

Prince William County Public Schools

Community Use General Guidelines

- A. **Hours of Usage:** Hours of use shall normally be from the close of school until 10p.m. on weekdays and from 9a.m. until sunset on Saturdays/Sundays. Exceptions may be made for scheduled church services and for other activities at the discretion of the principal, or designee.
- B. **Priority of Usage:** School organizations, PTA/PTO's, School Age Child Care (SACC) and all Boy/Girl Scout groups have first priority of usage, followed by the Prince William County Department of Parks and Recreation.
- C. **Cancellations:** Use of school facilities by organizations shall be canceled when schools are closed due to inclement weather or other emergency conditions. Organizations utilizing facilities on the weekends must establish a contact person at the school level, in the event of severe weather to determine if the activity will be canceled.
- D. **Liability Responsibility:** With the exception of internal Prince William County Public Schools (PWCS) organizations and Virginia State and local government, each applicant is required to maintain a minimum of \$1,000,000 in liability insurance coverage for all activities.
- E. **Non-Profit Status:** Non-profit organizations shall be required to provide a copy of their 501(c)(3) letter, issued by the IRS, or any other document displaying proof of such status, prior to approval of the activity.
- F. **Permissible Activities:** Approved community activities may include, but are not limited to: Saturday classes, dinners and banquets, religious and cultural ceremonies, dramas, dance competitions and organizational meetings. Activities which do not fall into the above categories and appear to be of questionable nature or games of chance shall be referred to the Office of Risk Management and Security Services for approval.
- G. **Acceptable Conduct:** Individuals, groups, or organizations using a School Board facility shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder, and not restricted by reason of race, religion, sex, creed or national origin.

- H. **Damages to Facility/Equipment:** Before and after building use, the facility must be inspected by the user and the senior custodian, or other on-duty designated building supervisors. Damages found to have occurred during use must be listed in writing with the user acknowledging said damages by signature. Users are responsible for any damages to PWCS property.

- I. **Controlled/Prohibited Substances:** Per Regulation [735-1 Prohibited Substances](#), no alcohol, drugs, or anything that resembles alcohol or drugs, may be served, consumed, or brought upon school property.

- J. **Smoking:** Per Regulation [403-1 Use of Tobacco Products](#), smoking is prohibited in buildings, or any sites operated by PWCS. Anyone who wishes to smoke must do so in designated outdoor smoking areas away from building entrances.

- K. **Weapons:** Per Regulation [775-1 Weapons and Other Prohibited Objects](#), no weapons or look-a-like weapons may be brought on PWCS property.

- L. **Gambling:** Gambling, in any form, is strictly prohibited.

- M. **Animals:** Training and exhibiting animals indoors, except for regular classroom instruction and seeing-eye dogs, is prohibited.

- N. **Advertising:** Groups may not advertise any activity taking place at a School Board facility until approval has been provided by the school and Risk Management.

- O. **Food/Beverages:** Food and beverages are restricted to areas designated for that purpose.

- P. **Parking Lot:** Vehicles parked on school grounds shall be confined to approved parking areas.

- Q. **School Food and Nutrition Services Personnel:** Food Services personnel are required by School Board policy to be present when kitchen facilities are in use.

- R. **Yard Sales:** Facilities are not available for yard sales.

- S. **Display of Signs:** Groups which use School Board facilities may place temporary identification signs on school grounds only while the location is in use. Size limitation shall be 4' x 8'.

- T. **Denial of Use:** The School Board reserves the right to deny use of facilities at any time and is the final authority concerning interpretations and modifications of policy, regulations, and in rendering decisions.

Responsibilities of All Users

- A. All users will conduct activities that are orderly and lawful, not of a nature to incite others to disorder, and not restricted by reason of race, religion, sex, creed or national origin.
- B. Users will ensure they do not smoke, bring alcoholic and/or controlled substances on School Board property or allow others within their organization/group to smoke, bring alcoholic and/or controlled substances on School Board property.
- C. Users shall be limited to those areas which they have requested.
- D. All users are required to carry a minimum \$1,000,000 policy in liability insurance coverage for all activities. A copy of the certificate will be required prior to the activity taking place.
- E. If an activity is marked as “Pending,” the user will not hold any activity at the facility until all requirements have been fulfilled.
- F. The individual or organization requesting rental of school facilities will be held financially liable for the terms of the agreement.
- G. Individuals, groups, or organizations may not store items at any school facility.
- H. Users will not adjust any thermostats or time clocks governing heating and cooling cycles in the facilities.
- I. In the event that schools are canceled due to inclement weather or other emergency conditions, it is the user’s responsibility to notify their members of such circumstances. School closures and delays are regularly posted on the PWCS Web site at <http://pwcs.edu/>.

- J. The community user agrees to assume full responsibility for and hold the School Board, its agents, servants, and employees harmless from any legal liability, injury or damage to the person or property of the applicant or others and to assume full responsibility of any damage to any school property or person in connection with the use of the school facilities, including negligence by the user or the user's employees, its agents, to include all participants.
- K. Users agree to comply with all other safety regulations, policies, rules and guidelines set forth by PWCS.

Classification of Organizations

Applicable rental fees are based upon an organization's classification as determined by PWCS:

A. Rent Free Organizations

- 1. School-sponsored groups such as PTA/PTOs, Booster Clubs, Prince William County Government/School Board agencies, Girl and Boy Scout groups, 4-H Clubs, and Property Management/Homeowner's Associations (HOA meetings only).
 - a. No rental fee applies.
 - b. Personnel fees apply as required.
- 2. HOAs conducting any activity other than meetings (board, general, etc...) will incur a building rental charge.

B. Non-Profit Organizations

- 1. Church, cultural and religious organizations and other groups providing proof of non-profit status via the 501(c)(3) letter as issued from the IRS or any other document showing proof of such status.
 - a. Schedule "A" non-profit rates apply.
 - b. Personnel fees apply as required.

A. Educational Organizations

1. Colleges and universities such as Northern Virginia Community College, George Mason University, James Madison University or other accredited educational institutions.
 - a. Educational rates apply.
 - b. Personnel fees apply as required.
2. Organizations of this classification are required to forward an official letter from the educational institution to the Office of Risk Management & Security Services advising who is authorized to teach the course. The letter should include the semester being taught.

D. Sports Leagues/Recreational Groups

1. Per the Cooperative Agreement between the Prince William County School Board and the Prince William County Department of Parks and Recreation Board, sports leagues, those requesting use of the grass fields, or groups otherwise seeking to reserve school facilities to hold recreational activities must book through the Department of Parks and Recreation Sports Services Office. Users of this classification should also review Attachment V for additional information.
 - a. Personnel fees apply as required.

E. Prince William County Arts Council

1. All organizations affiliated with the Prince William County Arts Council (PWCAC) may not reserve schools directly. Individuals must contact the appropriate representative of the PWCAC and ask that the event be booked for them. Attachment V should also be reviewed for additional information.
 - a. Personnel fees apply as required.

F. Commercial Organizations

1. Commercial rates apply to any users which do not fall into the previously identified classifications, private users, or organizations solely designated as for-profit.

- a. Commercial rates apply.
 - b. Personnel fees apply as required.
- G. If a user believes the classification decided by PWCS is not appropriate for their organization, the user may submit an official request to the Office of Risk Management & Security Services to review the classification. All appropriate documentation supporting the reclassification should be provided.

Facility Use Fees

- A. A copy of the most current fee schedule is available upon request. Rental fees will be assessed based upon the following:
- 1. Classification of the organization;
 - 2. School level requested (i.e., *elementary, middle or high school*),
 - 3. Type of room, area or space requested (e.g., *classroom, auditorium*); and
 - 4. Length of time the facility will be in use.
- A. Fees are assessed in hourly increments.
- B. Rental fees cover the use of basic equipment, such as chairs, desks, tables, etc.
- E. Special fees will be assessed for:
- 1. Stadium lights, sound systems, stage lights, spotlights;
 - 2. Use of kitchen utilities;
 - 3. Use of school equipment (e.g., *pianos, overhead projectors, microphones, scoreboards*); and
 - 4. Other electronic devices (e.g., *Smartboards, iPads*)
- F. If fees apply, an invoice will be generated by the school. Fees are to be remitted by check made payable to the school location hosting the event. Payment must be received in advance of the activity. The user agrees that failure to pay for use by the date of the event will result in a ten percent (10%) late penalty fee. PWCS reserves the right to deny use of the facilities to any user who fails to pay prior to the event date.
- G. Checks returned due to non-sufficient funds will be assessed a ten percent (10%)

penalty fee. The collection of penalties for late payment fees, and/or fees referred for collection to an attorney, will be determined by the Director of the Office of Risk Management and Security Services.

- H. The user agrees that every effort will be made to contact the school within a reasonable timeframe in the event a community use activity must be canceled. Failure to do so will result in a no-show fee of \$60.00, in addition to any applicable personnel fees.
- I. Subsequent failures to pay facility use charges will result in the organization being marked as “Do-Not-Rent.”

Proof of Insurance Coverage

A. General Liability Insurance

1. Each individual, group, or organization is required maintain a minimum of \$1,000,000 in liability insurance coverage for all activities. Failure to provide proof of general liability insurance will result in a denial of the request.
2. A copy of the policy naming the certificate holder as the *Office of Risk Management and Security Services, PWC Schools, P.O. Box 389, Manassas, Virginia 20108*, and listing the Prince William County School Board as an additional insured to this policy is required prior to approval of the community use request (see sample certificate, Attachment III).
3. A copy of the “Declaration of Coverage” or a binder will not be accepted.
4. In the event the user does not have insurance, PWCS has enrolled in the Tenant User Liability Program (TULIP) through the Virginia Municipal Liability Program, which is a third-party liability provider (Attachment IV).
5. Should PWCS receive notification from the user’s insurance provider that their policy is canceled or in danger of being canceled, the user will have ten (10) business or no later than (5) days prior to the event date to provide sufficient evidence the insurance policy has not lapsed. Failure to do so will result in cancellation of the requested use.