COMMUNITY RELATIONS

Community Use of High School Athletic Facilities

I. Purpose

The purpose of this regulation is to outline consistent guidelines for allowing both non-profit and commercial athletic, recreational, and non-recreational organizations to schedule use of the high school athletic facilities for Prince William County Public Schools (PWCS). High school athletic facilities include, but are not limited to: practice fields, baseball diamonds, soccer/football fields, tennis courts, tracks, gymnasiums, and auxiliary gyms. Recreational and athletic organizations may include:

A. Recognized teams and leagues providing athletic activities for youth and adults.

B. Organizations not athletic in nature, but seeking to hold an athletic event (e.g., church conducting soccer practices).

C. Any individual or group of individuals seeking use of the high school athletic facilities for such recreational activities.

High schools may decline rentals at their own discretion. Refusal may be for reasons noted, but not limited to: availability of athletic facilities, field conditions, and availability of staff. Each high school may determine what equipment or stadium facilities, if any, they shall make available for rental. Users may contact the director of student activities at the desired location to determine availability of such equipment and facilities.

This regulation is not intended to supersede Regulation 930-1, “Community Use of School Facilities,” but to act as an extension of it for governing use of the high school athletic facilities.

II. General Guidelines

A. Hours of Usage: During the weekdays, hours of use shall normally be from the close of school until 10:15 p.m. on lighted fields or until sunset on unlit fields. Saturday/Sunday hours of use shall be from 8 a.m. until sunset on unlit fields or until 10:15 p.m. on lighted fields. Grass athletic fields officially open on April 1 and close on December 1. Hours for indoor use shall 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 indoor recreational use at the discretion of the principal, or designee.

B. Priority of Use: School activities shall take priority. Athletic facilities may be reserved in accordance with the designated hours of usage.

C. Cancellations: Use of athletic facilities by organizations shall be cancelled when schools are closed due to inclement weather or other emergency conditions. Fields shall not be available if they are wet, with the exception of the artificial turf fields (ATFs). Schools scheduled for weekend use must establish a contact person at the school level, in the event of inclement weather to determine if the activity shall be cancelled. In the event a Divisionwide cancellation was not initiated, the principal or designee shall be responsible for determining if community use activities may be held.

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.

D. Liability Responsibility: With the exception of internal 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. The non-profit rates shall apply only after the Office of Risk Management and Security Services has received proper documentation.

F. Permissible Activities: Approved athletic community activities allowed to take place at the high school facilities shall be limited to athletic games, tournaments, camps/clinics, and practices. Activities which do not fall into the above category and appear to be of questionable nature 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 Facilities/Equipment: Damages must be addressed immediately by reporting the user group scheduled for use to the Office of Facilities Services and the Office of Risk Management and Security Services. Damages found to have occurred during use must be listed in writing with the user acknowledging said
damages by signature. The scheduled users shall be 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: Only service animals, or animals participating in training or exhibition, may be allowed access to the fields and only during approved activities. Any approved animals on school grounds must be properly leashed and cleaned up after by the owner.

N. Food/Beverages: Food and beverages are restricted to areas designated for that purpose. No food or drink, except water, shall be allowed on the ATFs.

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

P. Yard Sales: Facilities are not available for yard sales.

Q. 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 in place only 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.

R. 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, regulations, and in rendering decisions.
III. Use Guidelines

A. High school athletic facilities may only be reserved for community use activities at times other than normal school hours. Such events may only take place as long as they do not interfere with previously-scheduled school activities.

B. All use of high school athletic facilities must be reserved in accordance with the scheduling terms as outlined within this regulation.

C. School staff may not be required to be present for outdoor field use. Supervision for indoor use may be provided at the discretion of the school.

D. Requests for use, which may potentially create a safety or security issue to the public, or may result in damages to the facility or grounds due to unusual use, shall not be permitted.

E. Grounds shall not be subjected to excessive damage or wear. The scheduled users shall be held financially responsible for any damages to PWCS property. The Office of Facilities Services shall assess damages upon request.

F. Basic rental rates only include the use of the athletic field. Requests to use equipment, such as field lights, sound systems, etc. may incur additional fees. The user shall be invoiced by the school at the appropriate rate. A qualified operator, as approved by the school, shall be required to supervise and/or operate equipment.

G. Adequate adult supervision is required for all use of the indoor or outdoor high school athletic facilities during the activity. If this requirement is not met, the school reserves the right to assign school personnel to provide this service and charge the group accordingly.

H. Users may be required to provide portable toilets for their activity. The availability of on-site portable toilets varies by school location and are only available for use as provided.

I. Lights shall be turned on and off at the specific times requested, with no grace period. On lighted fields, users must pay applicable fees, should they wish to conduct activities after dark. On unlit fields, activities must conclude by sunset. No portable lighting shall be allowed on any athletic field/area.

J. Equipment needed for the appropriate and safe use of the facility to conduct an event may be provided. High schools may decide what equipment or stadium facilities they shall make available for rental.
K. Schools are authorized to refuse the group’s use of any facilities or equipment, which is not included on the request for use, unless it is specifically cleared with the director of student activities or designee.

L. All approved use shall be scheduled to allow adequate set up and break down time between events/uses. Sufficient scheduled times for clean-up and custodial services shall be calculated by the school at the time the application is approved.

M. Sharing allocated facility use time with any group, which has not been authorized to use the facility, is prohibited. Two groups permitted use may work together to share space, if feasible, but the school must be notified of this arrangement in writing.

N. Continued use of a facility shall be dependent upon the organization leaving the facility in good order after each use. The school is authorized to refuse or discontinue field use to any group exhibiting inappropriate behavior, an improperly supervised group, or if there is any violation of the law or School Division policies and procedures.

O. Approved signs may be posted in accordance with the School Division’s rules. (See item II, paragraph Q for details.)

P. If you are aware of any group using fields on a regular basis without a permit, please contact the Office of Risk Management and Security Services at 703.791.7435 and provide as much detailed information about the group as possible so that we may contact the Prince William County Police Department for assistance.

IV. General Responsibilities of Users

A. A user refers to any individual, group, league, or team using school grounds and facilities for the purpose of conducting a community activity.

B. All markings, pre-game preparation, and lining of fields shall be the responsibility of the user who has scheduled the use and must be pre-approved by the school to avoid interference with normal markings or other uses of the field.

C. Only service animals, or animals participating in training or exhibition, may be allowed access to the fields and only during approved activities. Any approved animals on school grounds must be properly leashed and cleaned up after by the owner.
D. Users shall ensure they do not smoke, 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.

E. Users shall be limited to those areas which they have requested.

F. A copy of a certificate of general liability insurance must be provided to the Office of Risk Management and Security Services prior to any activity taking place. Users have the ability to attach insurance documents directly with their electronic request to communicate to both the school and the Office of Risk Management and Security Services that this stipulation for use has been fulfilled.

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

H. Users requesting use of the school facilities shall be held financially liable for the terms of the agreement. An estimated invoice shall be provided to the user prior to the event(s) taking place. All fees must be paid in advance of the scheduled activity.

I. Users shall not be permitted to store items on school property without written consent from the school, the Office of Facilities Services, and the Office of Risk Management and Security Services.

J. 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 and may be accessed on the PWCS website at pwcs.edu.

K. Users are responsible for monitoring weather conditions and evacuating playing fields of participants and spectators when dangerous conditions approach.

L. Users shall be provided a copy of their scheduled use by the school. The user shall be responsible for keeping this documentation readily available as evidence of their approved use by the school.

M. Users shall be responsible for any damages caused to the facilities. It is in the best interest of the user to notify the school immediately of any damages to the fields upon their arrival, so that such damages are not attributed to their use of the facilities.
N. Users shall be required to secure from the Prince William County (PWC) Fire Marshal’s Office or PWC Zoning Office all appropriate permits for use, should such documentation be required to conduct the activity.

O. The user renting the facility shall be responsible for the conduct of all participants, spectators, and attendees of an event. Unsafe or boisterous conduct and/or any other objectionable practices amongst facility users shall not be allowed and may result in the cancellation of any approved activities.

P. As of July 1, 2014, all non-interscholastic youth sport programs using public school property must meet the requirements of Virginia Code § 22.1-271.5, “Policies on concussions in student-athletes,” relating to student athletes, concussion guidelines, and policies. Non-interscholastic youth sport programs must establish concussion policies and procedures regarding the identification and handling of suspected concussions in athletes that are consistent with the local school division’s policies and procedures in compliance with the “Virginia Board of Education Guidelines for Policies on Concussions in Student-Athletes.”

Q. 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.

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

V. Tournaments

Supervision and/or custodial support shall be assigned by the director of student activities, or designee.

Organizations must have procedures to conclude contests by the specified ending time. Lack of cooperation in meeting scheduled opening and ending times and/or adherence to the rules and regulations for use of the stadium complexes may be grounds for denial of use by that group in the future and/or the imposition of additional fees.
VI. 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 services 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:
   1. Only gas grills are permitted (no charcoal).
   2. Grill must be placed at least 25 feet from all structures and buildings.
   3. Fire extinguisher must be present at all times grill is in use.
   4. No children (under 18) may operate the grill.

VII. Care of Athletic Fields, Stadium Complexes, and Grounds

A. Participants and officials must wear appropriate footwear on the ATFs.

B. Substances which may stain the ATFs or track, such as crepe paper, soft drinks, gum, coffee, Vaseline, candy, etc., must be kept outside the playing area fence. Only water shall be allowed inside the track area.

C. The use of sharp objects or golf clubs on the artificial turf surface and track is prohibited.

D. Only participants (coaches, players, or officials) are permitted inside the playing area fence, including the track and field area.

E. No motor vehicles shall be permitted on the track, grass, or ATFs.

F. Approved signs may be posted according to School Division rules.
G. Rental of equipment is not included in the fee schedule. Special arrangements for use/rental of equipment may be made through the director of student activities of each school.

VIII. General Liability Insurance

A. Each user 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.

B. Any certificates of insurance provided to the Office of Risk Management and Security Services shall be attached to the organization’s submitted schedule, indicating that this stipulation for use has been fulfilled.

C. 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 Public Schools as an additional insured by endorsement to the policy is required prior to approval of the community use request.

D. A copy of the “Declaration of Coverage” or a binder shall not be accepted.

E. 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. Information regarding TULIP is available through the Office of Risk Management and Security Services.

F. 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 ten business days to provide sufficient evidence the insurance policy has not lapsed. Failure to do so shall result in cancellation of the requested use.

IX. Non-Profit Status

A. Any documents showing evidence of non-profit status shall be forwarded to the Office of Risk Management and Security Services for review.

B. Users seeking to reserve the facilities at the non-profit rates must 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.

C. Users may be required to provide proof of continued non-profit status as requested by PWCS.
D. At the discretion of PWCS, a newly-established organization 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 and commercial rates may apply.

X. Inclement Weather, Cancellations, and Restrictions

A. All users are responsible for monitoring weather conditions and evacuating playing fields of participants and spectators when the threat of lightning or other dangerous conditions approach.

B. Activities shall be cancelled when field or playing conditions could cause harm or damage to participants, attendees, or to the facilities.

C. Field use shall be cancelled when the grounds have been saturated with water, are too muddy, or too wet to accept use without damage to the turf or soil.

D. In the event of frost, field use shall be delayed until the frost has completely melted.

E. If use of grounds/fields is cancelled due to inclement weather and a facility user is found on the premises, future use may be denied to that user.

F. In the event of emergency or extensive repairs and maintenance to the field, use shall be cancelled.

G. Each high school, at its sole discretion, may decide what equipment or stadium facilities, if any, they shall make available for rental.

H. New school sites or recently renovated school sites shall not accept field use for up to one year or longer until the grass has had time to fully establish.

XI. Field Improvements

A. All requests to make any enhancements to a high school field or play area shall not be granted without prior written consent of the school, the Office of the Supervisor of Health, Physical and Driver Education, and Student Activities, the Office of Facilities Services, and the Office of Risk Management and Security Services.
B. Leagues may invest funding into the improvement of high school athletic fields; however, this does not grant them priority of usage or sole use of the facility.

C. Facility improvements may not be accepted in lieu of payment.

XII. Fees and Invoicing

A. All organizations using the facilities shall be subject to paying rental fees.

B. Fees are non-negotiable and cannot be waived.

C. Fees charged shall be based on one-hour increments.

D. Personnel fees may be charged to users, at the discretion of the school, if it is necessary that supervision or custodial support be required for the activity.

E. Non-profit rental rates shall only be charged to organizations which are designated by the Office of Risk Management and Security Services as non-profit in SchoolDude’s Facilities Scheduling Direct (FSDirect) program. Organizations or individuals conducting private/personal events shall be subject to paying the commercial rates.

XIII. Securing Appropriate Permits for Use

A. In some instances, user groups may be required to secure operating permits from the PWC Fire Marshal’s Office and/or PWC Zoning to conduct an activity. These types of permits are most commonly necessary when the activity shall employ the use of structures, such as tents and outdoor stages, or if the area of use shall be used in a manner for which it was not originally intended.

B. It shall be up to the user reserving the facility to notify school personnel of the details of their activity and if any such structures may be used during the event. In turn, the Office of Risk Management and Security Services shall advise the user group if and/or which permit(s) is necessary to conduct the event.

XIV. Procedure for Scheduling High School Athletic Facilities

A. The process for scheduling facilities, as outlined, only applies to those seeking use of the high school athletic facilities. Users wishing to use middle or elementary school facilities to hold recreational activities must contact the PWC Department of Parks and Recreation at 703.792.7060, per the Cooperative Agreement between the Prince William Board of County Supervisors (BOCS) and PWCS.
B. The high school grass fields, tracks, and other athletic facilities are intended for recreational use. Non-athletic organizations, or those seeking use of the high school athletic facilities for an activity other than athletics, shall be granted use, secondary to athletic leagues/teams and only when such use shall not interfere with previously scheduled school activities.

C. Prior to submitting a request, users are encouraged to contact the director of student activities at the high school to determine if the athletic facilities are available for rental.

D. An individual, group, or team/league (user), seeking use of the high school athletic 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.

E. Users submitting an account request for the purpose of scheduling high school outdoor athletic facilities must properly indicate this by selecting the organization type as “HS Athletic Facility Use Only.”

F. Upon receipt of an automated email notifying the applicant that their request has been approved, they may then submit a request to reserve space through the online system. Requests must be submitted in a timely manner.

G. If a user does not have Internet access, paper copies of the application are available online or at each school location. Paper forms must be returned to the school the user wishes to rent.

H. The user must contact the director of student activities to request any changes to a scheduled event as soon as possible. This includes, but is not limited to: requests to change areas of use, modification of set-up details, time of the event, cancellations, etc.

I. The director of student activities shall be responsible for supplying to the group a printed or electronic form of their approved schedule request. This document shall serve as proof the organization is authorized to use the field.

J. All organizations shall be required to pay for use of the high school athletic facilities. Organizations denoted as “rent-free,” (e.g., VA state and local government agencies) which are seeking use of the grass or ATF shall be assessed as a non-profit organization and billed at the respective rates.
XV. Responsibility of the School

A. The school shall ensure all requests for athletic facilities are entered into FSDirect.

B. Schools shall be responsible for billing the organization using the facility at least 15 days in advance of the first event.

C. Schools shall retain 100 percent of all rental and equipment fees charged for use of the athletic facilities. Personnel fees must still be forwarded to the Office of Risk Management and Security Services for employee payment.

D. Schools shall be responsible for declining or cancelling activities within a reasonable timeframe or as soon as possible, when there is a conflict.

E. Segregation of Duties

1. Directors of student activities shall be responsible for:
   a. Ensuring all organizations requesting use of the facilities enter this information via the Community Use website.
   b. Coordinating with staff to ensure personnel required to support the activity are available.
   c. Sending an invoice to the organization prior to the event taking place, along with a copy to the bookkeeper.
   d. Posting payments to invoices within the FSDirect program.

2. The financial officer or bookkeeper shall be responsible for:
   a. Collecting checks and depositing funds into the E 5016 Field Use Rental account or the Field Use Capital Improvement Funds account. The Capital Funds account shall carry funds forward annually. Principals may also contribute any end-of-year funds available into this account, as allowed by the Office of Financial Services’ guidelines, at their discretion. (See item XVI for details.)
   b. Forwarding the “Community Use Payroll Information Form” along with the employee’s original timecards/timesheets to the Office of Risk Management and Security Services for payment.
c. Forwarding the monthly reconciled payment sheet by the fifth of the following month to the Office of Risk Management and Security Services.

XVI. Field Use Capital Improvement Funds Account

The purpose of a Field Use Capital Improvement Funds account is to provide principals with the ability to build balances that shall facilitate major maintenance of athletic facilities. (See the Financial Guidelines Manual for details.)

A. Any funds deposited into a Field Use Capital Improvement Funds account shall require a plan.

B. This plan will need to include the purpose of the deposits, the planned funding sources, the amount of time necessary to build the required balance, the anticipated completion date of the project, and a tentative plan to advise if the Office of Facilities Services or external vendors shall be performing the work.

C. Funds in these accounts shall not be available for uses other than originally designated.

D. The student activity accounts shall not be used to maintain these accounts. All funds shall be deposited into and maintained in site based accounts.

E. Funds and budget authority shall be put in place at the time sufficient funds have been accumulated to complete the project.

F. All applicable regulations related to construction and management of facilities must be followed.

XVII. Conflicts of Interest

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.
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.
### FIELD USE FEES - NON-PROFIT RATES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fee</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Grass Fields</td>
<td>$30 Per Hour</td>
<td></td>
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<tr>
<td>(Baseball/Football/Lacrosse Practice/Soccer/Softball)</td>
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<td><em>Fees Per Field</em></td>
</tr>
<tr>
<td>Artificial Turf Field</td>
<td>$90 Per Hour</td>
<td></td>
</tr>
<tr>
<td>Track</td>
<td>$50 Per Hour</td>
<td><em>Does not include field use</em></td>
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<tr>
<td></td>
<td>$250 Per Day</td>
<td></td>
</tr>
<tr>
<td>Tennis Courts</td>
<td>$14 Per Hour/Per Court</td>
<td></td>
</tr>
<tr>
<td>Outdoor Basketball Court</td>
<td>$28 Per Hour/Per Court</td>
<td></td>
</tr>
<tr>
<td>Tournaments</td>
<td>$250 Per Day</td>
<td><em>Weekend is Saturday and Sunday</em></td>
</tr>
<tr>
<td>(All Game Fields)</td>
<td>$500 Per Weekend</td>
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### FIELD USE FEES - COMMERCIAL RATES

<table>
<thead>
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<th>Activity</th>
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<tr>
<td>Grass Fields</td>
<td>$45 Per Hour</td>
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<tr>
<td>(Baseball/Football/Lacrosse Practice/Soccer/Softball)</td>
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<tr>
<td>Artificial Turf Field</td>
<td>$120 Per Hour</td>
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<tr>
<td>Track</td>
<td>$75 Per Hour</td>
<td><em>Does not include field use</em></td>
</tr>
<tr>
<td></td>
<td>$400 Per Day</td>
<td></td>
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<tr>
<td>Tennis Courts</td>
<td>$28 Per Hour/Per Court</td>
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<td>Outdoor Basketball Court</td>
<td>$56 Per Hour/Per Court</td>
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<tr>
<td>Tournaments</td>
<td>$350 Per Day</td>
<td><em>Weekend is Saturday and Sunday</em></td>
</tr>
<tr>
<td>(All Game Fields)</td>
<td>$700 Per Weekend</td>
<td></td>
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</tbody>
</table>
Seasonal / organizational fees will apply to those teams or age groups wishing to reserve use of the fields for a season. PWCS defines a season as a 90-day or 3-month consecutive period with no more than 6 hours of use per week.

### SEASONAL / ORGANIZATIONAL FEES – NON-PROFIT

<table>
<thead>
<tr>
<th>Number</th>
<th>Fee</th>
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<tbody>
<tr>
<td>One Team</td>
<td>$2,000 Per Team</td>
<td></td>
</tr>
<tr>
<td>Two Teams</td>
<td>$1,500 Per Team</td>
<td></td>
</tr>
<tr>
<td>Three or More Teams</td>
<td>$1,000 Per Team</td>
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### SEASONAL / ORGANIZATIONAL FEES – COMMERCIAL

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<th>Number</th>
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<tr>
<td>One Team</td>
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<td>Two Teams</td>
<td>$1,750 Per Team</td>
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<tr>
<td>Three or More Teams</td>
<td>$1,250 Per Team</td>
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## PERSONNEL AND SPECIAL/EQUIPMENT FEES

### NON-PROFIT AND COMMERCIAL

<table>
<thead>
<tr>
<th>Activity</th>
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<th>Comments</th>
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<tbody>
<tr>
<td>Stadium Equipment</td>
<td>$75 Access Fee</td>
<td>User must have school approved operator at an additional cost.</td>
</tr>
<tr>
<td>• PA System</td>
<td></td>
<td></td>
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<tr>
<td>• Scoreboard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Press Box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor Fee</td>
<td>$30 Per Hour Two Hours Minimum</td>
<td>Fee charged to access/secure locked fields or provide supervision at the school’s discretion.</td>
</tr>
<tr>
<td>Custodial Fee</td>
<td>$30 Per Hour Two Hour Minimum</td>
<td>Fee charged to clean up trash and debris.</td>
</tr>
<tr>
<td>Football Field Lights</td>
<td>$20 Per Hour</td>
<td>Fee charged for use of field after dark.</td>
</tr>
<tr>
<td>Baseball Field Lights</td>
<td>$20 Per Hour</td>
<td>Fee charged for use of field after dark.</td>
</tr>
<tr>
<td>Soccer Field Lights</td>
<td>$20 Per Hour</td>
<td>Fee charged for use of field after dark.</td>
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### Community Use of School Facilities Fee Schedule

**Effective July 1, 2016**

**Area** | **Non-Profit** | **Commercial** | **Personnel** | **Rate** |
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Auditorium/Cafeteria, Elementary | $27.50 | $62.50 | Custodial | $30.00 |
Auditorium/Cafeteria, Middle | $38.50 | $137.50 | Cafeteria | $35.00 |
Auditorium/Cafeteria, High | $49.50 | $200.00 | Supervisor | $30.00 |
Cafeteria w/Kitchen, Elementary | $33.00 | $68.75 | Student Tech | $10.00 |
Cafeteria w/Kitchen, Middle | $44.00 | $150.00 | Maintenance Tech | $42.00 |
Cafeteria w/Kitchen, High | $55.00 | $212.50 | Security | $30.00 |
Classroom, All Levels | $8.00 | $27.50 | | |
Classroom, Double, All Levels | $15.50 | $55.00 | | |
Gymnasium, 4,999 sq. ft. or less | $38.50 | $156.25 | 1,000 Watt Spotlights | $10.00 per hour |
Gymnasium, 5,000 sq. ft. or more | $49.50 | $218.75 | 2,000 Watt Spotlights | $20.00 per hour |
Aux. Gym | $27.50 | $125.00 | Stage Border Lights | $10.00 per hour |
Parking Lot (Charged per Day): | $27.50 | $625.00 | Self-Contained, Sound | $20.00 per hour |
| | | | Built-In, Sound | $15.00 per hour |
| | | | Speakers/Mikes, Add'l | $10.00 each |
| | | | Piano | $10.00 per use |
| | | | Electronic Scoreboard | $15.00 per hour |
| | | | Other Electronic Devices | $15.00 per hour |
| | | | Kitchen Equipment | $12.00 per hour |
| | | | Roll-Off Trash Container | $325.00 flat fee |
| | | | Special Trash Pick-Up | $200.00 flat fee |

**Special Fees**

**Rate**

- Late Payment Fee: 10% of invoice
- No Show Fee: $60.00 & All Applicable Personnel Fees
- Deposit: Not to exceed 15% of an estimated invoice

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).

### 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.