



Guidelines Pertaining to the Use of School Facilities

1. Application to use a school facility **must be** completed and submitted to the principal of the school involved **at least 15 days prior** to the anticipated use of the facility. **All four** copies of the "Application for Use of School Facilities" form **MUST** be submitted. Copies will be mailed to appropriate persons after processing.
2. **Custodial fees (if any) and operational charges must be submitted with the application.** Please note that if multiple spaces are requested, the fee charged will be for all spaces. For example the use of an auditorium and classroom, the fee would be \$ 240.
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 and operational and custodial charges 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 is being 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. School Board Property - Outdoor signage of any type related to an event shall only be posted on the day of the event (no more than 2 hours prior to the activity and removed immediately following the event). No overnight signage/postings are allowed.
7. School facilities may not be used for profit-making activities of sole proprietorships, partnerships, corporations, or associations licensed to do business as a profit-making organization.
8. **The custodian's and food service fees** (which shall be paid through normal payroll procedures) **are for security services only.** The organization using the facility will be expected to leave the facility ready for services the next day.
9. The use of school equipment, including sound and lighting systems, lifts, ladders, etc. is prohibited.
10. Cafeteria kitchens may not be used unless the cafeteria manager, or his/her representative, is on duty.
11. 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 principal.**
12. **The use of tobacco products is prohibited at all times on any school property or building (See HCPS Policy P4-06-008 and Regulation R4-06-008).**
13. **No alcoholic beverages shall be permitted in school buildings, or on school grounds, except for religious congregations using wine for sacramental purposes only.**
14. All organizations using school facilities may be required to employ police officers for crowd control when deemed necessary by the School Administration.
15. School facilities may not be used for overnight activities.
16. Additional information is available at the Henrico County Public Schools website - P9-17 "Non-School Use of Facilities and Grounds".

PERSONAL SERVICE FEES (Custodial/Maintenance and/or Cafeteria Personnel)

A charge for the services of custodial and/or cafeteria personnel will be made if additional custodians or cafeteria personnel are needed.

The charges are as follows:

Custodian - \$25.00 per hour, with a minimum of three hours = \$75.00 (**per person** as deemed necessary by school).

Additional time may also be required before or after the event (as deemed necessary by the school).

Charges are to be paid **prior** to the event taking place.

Cafeteria - Manager - regular rate per hour, with a minimum of three hours

Cafeteria Worker - regular rate per hour, with a minimum of three hours

OPERATIONAL CHARGES

Fees for operational use of buildings, grounds, and facilities are established to defray building operations costs and are effective July 1, 2010 as follows (these fees are in addition to the Personal Service Fees):

	*3-Hour Minimum		Each Additional Hour or Fraction Thereof	
	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
Library or Classroom	\$ 100	\$ 400	\$ 35	\$ 135
Cafeteria or Auditorium or Commons (each space)	140	550	50	185
Gym/Multipurpose	200	800	70	270
Athletic Field/Parking Lot	30	120	10	40
Custodial Fees	75	300	25	100

If the kitchen or food service is required, contact the School Nutrition Services Director for cost at 226-5555.

*In the event a program or function begins before 4:30 p.m. on any school day, the usage cost would be calculated on any hourly basis for each hour or portion thereof the program or function is scheduled beyond 4:30 p.m. Example, Program begins before 4:30 p.m. and ends no later than 5:30 p.m., the charge would equal one hour of operation usage fee, and custodial fee, if applicable. School facilities may not be used for overnight activities.

CAFETERIA PERSONNEL WILL BE PAID IN THEIR REGULAR PAYCHECKS AND THE USING ORGANIZATION WILL BE BILLED BY THE DEPARTMENT OF SCHOOL NUTRITION SERVICES FOR THESE CHARGES.

Please refer to Policies listed below...

“9-17-001 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 and other Henrico governmental agencies shall have first priority. The 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 of these facilities. For purposes of this policy, operational and custodial fees are effective Monday through Friday before 7:00 a.m. and after 4:30 p.m. and all day Saturday, Sunday and holidays.

9-17-004 Fees and Deposits

Operation usage fees and custodial and food service fees shall be charged for use of a school area by an individual or group as authorized by the School Board. Usage fees shall be required of all individuals and groups using school areas, except Henrico governmental agencies and groups appointed by the School Board such as Lay Advisory Committee and Community Councils and groups created for the sole purpose of supporting Henrico County Schools such as PTA and booster groups.

- 9-17-005**
- 10.** 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.
 - 11.** Neither the name nor the address of a School Board facility may be used as the official address or headquarters of an organization.
 - 12.** The fact that a group is permitted to meet at a School Board facility does not in any way constitute an endorsement of the group’s policies or beliefs by the School Board.
 - 13.** If school is closed on the day of an event or a Friday preceding a weekend event because of snow or other emergency conditions, all scheduled events will be canceled.

9-17-006 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.**

9-17-007 Responsibility

The School Board assumes no responsibility for property brought on the premises by a using organization, its members or guests, or for lost or stolen items. The School Board 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 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.”**

The proponent for this form is: