

POLICY FOR THE USE OF CULPEPER COUNTY PUBLIC SCHOOL FACILITIES

It shall be the general policy of the Culpeper County School Board to make its school property or facilities available for use by the public through an application process when such use does not conflict with school activities and programs and is in conformity with the policies of the Board, including each of the following:

Application Process

1. No application for use shall be approved unless sponsored by clubs, societies or organizations which, in the judgment of the superintendent, can reasonably be held responsible for payment of charges, compensation for damages to property, and for the use of the property in conformity with Board policies and ordinary rules of propriety. Applications shall not be considered unless executed by duly authorized officials or agents of the organization sponsoring the application.
2. In no case shall school property be rented for use by individuals.
3. The application must be submitted by a resident of Culpeper County.
4. The application must be submitted two weeks (10 business days) prior to the event. All applications will expire on June 30th and must be resubmitted for continued use.
5. Applications for use of school facilities shall be considered in the order in which they are received. In the event that two or more applications for use of the same facility on the same date are received at the same time, school-related organizations, such as the parent-teacher organizations, shall have priority over non-school related organizations and approved child and youth groups over adult groups.
6. Applicants shall be responsible for any and all damages done to school property during the period it is used by the applicant. A deposit to cover damage may be required with any application. Failure to pay promptly all rental charges or damages shall be considered sufficient grounds for refusal to grant further use of school property to an applicant.
7. Where groups are involved through contracts or otherwise, the local group representative must meet with the superintendent or designee for a thorough review of the activity and the charges to be assessed for the purpose of the parties evaluating the request in relationship to the School Board's adopted rules and rates.
8. In order to make the event more successful, a representative from the requesting organization should contact the facility use representative one (1) week prior to the event to discuss the specifics.
9. The requesting organization granted use (and those granted access to the property or facility thereby) shall abide by all policies, rules and regulations of the Culpeper County School Board concerning the use of Board property whether now or thereafter adopted.

Fees for Use

1. A fee may be charged by the Board for any use by an applicant to cover the costs of heating/cooling, custodial services, security, and administrative work. In each instance, the amount of the fee shall be determined by a schedule of necessary charges fixed by the Board. No exception from the fixed charges shall be made without approval of the Board.
2. No fee shall be charged for use of school property by school organizations provided that such use promotes an educational objective that supports the mission of Culpeper County Public Schools.

Restrictions and Conditions for Use

1. The principal or supervisor of the facility must indicate the requested date and time for the property, space, or facility will not conflict with school activities or the activities of other previously approved organizations. The use of the property shall not, in any way, interfere in the operation of the Culpeper County Public Schools or any of its programs or activities.
2. If required for Culpeper County Public School purposes, it is to be understood by the requesting organization that the right is reserved to withdraw or rescind the grant of the use of the property or facilities upon reasonable notice.
3. When schools close due to inclement weather there will be no use by outside organizations until schools reopen. Also, during inclement weather facilities may not be available on weekends.
4. The facilities of the school division shall not be used for any personal or business financial gain.
5. Competition with legitimate established business or commercial interests in the community shall be avoided insofar as is possible.
6. The availability for the use of facilities may be restricted on holidays and weekends.
7. No organization can apply for continual use of the facilities beyond 1 year. An organization can apply for an extension for use, but will need to show evidence it is making progress in obtaining capital in order to lease, purchase, or construct a permanent facility for its own use. Extensions can be denied for any non-discriminatory purpose.
8. Advertising for the event is restricted. Posters, banners, and signs on school property must be approved for display by the principal, and are subject to review by the superintendent. Such items can only be visible to the public up to 48 hours prior to the event and must be removed immediately at the conclusion of the event. Flyers, brochures, or other literature

will not be distributed to students or parents. Such items can be approved for display as a part of the facility use application, or can be announced in school division publication upon the superintendent's approval. Also, all displayed items must clearly state that this event is not sponsored by CCPS.

9. Grounds and buildings shall not be used without the approval by the division superintendent as a medium for the distribution of handbills, circulars, pamphlets, periodicals, newspapers, magazines, books or advertising matter of any kind to students. Distribution of handbills, circulars, pamphlets, periodicals, newspapers, magazines, books or advertising matter of any kind, relative to this event, must be submitted with the application for approval. Also, all material distributed, must clearly state that this event is not sponsored by CCPS.
10. Engagement of school property for outside programs shall not oblige the Board or any school official to advertise, endorse, sponsor, or supplement the program to be given.
11. Applicants must furnish or arrange for any help that may be necessary for the operation of the auditorium or other rooms in which meetings are held; e.g., ushers, ticket sellers, and doorkeepers.
12. Regular custodians employed by the School Board shall be in attendance and have charge of the lights and the regulation thereof at all times, except in those instances when the stage shall be used for theatrical performances which require trained stage hands and electricians. The number of custodians to be required will depend upon the expected number of participants or the nature of the event as determined by the principal and/or the superintendent. If custodial assistance is not available, the request for use of facilities may not be approved.
13. The sponsor of the event will designate one person who will be in charge of the event and who will remain on premises for the duration of the event.
14. Applicants at no time can contract with a third party to use any school facility unless it has been officially approved through the superintendent's office.

Safety and Security Requirements

1. Sponsors of the event may be required to employ security personnel at the request of the principal or superintendent.
2. Food or beverages are not permitted in any auditorium, back stage, or gymnasium, at anytime.
3. The use of tobacco, drugs, or alcohol on school board property is strictly prohibited.
4. Persons under the influence of alcoholic beverages and other substances controlled by law are forbidden on school premises.
5. Under no circumstances may the following be used inside the facilities: any open flame, any pyrotechnic device, fireworks or sparklers, any smoke generating device, any explosive device, or any chemical noise producing device.
6. All flats, curtains, costumes must be flame retardant.
7. School Board property, facilities and equipment shall be used in a careful and prudent manner so as to prevent any loss, defacement or damage.
8. Within one hour after the conclusion of the facility use, School Board property or facilities shall be vacated and left in as good a condition as when such use began. Unless payment is made for custodial services, the property or facility shall be left in a thoroughly clean condition.
9. No improvements or structures shall be constructed upon School Board property or in or upon its facilities unless expressly approved in writing.

Liability for Personal Injuries, Property Loss or Damage

1. The requesting organization (and its authorized officer, agent or representative thereof, individually and jointly and severally with the organization) or individual, shall agree: (a) to pay for any loss or damage to person or property or claims therefore resulting to or arising from the use of School Board property or facilities by such organization or individual and those granted access to the facility thereby, whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, before or after such use, going to and from such use, in or about available parking areas, or otherwise; (b) to reimburse and/or hold harmless the School Board, the Culpeper County Public Schools, its officers, employees and agents thereof from any such loss, damage or claim, including, but not limited to, its or their attorneys' fees; and (c) to pay any attorneys' fees and costs paid or incurred by the Culpeper County Public Schools to enforce any obligations to it.
2. Applicants shall be required to carry liability insurance which extends to any and all use of school facilities for the duration of the licensed use period in a minimum amount of \$1,000,000. No application shall be approved until such time as a certificate of proof of insurance coverage is provided naming Culpeper County Public Schools as an additional insured.
3. The School Board or its employees shall not be responsible for accidents or injuries.

HOURLY RATE SCHEDULE FOR CERTAIN SCHOOL EMPLOYEES

The following rates will be applied for outside groups using the school facilities:

CULPEPER COUNTY PUBLIC SCHOOLS

Custodian's rate - \$22 per hour – Minimum charge 3 hours (after normal operating hours)

Events anticipating attendance (including participants) of more than 250 people may require an additional custodian to be hired at additional increments of 250 people (i.e. 500=2, 750=3, 1000=4). Additionally, if more attendees show than expected, the custodian on duty, with their supervisor's approval, may call for additional help and the organization will be responsible for additional fees.

Security Officer's rate - \$35 per hour – Minimum charge 3 hours (after normal operating hours)

Building Technician's rate - \$33 per hour – Minimum charge 3 hours (after normal operating hours)

Stage, Sound and Lighting Technician - \$22 per hour – Minimum charge 3 hours (after normal operating hours)

If requests for cafeteria space require the use of kitchens for any reason, a minimum of one food service employee must be present and paid for according to the following rates:

Food Service Employee - \$25 per hour - Minimum charge 3 hours (after normal operating hours)

RATE SCHEDULE

High School

Auditorium - \$75 per hour
 Forum (EVHS Only) - \$55 per hour
 Cafeteria - \$45 per hour
 Kitchen - \$30 per hour
 Gymnasium - \$60 per hour

Elementary School

Multi-purpose Room - \$45 per hour
 Cafeteria - \$30 per hour
 Kitchen - \$30 per hour
 Classroom - \$15 per hour

Middle School

Forum (CMS Only) - \$45 per hour
 Cafeteria - \$45 per hour
 Kitchen - \$30 per hour
 Gymnasium - \$75 per hour
 Classroom - \$15 per hour

NOTE - During non-operational hours, the school division practices energy conservation measures with temperatures set at approximately 68 degrees heating and 85 degrees cooling. Effective July 1, 2007, there will be an additional charge of \$60 per hour to operate the air-conditioning/heating system. If a building technician is needed to turn on the air-conditioner/heat because the system cannot be preset the hourly rate will be \$33 per hour (minimum 3 hours). This rate will also be charged if a technician is called in because of problems such as power outages.

Approved: July 1, 2007

Amended: November 9, 2009

CULPEPER COUNTY PUBLIC SCHOOLS
APPLICATION AND LICENSE TO USE SCHOOL FACILITIES

SCHOOL EVENTS TAKE PRECEDENCE.
NO USE OF FACILITIES IF SCHOOLS ARE CLOSED

Date of Application

School Requested:

- Culpeper County High School
Eastern View High School
Culpeper Middle School
Floyd T. Binns Middle School
A. G. Richardson Elementary School
Emerald Hill Elementary School
Farmington Elementary School
Sycamore Park Elementary School
Pearl Sample Elementary School
Yowell Elementary School

OFFICE USE ONLY
cc: Applicant
Maintenance
School Rep.

Area Requested:

- Auditorium
Library
Cafeteria
Gym
Forum
Kitchen
Multi-purpose Room
Conference Room
Field(s)
Classroom(s) #

Date Facility Will Be Used
Actual Performance Time: From To
(Open Time: Close Time:)

Are you a citizen of Culpeper County? Number of people projected to attend

What is the event?

For whose benefit is entertainment given or meeting held?

Will the public be admitted? Are admission/fees being charged? Are donations being collected?

Is there a third-party contract agreement with a profit-making organization? Yes No

Name of Organization

Name of the individual who is in charge of the event and will remain on the site

Do you need heating/cooling? Yes No If so, I understand we will be accessed an additional fee.

I hereby agree to protect, indemnify, and defend and save harmless the School Board of Culpeper County, its officers and employees from any and all claims, liabilities, and/or damages, including professional fees, directly or indirectly related to the use of these premises by my group or organization.

Distribution of handbills, circulars, pamphlets, periodicals, newspapers, magazines, books or advertising matter of any kind, relative to this event, must be submitted with this application for approval. Also, all material distributed, must clearly state that this event is not sponsored by CCPS.

Name
Title
Organization
Address

Applicant must provide a certificate of liability insurance.

Home Phone
Work Phone
Cell Phone
E-mail
Signature

Send application form to Culpeper County School Board, 450 Radio Lane, Culpeper, Virginia 22701. Payment should not be made until an invoice is received.

IRS Letter submitted Yes No (If applicable)
Certificate of Liability Insurance Submitted Yes No

Advertising Material Submitted Yes No

Permission is hereby granted for the use of the requested facilities under the conditions specified.

Superintendent's Designee Date

Rental Charges: \$ per hour
Custodial Charges: \$ per hour
Food Service Charges: \$ per hour
Technical Asst. Charges: \$ per hour
Heat/Air-Conditioner Charges: \$ per hour
Building Tech. Charges \$ per hour (If required)

NOTES:
If you change your mind relative to heating/cooling you agree to notify the maintenance department 24 hours in advance at 825-0661 or agree to pay for the extra charges incurred.