



Book	Policy Manual
Section	Section K - School Community Relations
Title	Facility Use And Procedures
Number	KG-R
Status	Active
Adopted	June 9, 2009
Last Revised	December 8, 2014

FACILITY USE AND PROCEDURES REGULATION

General

Organized community groups shall be permitted to use school facilities for worthwhile purposes when such uses do not interfere with the programs for the public schools. The use of public school facilities shall be available to community groups (non-school users) when application is made in the prescribed manner and approved by the Principal and the Superintendent. Building fees and support service fees for the use of school facilities are not for the purpose of generating revenue, but are to restrict expenditures of school board funds. Operational expenses such as heating, cooling, lights, water, custodial fees, light/sound technicians and other costs make it necessary to charge a nominal building fee and support services fees for non-school use of these facilities. All users of public school facilities shall be subject to federal, state, and local laws, policies and regulations of the School Board and Administration, as well as the following procedures.

Definition

Community groups or non-school users are those who are not performing responsibilities of the School Board during the time of facility use.

Requirements of Non-School Users

1. The applicant shall be a responsible citizen of Powhatan County and a member of the organization making application or the applicant shall be a member of an organization which serves citizens of Powhatan County, such as, the Girl Scouts, YMCA, and so forth.
2. The application shall represent a non-profit group which provides a service to the community or a for-profit group that, in the opinion of the Superintendent, serves an educational need in the community.
3. The individual making application must have the authority to enter into a legal contract on behalf of the organization represented.

Conditions of Use

1. The activity shall be open to the public.
2. Advance payment of fees (rental and custodial) may be required and refunded if disapproval of the application is necessary.
3. Admission may be charged only by the organization approved to use the facility.
4. The group for whom the facility is approved for use shall:
 1. a. have adequate third-party liability coverage (\$1,000,000)
 2. be held responsible for the proper care of the facility
 3. be held responsible for the proper conduct of persons in attendance
 4. leave the building/grounds free of trash, debris, etc., and in similar condition to those which existed prior to authorized use.
 5. hold the school division harmless from any damages or claims arising from the action of the permit holder, his/her employees, members of the organization or patrons while the facility is in use.
5. Staging and decorations shall be done as to not deface or damage any property and must be approved by the respective school Principal and Superintendent. All decorations must meet all building and fire prevention codes. The organization renting the facility must contact the County Fire Marshall for recommendations, inspection, and approval. Groups shall not be permitted access to the facility to decorate either during regular school activities, extra-curricular activities, or when the facility is being used by other groups.
6. Gymnasium shoes are to be worn by persons using the gymnasium floor. No shoes that make black marks shall be allowed. Street shoes are allowed only when a protective cover is in place.
7. Facilities may not be used past midnight.
8. Parking and driving is allowed only on paved areas.
9. The use of alcoholic beverages on school property is prohibited.
10. Smoking, including electronic cigarettes, is not allowed on school board property neither inside nor outside.
11. Occupancy limitations must be observed as indicated. These are attached. All entrances and exits must remain barrier free.
12. Schools may be used for certain limited types of games of chance if approved by the Superintendent and School Board and a permit is obtained from the Board of Supervisors.
13. Food and refreshments may be sold, served, and consumed only in the dining areas of facilities, concession stand areas, or rented grounds area. No food or drinks allowed in Auditorium area.
14. All planned uses of schools by groups shall be automatically canceled when schools are closed because of inclement weather or other emergency conditions.

15. All organizations using school facilities shall be required to employ police officers for crowd control when deemed necessary by the School Administration and/or Superintendent.
16. All publicity (ie. posters, brochures, throw-aways, radio or TV announcements), must carry the name of the individual or group sponsoring the event or meeting. The School Board may not be identified as sponsor.
17. Neither the name nor the address of a School Board facility may be used as the official address or headquarters of an organization.
18. The fact that a group is permitted to meet at a School Board facility does not in any way constitute an endorsement of the group's policies or beliefs by the School Board.
19. The School Board assumes no responsibility for property brought on the premises by a using organization, its members or guests, or for lost or stolen items.
20. Use of Athletic Fields – The principal or the principal's designee reserve the right to cancel field use because of weather and/or field conditions.
21. Use of School Equipment – With the exception of school furniture and permanent gym fixtures, the use of school equipment by non-school related organizations is strictly prohibited. All non-school related organizations must plan accordingly.
22. Use of School Furniture – Only school furniture provided for a particular facility may be used. Any rearrangement of school furniture must be done by the group using the facility, but only after securing written permission from the principal or his/her designee. Organizations must return all rooms to their former configurations.

School Board Representation

An employee of the School Board must be present at all times when a School Board facility is being used unless determined otherwise by the Superintendent. No payments should be made directly to school employees. Payments must be made to the School Board Office. Custodial duties are limited to opening and closing buildings, doors, and windows, turning lights on and off, adjusting heating or air conditioning, emergency clean-up during event, normal cleaning after event, maintenance of restrooms during and after event, and ensuring that the school is in proper condition to open the next school day. Custodial services do not include transporting equipment and/or supplies, arranging any special furniture or equipment, or supervising activities or crowds. Custodians will make tables and chairs available, but are not responsible for set up or take down. Custodians will not unload supplies, furniture, or equipment from trucks. The user of the facility will be billed for all costs associated with the rental for their event.

Special staff may be needed on site depending upon proposed usage of the facility or equipment. The user of the facility is responsible for paying the fee for this service. Cafeteria staff, for example, must be present whenever the kitchen is used.

The user of all equipment must be approved by the respective Principal and Superintendent. Equipment and furniture shall not be approved for use off School Board property.

Application Procedures

The Principal of each respective school has administrative authority to schedule the use of school facilities to non-school groups and recommend approval to the Superintendent. The Superintendent is authorized to approve or disapprove use of facility requests. Applications must be submitted to the facility Principal at least 18 days prior to the date(s) for which use is requested.

An application for use of school facilities be received up to six months in advance of the desired event date and approved on a first come first served basis.

No facility may be considered reserved until the written application has been approved.

The appropriate Support Staff Supervisor will make arrangements for custodial, food service, or audio/technical personnel for the requested event. School personnel participation is strictly voluntary. Although Supervisors shall make every effort to obtain coverage, failure to do so may result in cancellation of the event.

In granting the use of facilities, the instructional programs and other school related activities shall have first priority. Second priority shall be granted to groups having a youth educational or recreational function. Other groups shall be scheduled, in the order of date for application, as space permits.

While every effort shall be made to allow use of the requested facility, substitutions may be made at the discretion of the Administration.

In the event of the cancellation of a scheduled meeting or event, notification by renter must be given at least twenty-four (24) hours before the scheduled time or the fees are forfeited.

Fees

A schedule of fees shall be established by the School Board annually. These shall cover custodial and other costs associated with building use. While community use is encouraged, School Board funds may not be used to pay for non-school related activities.

Use of facility fees may be waived for some organizations. These include organizations which the Superintendent recognizes as having a youth educational or recreational function. In addition, governmental agencies shall not be assessed a facility fee.

Organizations which the Superintendent recognizes as having an adult educational or recreational function may be assessed twenty percent of the listed facilities fees.

Service fees or those used to pay for the services of custodians and others, may be assessed even in cases, as noted above, when facility fees are not charged. Service fees shall be assessed only when services are required beyond those normally performed by the staff. For example, if a classroom or other area is used during a time when custodians are normally in the building, and nothing beyond normal clean-up is required, then a service fee shall not be charged.

All payments including custodial and cafeteria fees, must be made payable to the Powhatan County School Board. Payments should never be made directly to employees.

Fee Schedule (Use of Facility Fees*)

Rooms	Per Hour/Minimum 3 Hours	Each Additional Hour
Auditorium (250 Person Minimum)	\$85.00 Per Hour/\$255.00	\$85.00
Cafeteria/Commons Area	\$35.00 Per Hour/\$105.00	\$35.00
Cafeteria with Kitchen	\$50.00 Per Hour/\$150.00	\$50.00
Classroom	\$20.00 Per Hour/\$60.00	\$20.00
Gymnasium (High School)	\$50.00 Per Hour/\$150.00	\$50.00
Gymnasium (Other Schools)	\$35.00 Per Hour/\$105.00	\$35.00

*Established annually by the Powhatan County School Board

Service Fees

Service	Per Hour/Minimum 3 Hours	Each Additional Hour
Audio/Light Technician	\$27.65 Per Hour/\$82.95	\$27.65
Custodian Fee	\$20.00 Per Hour/\$60.00	\$20.00
Food Service Personnel	\$27.65 Per Hour/\$82.95	\$27.65
Gymnasium Supervision	\$27.65 Per Hour/\$82.95	\$27.65

All payments must be made to the Powhatan County School Board, not directly to the employee.

Occupancy Limitations

Buildings	Auditorium	Gymnasium	Multipurpose Room	Stage Area	Cafeteria/Commons	Library	Classroom	Faculty Dining
Pocahontas Elementary School	*	380	*	85	240	35	25	*
Powhatan Elementary School	*	*	900	75	*	47	25	*
Flat Rock Elementary School	400	600	1000	48	*	54	25	24
Pocahontas Middle School	*	868	*	55	284	135	25	*
Powhatan Junior High School	*	1200	*	*	350	96	25	*
Powhatan High School	1000	2500	*	100	1000	95	25	25

Availability of School Facilities

Weekdays Close of School until 10:00 p.m.

Weekends 8:30a.m. – 12:00 p.m.

Waivers may be granted at the discretion of the Superintendent.

Approved: June 9, 2009

Fees Revised by School Board July 1, 2013

Approved by Superintendent: December 14, 2010

Revised by Superintendent: December 8, 2014

Last Modified by Michele H Wilson on August 23, 2018