



APPLICATION FOR USE OF FACILITIES

Rockbridge County Public Schools Administrative Offices
2893 Collierstown Road, Lexington, Virginia 24450
Telephone: 540-463-7386 / Fax: 540-463-7823

DIRECTIVE: Requests must be presented to the principal of the requested school no less than **20** days prior to the date scheduled for the event.

APPLICANT

REQUESTED SCHOOL: _____

NAME OF ORGANIZATION: _____

DATE OF EVENT: _____ TIME: _____

PURPOSE OF USE: _____

FACILITIES NEEDED: _____

NOTE: Applicants must provide all electronic, computer and/or projection equipment needed for this activity.
All performing groups must provide all equipment needed (i.e. instruments, microphones, speakers, etc.)

IS YOUR ORGANIZATION COVERED BY INSURANCE? **Yes** [If yes, attach the Certificate of Insurance] **No**

RENTAL FEE STRUCTURE: Per regulations adopted by the Rockbridge County School Board on November 10, 2015, as stated on **PAGE 3**.

On behalf of the sponsoring group, this is to certify that I have on this day received a copy of the rules as stated on **PAGE 2**, which I have read and fully understand my responsibilities. I understand the regulations governing use of the facility and hereby assume full responsibility for meeting and complying with all regulations. On signing this application, the requesting organization agrees to indemnify and hold harmless, the School Board and officials, its agents, employees, and volunteers from any and all claims arising out of the use of the school facilities, including all costs, losses, and expenses, which shall include litigation expenses and reasonable attorney's fees.

****** All advertisements and notices (digital or printed) about the event or activity being hosted by the group or organization will clearly state that the organization is not affiliated with the Rockbridge County School Board or the Rockbridge County Public Schools system and the event or activity is not sponsored by the Rockbridge County School Board or the Rockbridge County Public Schools system.

****Any advertisement and notice must be reviewed and approved by the Superintendent or Designee prior to distribution.**

APPLICANT NAME [**PLEASE PRINT NAME**]: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

ALTERNATE CONTACT [**PLEASE PRINT NAME**]: _____

ALTERNATE CONTACT TELEPHONE NUMBER: _____

PERSON RESPONSIBLE [**PLEASE PRINT NAME**]: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

SCHOOL USE ONLY

CONDITIONS OF RESERVATION: _____

SIGNATURE OF PRINCIPAL: _____ DATE: _____

APPROVED: NOT APPROVED:

EXPECTED NUMBER OF DAYS FACILITY TO BE USED: _____ EXPECTED NUMBER OF HOURS PER DAY: _____

FEE CODE: _____ PRESENCE OF RCPS STAFF REQUIRED: **Yes** / **No** CLEANUP FEE: \$ _____

EXPECTED TOTAL RENTAL FEE CHARGE: \$ _____

CERTIFICATE OF INSURANCE FORM ATTACHED: **Yes** / **No**

Form ALREADY ON FILE: **Yes** / **No**

SCHOOL BOARD USE ONLY

SIGNATURE OF SUPERINTENDENT: _____ DATE: _____

APPROVED: NOT APPROVED:

AUF/RH 08/21

COMMUNITY USE OF SCHOOL FACILITIES - RULES FOR USE OF FACILITIES

Once a facilities use request has been approved and any invoice for facilities use paid, the following rules will apply to all activities hosted in school facilities:

1. Permission to use school facilities can be revoked or denied when such action is in the best interest of the school division. Failure to provide adequate safety and security during an event or failure to properly monitor an event so conduct becomes disorderly or unlawful will result in revocation and future denial of use of school facilities by the individual, group, or organization. As stated previously, use will be revoked or denied if any school-sponsored activity is rescheduled on a date previously assigned for a non-school-sponsored activity.
2. All school facilities will be left in the condition in which they were found. Users are expected to pick up trash and sweep/dry-mop floors at the end of each event or activity. Additional clean-up fees will be charged if the principal of the school determines the need exists. The user will be billed by the hour for such service at an overtime rate.
3. For a user to have access to the kitchen or cafeteria space to provide meals, snacks, non-alcoholic beverages, etc., a member of the school's cafeteria staff must be present to oversee all such usage for the duration of the event or activity. The user will be billed for each hour of such service at an overtime rate.
4. Food or drinks will only be permitted in the cafeteria space UNLESS advance approval in writing is provided for food or drinks to be available in the gym or other commons areas as part of the approval of the facilities use request. Food or drinks are NOT permitted in the library, hallways, or in classrooms at any time.
5. The user will ensure that all persons in attendance at the event or activity will only use the portions of the school facilities approved for use in the facilities use request. The user will ensure the event or activity begins on time (not before the scheduled use of the facility) and ends on time (all persons must be gone from the facility by the scheduled end time).
6. The user will remain outside the facility with any minor child (child under the age of 18) if the child is still waiting to be picked up after the event or activity has ended.
7. Animals (other than service animals) may only be inside the school facilities if prior approval in writing was provided as part of the approval of the facilities use request. The user will ensure that any property or area used by animals will be appropriately cleaned at the end of the event or activity.
8. No storage space will be available for the user. Any signs, banners, equipment, or other items used for the event or activity should not cause damage or defacement of school property. Additional fees will be charged to correct any damages caused to school property.
9. The user will ensure persons attending the event or activity park in designated parking areas.
10. The user will ensure that persons attending the event or activity will comply with all federal, state, and local laws, regulations and licensing requirements, including fire codes and the Americans with Disabilities Act, and shall hold harmless and indemnify the School Board with respect to any claim, loss, injury or damage allegedly arising from a violation of such laws.
11. The user will ensure no gambling activities will take place during the event or activity.
12. A school employee may be required to be present for the use of school facilities. In the event a school employee is required to be present, the user will be billed for each hour of service at an overtime rate.
13. No non-school-sponsored event or activity scheduled by an individual, group, or organization will take place if schools are closed or dismissed early due to weather, emergency situations, facilities problems, or other unforeseen conditions. Under these conditions all scheduled use of the facilities for non-school-sponsored events or activities will be cancelled. Fees will be refunded.
14. The user must notify the principal of the school at least 24 hours in advance if the scheduled event or activity is being cancelled by the individual, group, or organization which has requested the facility use. Fees may not be refunded if cancellation notification is not provided at least 24 hours in advance of the scheduled use of the facility.
15. Possession or consumption of alcohol in all school facilities or anywhere on school property is prohibited by Virginia Code § 4.1-309. Tobacco and controlled substances are prohibited and shall not be used in school facilities or anywhere on school property. Possession of firearms, certain knives and other is also restricted by law in School Facilities and on school property. The user will ensure that any person who possesses, uses, or appears under the influence of alcohol, tobacco or controlled substances, or who possesses a firearm, knife, or other weapon is escorted from the property. The user will contact a school or school division administrator immediately in the event any of the violations listed occur. Contact information for school and school division administrators will be included in the approval notice for the facilities use request.
16. Any problems with school facilities will be reported as quickly as possible to a school or school division administrator. Contact information for school and school division administrators will be included in the approval notice for the facilities use request.

COMMUNITY USE OF SCHOOL FACILITIES – RATE CHARGE/FEE SCHEDULE

Refer to the USER CATEGORIES designations in order to determine which fees would be charged for the use of school facilities for non-school-sponsored activities or events. Unless otherwise specified, any charges are to be paid in advance of the use of the facilities. Checks should be made payable to **Rockbridge County Public Schools**. Checks may be mailed to 2893 Collierstown Road, Lexington, VA 24450 to the Attention of: Division Superintendent.

(CODE A) FEE SCHEDULE: NON-PROFIT YOUTH ORGANIZATIONS		Elem	Middle	High
Cafeteria	Without Kitchen	NC	NC	NC
	Cleanup Fees (per use)	Billed at hourly overtime rate (if needed)		
	With Kitchen¹	NC	NC	NC
	Cleanup Fees (per use)	Billed at hourly overtime rate (if needed)		
	Cafeteria Staff Assistance (Required)	Billed at hourly overtime rate		
Gymnasium	Main	NC	NC	NC
	Cleanup Fees (per use)	\$50	\$50	\$50
	Auxiliary	-	NC	-
	Cleanup Fees (per use)	-	\$50	-
Auditorium	Seating Capacity 750 or less	-	-	NC
	Cleanup Fees (per use)	-	-	\$50
Classroom ²	Single (per room)	NC	NC	NC
	Cleanup Fees (per use)	\$15	\$15	\$15
Athletic Facility	Field (Rectangular or 90’/60’ diamond)	\$50	\$50	\$50
	Cleanup Fees (per use)	Billed at hourly overtime rate (if needed)		
	Tennis Court or Outdoor Basketball (per court)	\$20	\$20	\$20
	Track	\$50	\$50	\$50
	Main Stadium field³	-	-	\$200
	Cleanup Fees (per use)	Billed at hourly overtime rate (if needed)		
Parking Lot	Outside Activity	NC	NC	NC
	Cleanup Fees (per use)	Billed at hourly overtime rate (if needed)		

(CODE B) FEE SCHEDULE: NON-PROFIT ORGANIZATIONS OR INDIVIDUAL USER		Elem	Middle	High
Cafeteria	Without Kitchen	\$100	\$100	\$100
	Cleanup Fees (per use)	\$40	\$40	\$40
	With Kitchen¹	\$150	\$150	\$150
	Cleanup Fees (per use)	\$80	\$80	\$80
	Cafeteria Staff Assistance (Required)	Billed at hourly overtime rate		
Gymnasium	Main	\$100	\$100	\$100
	Cleanup Fees (per use)	\$50	\$50	\$50
	Auxiliary	-	\$100	-
	Cleanup Fees (per use)	-	\$50	-
Auditorium	Seating Capacity 750 or less	-	-	\$100
	Cleanup Fees (per use)	-	-	\$50
Classroom ²	Single (per room)	\$20	\$20	\$20
	Cleanup Fees (per use)	\$15	\$15	\$15
Athletic Facility	Field (Rectangular or 90’/60’ diamond)	\$50	\$50	\$50
	Cleanup Fees (per use)	\$25	\$25	\$25
	Tennis Court or Outdoor Basketball (per court)	\$20	\$20	\$20
	Track	\$50	\$50	\$50
	Main Stadium field³	-	-	\$200
	Cleanup Fees (per use)	-	-	\$80
Parking Lot	Outside Activity	NC	NC	NC
	Cleanup Fees (per use)	Billed at hourly overtime rate (if needed)		

(CODE C) FEE SCHEDULE: PRIVATE GROUP, COMMERCIAL GROUP, OR FOR-PROFIT GROUP		Elem	Middle	High
Cafeteria	Without Kitchen	\$200	\$200	\$200
	Cleanup Fees (per use)	\$80	\$80	\$80
	With Kitchen¹	\$350	\$350	\$350
	Cleanup Fees (per use)	\$120	\$120	\$120
	Cafeteria Staff Assistance (Required)	Billed at hourly overtime rate		
Gymnasium	Main	\$200	\$200	\$200
	Cleanup Fees (per use)	\$100	\$100	\$100
	Auxiliary	-	\$200	-
	Cleanup Fees (per use)	-	\$100	-
Auditorium	Seating Capacity 750 or less	-	-	\$200
	Cleanup Fees (per use)	-	-	\$80
Classroom ²	Single (per room)	\$40	\$40	\$40
	Cleanup Fees (per use)	\$25	\$25	\$25
Athletic Facility	Field (Rectangular or 90’/60’ diamond)	\$100	\$100	\$100
	Cleanup Fees (per use)	\$80	\$80	\$80
	Tennis Court or Outdoor Basketball (per court)	\$40	\$40	\$40
	Track	\$50	\$200	\$300
	Main Stadium field³	-	-	\$500
	Cleanup Fees (per use)	-	-	\$200
Parking Lot	Outside Activity	\$100	\$100	\$100
	Cleanup Fees (per use)	Billed at hourly overtime rate (if needed)		

Note: Cleanup fees are mandatory with attendance of 150 or more and/or food is served. Above rental fees will be hourly increments only except for cleanup fees, which are per use of the space.

¹ RCPS Food Service employee is required for any use of Kitchen

² Tutors or private instructors will pay a flat \$50.00 per semester fee multiplied by how many days per week they plan to offer tutoring.

³ Stadium-type field—rental fee does not include pressbox, sound system, lights, etc.