u>Personnel fees and base fees (see table at end of Administrative Procedure).</u>
<u>III</u>	<u>Base fees and personnel fees (see table at end of Administrative Procedure).</u>

~~I.~~

- ~~☐ No charge custodial fees will be assessed during normal building operating hours if activities do not require supervision or excessive cleanup, as determined by the Building Services Department. If excessive cleanup is required, personnel fees will be assessed at the established rate.~~

~~2. Additional Provisions Regarding Personnel Fees If event exceeds 10:00pm on weeknights, personnel fees will be assessed at the established rate. If excessive cleanup is required after 10:00pm, personnel fees will be assessed at the established rate. **The minimum personnel charge for custodial and audio/visual service workers for after hours use will be three (3) hours.** Specific custodial needs will be determined by the Building Services Department.~~

- ~~☐ School and School Division sponsored organizations and associated organizations listed in Type I may receive up to four (4) hours of custodial service at no charge for a given event that occurs outside of normal operating hours. Any custodial service beyond four (4) hours will be charged at the established rate.~~

- ~~☐ Outside of normal operating hours, non-school organizations will be assessed personnel fees at the established rate. **The minimum personnel charge for custodial and audio/visual service workers for after hours use will be three (3) hours.** Specific custodial needs will be determined by the Building Services Department.~~

~~II. Personnel fees and fees for direct operational expenses.~~

~~III. Base fee and personnel fees.~~

a. After Hours Fees. The minimum personnel charge for custodial services, audio/visual services or Food Service employees for after hours use will be three (3) hours.

b. Food Service Employee Fees. If the kitchen is to be used, a Food Service employee must be present to ensure safe and sanitary

operation of the food service equipment. The need for Food Service staffing will depend upon the needs of the organization. All organizations will be charged if a Food Service employee is required.

~~The minimum personnel charge for custodial services, audio/visual services or Food Services workers for after hours use will be three (3) hours.~~

c. Custodial Fees. Custodial services shall include unlocking and locking doors, operating ceiling lights, maintaining heating and air-conditioning systems, setting up chairs, and normal cleanup. ~~Food service services will depend upon the needs of the organization.~~ Rental of facilities by large groups or organizations which require the services of more than one custodian will result in additional personnel fees.

d. Audio/Visual Technician Fees. Audio/Visual Technician services are required when a group requests to use the Albemarle County Public Schools audio/visual equipment. The services shall include set-up, operation and securing property. All organizations will be charged if an audio/visual technician is required.

2. Payment of Fees/Cancellation

All fees must be paid in advance, and the sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment. For prolonged contractual agreements, payments may be paid monthly in advance. Cancellation of a rental must be done a least three (3) business days before the rental. Cancellation later than three (3) business days will result in the renting organization being assessed three (3) hours rental fee and three (3) hours personnel fees.

3. Use of ~~The B~~uilding ~~R~~ental Fees

Building rental fees collected will be distributed as follows: 6

~~□~~ ~~60%~~ to cover out-of-pocket expenditures and ~~.~~

~~↓~~ ~~40%~~ to the rented facility to be used toward the equipment replacement effort (to be distributed annually).

D. Use of Athletic Fields and Gymnasiums (Not Synthetic Turf Fields)

The use of athletic fields on school property and school gymnasiums by outside sports groups will be scheduled through ~~the Department of~~ Parks and Recreation. Scheduling of these spaces will be done in coordination with school principals. School activities will be given priority in scheduling. School needs will be determined by principals.

High schools, with the approval of the ~~Assistant~~ Superintendent/Designee for Support Services, may designate specific athletic

fields for limited use by outside groups because of maintenance needs or use by high school athletic teams. High school athletic directors, in consultation with their principals, will make all decisions concerning the closure of these fields to use by outside groups due to weather conditions or for other reasons. ~~The Department of~~ Parks and Recreation will make these decisions for all other fields. Groups that do not abide by these decisions may lose the privilege of using school athletic fields.

The use of athletic fields on school property and school gymnasiums for activities not sponsored by ~~the Department of~~ Parks and Recreation or during times not scheduled for use by ~~the Department of~~ Parks and Recreation will be subject to established rental and personnel fees.

E. Use of Synthetic Turf Fields:

1. General

~~_____~~ All users must complete the Division application for use of the turf fields and adhere to the regulations and restrictions set forth by the applicable Athletic Directors. All game use or other use requiring a staff attendant requires the payment of a \$25/hr additional fee for staffing to control the scoreboard and/or maintain the facilities. The Athletic Director will determine the need to have staff on site, although all weekend rentals will require it.

2. Parks and Recreation Sponsored Youth Organizations

~~_____~~ Albemarle County Parks and Recreation will maintain criteria and establish a list of sponsored youth organizations according to its established criteria. These organizations can may apply through the Athletic Director and Parks and Recreation for free use of the turf field for practices.

~~_____~~ Albemarle County Parks and Recreation sponsored youth organizations and VHSL in-district teams can apply for access to the field for use in. For games or other events, these . These users would will have access at a \$50/hour fee.

3. VHSL Applications

VHSL in-district teams may apply for field use at \$50/hour. For ~~_____~~ All other users, including VHSL regional and state tournaments, that do not meet the above criteria or are not sponsored by Parks and Recreation can apply for field use will be charged at a \$100/hour fee.

4. All Other Users

All other users that do not meet the criteria in sections 1-3 may apply for field use at the rate of \$100/hour.

~~_____All game use or other use requiring staff attendant requires the payment of a \$25/hr additional fee for staffing to control the scoreboard and/or maintain the facilities. The Athletic Director will determine the need to have staff on site, although all weekend rentals will require it.~~

FE. Protection of School Property

For use of indoor facilities, an employee of the School Board shall be on duty at the school property at times when the school facilities are in use. ~~Albemarle County~~ Parks and Recreation employees may be used in lieu of School Board employees. No equipment or furnishings may be used or moved without the consent of the employee in charge if such usage is not in conformity with the contracted agreement.

The sponsoring organization shall be responsible for crowd control measures, including the employment of police protection when required. Such control shall be arranged in advance by the sponsoring organization when deemed necessary by the Superintendent or designee.

The sale or consumption of food and/or beverages will be limited to the cafeteria area only. Alcoholic beverages and the use of tobacco products in any form will be prohibited at all times on school property.

All groups using school facilities are required to have liability insurance. Documentation of a group's liability insurance coverage will be required.

GF. Informal Usage of Outdoor School Property

The Board endorses the concept that non-secured outdoor facilities at the schools serve a community and district park function in Albemarle County. It is understood that, in general, these facilities will be available for free play or unstructured use during daylight hours at no cost to Albemarle County residents, unless such use would conflict with a reserved use as allowed for above or a school need inclusive of maintenance requirements.

COMMUNITY USE OF SCHOOLS ~~FACILITIES BASE FEE~~

SCHEDULE

BASE FEES

<u>FACILITY</u>	<u>CLASSIFICATIONS I/II</u>	<u>CLASSIFICATION III</u>
<u>Auditorium (Audio/Visual Tech Required):</u>	<u>Personnel Fees Only</u>	<u>\$50.00</u>
<u>Blackbox Theatre: (Lighting Tech Required)</u>	<u>Personnel Fees Only</u>	<u>\$15.00</u>
<u>Cafeteria:</u>		
<u>Elementary School Cafeteria</u>	<u>No Charge</u>	<u>\$20.00</u>
<u>Middle School Cafeteria</u>	<u>No Charge</u>	<u>\$25.00</u>
<u>High School Cafeteria</u>	<u>No Charge</u>	<u>\$25.00</u>
<u>Cafeteria w/kitchen [2] (Food Services Associate Required):</u>		
<u>Elementary School Cafeteria w/kitchen</u>	<u>Personnel Fees Only</u>	<u>\$35.00</u>
<u>Middle School Cafeteria w/kitchen</u>	<u>Personnel Fees Only</u>	<u>\$40.00</u>
<u>High School Cafeteria w/kitchen</u>	<u>Personnel Fees Only</u>	<u>\$40.00</u>
<u>Classroom:</u>	<u>No Charge</u>	<u>\$15.00</u>
<u>Forum:</u>	<u>No Charge</u>	<u>\$20.00</u>
<u>Gathering Area:</u>	<u>No Charge</u>	<u>\$10.00</u>
<u>Gymnasium:</u>		
<u>Elementary Gymnasium</u>	<u>No Charge</u>	<u>\$20.00</u>
<u>Middle Gymnasium</u>	<u>No Charge</u>	<u>\$30.00</u>
<u>High School Gymnasium</u>	<u>No Charge</u>	<u>\$45.00</u>
<u>High School Gymnasium w/locker rooms:</u>	<u>No Charge</u>	<u>\$60.00</u>
<u>Media Center:</u>	<u>No Charge</u>	<u>\$25.00</u>
<u>Multi-Purpose Fields:</u>	<u>No Charge</u>	<u>\$25.00</u>
<u>Parking Lot (if specifically requested):</u>		
<u>Elementary and Middle:</u>	<u>No Charge</u>	<u>\$10.00</u>
<u>High:</u>	<u>No Charge</u>	<u>\$10.00</u>
<u>Small Gymnasium:</u>	<u>No Charge</u>	<u>\$15.00</u>
<u>Tennis Courts:</u>	<u>No Charge</u>	<u>\$10.00</u>
<u>Track:</u>	<u>No Charge</u>	<u>\$10.00</u>
<u>FACILITY</u>	<u>CLASSIFICATIONS I/II</u>	<u>CLASSIFICATION III</u>
<u>Classroom</u>	<u>No Charge</u>	<u>\$8.00/hour</u>
<u>Auditorium¹</u>	<u>No Charge</u>	<u>\$36.00/hour</u>
<u>Elementary Cafeteria</u>	<u>No Charge</u>	<u>\$10.00/hour</u>
<u>—With Kitchen²</u>		<u>\$25.00/hour</u>
<u>Middle/High Cafeteria</u>	<u>No Charge</u>	<u>\$15.00/hour</u>
<u>—With Kitchen</u>		<u>\$30.00/hour</u>
<u>Media Center</u>	<u>No Charge</u>	<u>\$11.00/hour</u>
<u>Small Gymnasium</u>	<u>No Charge</u>	<u>\$10.00/hour</u>
<u>Large Elementary/Middle Gymnasium</u>	<u>No Charge</u>	<u>\$15.00/hour</u>
<u>High School Gymnasium</u>	<u>No Charge</u>	<u>\$35.00/hour</u>
<u>—With Locker Rooms</u>		<u>\$50.00/hour</u>
<u>Multi-Purpose Fields</u>	<u>No Charge</u>	<u>\$10.00/hour</u>

¹ Lighting technician required

² Food Service staff member required—three-hour minimum

SYNTHETIC TURF FIELD FEES

<u>Youth Use sponsored by Parks and Recreation</u>	<u>Adult Group Use or Non-Parks and Recreation sponsored Use</u>	<u>Youth practices sponsored by Parks and Recreation</u>
<u>\$50/hour</u>	<u>\$100/hour</u>	<u>No Charge</u>
<u>Requires Custodian/Field Supervisor</u>	<u>Requires Custodian/Field Supervisor</u>	

PERSONNEL FEES

<u>Custodial Services (per hour)</u> Custodial Services	\$25.00**/hour <u>\$25/hour (Requires minimum of 3 hours)</u>
<u>Food Services Associate</u> Services	<u>Billed through Food Services</u> \$13.50**/hour
Lighting <u>Audio/Visual</u> Technician	<u>\$40/hour (Requires minimum of 3 hours)</u> 15.00/hour
Student Lighting Technician	\$8.00/hour
Audiovisual/sound Equipment	\$10.00*—Type I III (per machine/per event)

* Fees collected will be returned to school account.

** ~~Based on overtime rate of the midpoint of the appropriate Pay Grade.~~

Adopted: July 1, 1993

Amended: May 9, 1994; October 26, 2000; August 16, 2004; May 24, 2007