

SUPERINTENDENT'S REGULATION 2-4.1 FEES FOR USE OF FACILITIES

Background

The School Board encourages the use of these facilities by the public when such use will not interfere with the basic purposes of the educational program. The School Board and the administration retain exclusive authority to terminate uses that become disruptive.

Charges and fees for the use of these school facilities are designed not to limit or prohibit use, but to protect citizens from the expenditures of public money appropriated for classroom instruction and for other purposes. The expenses of heating, lights, water and custodial services, as well as protection of school property and security of the buildings when various groups use school facilities, make it necessary to have specific regulations with relation to the use of schools, buildings and grounds.

Poquoson City Public Schools facility rental fees may be waived for local and state government agencies, or for charitable or other educational organizations as recommended by the school principal or superintendent.

Poquoson City Public Schools and Poquoson City Parks and Recreation operate under a Memorandum of Understanding (MOU) which outlines the working relationship between the two entities as they share facilities, grounds and resources.

Guidelines

Any organization or individual wishing to use a school facility must complete a PCPS Facility Request Form. Community organizations working under the auspices Poquoson City Parks and Recreation Department to access the PMS field or the PHS softball field will need to complete a Facility Request Form to ensure it adheres to Virginia State Code. Poquoson City Parks and Recreation Department may elect to waive fees normally collected by the Parks and Recreation Department. Such a waiver will be noted on the Facility Request Form by the Parks and Recreation Department. Parks and Recreation staff will complete the Facility Request Form when requesting to use a facility for a departmental activity.

The rental fee schedule is noted below with there being a ***four hour minimum unless*** noted otherwise.

Location within Facility/Grounds	Cost
Auditoriums	\$150.00 for 4 hours
Cafeterias	\$100.00 for 4 hours
Gymnasiums*	\$150.00 for 4 hours
Classrooms	\$ 50.00 for 4 hours
PMS Field	\$500.00 for 5 hours
PES Field	\$30.00 for 4 hours
Outdoor Lights at PMS Field	\$ 25.00 per hour
Outdoor Restrooms	TBD upon Request
Tennis Courts	\$ 60.00 per hour
Parking Lot	\$ 50.00 per hour
Classrooms	\$ 50.00 for 4 hours
Technology Services	\$ 40.00 per hour Overtime rate if after hours
Computer Lab Set-up	\$40.00 per hour
Computer Lab	\$150.00 per day

The applying organization must agree to pay for the school employee/contractor employee(s) assigned by the building administrator to open, clean, remain on property during the building use, and secure the facility. The minimum charge is \$60.00, with an hourly rate of \$15.00 after the initial four hours.

*If an approved organization wishes to use the Poquoson Primary School Gym for two or more consecutive months from October through May for a time between 6:15p.m -8:15p.m. on Monday through Thursday, the organization may be charged a weekly rate of \$250.

Additional fees may be charged for specific requests.

Permission will *not* be given for profit-making activities conducted by any for-profit business, individual or organization unless for school fundraising or educational purposes. Bingo and all other gambling activities are prohibited on school grounds. Facilities may be made available to area businesses for recreational and educational activities. Adopt-A-School partners may use school facilities as determined by the Adopt-A-School agreement.

Facility Request Form and Approval

Conditions under which School Board facilities and grounds in the division may be used for non-school activities are the following:

1. Permission for the use of school facilities may be given only when the request form is filed at least two (2) weeks in advance. The division superintendent or his/her designee may waive these requirements if unusual circumstances warrant. A form shall be completed online and sent to the building principal of the facility being requested for use. The principal, if approving the request, will forward the signed form to the superintendent or his/her designee for final approval. All school activities, including those which are by necessity rescheduled, will take priority over use by outside groups.
2. The following procedures shall be followed when any organization is applying for use of school facilities while the organization engages in capital programs supporting their efforts to move to a permanent location. PCPS facilities are not intended to be permanent weekly meeting facilities for outside organizations.
 - a. Any approved application is valid for twelve months from date of approval.
 - b. A new application may be submitted at any time, but renewal applications must be submitted every twelve months following approval of the original application.
 - c. A review of the application will be conducted by school personnel along with a representative from the organization at the time of each reapplication. The parties' review shall address areas of concern. Failure to adhere to the rules and regulations of these guidelines will result in termination of the approved application.
3. The applicant will place reliable persons in charge of all activities, will be responsible for damage caused by the group or by others admitted and will provide police protection, if necessary, to maintain order and to protect school property. The person assuming responsibility for the activity must sign the Facility Request Form and must be present when the activity is conducted.
4. Before any application can be approved by the division superintendent or his/her designee, and before the event can be held, all organizations using school facilities must provide to the school a certificate of liability insurance. The insurance policy should be for at least \$1,000,000.00. The insurance requirement may be reduced to \$500,000.00 for informational or educational small group meetings. The school administration may require additional insurance coverage for events judged to be high risk. Certain self-insured sports instructors shall file a certificate of insurance annually.
5. The application for the use of facilities shall not be considered approved until a signed copy has been sent to the applicant.

Rules and Regulations for Facility Use

1. No organizations may use the buildings or grounds at any time or in such a manner that would interfere with the operation of the school for public education purposes.

2. The School Board and its representatives must have free access to facilities at all times.
3. In the event of the cancellation of a scheduled meeting or event, notification must be given at least twenty-four (24) hours before the scheduled time or the fees are forfeited.
4. The school system reserves the right to cancel an approved activity at any time. Poquoson City Public Schools shall not be liable for any damages, direct or incidental, that result from this action.
5. The applicant shall not sublet space to another organization or group.
6. Any organization desiring to move special properties into the school or into the grounds, including the auditorium, prior to or on the date of rehearsal or performance must obtain permission from the office of the division superintendent. All flats, curtains, and costumes must be treated for fire.
7. Putting up decorations or scenery or moving pianos is prohibited unless special permission is granted.
8. Permission for bringing equipment such as concession stands or trucks or carnival equipment on school property must be requested in writing thirty days in advance before formal agreement will be considered by Poquoson City Public Schools.
9. The parking of automobiles shall be restricted to designated areas. Parking is prohibited in areas designated for the handicapped (without proper authorization) and in fire lanes.
10. The organization that uses the building and grounds shall be responsible for the conduct of its members and invitees. The organization's policies and regulations shall apply to the extent not inconsistent with PCPS' policies and regulations.
11. Any damage done to School Board property shall be compensated for by the sponsoring organization. Police protection must be provided by any group or organization at its own expense if the school administration deems it advisable.
12. Smoking is not permitted in any part of any building or grounds.
13. There shall be no alcoholic beverages or illegal drugs brought to or consumed or used in the building or on the grounds.
14. Premises are rented or donated with the understanding that "tipping" of custodians or other school personnel is not permitted.
15. Except by special permission, a group shall not be permitted to remain after 12 midnight.
16. Building keys will not be provided to any group.
17. Organizations using the facility are expected to leave the facility ready for use the next day. The organization must provide adequate kitchen help to prepare the food, set up the cafeteria, and to clean up. The charges for custodians and cafeteria persons are for operational and security services only. Custodial fees and other personnel fees are governed by wage and hour regulations. All fees for services and/or personnel shall be payable to the particular school at which the event or meeting is conducted.
18. Payment for the facility charge and estimated custodial fees shall be made to the school before the event. Payment for additional custodial fees and other charges shall be made to the school within five (5) workdays after the event.
19. All publicity for an event shall carry the name of the group sponsoring the meeting or event. All advertisements for the event shall be reviewed by the division superintendent or his/her designee and shall include a statement indicating the fact that a group being permitted to use a School Board facility does not in

any way constitute endorsement of the group's policies or beliefs by the School Board. All publicity must be pre-approved by the division superintendent.

20. School facilities shall not be used for gambling, including bingo.
21. Department facilities, such as laboratories, music, vocational, and commercial departments, generally shall not be made available for non-school use.
22. Use of school facilities on Sundays may be limited.
23. The School Board assumes no responsibility for items or equipment brought on premises by the 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. The person signing the application and the organization which he/she represents shall be held financially responsible for any damage to the building, its furniture, and equipment during the period of use. The organization using the school facilities will be responsible for damage or theft of school property.
24. Failure to observe the rules will result in suspension of the privilege to use the school facility.

Legal References: Code of Virginia, 1950, as amended, §§ 22.1-131, 22.1-132, 4.1-309; Equal Access Act, 20 U.S.C. § 4071, et seq

Date Issued/Revised: July 1, 2014; January 19, 2016, August 2016, October 2018, June 2019

Attachments: [Facility Request Form](#)

Approved: Jennifer B. Parish, Ed.D., Superintendent