

# Gloucester County Public Schools



## Facilities Use Manual

Revised  
October 12, 2010

# **GLOUCESTER COUNTY PUBLIC SCHOOLS** **FACILITIES USE**

On behalf of the Gloucester County School Board, Gloucester County Department of Community Education, and Gloucester County Department of Parks, Recreation & Tourism, welcome to Gloucester County Public Schools. Our school division is supported by the people of the county, and responsible use of school facilities is encouraged. The following represents the administrative regulations governing the indoor and outdoor use of facilities as provided by School Board policy, and explains in detail how groups may utilize the schools.

## **WHO MAY USE SCHOOL FACILITIES?**

Indoor and outdoor school facilities may be used for activities of an educational, cultural, civic, social, recreational, governmental, and general political nature, which are sponsored by responsible local persons, organizations, agencies, or institutions. Individuals making applications must be residents of Gloucester County. Activities must be open to the general public, and the majority of the participants must be residents of Gloucester.

1) **Indoor and outdoor usage will be scheduled based on the following priority:**

- 1st --> School-sponsored or school-related groups (i.e., PTAs and Booster Clubs)
- 2nd --> County and governmental agencies
- 3rd --> Community-based groups, non-profit organizations, colleges, and universities

2) **The following activities are prohibited:**

- \* Any activity that may be injurious to the buildings, grounds, or equipment;
- \* Usage by for-profit organizations, unless through contractual arrangements with the School Board;
- \* Personal or private celebrations (such as anniversaries, private parties, receptions, or any activities to which the general public is not invited);
- \* Activities for private, personal, or commercial gain, to include raffles, lotteries, and gambling. This includes fund-raising campaigns, except as permitted by Board policy or special action of the Board; and
- \* Car washes.

## **WHAT IS REQUIRED TO USE A SCHOOL FACILITY?**

All individuals or groups must submit a request to use a school facility. Applicants must supply a certificate of liability insurance in the amount of \$1,000,000, with the School Board of Gloucester County named as the certificate holder and as an "additional insured."

## **IS THERE A CHARGE FOR USE?**

Fees depend upon the nature and specific facility needs of the planned activity. Groups or individuals may apply for facility use under three specific categories:

- 1. Community Education Affiliated**
- 2. Parks, Recreation & Tourism Affiliated**
- 3. School Rental**

### **1. COMMUNITY EDUCATION AFFILIATED**

The Gloucester County Department of Community Education, in partnership with Gloucester County Public Schools, coordinates community use of the school facilities (designated schools on designated nights) for non-profit, community-based organizations to conduct their meetings and activities. There is no charge for usage during the designated days and times.

All community use requests must be scheduled through the Department of Community Education by calling the contact number listed below, or the Community Education main office at 693-5730. Eligible groups will be required to provide the designated school community education coordinator with a certificate of liability insurance in the amount of \$1,000,000, with the School Board of Gloucester County named as the certificate holder and as an "additional insured."

<u>DESIGNATED SITES:</u>	<u>DAYS:</u>	<u>TIMES:</u>	<u>CONTACT:</u>
Achilles Elementary	Tuesday/Thursday	4:00 p.m. - 9:45 p.m.	642-9160
Botetourt Elementary	Tuesday/Thursday	4:00 p.m. - 9:45 p.m.	693-1419
Walker Elementary	Monday/Wednesday	4:00 p.m. - 9:45 p.m.	693-1254
Page Middle School	Tuesday/Wednesday/Thursday	4:00 p.m. - 9:45 p.m.	693-5730

Summer usage varies and is scheduled at centralized sites on an as-needed basis.

### **2. PARKS, RECREATION & TOURISM AFFILIATED**

The Gloucester County Department of Parks, Recreation, and Tourism, in partnership with Gloucester County Public Schools, utilizes school facilities for programs of a recreational and/or cultural nature. Only approved programs sponsored and supervised by the department can be scheduled under the auspices of the department. Personnel and other costs may apply.

Additionally, the Gloucester County Department of Parks, Recreation, and Tourism oversees and operates the following county recreational facilities that can be reserved or rented by groups. These sites are:

Abingdon Park - athletic fields and picnic shelter (under a lease agreement with Gloucester County Public Schools)  
 Ark Park - athletic fields  
 Beaverdam Park - Whitcomb Lodge picnic shelters and picnic areas  
 Gloucester Point Beach Park - picnic shelter and picnic areas  
 Tyndall's Point Park - picnic area  
 Woodville Park - athletic field

For information on the use of any of these facilities, please contact the Gloucester County Department of Parks, Recreation, and Tourism at 693-2355.

### **3. SCHOOL RENTALS**

Organizations or individuals not qualifying under the Departments of Community Education or Parks, Recreation, and Tourism must submit an electronic rental application/request. Information to assist you with the process is available on our website <http://gets.gc.k12.va.us/facilitieschoolde/>. This webpage includes a link to this Facilities Use Manual, Facilities Use Fee Schedule, links for submitting requests, and links for step-by-step guides. There is a \$10.00 administrative processing fee per request. Any changes to schedules/events will require a new request and an additional \$10.00 administrative processing fee.

If you have any questions, please call the schools' Facilities Use Administrators as follows:

Abingdon Elementary	Marla Lynch, Community Education Coordinator	642-9240
Achilles Elementary	Deborah Bone, Community Education Coordinator	642-9160
Bethel Elementary	Valerie Lewis, Community Education Coordinator	693-0654
Botetourt Elementary	Martha Moss, Community Education Coordinator	693-1419
Petsworth Elementary	Cindy Thomas, Community Education Coordinator	693-4555
T.C. Walker Elementary	Deanna Johnson, Community Education Coordinator	693-1254
Page Middle – Rentals	Angela Byrd-Wright, Assistant Principal	693-2540
Page Middle – Community Use	Amanda Wallace, Community Education Coordinator	693-5730
Peasley Middle	Sandra Hedrick, Assistant Principal	693-1499
Gloucester High	Jon Hatch, Director of Student Activities	693-3866
	Kristy Hunter, Trainer/Teacher	693-3866

If you need additional assistance, please e-mail [facilitiesuse@gc.k12.va.us](mailto:facilitiesuse@gc.k12.va.us).

### **PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:**

#### **ELECTRONIC RENTAL REQUESTS/APPLICATIONS FOR RENTAL OF INDOOR AND/OR OUTDOOR FACILITIES**

- There is a \$10.00 non-refundable administrative processing fee due upon receipt of invoice.
- Requests should be submitted at least two (2) weeks prior to the planned activity or event.
- Requests should not be submitted more than six months prior to the planned activity or event.
- Applications and/or approvals for usage shall not be considered a lease, are non-transferable, and may be revocable, as determined by the Assistant Superintendent.
- Users must have a copy of the approval available at all times during the period of facilities use.

#### **CHANGES TO AND/OR CANCELLATIONS OF RENTAL REQUESTS**

##### **Please note the following regarding changes:**

- The requestor must notify the Facilities Use Administrator at the school requested (please refer to the list provided above).
- A new request must be submitted.
- An additional \$10.00 administrative processing fee will apply.

##### **Please note the following regarding cancellations:**

- The requestor must notify the Facilities Use Administrator at the school requested (please refer to the list provided above) at least two (2) business days prior to the date(s) of usage.
- If appropriate notification is not provided, the requestor must pay for scheduled personnel (if any, for a three (3) hour minimum) as well as the operating costs (if any) for the scheduled use.

#### **HOW MUCH WILL MY RENTAL COST?**

- 1) There is a \$10.00 non-refundable administrative processing fee per application/request; there is also an additional \$10.00 administrative processing fee for changes to requests.
- 2) Rental costs and any applicable damage deposits will be determined based on the Facilities Use Fee Schedule.
- 3) If the activity requires custodial or groundskeeper services, groups will be billed a three (3) hour minimum or actual hours worked (whichever is greater), based on the Facilities Use Fee Schedule.
- 4) Activities must have an approved supervisor employed by Gloucester County Public Schools or Gloucester County. Groups will be billed a three (3) hour minimum or actual hours worked (whichever is greater), based on the Facilities Use Fee Schedule. These additional charges may not apply if the custodian(s)/groundskeeper(s) assigned/scheduled is/are providing the supervisory services.
- 5) Kitchen and computer lab usage is restricted and requires special authorization. Designated staff must be present when these areas are used. Groups will be billed a three (3) hour minimum or actual hours worked (whichever is greater), based on the Facilities Use Fee Schedule. These charges will be in addition to the required supervisory and/or custodial services costs.
- 6) There may be supplemental charges when personnel services are required for usage of a sound system, stage lighting, and/or broadcasting. Please refer to the Facilities Use Fee Schedule.

### **WHAT ARE MY RESPONSIBILITIES AS A USER?**

- 1) Gloucester County Public Schools requires users of school facilities to provide the Office of Administrative Services with a certificate of liability insurance in the amount of at least \$1,000,000, with the School Board of Gloucester County named as the certificate holder and as an "additional insured" along with their application. This requirement affords both the user and the school division appropriate protection.
- 2) Payments are due upon receipt of invoices. Any payment arrangements must be made with the Office of Administrative Services upon receipt of invoice. At no time will payment be made directly to any employee.
- 3) Even though a facility may temporarily be reserved for dates requested, final approval is considered to be pending until the completed application/request, required certificate of insurance, and payment are received in the Office of Administrative Services.
- 4) The applicant will provide a designated event coordinator from their group who will serve as the official representative of the organization. This person shall ensure that the usage conforms to all Gloucester County Public Schools policies, procedures, and guidelines.
- 5) Applicants/groups will be limited to the specific areas requested on the application. No area should be used for any activity for which it was not requested (i.e., playing baseball in a gymnasium).
- 6) All meetings, activities, and events must end by 10:00 p.m.
- 7) Any special requirements for facility usage shall be communicated to the event coordinator by the facility administrator prior to usage (i.e., soft-soled shoes on gym floors).
- 8) Any usage of sound or lighting equipment must be coordinated with the school Facilities Use Administrator at least two (2) weeks prior to the event.
- 9) Outdoor restroom and concession facilities are included in with the usage of the Gloucester High School stadium and Page fields; however, concession usage will require prior approval from the appropriate administrator or athletic director, and concession coordinator. Placement of portable toilets must be approved by the Office of Facilities Services. Organizations using these facilities are responsible for proper supervision, and must ensure that the facilities are left in proper condition.
- 10) No pianos, scenery, or other heavy equipment is to be moved into the building, unless special permission is granted. Scenery and other equipment provided by the user must be removed from the building promptly after the usage.
- 11) At no time should modifications or alterations be made to the circuitry or structure of any facility.
- 12) The applicant assumes responsibility and liability for any loss or damage to school property.
  - Users are responsible for reporting problems, deficiencies, or damages to the facility prior to their usage.
  - If problems or damages occur during use, users should immediately notify the designated facility supervisor. A delay or failure to report may cause difficulty in assessing the cause and/or responsible party, and may result in future denial of usage.
  - Users should ensure that all areas are left in the same condition as found, and that all trash or debris is picked-up and deposited in appropriate trash containers. If the facility is not in proper condition before usage, please notify the designated facility supervisor immediately. If the facility is not left in a satisfactory condition, the applicant will be billed for the clean up and/or repair.
  - Unless permission is granted in advance, no vehicles, tractor-trailers, or heavy equipment shall be driven on any field or athletic area. Users will be required to repair or pay for any damage to fields and/or property if damage occurs.
  - Vandalism of property will not be tolerated, and will jeopardize future use of the facilities by the organization.
- 13) The applicant is responsible for the observance of all applicable School Board policies, as well as all national and state laws, local ordinances, and rules of the police and fire departments regarding public assemblies.
  - The use or possession of alcohol or illegal drugs is strictly prohibited in or on school property.
  - Smoking or the use of any tobacco products is strictly prohibited in or on school property.
  - An audible announcement shall be made not more than ten minutes prior to the start of each program to notify occupants of the location of the exits to be utilized in case of a fire or other emergency.
  - The applicant must provide sufficient fire and/or police protection and security, if recommended by school or county officials.

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