COMMUNITY RELATIONS

Community Use of School Facilities

I. Purpose

The purpose of this regulation is to provide both the community and the School Division administration a standard approach to using school facilities.

II. General Guidelines

A. Hours of Usage: Hours of use will normally be from the close of school until 10:15 p.m. on weekdays and from 9 a.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: First priority shall be given to school organizations, school-sponsored activities and events conducted jointly with identified partners of PWCS, followed by PTA/PTOs, School Age Child Care (SACC), and all Boy/Girl Scout groups, as well as other youth groups that are part of entities listed under 36 U.S. Code Subtitle II - Patriotic and National Organizations, Part B, their affiliated groups, councils, staffs, and volunteers in the Commonwealth, when seeking to encourage students to participate in activities of the organization. The Department of Parks and Recreation shall be given the next level of favored priority.

C. Cancellations: Use of schools by organizations shall be cancelled when schools are closed due to inclement weather or other emergency conditions. Schools scheduled for weekend use must establish a contact person at the school level, in the event of severe weather to determine if the activity will be cancelled. In the event a Divisionwide school cancellation was not initiated, the principal, or designee, shall be responsible in determining if community use activities can be safely held.

D. Liability Responsibility: With the exception of internal Prince William County Public Schools (PWCS) organizations, each applicant is required to maintain a minimum of $1,000,000 in liability insurance coverage for all activities.

E. Non-Profit Status: A non-profit organization shall be required to provide a copy of their 501(c)(3) letter, issued by the IRS, prior to approval of the activity.
F. Permissible Activities: Approved community activities may include, but are not limited to: afternoon, evening, and Saturday classes, dinners, concerts, dramas, book festivals, art festivals, dances, parties, 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: See Regulation 403-1, “Use of Tobacco Products,” for PWCS regulations on smoking, smokeless tobacco products, and electronic smoking devices (e.g., e-cigarettes, e-vapor devices, etc.).

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: Service animals are allowed at all indoor and outdoor events. Training and exhibition animals are allowed only at approved outdoor events. All other animals are prohibited.

N. Food/Beverages: Food and beverages are restricted to areas designated for that purpose.

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

P. School Food and Nutrition Services Personnel: Food Services personnel are required by School Board policy to be present when kitchen facilities are in use.
Q. Yard Sales: Facilities are not available for yard sales.

R. Display of Signs: Athletic or recreational groups using School Board facilities may place temporary identification signs on school grounds, but the signs shall be no larger than 4’ x 8’ and only in place while the location is in use. No seasonal and/or permanent signs, banners, pennants, or the like may be placed in or on school facilities.

S. 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 policies and PWCS regulations, and in rendering decisions.

III. Procedures for Use

A. Application for Facilities Use

1. An individual, group, or organization (user) seeking to reserve school facilities must first apply as an Organization Event Coordinator (OEC) through the online system “Community Use,” by accessing the Risk Management and Security Services website at pwcs.riskmanagement.schoolfusion.us and clicking on the “Community Use” link. Once receiving an email notification, the applicant has been approved, the user may then submit a request to reserve space through the online system. Requests must be submitted a minimum of 30 business days in advance for commercial events and 15 business days in advance for all other activities. If a user does not have Internet access, paper copies of the application are available at each school location. Paper forms must be returned to the school the user wishes to rent.

2. The user must contact school personnel to request any changes to a scheduled event as soon as possible. This includes, but is not limited to: requests to change rooms/areas, modification of set-up details, time of the event, cancellations, etc.

3. Non-profit athletic organizations, such as sports leagues, seeking use of the elementary and/or middle school athletic facilities to conduct activities must first contact the Department of Parks and Recreation, per the “Cooperative Agreement” between the Prince William County Public Schools and the Prince William County Department of Parks and Recreation. These types of users do not need to register as OECs. Please review Attachment V and Regulation 930-2, “Community Use of High
School Athletic Facilities,” for additional information regarding use of athletic facilities at the high schools.

4. Prince William County Arts Council (PWCAC) organizations must contact their appropriate representative of the PWCAC to request that an event be booked for them. These types of users do not need to register as OECs. Please review Attachment V for additional information.

IV. Responsibility of All Users

A. All users 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.

B. Users shall ensure they do not smoke or bring alcoholic and/or controlled substances on School Board property, or allow others within their organization/group to smoke or bring alcoholic and/or controlled substances on School Board property.

C. Users shall be limited to those areas which they have been approved for use.

D. All users are required to maintain a minimum $1,000,000 policy in liability insurance coverage for all activities. A copy of the “Certificate of Insurance” shall be required prior to the activity taking place.

E. If an activity is marked as “Pending,” the user shall not hold any activity at the facility until all requirements have been fulfilled.

F. The individual or organization requesting rental of school facilities shall 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 shall not adjust any thermostats or time clocks governing heating and cooling cycles in the facilities.

I. In the event that schools are cancelled 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 website at 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 and its agents, to include all participants.

K. Users agree to comply with all other safety regulations, policies, rules, and guidelines set forth by PWCS.

V. Responsibility of the Schools

The following shall be the responsibility of the school:

A. Schools are to enter all school-related activities, which occur before and after normal school hours, on the weekends, and on holidays into the SchoolDude’s Facilities Scheduling Direct (FSDirect) program.

B. Schools selected as polling places shall enter this information into FSDirect.

C. The designated community use person shall log into the FSDirect program at least twice a week to review submitted schedule requests.

D. The designated community use person shall review the FSDirect calendar weekly and verify there are no conflicts with scheduled activities.

E. The school shall cancel events in a timely manner and verify the user has been informed of the reason for the cancellation.

F. Schools are responsible for approving activities at their level. Schools are not to “Activate” any schedules. Likewise, schools shall not allow any individual, group, or organization to use the facilities until the final approval has come from the Office of Risk Management and Security Services.

G. Schools shall approve activities within 5–10 business days for events taking place within 30–60 days. When activities are taking place more than 60 days out, approval shall be granted as soon as it is confirmed no school events shall interfere with the scheduled activity.

H. Schools are to provide the appropriate personnel to work community use events.

I. Schools shall not book events for non-PWCS events as a school activity under the school unless it is an approved school-sponsored activity. Schools shall require all users to request events through the online scheduling system, “Community Use.” The school shall also provide written instructions to users detailing how to submit
their request on the Internet or a hard copy of the “Community Use of Schools Rental Form” (Attachment I) to individuals without Internet access. It is the school’s responsibility to input paper applications into the FSDirect program.

J. Schools shall verify that all requests for use have specified AC or heating, as required, for the event. If not, the designated community use person shall check the option under the “Set-up Requirements” section within FSDirect to ensure that the Office of Facilities Services provides the indoor services, as needed.

K. The school shall not allow events marked as “Pending” to take place until all requirements are met.

L. Schools are responsible for creating invoices and providing them to the user at least 10 business days in advance. Any changes to the invoice, due to adjusted rental times or personnel hours, shall be resubmitted to the user after the event has taken place.

M. Fees shall be collected by the school in advance with the exception of internal PWCS-related activities. In the event the school fails to collect fees in advance and an organization does not pay, the school is still liable for payment to the Office of Risk Management and Security Services.

N. To ensure all employees are paid for worked community use events, schools shall forward the employee’s original timecard(s) along with the “Community Use Payroll Information Form” (Attachment VI) to the Office of Risk Management and Security Services. The school must complete the required personnel requisition form prior to a student technician receiving payment for community use events.

O. Schools are to retain 25 percent of the building rental and any special fees (e.g., microphones, stage lights) charged to users. The remaining 75 percent and all personnel fees shall be forwarded to the Office of Risk Management and Security Services, via the “Community Use of Schools Monthly Payment Sheet” (Attachment VII). Payments are to be submitted no later than the fifth of the following month, after the event has taken place.

P. Any documents providing proof of general liability insurance or non-profit status shall be forwarded to the Office of Risk Management and Security Services for review.
Q. Activities submitted into FSDirect as fundraisers must have prior approval from the appropriate level associate. A copy of the signed fundraiser sheet should be forwarded to the Office of Risk Management and Security Services.

R. Any safety or security concerns regarding any community use activity are to be directed to the Office of Risk Management and Security Services.

S. Schools shall be responsible for indicating within FSDirect any rooms or areas, which have become temporarily unavailable for use.

VI. Personnel

A. Only full-time PWCS employees are permitted to work community use events. Substitute teachers and temporary employees, with the exception of student technicians, may not work these types of activities due to the manner in which they receive pay. All personnel fees shall include staff hours needed for set-up and/or breakdown of an event.

B. Classified employees, who work community use events, shall receive their overtime rate, regardless if the employee has worked their full work week. Contract employees (e.g., teachers) and student technicians, shall receive the flat rate as denoted in Attachment II, “Community Use of School Facilities Fee Schedule.”

C. Supervision

1. The principal, or designee, at each school location shall determine, within reason, if a supervisor is needed to work an event. A decision to waive supervisory fees may be done at the principal or designee’s discretion. Per Regulation 561.03-1, “Management—Work Day and Responsibilities,” principals, management personnel, and activities directors may not be paid for working as a supervisor. Administrators may donate their time. The supervisor is required to remain on site and physically available to the group at all times. Supervisors shall be responsible for making regular checks of the area in use, restricting user groups to their scheduled areas, reporting irregularities, and making safety inspections. Specific duties of the supervisor may include, but are not limited to:

   a. Ensuring users are admitted to the facility at the contract start time and leave at the contract end time;

   b. Providing information, assistance, and direction to users;

   c. Supervising large groups; and
d. Gathering pertinent information and reporting incidents, damage, breakage of property and equipment, injuries, unsafe practices or conditions, and security problems.

D. Custodial Support

1. The principal, or designee, at each school location shall determine, within reason, custodial hours and the number of custodians needed to work an event. Per Regulation 526-1, “Overtime and Compensatory Time Provisions,” classified personnel cannot volunteer their time. The principal shall reserve the right to waive custodial support when staff are normally in the building during the time the activity shall take place and the scheduled activity shall not interfere with their normal work duties, as assigned. Specific duties of custodial support may include, but are not limited to:

a. Unlocking and locking doors;

b. Operating ceiling lights;

c. Setting up chairs, tables, and bleachers; and

d. Clean up after community use events.

E. Other Required Personnel Services

1. Any user wishing to use the kitchen facilities shall incur a separate personnel fee for a School Food and Nutrition Services employee. A separate contract is to be completed by the user through the Office of School Food and Nutrition Services.

2. Users requesting use of stage lighting and equipment must pay for a student technician. Only experienced technicians, familiar with the equipment in the school, may operate lighting and sound systems.

F. Under no circumstances shall an employee be directly paid by a community user, nor shall any employee accept payment directly from a user.
VII. Processing a Community Use Application

A. Once an application is submitted, the user shall receive online notifications advising the user of the status of their request, via the following:

1. An email to advise their request was successfully submitted to the school of choice;
2. An email notifying the applicant the school has approved the request; and
3. A final email advising the requested activity has been “Approved” and “Activated,” meaning the final approval from the Office of Risk Management and Security Services has been received.

B. All documentation requested of a user and those items as outlined in this regulation are due prior to the event taking place. Failure to do so shall result in denial of use by either the school or the Office of Risk Management and Security Services.

C. At the discretion of the Office of Risk Management and Security Services, an event may be placed on “Pending” status to notify the user when additional documentation is required before the activity may proceed. Pending status does not mean the activity has been approved. The organization or individual requesting space must fulfill all requirements of the pending status and are not authorized to meet at the location until then.

VIII. Cancellation/Restrictions of Use

A. Use of schools by organizations shall be cancelled when schools are closed due to inclement weather or other emergency conditions. Facilities scheduled for weekend use must establish a contact person at the school level, in the event of severe weather, to determine if the activity will be cancelled. In turn, users are required to notify their members of such circumstances. School closures and cancellations are regularly posted on the PWCS website at pwcs.edu. In the event a Divisionwide school cancellation was not initiated, the principal, or designee, shall be responsible for determining if community use activities can be safely held.

B. Schools are not required to make available their entire facility to users. Schools shall retain the right to limit community access and may choose to make a limited number of rooms or areas available for public use.
C. Schools may limit, as they see fit, the number of community use activities scheduled on a weekly or monthly basis to alleviate wear and tear on their facility or to ensure such use does not interfere with staff’s normal work duties.

D. The School Division reserves the right to cancel or deny any use when such action deems to be in the best interest of PWCS. Reasons why a schedule may be cancelled include, but are not limited to:

1. The activity is set to take place on a designated federal holiday or during a time when staff and students are normally in the building (e.g., during normal school hours, Thanksgiving Day, Spring Break);
2. School personnel are not available to work on the date of the activity due to planned school activities;
3. Rescheduling school-sponsored activities creates a conflict with a scheduled community use event;
4. The applicant has not fulfilled all requirements prior to the event date (e.g., lack of general liability insurance);
5. Misrepresentation by the user of the proposed activity;
6. The individual, group, or organization has demonstrated a history of failing to comply with rules and regulations set forth by PWCS; and/or
7. User has failed to pay for past usage of school facilities.

IX. Classification of Organizations

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

A. Rent-Free Organizations

1. Rent-free organizations are those defined in “Priority of Usage” (See Section II, Paragraph B) and also includes homeowners’ associations (HOA) conducting HOA meetings only.
   a. No rental fee applies; and
   b. Personnel fees apply as required.
B. Non-Profit Organizations

1. Non-profit organizations such as church, cultural, and religious groups/organizations providing proof of non-profit status, via the 501(c)(3) letter as issued from the IRS; or any other group or organization able to supply proof of such status.

   a. Schedule “A” non-profit rates apply; and

   b. Personnel fees apply, as required.

C. Educational Organizations

1. Educational organizations are colleges and universities such as Northern Virginia Community College, George Mason University, James Madison University, or other accredited educational institutions.

   a. Educational rates apply; and

   b. Personnel fees apply, as required.

2. Before an organization shall be considered for this classification, an official letter from the educational institution must be forwarded to the Office of Risk Management and Security Services advising who is authorized to teach the course. The letter should include the semester being taught. An individual instructor or professor may not schedule the course without this authorization.

D. Sports Leagues/Recreational Groups

1. Per the “Cooperative Agreement” between the Prince William County Public Schools and the Prince William County Department of Parks and Recreation, sports leagues or those requesting use of elementary or middle school athletic facilities must book through the Department of Parks and Recreation. Users of this classification should also review Attachment V for additional information. This classification type does not apply to those requesting use of the high school athletic facilities. These reservations shall be handled directly by the high school activities director, or designee.

   a. Personnel fees apply, as required.
E. Prince William County Arts Council

1. All organizations which are affiliated with the PWCAC are not charged rental fees; however, users of this classification may not reserve schools directly. Organizations 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 for those organizations solely designated as for-profit.

   a. Commercial rates apply; and

   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 and Security Services to review their classification. All appropriate documentation supporting the reclassification should be provided.

X. Facility Use Fees

A. A copy of the most current fee schedule is available as Attachment II. Rental fees shall 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.

B. Fees are assessed in hourly increments.

C. Rental fees cover the use of basic equipment such as chairs, desks, tables, etc.
D. Other fees, such as special fees, shall be assessed for use of:

1. Stadium lights, sound systems, stage lights, spotlights;

2. Kitchen utilities;

3. School equipment (e.g., pianos, overhead projectors, microphones, scoreboards); and

4. Other electronic devices (e.g., Smartboards, iPads).

E. If fees apply, an invoice shall 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 shall result in a 10 percent late penalty fee. All penalty fees are to be forwarded to the Office of Risk Management and Security Services. PWCS reserves the right to deny use of the facilities to any user who fails to pay prior to the event date.

F. Checks returned due to non-sufficient funds shall be assessed a 10 percent penalty fee. This penalty fee is to be forwarded to the Office of Risk Management and Security Services. The collection of penalties for late payment fees, and/or fees referred for collection to an attorney, shall be determined by the Director of the Office of Risk Management and Security Services.

G. The user agrees that every effort shall be made to contact the school within a reasonable timeframe in the event a community use activity must be cancelled. Failure to do so shall result in a no-show fee of $60, in addition to any applicable personnel fees. Personnel fees will be forwarded to the Office of Risk Management and Security Services. Schools shall retain the no-show fee.

H. Subsequent failures to pay facility use charges shall result in the organization being marked as “Do-Not-Rent.”

I. Fees are non-negotiable and cannot be waived.
XI. Proof of Insurance Coverage

A. General Liability Insurance

1. Each individual, group, or organization is required to maintain a minimum of $1,000,000 in liability insurance coverage for all activities. Failure to provide proof of general liability insurance shall result in denial of the request.

2. A copy of the policy naming the certificate holder as the Office of Risk Management and Security Services, Prince William County Public Schools, P.O. Box 389, Manassas, Virginia 20108, and listing 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 of Insurance,” Attachment III).

3. A copy of the “Declaration of Coverage” or a binder shall 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 cancelled or in danger of being cancelled, the user shall have 10 business days to provide sufficient evidence the insurance policy has not lapsed. Failure to do so shall result in cancellation of the requested use.

6. The name of the organization reserving use of a school facility must match the “Named Insured” on the “Certificate of Insurance.”

B. Non-Profit Status

1. In order for a user to reserve the facilities at the non-profit rate, the applicant shall be required to provide a copy of the 501(c)(3) letter as issued by the IRS. If this is not received prior to the event taking place, commercial rates shall apply.

2. Users may be required to provide proof of continued non-profit status as requested by PWCS.
3. The name of the organization reserving use of a school facility must match the name of the organization, which has been indicated as having 501(c)(3) status.

4. At the discretion of PWCS, newly-established religious, cultural, or church organizations unable to provide proof of non-profit status may submit proof that such status is being obtained. The Director of Risk Management and Security Services, or designee, may allow up to a one-year grace period. After the allotted timeframe, if proof of non-profit status has not been received, the organization’s status shall be re-evaluated.

XII. Employee Profit

PWCS employees are prohibited from using the facilities without charge for personal events, any activities in which there is personal gain, or non-school sponsored/related activities. In the event an employee wishes to hold a non-school related event, they shall be assessed as a commercial organization and are required to pay such fees, unless other proof of status can be provided. Regulation 593.01-1, “Professional Rights and Privileges,” along with Policies 114, “Conflict of Interest,” and 423, “Donations to Schools,” should also be referenced.

XIII. Fundraising Activities

A. All fundraising activities must be entered into FSDirect and clearly marked in either the event title or the event description that the activity is a fundraiser. It is mandatory a copy of the approved fundraiser request sheet, as signed by the school’s level associate, be forwarded to the Office of Risk Management and Security Services before final approval shall be granted.

B. Organizations seeking use of the school facilities to hold fundraising activities, such as raffles, guessing games, and other similar games of chance are allowed only when the organization has fulfilled all requirements of, and is in compliance with, any state, local legislation, and with Prince William County School Board policies and PWCS regulations on the subject of games of chance.

C. All schools are permitted to host a total of six rent-free commercial fundraisers, per school year. Fundraising activities may be sponsored by the school’s PTA/PTO, Booster Club, and other recognized parent organizations.

1. Commercial activities are defined as and include, but are not limited to, any natural person, firm, business, corporation, partnership, or any other organization that is providing a product or service for a profit.
2. Rent-free commercial fundraisers shall not exceed three consecutive calendar days in duration.

3. Schools are permitted to retain 100 percent of the building rental fees. Any applicable personnel payments must still be forwarded to the Office of Risk Management and Security Services.

4. Schools with turf fields must designate which fundraiser they wish to use as a turf field fundraiser by completing the “Turf Field Reserve Fund Form” (Attachment VIII) and submitting it to the Office of Financial Services.

XIV. PTAs, PTOs, and Booster Clubs

All PTAs, PTOs, Booster Clubs, and any other school-related fundraising groups or organizations are required to maintain a general liability insurance policy with a minimum of $1,000,000 in coverage for all activities.

XV. Safety and Security

A. Users are required to follow all PWCS regulations, including specific site-based safety and security procedures.

B. Should a group request use of the stage, the set-up must be reviewed with the supervisor or principal’s designee prior to the event, to ensure all safety requirements have been followed. The “Theater Safety Procedural Manual” should be reviewed for further clarification of this safety measure.

C. PWCS reserves the right to request applicants to demonstrate to the satisfaction of the School Division that reasonable security measures and precautions have been taken to ensure the safety of all individuals participating in or attending any community use event. This includes, but is not limited to:

1. Providing security in the form of a police presence, preferably through the Prince William County Police Department (PWCPD). The user renting the facilities shall be required to cover any associated costs.

2. Notifying the Prince William County Fire Marshal’s Office of an event and/or obtaining any appropriate county permits prior to use of the facility. The user renting the facilities shall be required to cover any associated costs.
3. Increasing the ratio of adults to children to ensure adequate supervision.

4. A walkthrough of the set-up by a safety specialist with the Office of Risk Management and Security Services may be required prior to the event to ensure the activity does not violate any established fire or safety codes.

D. Schools shall reserve the right to deny access to the building, grounds, or specific areas when undergoing construction, renovations, or if other hazardous conditions are present in or around the building.

XVI. Food and Concessions

A. Schools shall reserve the right to approve the sale of all concessions, including food and beverages. Each school reserves the right to operate the concession stand during scheduled events.

B. Food and drink shall be restricted to approved areas.

C. Users employing the use of food trucks or other concessions are responsible for ensuring the company has obtained all required health and safety permits and licenses to operate. Food trucks shall be restricted to parking lots and must be legally parked.

D. Organizations wishing to grill must adhere to the following stipulations:

- Only gas grills may be used (no charcoal);
- Grill must be placed at least 25 feet from all structures and buildings;
- Fire extinguisher must be present at all times grill is in use; and
- No children (under 18) may operate the grill.

XVII. Health and Wellness-Related Activities

Those users wishing to hold fitness, health, and/or wellness-related activities solely meant to benefit PWCS students, must have additional approval from the Office of Health, Physical and Driver Education, and Student Activities before holding such activities.
XVIII. SACC

PWCS has entered into a long-term agreement with AlphaBEST to provide the SACC Program for families of PWCS students. No other external individual, group, or organization, regardless of licensure, is permitted to provide daycare and/or babysitting services for PWCS students on School Board property.

XIX. Political Activities

A. As per Regulation 925-1, “Distribution of Materials and Communications in the Schools by Outside Sources,” material of a partisan political nature shall not be distributed in the schools or on school property, except at such time as the schools are in use as polling places, and then only as permitted by law.

B. Schools which have been designated as polling places must enter this information into FSDirect.

XX. Heating, Ventilation, and Air Conditioning

A. School facility thermostats shall be set at approximately 72°F to keep all areas in the comfort range of 68°F–76°F during the heating and cooling seasons.

B. Personnel with the Office of Facilities Services are the only individuals authorized to adjust thermostats and time clocks governing heating and cooling cycles.

C. Users are restricted from bringing electrical heating or air conditioning devices under any circumstances unless specifically authorized in writing by the Director of Facilities Services.

D. Any problems with air conditioning, heating, or ventilation during a community use activity are to be reported to school personnel assigned to supervise the event.

XXI. Rental of Edward L. Kelly Leadership Center

All inquiries regarding the reservation of space at the Edward L. Kelly Leadership Center by external organizations shall be directed to the Office of Risk Management and Security Services.
XXII. Miscellaneous

Additional questions regarding community use may be referred to the Office of Risk Management and Security Services.

XXIII. Use of New School Facilities

New school facilities shall not be immediately available to the public for community use activities. Requests from individuals, groups, or organizations to reserve space at a new facility shall be granted on a case-by-case basis, until it has been officially declared the facility is available for public use. The School Board reserves the right to restrict the use of new schools as they deem necessary, to provide adequate time for Facilities Services staff to complete all necessary items relating to construction, and to allow school personnel to adjust to a new location.

XXIV. Tax-Advantaged Financing Considerations

A. Portions of PWCS facilities have been financed with the proceeds of tax-advantaged bonds (tax-exempt bonds and Build America Bonds) and it is expected that portions of Prince William County’s school facilities to be acquired and constructed in the future shall be financed with the proceeds of tax-advantaged bonds.

B. A limited amount of private use is permitted with respect to facilities financed with the proceeds of tax-advantaged bonds. Generally, private use means any activity that constitutes a trade or business that is carried on by “nongovernmental persons.” Nongovernmental persons include persons other than state or local governmental entities. Nongovernmental persons include the United States, any entity or instrumentality thereof, and charitable non-profit organizations. Any activity carried on by a person other than a natural person is treated as a trade or business. The determination of private use is based on all of the facts and circumstances.

C. An exception from private use is available for use by a nongovernmental person pursuant to an arrangement, other than an arrangement resulting in ownership of financed property by a nongovernmental person, if (1) the term of the use under the arrangement, including all renewal options, is not longer than 50 days, (2) the arrangement is a negotiated arm's-length arrangement or compensation is based on generally applicable or uniformly applied rates, and compensation under the arrangement is at fair market value, and (3) the property is not financed for a principal purpose of providing that property for use by that nongovernmental person (the “50-Day Private Use Exception”).
D. All arrangements under this Regulation 930-1 shall comply with the 50-Day Private Use Exception, unless such arrangement is separately approved by the Office of Risk Management and Security Services after a determination that such arrangement does not violate any private use limitations with respect to tax-advantaged bonds outstanding and expected to be issued.

E. The Office of Risk Management and Security Services shall maintain a record of each use that does not satisfy the 50-Day Private Use Exception.

XXV. Building Use Report

As required by the “Code of Virginia,” §22.1-131, the Superintendent of Schools shall advise School Board members that a monthly report regarding the use of various school properties is available for review in the Office of Risk Management and Security Services.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this regulation in 2020.
# Community Use of Schools Rental Form

**PLEASE RETURN THIS APPLICATION TO THE SCHOOL LOCATION REQUESTED**

All information is required unless noted as optional. Failure to provide all necessary information shall result in denial of the community use application. If you are seeking use of an elementary or middle school facility for athletics, are a sports league/team, or wish to hold an activity considered recreational in nature, you **CANNOT** use this form to request space. Please contact the Department of Parks and Recreation at 703.792.7060 and ask that they schedule the event for you.

<table>
<thead>
<tr>
<th>School Requested:</th>
</tr>
</thead>
</table>

| Name of Organization/Group, or Individual Requesting Use: | Please provide as much detail as possible. Reverse side of application may be used if additional space is needed. |
|----------------------------------------------------------|

<table>
<thead>
<tr>
<th>Type of Activity:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Are you a non-profit group (proof of status will be required)?</th>
<th>Do you have general liability insurance coverage?</th>
<th>Will admission be charged for this activity?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rooms/Area Requested:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Event Begin Date: <strong><strong>/</strong></strong>/____</th>
<th>Event End Date: <strong><strong>/</strong></strong>/____</th>
</tr>
</thead>
</table>

(Use a separate sheet, if necessary)

<table>
<thead>
<tr>
<th>Event Begin Time: <strong><strong>:</strong></strong> AM PM</th>
<th>Event End Time: <strong><strong>:</strong></strong> AM PM</th>
</tr>
</thead>
</table>

If weekly/monthly, what day(s) of the week/month (circle all that apply)?

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

<table>
<thead>
<tr>
<th># of Attendees:</th>
<th># of Adults:</th>
<th># of Children:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Event (check one):</th>
</tr>
</thead>
</table>

- [ ] Yes, event is open to the public.
- [ ] No, event is not open to public.

### CHECK REQUIRED SET-UP REQUIREMENTS

- [ ] Audio/Visual
- [ ] Custodial
- [ ] Food Services
- [ ] Security

Please specify details of requested setup:

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Daytime Phone:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Evening Phone (optional):</th>
<th>Cellular Phone (optional):</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Fax (optional):</th>
<th>Email:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Billing Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Individual or Organization Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City:</th>
<th>State:</th>
<th>Zip:</th>
</tr>
</thead>
</table>
Rules and Regulations Governing Usage of Buildings and Grounds

Hours of Usage – The hours of use shall normally be restricted to the period from the close of the normal day’s activities until 10:15 p.m. on weekdays.

Cancellation – Use of schools by users shall be automatically cancelled when schools are closed due to inclement weather or other emergency conditions.

Acceptable Conduct – Groups 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.

Supervision – At the discretion of the school, no program shall be in operation unless a supervisor is appointed.

Building Environment – Heating and air conditioning controls shall not be altered.

Damages to Facility/Equipment – Damages occurring during use must be reported by a custodian or supervisor on duty with user acknowledging by signature. A claim for damages is the financial responsibility of the user.

Equipment – School or non-school equipment may not be used unless specific authorization is given to do so.

Alcoholic Beverages/Controlled Substances – No alcoholic beverages or controlled substances may be served, or consumed, or brought upon school property.

Smoking – See Regulation 403-1, “Use of Tobacco Products,” for PWCS on smoking, smokeless tobacco products, and electronic smoking devices (e.g., e-cigarettes, e-vapor devices, etc.).

Food/Beverages – Food and beverages are restricted to areas designated for that purpose.

Animals – Service animals are allowed at all indoor and outdoor events. Training and exhibition animals are allowed only at approved outdoor events. All other animals are prohibited.

Parking Lot – Parking of vehicles on school grounds shall be confined to their approved parking areas.

Personal Gain – School facilities/equipment may not be used for personal gain by students or employees of the School Division.

Payment – Payment for all activities is due to the school location prior to the event date.

Insurance Requirements – With the exception of Prince William County Public Schools organizations, each applicant is required to carry a minimum of $1,000,000 in liability insurance coverage for all activities. A certificate of liability insurance shall be required naming Prince William County School Board as an additional insured to this policy prior to approval of the community use request.

The above 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, and the agent below signing is duly authorized to execute this instrument for the above named user.

I have read the above rules/regulations governing the usage of building and grounds for Prince William County Public Schools in addition to Regulation 930-1, “Community Use of School Facilities.”

__________________________
Signature of Agent

__________________________
Position

__________________________
Date
For Office Use Only:  ____Approved  ____Declined, for the following:

<table>
<thead>
<tr>
<th>Schedule ID:</th>
<th>Approved by:</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Invoice #:</th>
<th>Estimated Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental</td>
<td></td>
</tr>
<tr>
<td>Custodial</td>
<td></td>
</tr>
<tr>
<td>Food Services</td>
<td></td>
</tr>
<tr>
<td>Supervisory</td>
<td></td>
</tr>
<tr>
<td>Student Tech</td>
<td></td>
</tr>
<tr>
<td>Special Fee #1:</td>
<td></td>
</tr>
<tr>
<td>Special Fee #2:</td>
<td></td>
</tr>
<tr>
<td>Special Fee #3:</td>
<td></td>
</tr>
<tr>
<td>Other Fee(s):</td>
<td></td>
</tr>
</tbody>
</table>

**ESTIMATED TOTAL**

---

**RECEIPT OF PAYMENT FOR COMMUNITY USE**

**Invoice No.:**

Payment By (Check):
- ☐ Check (No.____________________)
- ☐ Money Order (No.____________________)
- ☐ Other (____________________)  

Cash CANNOT be accepted for Community Use

Payee Name:  
Address:  
Town, County:  
State, Zip Code:  

<table>
<thead>
<tr>
<th>Payer Name:</th>
<th>Address:</th>
<th>Town, County:</th>
<th>State, Zip Code:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Description of Charge(s)</th>
<th>Amount</th>
</tr>
</thead>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

Total:  

Received By:  ___________________________  Date:  ______________

Name, Title/Position
### Prince William County Public Schools

**Community Use of School Facilities Fee Schedule**

**Effective July 1, 2016**

<table>
<thead>
<tr>
<th>AREA</th>
<th>NON PROFIT</th>
<th>COMMERCIAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditorium/Cafeteria, Elementary</td>
<td>$27.50</td>
<td>$62.50</td>
</tr>
<tr>
<td>Auditorium/Cafeteria, Middle</td>
<td>$38.50</td>
<td>$137.50</td>
</tr>
<tr>
<td>Auditorium/Cafeteria, High</td>
<td>$49.50</td>
<td>$200.00</td>
</tr>
<tr>
<td>Cafeteria w/Kitchen, Elementary</td>
<td>$33.00</td>
<td>$68.75</td>
</tr>
<tr>
<td>Cafeteria w/Kitchen, Middle</td>
<td>$44.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Cafeteria w/Kitchen, High</td>
<td>$55.00</td>
<td>$212.50</td>
</tr>
<tr>
<td>Classroom, All Levels</td>
<td>$8.00</td>
<td>$27.50</td>
</tr>
<tr>
<td>Classroom, Double, All Levels</td>
<td>$15.50</td>
<td>$55.00</td>
</tr>
<tr>
<td>Gymnasium, 4,999 sq. ft. or less</td>
<td>$38.50</td>
<td>$156.25</td>
</tr>
<tr>
<td>Gymnasium, 5,000 sq. ft. or more</td>
<td>$49.50</td>
<td>$218.75</td>
</tr>
<tr>
<td>Aux. Gym</td>
<td>$27.50</td>
<td>$125.00</td>
</tr>
<tr>
<td>Parking Lot (Charged per Day)</td>
<td>$27.50</td>
<td>$625.00</td>
</tr>
</tbody>
</table>

Use of the lot for an activity other than parking vehicles may incur a fee. Additional permits, as mandated by the PWC government, may also be required.

**Field Use Fees**

Regulation 930.2 contains information on fees associated with the use of the outdoor facilities at the high schools.

**Educational Rates:**

- $22.50 per class

Rates apply to accredited educational facilities (e.g. GMU, JMU, NVCC) providing classroom instruction only.

<table>
<thead>
<tr>
<th>PERSONNEL</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custodial</td>
<td>$30.00</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>$35.00</td>
</tr>
<tr>
<td>(Separate Contract Required)</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>$30.00</td>
</tr>
<tr>
<td>Student Tech</td>
<td>$10.00</td>
</tr>
<tr>
<td>Maintenance Tech</td>
<td>$42.00</td>
</tr>
<tr>
<td>Security</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIAL FEES</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000 Watt Spotlights</td>
<td>$10.00 per hour</td>
</tr>
<tr>
<td>2,000 Watt Spotlights</td>
<td>$20.00 per hour</td>
</tr>
<tr>
<td>Stage Border Lights</td>
<td>$10.00 per hour</td>
</tr>
<tr>
<td>Self-Contained, Sound</td>
<td>$20.00 per hour</td>
</tr>
<tr>
<td>Built-In, Sound</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Speakers/Mikes, Add'l</td>
<td>$10.00 each</td>
</tr>
<tr>
<td>Piano</td>
<td>$10.00 per use</td>
</tr>
<tr>
<td>Electronic Scoreboard</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Other Electronic Devices</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Kitchen Equipment</td>
<td>$12.00 per hour</td>
</tr>
<tr>
<td>Roll-Off Trash Container</td>
<td>$325.00 flat fee</td>
</tr>
<tr>
<td>Special Trash Pick-Up</td>
<td>$200.00 flat fee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OTHER FEES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Payment Fee</td>
<td>10% of invoice</td>
</tr>
<tr>
<td>No Show Fee</td>
<td>$60.00 &amp; All Applicable Personnel Fees</td>
</tr>
<tr>
<td>Deposit</td>
<td>Not to exceed 15% of an estimated invoice</td>
</tr>
</tbody>
</table>

*For unlisted areas, such as a library, organizations will be charged based upon the size of the space (e.g., a library similar in size to a classroom, will be charged at the classroom rate).*

Effective July 1, 2016

Rev. 5/9/2016
**SAMPLE CERTIFICATE OF INSURANCE**

**ACORD CERTIFICATE OF LIABILITY INSURANCE**

**PRODUCER**
E & E Insurance Group, Inc.
1712 Magnavox Way
P.O. Box 2338
Fort Wayne, IN 46801

**INSURERS AFFORDING COVERAGE**

<table>
<thead>
<tr>
<th>INSURER</th>
<th>NAIC #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allstate American Assurance Co.</td>
<td>60000</td>
</tr>
<tr>
<td>INSURED:</td>
<td></td>
</tr>
<tr>
<td>INSURED:</td>
<td></td>
</tr>
<tr>
<td>INSURED:</td>
<td></td>
</tr>
</tbody>
</table>

**OVERAGES**

The policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies, aggregate limits shown may have been reduced by prior claims.

<table>
<thead>
<tr>
<th>RISK ADDRESS</th>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE</th>
<th>POLICY EXPIRATION DATE</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>GENERAL LIABILITY</td>
<td></td>
<td>00/00/00</td>
<td>00/00/00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td></td>
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<tr>
<td></td>
<td>OWNER'S RISK &amp; CONTRACTORS</td>
<td></td>
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<tr>
<td></td>
<td>CONTRACTOR'S RISK &amp; CONSTRUCTION</td>
<td></td>
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<tr>
<td></td>
<td>DEDUCTIBLE/LIMITS APPLICABLE</td>
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<td></td>
<td>POLICY</td>
<td>LOC</td>
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<tr>
<td></td>
<td>AUTO/MOBILE LIABILITY</td>
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<td></td>
<td>ANY AUTO</td>
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<tr>
<td></td>
<td>ALL OWNED AUTOS</td>
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<tr>
<td></td>
<td>SCHEDULED AUTOS</td>
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<tr>
<td></td>
<td>HIRED AUTOS</td>
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<td></td>
<td>NON-OWNED AUTOS</td>
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<tr>
<td></td>
<td>SAVAGE LIABILITY</td>
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<td></td>
<td>ANY AUTO</td>
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<tr>
<td></td>
<td>EXCESS/UMBRELLA LIABILITY</td>
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<td></td>
<td>OCCUR</td>
<td>CLAIM MADE</td>
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<td>DEDUCTIBLE</td>
<td>LOC</td>
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<tr>
<td></td>
<td>RETENTION</td>
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<tr>
<td></td>
<td>WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY</td>
<td></td>
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<tr>
<td></td>
<td>ANY Insured Partner/Executive Officer/Employee Excluded</td>
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<td></td>
<td>DEDUCTIBLE</td>
<td>LOC</td>
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<td></td>
<td>RETENTION</td>
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</tbody>
</table>

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**

For (type of activity) at (location); Prince William County School Board as additional insured.

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURING COMPANY WILL INFORM THE INSURED IN WRITING, AT ITS LAST KNOWN ADDRESS AND NOTIFY THE CERTIFICATE HOLDER NAMED ABOVE IN THIS CERTIFICATE, BUT FURTHER NOTICE THEREOF IN NO WAY IMPELS THE INSURED TO MAKE ANY CHANGES IN ITS INSURANCE PROGRAM OR TO OTHERWISE ALTER ITS RELATIONSHIP WITH THE INSURER, INCLUDING BUT NOT LIMITED TO THE CANCELLATION OF ANY OTHER POLICIES WITH THE INSURER. ANY AND ALL CHANGES WILL BE MADE DIRECTLY BY THE INSURED WITH THE INSURER. **This is mandatory language and will not be accepted any other way!**

Risk Management & Security Services
PWC Schools
POB 389
Manassas, VA 20108

ACORD 25 (2001/08) ©ACORD CORPORATION 1988
Prince William County Public Schools (PWCS) requires all individuals, groups, or organizations to carry a minimum of $1,000,000 in liability insurance coverage for activities. If you do not have general liability insurance, or are unsure where to purchase it, PWCS has enrolled in a program which allows you, the “user” of a school, or other School Board property, to secure cost effective liability insurance that provides protection for you and the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue.

Prince William County Public Schools is a registered user of the TULIP program through the National League of Cities (NLC), and HUB International New England via Entertainment Brokers International. Our assigned unique Entity ID-Code is: 0501-511

How it works:

1. Log on to www.ebi-ins.com/tulip.
2. Enter the Entity ID-Code listed above or use the entity drop down menu.
3. Select the Type of “Event” or “Activity” from the drop down window, e.g., wedding or festival.
4. Answer the questions that follow such as:
   - Have you held this event before? □ Yes □ No
   - If yes, were there any losses or claims? □ Yes □ No
   - Will there be armed private security at this event or activity? (Off duty police not included.) □ Yes □ No
5. Select the event date or dates on the calendar by clicking on the day of event (if multiple regularly scheduled dates, select all of these).
6. At this point you are able to receive a quick quote by clicking on:

   Get your premium now with Quick Quote

7. If you would now like to proceed and purchase the coverage, please complete the requested contact information, provide your credit card information, and the coverage is automatically bound.
8. A “Certificate of Insurance” is issued and sent, via email, in your name or organization's name, with a certificate. It will be automatically sent, via email, to your local government.

If you experience technical difficulties or have questions about the eligibility or classification of your event, please contact Entertainment Brokers International at 1.800.507.8414 (8:30 a.m.–5:00 p.m. PST).
ATTENTION TO ALL SPORTS LEAGUES, ATHLETIC ORGANIZATIONS, OR INDIVIDUALS WISHING TO RESERVE USE OF THE ATHLETIC FACILITIES OR HOLD ACTIVITIES CONSIDERED RECREATIONAL IN NATURE

Per the “Cooperative Agreement” between the Prince William County Public Schools (PWCS) and the Prince William County Department of Parks and Recreation (DPR), the DPR has second priority for use of schools and related facilities. Sports leagues/teams requesting use of the elementary and middle school athletic facilities for recreational/athletic events must contact the Sports Services Office at 703.792.7060.

Reservations for high school athletic facilities may be completed by contacting the school facility directly and scheduling the request following all procedures as outlined in the “Procedure for Scheduling High School Athletic Facilities” (Section XIV) within Regulation 930-2, “Community Use of High School Athletic Facilities.”

Application submission dates vary depending upon the season and type of activity.

The DPR shall only schedule organizations able to supply proof of non-profit status. If you represent a commercial or semi-pro sports league/team, then you may schedule directly with PWCS by following the procedures outlined in the “Procedures for Use” (Section III) within Regulation 930-1, “Community Use of School Facilities.”

PWCS fields officially close on December 1 and open on April 1.

________________________

ATTENTION TO ALL PRINCE WILLIAM COUNTY ARTS COUNCIL ORGANIZATIONS WISHING TO REQUEST USE OF SPACE

Prince William County Arts Council (PWCAC) organizations are allowed to reserve the facilities at a reduced rate. To take advantage of this, the organization may not book directly with the schools. Individuals must contact the representative of the PWCAC at 703.856.3402 and ask that the event be booked by the Arts Council liaison.
COMMUNITY USE PAYROLL INFORMATION FORM

SCHOOL: ______________________ NAME: ______________________ ID#: __________

All original time cards MUST accompany this form to ensure payment!

Employee is (Select One):

CLASSIFIED
TEACHER
STUDENT TECH

THIS IS MANDATORY!

The Schedule ID # must be provided when submitting Community Use payroll. Incomplete forms will be returned to school, which may cause a delay in payment.

<table>
<thead>
<tr>
<th>DATE WORKED</th>
<th>SCHEDULE ID # *Required</th>
<th>INVOICE # *Required (Except for Parks and Rec Events)</th>
<th>Organization Name</th>
<th>Hours worked are in 15 minute increments ONLY – .25 – 15 min .50 – 30 min .75 – 45 min</th>
<th>NUMBER OF HOURS WORKED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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TOTAL HOURS SUBMITTED

Please inform your employees to allow two (2) pay periods for this time to show up on their payroll form!

NOTE: PER REGULATION 561.03-1, PRINCIPALS, MANAGEMENT PERSONNEL, AND ACTIVITIES DIRECTORS CANNOT BE PAID FOR COMMUNITY USE ACTIVITIES!

PREPARED BY: ______________________ APPROVED: ______________________

With the exception of student techs, only full-time employees may work community use events. Employees will be paid for working events within two (2) pay periods from the date that the Office of Risk Management and Security Services receives the payroll. Current rates are as follows:

**Classified Employees:** Receive OT Rate
**Contract Employees:** Receive Flat Rate (Currently $30/Hour)
**Student Techs:** Receive Flat Rate (Currently $10/Hour)

Inquiries regarding payment for community use events may be directed to the Office of Risk Management and Security Services at 703.791.8909.
# Community Use of Schools

## Monthly Payment Sheet

*This sheet is to be submitted monthly to Risk Management & Security Services. Please type in the information into the appropriate fields. This sheet will calculate the amount due.*

<table>
<thead>
<tr>
<th>Organization</th>
<th>Schedule ID Required</th>
<th>Invoice #</th>
<th>(A) Total Building Custodial (+)</th>
<th>(B) Total Building Supervisor (+)</th>
<th>(C) Total Student Tech (+)</th>
<th>(D) Total Building Rental (+)</th>
<th>(E) Total Special Fees</th>
<th>This should be the total amount of the invoice paid</th>
<th>(F) Less 25% Rental School Retains - No Show</th>
<th>(G) T50% Rental Amount To RM (+)</th>
<th>TOTAL Sent to Risk Management (A+B+C+D+G)</th>
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**TOTAL SCHOOL RETAINS:** $ -

### Date
<table>
<thead>
<tr>
<th>Organization</th>
<th>[G] Late Fee (10% of Invoice)</th>
<th>[H] No Show Fee ($50.00)</th>
<th>COMMENTS:</th>
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**Check Amount:** $ -
TURF FIELD RESERVE FUND FORM

SCHOOL: ____________________________

CONTACT NAME: ____________________________

CONTACT NUMBER: ____________________________

DATE: ____________________________

REQUEST TYPE (Indicate action requesting):

_ SET UP RESERVE ACCOUNT - indicate purpose for setting up a reserve account:

_ DEPOSIT OF FUNDS TO RESERVE ACCOUNT:

Amount of deposit: ____________________________

Check number: ____________________________

_ EXPENDITURE BUDGET REQUEST TO BE FUNDED FROM RESERVE ACCOUNT:

Amount: ____________________________

Purpose: ____________________________

Finance Use only:

Balance Sheet Account: ____________________________

Prepared by: ____________________________

Revenue Account: ____________________________

Reviewed by: ____________________________

Expenditure Account: ____________________________

Approved by: ____________________________

Amount: ____________________________

APPROVALS FOR EXPENDITURE BUDGET REQUESTS:

School Principal

Level Associate Superintendent

Director of Financial Services
FGM Turf Fields
E5007.00 Turf Fields Fundraiser Procedures

Funds raised from rent-free commercial fundraisers are to be submitted along with the “Turf Field Reserve Fund Form.” The appropriate sections must be completed and forwarded to the Office of Financial Services prior to the deposit and withdrawal of funds for the artificial turf fields. These procedures should be followed:

**SUBMISSION OF FUNDS:**

1. Collect the community use funds and deposit them into Account E5007. Account E5007 is a special fund created for money generated specifically for the turf fields.

2. At the end of each month, write a check to PWCS, and remit it along with the “Turf Field Reserve Fund Form” (completing the Deposit of Funds section) to the Office of Financial Services.

3. The Office of Financial Services shall set up an appropriate cash reserve account for these funds.

**WITHDRAWAL OF FUNDS:**

1. When the school is ready to use the funds, complete the Expenditure Budget section of the “Turf Field Reserve Fund Form,” obtain the appropriate approvals, and send the completed form to the Office of Financial Services.

2. The Office of Financial Services shall create an Expense Budget Transfer Request (EB) and appropriate the funds.

3. The school may then create the Delivery Order (DO) or Decentralized Purchase Order (PD) for transfer of funds.

Refer to Regulation 930-1, “Community Use of School Facilities,” for additional information.