

FACILITIES

Leasing and Community Use Section

Community Use of School Facilities

This regulation supersedes Regulation 8420.4

I. PURPOSE

To establish the procedures and determine the conditions for community use of Fairfax County Public Schools (FCPS) buildings and grounds.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. In section III.A.1., the \$10 application fee has been removed as a requirement. Application fee comment has been removed throughout the regulation.
- B. Section III.A.2. states the time frame within which a user can make changes to a scheduled use.
- C. Section III.B.2. clarifies that SACC is considered a school-related group in terms of priority use of the gymnasium during the week.
- D. Section III.B.8. defines which organization should receive payment for community use.
- E. Section III.B.11. increases the late penalty fee for late payments to ten percent to be consistent with rules page.
- F. Section III.C. reinforces no alcoholic beverages allowed in buildings or on school grounds.
- G. Section III.D.2. changes delivery of building use request to an electronic form because of online scheduling system.
- H. Section III.D.3. changes file retention to an electronic form due to online scheduling system.
- I. Section III.K.2.a. increases suggested vendor registration fee for elementary schools.
- J. Section III.N.2. explains documentation that long-term contracted users must provide.

III. PROCEDURES FOR USE

A. Application for Facilities Use (Attachment A)

1. A group or individual wanting to use school facilities must complete an application and submit it to the principal a minimum of 15 working days prior to the proposed event. A facilities use application form (ADM-20, Application for Community Use of School Facilities and Grounds) is available in the main office of each school or online at <http://www.fcps.edu/DIT/forms/adm20.pdf>. This link available only through computers within the internal FCPS network (FCPSnet).
2. Users requesting a change to current scheduled request must submit a new application form to the principal indicating additional space requirements or changes to currently scheduled event. Requests for additional space or changes to a scheduled event not received at least ten days prior to event may not be honored.

B. Fees for Facilities Use

1. FCPS student organizations, school-support groups (e.g., PTAs and boosters), and school business partners engaged in activities to benefit students, as well as county, city, and town agencies are primary users and are not required to pay rental fees. Other fees may be imposed in accordance with Attachment B.
2. All other community users will pay rental fees unless their activities are neither fee-based or fund-raisers. Other fees may be imposed, in accordance with Attachment B.
3. All fees are assessed in hourly increments only.
4. Rental fees cover the use of basic equipment located in the rented area (e.g., chairs, desks, tables). Elementary school classroom space is not available for use during the school year. Storage space is not available at any facility. Rental fees are based on:
 - a. the type of facility requested (e.g., elementary, middle, or high school).
 - b. the type of room or space requested (e.g., cafeteria, auditorium, gymnasium, classroom, or athletic field).
 - c. the length of time the facility is used.
5. Only such minimal support services as unlocking doors and turning on lights are included in personnel fees.

6. The school principal or his or her designee will decide when other additional personnel are needed to support a specific event. Users will pay for personnel services required to:
 - a. Monitor the building during hours when the building is not in normal use (overtime).
 - b. Set up an area prior to use and clean an area after use (the principal may approve a user's request to provide its own setup and cleanup).
 - c. Help in school kitchen (paid cafeteria personnel must be present if kitchen facilities are used).
 - d. Help with lighting and audio equipment.
 - e. Supervise large groups (a staff supervisor may be assigned at the discretion of the principal).
 - f. Provide other appropriate services.
7. Special fees will be assessed for:
 - a. Use of stadium lights, sound, stage lights, or spotlights.
 - b. Use of kitchen utilities.
 - c. Use of school equipment (overheads, TVs, etc).
 - d. Heating and air conditioning when rental fees are not assessed.
8. Payment is to be by check made payable to Fairfax County Public Schools at least ten working days prior to the scheduled event. All payments are sent to the Community Use Section. Long-term cultural and religious contract users paying monthly fees must pay prior to the first day of each month. When fees are not paid prior to the event date, the user will not have access to the facility.
9. Private users or users who are not primarily Fairfax County residents will be assessed rental fees listed on the fee schedule for private use. (See the current version of Notice 8420.) For an organization to qualify as a Fairfax County organization, at least two-thirds of its members must reside in Fairfax County.
10. All requests for use of facilities involving third-party contracts, private use, or use to benefit nonresidents of Fairfax County will be referred to the coordinator, Community Use Section. The coordinator will consult with program managers, assign fees, and approve applications.
11. Upon signing the facilities use application form, the user of a facility acknowledges and agrees to a ten percent penalty fee for late payment. In the event collection must be referred to an attorney, the user agrees to pay the school system's reasonable attorney fees.

Situations involving the collection of penalties for late payment of fees,

and/or fees referred for collection to an attorney, will be determined by the coordinator, Community Use Section. All penalty fees are to be forwarded to the Department of Financial Services.

12. The income from fees will be recorded by the Community Use Section as directed by the current version of Regulation 8428.

C. User's Responsibilities

All users will accept responsibility for the care and maintenance of school facilities and agree to the conditions of use listed on the application form. Users will obey public laws and School Board regulations when using school property.

This includes no smoking in FCPS facilities or within 40 feet of the building and no alcoholic beverages permitted in buildings or on school grounds. The person or organization that signs a contract will be held financially liable for the contract provisions.

D. Principal's Responsibilities

In administering facilities use, principals will:

1. Require all users of school facilities to complete a facilities use application form. (See paragraph III.A.1.)
2. Forward electronically to the Community Use Section—all events requiring invoicing.
3. Files will be retained electronically by the online building scheduling system FSDirect for examination by school auditors.
4. Refer to Principal's Checklist for Community Use of School Facilities. (Copies are available from the Community Use Section.)

IV. GENERAL PROVISIONS

A. Categories of Users

The calculation of rental, personnel, and special fees will be based on the category into which a user is placed as well as the personnel or special needs required to accommodate the event. (Attachment B)

B. Priority for Use of Facilities

The priority for community use of facilities is assigned in the following order:

1. FCPS instructional and extracurricular programs.

2. School-related groups, such as parent-and-teacher associations (PTA) and booster clubs; tutoring; and school-business partners operating under special provisions. (Attachment C) School Age Child Care (SACC) is considered a school-related group. SACC has priority use of the gymnasiums until 5 p.m. Monday–Friday. However, if the PTA needs the gymnasium for an after-school activity, use will be granted per Regulation 8424.
3. Fairfax County Department of Recreation and Community Services and Fairfax County Park Authority. (Attachment D)
4. Others, when space is available at times that do not interfere with the previously stated priorities, such as:
 - a. youth groups (e.g., scouts, 4-H).
 - b. Fairfax County employee organizations.
 - c. cultural and civic groups.
 - d. colleges and universities.
 - e. churches.
 - f. state government agencies.
 - g. federal government agencies.
 - h. private organizations and individuals.

C. Open Meetings

If a group or individual is permitted to use a school facility without paying a rental fee, the user may not limit participation in the program or activity to specific individuals or groups. Any member of the public who wants to attend the activity in the school facility shall be permitted to do so, subject only to space limitations of that facility and compliance with the other applicable requirements of this regulation.

D. Schools Used as Polling Places

The Fairfax County Electoral Board uses FCPS as polling places several times each year. Schools are notified of the polling dates and locations by the current version of Notice 8422. Conditions governing schools used as polling places are detailed in the current version of Regulation 8422.

E. Instructional and Recreational Programs

The FCPS Instructional Services Department (ISD), including the Office of Adult and Community Education, plans and administers lifelong learning opportunities that contribute to the education enrichment of the community. These programs may not be duplicated by outside organizations using FCPS facilities. The Fairfax County Department of Community and Recreation Services and the Fairfax County Park Authority also conduct leisure-time activities in FCPS.

PTAs and school booster clubs also are permitted to conduct leisure-time classes for enrichment and fund-raising purposes. The conditions governing such use are detailed in the current version of Regulation 8424.

F. Summer Camps

PTAs and school booster clubs are permitted to conduct summer camps for enrichment and fund-raising purposes. The conditions governing summer camps are detailed in the current version of Regulation 8424.

G. Tutoring of Students

Private tutoring, including music instruction, may be conducted in schools under the following guidelines:

1. The instructor must file a building use application for each daily block of time he or she will be tutoring students and for each facility in which he or she will be tutoring. The instructor must comply with all applicable provisions of this regulation and the current version of Regulation 4705.
2. The instructor shall pay a semester rental fee, in the amount listed in the current version of Notice 8420. This fee is payable to the Community Use Section at the beginning of each semester of instruction.
3. If private instruction is being given at no charge by the instructor, the student is deemed to be the user of the facility. Under this circumstance, no rental fee will apply.
4. If lessons are at a time when the custodial staff is not present, the instructor will be charged for custodial overtime at the rate listed in the current version of Notice 8420.
5. The instructor is responsible for cleanup and setup of area used.
6. Prior to beginning private instruction, the instructor will provide each student (or the student's parent if the student is under 18) with a notice regarding his or her independent contractor status. (Attachment E)

H. Youth Programs by For-Profit Organizations

The coordinator, Community Use Section, may approve use and rental fee exceptions by certain youth activities conducted by a for-profit organization if it is providing performance opportunities for Fairfax County youth in art, dance, and drama, and for-profit organizations providing athletic opportunities in camps and other special programs. In determining whether to approve such programs, the coordinator will also take into account the availability of rental space, the extent to which the proposed program will fill an unmet need, and the community

demand for the program. Those for-profit organizations approved to use FCPS space will be charged rental rates two times the rates charged to nonprofit organizations complying with the provisions.

I. FCPS Employee Wellness-Related Programs

The coordinator, Community Use Section, may approve use and rental fee exceptions for activities conducted by a for-profit individual or business if its activities benefit the physical wellness of FCPS employees. In determining whether to approve such programs, the coordinator will also take into account wellness program standards, the availability of rental space, the requests of employees for a particular organization, and the input of the wellness coordinator. Those organizations approved to use FCPS space will be charged rental rates based on the rate structure for tutors. (See Attachment F)

J. Colleges and Universities

Courses of instruction offered by accredited colleges and universities may be conducted in school facilities upon approval of the coordinator, Community Use Section. A copy of Procedures for Use of Facilities by Colleges and Universities may be obtained from the Community Use Section.

K. Fund-Raising Activities

Fund-raising activities are permitted, subject to the conditions set forth in this section.

1. Nonprofit Provision

Only Fairfax County nonprofit organizations may conduct fund-raising activities in FCPS schools. All nonprofit organizations, except FCPS student and school-support groups, must pay rental fees when conducting fund-raising or fee-based activities. A group claiming nonprofit status and requesting the use of an FCPS facility will be required to provide a letter of determination from the Internal Revenue Service verifying its 501(c)(3) status.

Groups having established their nonprofit status may sell merchandise in school facilities only to support or benefit FCPS programs or the nonprofit organization. Only the school booster club or PTA is authorized to operate food concessions on school grounds unless an agreement has been completed by the PTA or booster club and the community organization. In exchange for the waiver of concession rights, the PTA or booster club can receive no more than 15 percent of the concession sales for the event.

2. Provision for School-Support Groups Selling Merchandise

FCPS organizations and school-support groups (e.g., PTAs and booster clubs) sponsoring fund-raising activities (e.g., antique sales, bazaars, art and craft fairs, fun fairs) are allowed to authorize the sale of merchandise by third parties. When third parties are involved, fees must be assessed according to one of the following methods:

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- a. at elementary schools, a minimum \$45 registration fee will be charged to each vendor.
- b. at middle, high, and secondary schools, a minimum \$75 fee will be charged to each vendor.
- c. where the above fees would be inequitable to the school support group, a formula approved by the coordinator, Community Use Section, will be applied to determine the charge to the third party or vendor. (Examples include: a flat fee charged to third-party vendors or the sponsoring organization receiving all or a percentage of gate receipts.)

3. Sale of Merchandise Requirements

When the purpose of the use is to sell merchandise (e.g., antique sales, bazaars, art sales, craft fairs, fun fairs), the application may be approved only when the nonprofit sponsor will be the primary beneficiary of the sale of the third-party's merchandise.

4. Third-Party Contracts

If a third-party contract with a for-profit entity is involved in a fund-raising activity, noncommercial rental rates will be charged to the nonprofit group holding the third party contract, except in the case of FCPS student groups or school-support groups.

L. Commercial Prohibition

Renting FCPS property (e.g., buildings, grounds) to a for-profit individual or organization for the purpose of promoting or conducting a business or selling merchandise is not permitted. Exceptions have been noted in this regulation for tutors, certain youth programs, and employee-related wellness programs.

M. Days and Hours of Use

The use of school facilities shall be restricted to the days and hours listed below:

<u>Days</u>	<u>Times Buildings May Be Used</u>	<u>Times Grounds May Be Used</u>
Weekdays	Close of school day to	Close of school day to

	10:15 p.m.	sundown (Lighted fields close at 11 p.m.)
Saturdays	8 a.m. to 11:30 p.m.	8 a.m. to sundown (Lighted fields close at 11 p.m.)
Sundays	8 a.m. to 10:15 p.m.	8 a.m. to sundown (Lighted fields close at 11 p.m.)
Holidays	Closed	8 a.m. to sundown (Lighted fields close at 11 p.m.)

Lighted athletic fields in close proximity to residential areas may be closed earlier than the times listed above. Under no circumstances are users permitted to stay in school facilities overnight.

N. Religious and Cultural Organizations

1. Religious and cultural organizations serving Fairfax County citizens may be granted use of school facilities. A religious or cultural organization wanting to establish a long-term use (other than one-time use) must meet with the coordinator, Community Use Section, for an orientation on procedures.
2. Cultural organizations will be required to show proof of nonprofit status by providing proper IRS 501(c)(3) documentation. Those religious organizations that cannot provide a 501(c)(3) from the IRS, can submit an affidavit provided by the Community Use Section.
3. Only one religious or cultural group may have a contract for continuing use of a single school during any school year.
4. Copies of the Procedures for Long-Term Use by Religious and Cultural Organizations may be obtained from the Community Use Section.
5. Principals may approve one-time uses after consultation with the coordinator, Community Use Section.
6. No religious organization will be discriminated against in the application of this regulation, and each religious organization will be treated in the same manner as any cultural organization.

O. Air Conditioning and Heating of Facilities

Organizations that do not pay rent, but require air conditioning or heating on weekends or at other times, will be assessed 50 percent of the noncommercial rental rate to cover the cost of air conditioning or heat.

P. Employee Profit Prohibited

No employee of FCPS may use school facilities for personal profit. (See the current versions of Policy 4430 and Regulation 4427.) This section shall not preclude an employee from tutoring as provided in section III.G. and as referenced in the current version of Regulation 4705.

V. CANCELLATION OF CONTRACTS

A. On any day that schools are closed for inclement weather or other emergencies, use of school facilities will be canceled. Users are responsible for notifying their memberships of such circumstances.

B. The school division reserves the right to deny any application or cancel any contract when it deems such action to be in the best interest of the school system. Following are examples of reasons why an application might be denied or canceled.

1. The applicant has not demonstrated to the satisfaction of the school division that reasonable security has been provided and reasonable precautions have been taken.
2. The rescheduling of school activities canceled by emergencies creates conflicts with scheduled community uses.
3. The primary purpose of the use is for the sale of merchandise (e.g., bazaars and antique shows) when the authorized user is not the primary beneficiary.
4. Emergencies arise that require school use of facilities.

VI. MISCELLANEOUS

Questions regarding use of facilities should be referred to the Community Use Section.

VII. INTERPRETING REGULATIONS

Problems and disagreements concerning the interpretation of policies and regulations regarding community use of school facilities should be referred to the coordinator, Community Use Section. Disagreements not resolved by the coordinator, Community Use Section, may be appealed to the chief operating officer, to the Division Superintendent, and, ultimately, to the School Board.

See also the current versions of: Regulation 4427, Nonschool Employment
Policy 4430, Conflict of Interest—Employees
Policy 4630, Payment of Personnel Supporting Community
Use of School Facilities
Regulation 4705, Tutoring for Pay
Regulation 8615P, School Safety Manual
Regulation 8633, Safety Procedures—Fires, Fire Alarms, Fire
Drills, and Fire Safety Manual
Notice 8420, Community Use of Facilities—Fee Schedules
and Other Information
Regulation 8422, Community Use of School Facilities as
Polling Places
Regulation 8424, Booster Club- and PTA-Managed Fee-
Based Classes, Clinics, Leagues, and Youth Summer
Camps in Fairfax Public County Schools (FCPS) Facilities
Regulation 8428, Remittance of Fees for Use of School
Facilities
Regulation 8512, Custodial Services—Restrooms for Adult
Education and Community Use Activities

Attachments



APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

APPLICATION FEE MUST BE SUBMITTED ALONG WITH APPLICATION FOR APPROVAL. ALL INFORMATION MUST BE FURNISHED BEFORE APPLICATION CAN BE PROCESSED. FEES MUST BE PAID TEN WORKING DAYS PRIOR TO SCHEDULED EVENT. MAKE CHECK PAYABLE TO THE SCHOOL. APPLICATION MUST BE FILED WITH THE SCHOOL PRINCIPAL NOT LESS THAN 15 WORKING DAYS BEFORE INTENDED USE.

1. School Requested (Name) _____

2. Activity Date(s) Building to Open Closed
 _____ a.m. _____ p.m. _____ a.m. _____ p.m.
 _____ a.m. _____ p.m. _____ a.m. _____ p.m.

3. Individual or Organization _____
 Address _____
 (street) (county or city) (state) (zip code)
 Phone _____
 (office) (home)
 Email Address _____

4. Type of Activity _____

5. Will you attend? Yes No If no, who will be in charge?
 _____ (name) _____ (telephone no.)

6. Name of chaperons (one required for each 25 children) who have agreed to supervise this activity (list two):
 Name _____ Phone No. _____
 Name _____ Phone No. _____

*7. Is organization a nonprofit type? Yes No

8. Is there a third-party contract or arrangement with a profit-making individual or organization? Yes No
 Name of Individual or Organization _____

9. Does the user collect fees? Yes No
 Admission: Adults \$ _____ Children \$ _____ Couples \$ _____
 Dues: Monthly \$ _____ Annual \$ _____
 Donations \$ _____ Advertisement \$ _____
 Others (specify) \$ _____

10. NUMBER OF PEOPLE PROJECTED TO ATTEND: _____

11. Requirements (specify):

RENTAL	PERSONNEL	SPECIAL EQUIPMENT/SERVICE
Auditorium _____	Activities Supv. _____	_____
Cafeteria _____	Athletic Event _____	_____
Cafeteria w/Kitchen _____	Worker _____	_____
Classroom(s) _____	Cafeteria Staff _____	_____
Gymnasium _____	Custodian _____	_____
Other _____	Faculty Supv. _____	_____
	Financial Clerk _____	_____
	Maintenance _____	_____
	Technician _____	_____
	Secretary _____	_____
	Sound Tech. _____	_____
	Student Tech. _____	_____

12. Addendum Attached? Yes No

13. Comments _____

The undersigned agrees that he or she is familiar with, and will abide by, FCPS Regulation 8420.1, or any successor regulation to it. The undersigned also agrees that he or she is authorized to sign below on behalf of any organization listed in the item 3, and that such organization will be liable for any and all claims, damages, or expenses resulting from use of the school facility, including, but not limited to, damages to School Board property and costs, attorney's fees, expenses or damages resulting from the user's failure to comply with this agreement or any federal, state, or local law, regulation, or other requirement. The undersigned shall be personally liable for such obligations in the event that there is no organization listed in area 3, any such organization is not a valid legal entity, or any such organization is otherwise unable to pay. The undersigned shall ensure the prompt and proper adjustment of all such claims.

(signature) _____ (position) _____ (date) _____

*Not applicable for individuals.
NOTE: When schools are closed because of inclement weather, all facilities use is canceled. Users are responsible for notifying their memberships.

CALCULATION OF FEES BY SCHOOL PERSONNEL

1. RENTAL

	No.	x	Hrs.	x	Fee	=	\$
a. Auditorium	_____	_____	_____	_____	_____	_____	_____
b. Cafeteria	_____	_____	_____	_____	_____	_____	_____
c. Cafeteria w/Kitchen	_____	_____	_____	_____	_____	_____	_____
d. Classroom(s)	_____	_____	_____	_____	_____	_____	_____
e. Gymnasium	_____	_____	_____	_____	_____	_____	_____
f. Other	_____	_____	_____	_____	_____	_____	_____
						Subtotal \$	_____

2. PERSONNEL

a. Activities Supervisor	_____	_____	_____	_____	_____	
b. Athletic Event Worker	_____	_____	_____	_____	_____	
c. Cafeteria Staff	_____	_____	_____	_____	_____	
d. Custodian Services, Cleanup	_____	_____	_____	_____	_____	
e. Faculty Supervisor	_____	_____	_____	_____	_____	
f. Financial Clerk	_____	_____	_____	_____	_____	
g. Maintenance Technician	_____	_____	_____	_____	_____	
h. Secretary	_____	_____	_____	_____	_____	
i. Sound Technician	_____	_____	_____	_____	_____	
j. Student Technician	_____	_____	_____	_____	_____	
k. Other	_____	_____	_____	_____	_____	
					Subtotal \$	_____

3. SPECIAL FEES

a. _____	_____	_____	_____	_____	
b. _____	_____	_____	_____	_____	
c. _____	_____	_____	_____	_____	
d. _____	_____	_____	_____	_____	
				Subtotal \$	_____
				Total \$	_____

Late payment penalty fee 5% \$ _____
 Total _____

4. APPLICATION FEE? Yes No \$ _____

5. IRS LETTER SUBMITTED? Yes No

6. LIABILITY INSURANCE POLICY? Yes No

Comments _____

OFFICE USE

From: School
 Approved Approval Recommended Disapproved

Signature of Principal _____ Date _____

From: Community and Recreation Services
 Approved Disapproved

Signature Community and Recreation Services _____ Date _____

To: Coordinator, Community Use of Facilities
 Approved Disapproved

Signature of Coordinator _____ Date _____

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

Following is a list of requirements governing facilities use. All users shall:

1. Pay all fees ten working days in advance of use to the Community Use Section. Agree that a 10 percent charge will be added to the fee total in the event the fees are not paid in advance of facility use. In the event the collection of fees must be referred to an attorney, the user agrees to pay the school system's reasonable attorney fees.
2. Ensure that two-thirds of the participants shall be Fairfax County residents except when specific arrangements have been made.
3. Ensure that no unauthorized third party shall be granted permission to use the facility or any portion thereof without prior approval.
4. Ensure that participants shall not be restricted from participation for reasons of race, religion, sex, age (over 40), creed, national origin, or disability.
5. Ensure that the representative specified in the contract as responsible for school facilities is present at the scheduled event.
6. Ensure that prior approval is received before signs, banners, and pennants are erected and that they do not deface school property.
7. Provide required number of chaperons for children (one adult per 25 or less).
8. Ensure that the number of attendees does not exceed the authorized capacity of the facility.
9. Ensure that the vehicles of participants are parked only in areas designated for parking.
10. Ensure that usage and users are restricted to assigned areas.
11. Allow food and drink only in areas designated for eating and only after receiving written permission in advance of the event.
12. Guarantee that activities shall be orderly and lawful and not of a nature to incite others to disorder, and demonstrate on the application that reasonable security arrangements appropriate for the use have been provided for.
13. Prohibit smoking in buildings and within 40 feet of the building.
14. Ensure no alcoholic beverages in buildings or on grounds.
15. Ensure no gambling is permitted.
16. Ensure that animals are not permitted inside school buildings (except as in the case of a guide dog or service that is necessary to assist an individual with a disability) and that users shall clean any school grounds used by animals participating in scheduled events.
17. Observe contracted time limits.
18. Leave the building in a neat and orderly condition.
19. Ensure reimbursement for the cost of damages occurring during use.
20. Agree to hold harmless and indemnify the Fairfax County School Board with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents including damage to School Board property for which the School Board is liable. (An insurance policy for such coverage is recommended and may be required).
21. Comply with safety regulations and policies of the Fairfax County School Board and the Fairfax County Fire Department. (Every applicant should read Regulations 7350P and 7352 before using buildings or grounds, with special attention directed to the regulations regarding cafeteria tables and smoking).
22. Comply with all federal, state, and local laws, regulations, and licensing requirements, including but not limited to the Americans With Disabilities Act, and agree to hold harmless and indemnify the Fairfax County School Board with respect to any claim, loss, injury, or damage because of a violation of such laws.

FEE DETERMINATION CHART

USER CATEGORIES	RENTAL	PERSONNEL SERVICES	SPECIAL SERVICES
		Cafeteria, Custodian, Faculty Supervisor, Instructor, Maintenance or Student Sound and Lighting Technician (As assigned by school officials)	Equipment or Utilities Services (field lights, spotlights, sound system, trash pickup, and utilities)
1. FCPS student organization, school-support group (e.g., PTAs, boosters), school-business partner ⁷	No fee	Pay fee (for staff overtime only)	No fee ¹
2. FCPS employee wellness activity	Pay fee ⁵	Pay fee (for staff overtime only)	No fee
3. Department of Recreation and Community Services and Park Authority	No fee	Pay fee ²	No fee
4. County, city, and town agencies	No fee	Pay fee ²	No fee
5. Youth groups (e.g., scouts)	No fee ³	Pay fee ²	Pay fee
6. FCPS employee organizations	No fee ³	Pay fee ²	Pay fee
7. Private instruction for individual students	Pay fee ⁵	Pay fee	Pay fee
8. All other county-based nonprofit organizations	Pay fee ³	Pay fee ²	Pay fee
9. County-based cultural and religious organizations	Pay fee ³	Pay fee ²	Pay fee
10. Private, out-of-county nonprofit, or certain for-profit organizations (whether they are in county or out of county)	Pay fee ⁶	Pay fee ²	Pay fee

NOTES:

1. The exception is when activities are moved to another school.
2. Cleanup fees are mandatory when attendance exceeds 150.
3. Apply noncommercial rental rates for fund-raising or fee-based activities.
4. Except when use is for professional development as contracted with FCPS organizational activities.
5. If service provider is paid for services, then service provider must pay rental fee; if service provider is not paid for services, then no rental fee is assessed. Please see Attachment E for tutoring services and Attachment F employee wellness activities.
6. Apply commercial rental rates for all activities. Conducting or promoting a business by for-profit organizations is not permitted unless the activity falls under sections H. and I. in this regulation.
7. See Attachment C.

**PROCEDURES FOR USE OF FACILITIES BY SCHOOL-BUSINESS PARTNERS
OR SCHOOL DIVISION PARTNERS**

Gymnasium and Field Use

A school whose school-business partner requests use of the gymnasium, tennis courts, or playing fields is to submit an application for such use on form ADM-20. Applications are to be transmitted through the coordinator, Community Use Section, for submission to Fairfax County Department of Recreation and Community Services (DRCS). DRCS plans and administers leisure-time programs at Fairfax County Public Schools' facilities. School-business partners will receive priority for facility use within adult program times and for any open time during youth priority periods. Principals should help the partners request building and grounds use during open times in the schedule, or at later evening hours, so as not to conflict with youth leagues or other events scheduled by DRCS. No rental fees will be charged the partner for recreational use of a gymnasium. However, personnel fees will be charged if a custodian is not normally on duty at the time of use, and a fee for air conditioning or heating will be charged if the school-business partner requests it and those units are not normally functioning during the time of use. No fees will be charged for the recreational use of tennis courts or fields, unless lighting is used.

Cafeteria, Auditorium, and Classroom Use

The school-business partner is in the same priority class, regarding rights to use the facility, as such school-support groups as PTAs and booster groups. No fee will be charged for the use if the activity is conducted jointly between the school and the partner agency or if it will benefit the school. Noncommercial rates, rather than the commercial rates that would normally apply, will be charged for other uses (e.g., parties, dances, dinners, and employee information meetings).

**COMMUNITY AND RECREATION SERVICES AND
PARK AUTHORITY PROGRAMS**

The Fairfax County Department of Community and Recreation Services (CRS) and the Fairfax County Park Authority (FCPA) plan and administer leisure-time programs that contribute to the social, physical, educational, cultural, and general well-being of county residents. The Fairfax County Board of Supervisors and the School Board have agreed that, subordinate only to school system use, CRS and FCPA will have the highest priority for use of school facilities for leisure-time programs.

Each citizen of Fairfax County wanting to use Fairfax County Public Schools (FCPS) gymnasiums and/or fields for leisure-time programs will need to file an application to CRS. Organizations scheduled by CRS—but conducting fund-raising activities such as camps or clinics—are required to pay the FCPS rental fees. Application forms and order of scheduling information are available from CRS or accessible online at www.fairfaxcounty.gov/rec. Applications for use must be received by CRS according to the following schedule:

Field Season Dates	Field Application Deadline	Gym Season Dates	Gymnasium Application Deadline
Spring, Summer: March 1- July 31	December 1	Spring: March 16-June 15	December 1
Fall: August 1-November 15	June 1	Summer: June 16-second Saturday in August	April 1
Tournament (all seasons)	October 1	Fall: FCPS opening-November 15	June 1
Winter: December 1— February 28	September 1	Winter: November 16-March 15	September 1

If an organization wants to make additions or improvements to FCPS property, a written proposal describing the addition or improvement project must be submitted in writing to CRS or sent by e-mail to athleticservices@fairfaxcounty.gov. CRS will be responsible for coordinating approval of an organization's proposal with the school principal, FCPS Office of Design and Construction, or FCPS Office of Facility Management prior to the start of the project. Those individuals contracting to have work completed during the school day should contact CRS for approval to access the fields.

CRS and the FCPA will coordinate use of buildings and grounds with principals and the coordinator, community use of facilities. CRS and the FCPA will provide adequate supervision for activities they conduct or sponsor. Notices and monthly schedules of seasonal use of buildings and grounds will be published by program managers for CRS, FCPA, and FCPS.

To ensure coordination and cooperation between CRS, FCPA, and FCPS in implementing leisure-time programs, a committee of representatives from the three groups will meet as necessary. Principals' representatives shall be included on this committee.

IMPORTANT INFORMATION FOR ALL USERS RENTING FAIRFAX COUNTY PUBLIC SCHOOLS SPACE TO PROVIDE PRIVATE LESSONS OR TUTORING

You are being provided a discounted rate for renting space from Fairfax County Public Schools (FCPS) in recognition of the fact that you are providing educational services to the Fairfax community. It is important that those with whom you contract understand that while FCPS recognizes the value of educational programs outside its curriculum, it is not responsible for your services. You are an independent contractor and fully responsible for the content of lessons, rates, supervision, safety, and all other matters relating to your students. Please provide each of your students (or for those under age 18, the parents) with a copy of the notice below.

INFORMATION FOR STUDENTS AND PARENTS RECEIVING TUTORING OR PRIVATE LESSONS OR OTHER EDUCATIONAL SERVICES IN FCPS FACILITIES

You have arranged for tutoring, private lessons, or other supplementary educational services with a private contractor in a Fairfax County Public Schools (FCPS) facility. FCPS appreciates the value of these extracurricular programs and discounts its rental fees to make them available outside normal school hours. Nevertheless, FCPS does not review, endorse, supervise, or guarantee these privately provided services. FCPS students do not need to take these programs in order to succeed in the regular FCPS curriculum.

Your instructor is not providing you educational services as an FCPS employee, even if he or she is an FCPS teacher during the regular school day. Instead, your instructor is an independent contractor who provides supplementary services directly to the public. This means that instructional, financial, safety, and all other issues relating to your lessons are entirely between you and the instructor. Any claims or concerns should be raised with your instructor rather than with FCPS.

**IMPORTANT INFORMATION FOR ALL USERS RENTING FAIRFAX
COUNTY PUBLIC SCHOOLS SPACE TO PROVIDE WELLNESS
PROGRAMS FOR EMPLOYEES**

You are being provided a discounted rate for renting space from FCPS in recognition of the fact that you are providing wellness services to FCPS employees. It is important that those with whom you contract understand that while FCPS recognizes the value of wellness programs for its employees, it is not responsible for your services. You are an independent contractor and are fully responsible for the content of lessons, rates, supervision, safety, use of equipment, and all other matters relating to your clients. Please provide each of the participants in your classes with a copy of the notice below.

**INFORMATION FOR FCPS EMPLOYEES PARTICIPATING IN
WELLNESS ACTIVITIES OR FITNESS CLASSES IN FCPS FACILITIES**

You have arranged for exercise classes, weight training, or other wellness services with a private contractor in an FCPS facility. FCPS appreciates the value of these programs and discounts its rental fees to make them available to its employees. Nevertheless, FCPS does not endorse, supervise, or guarantee these privately provided services. Your instructor is an independent contractor who provides supplementary services directly to you. This means that instructional, financial, safety, equipment operation, liability, and all other issues relating to your classes or use of exercise equipment are entirely between you and the instructor. You should discuss, with your instructor, his or her fees, credentials, experience, safety record, liability coverage, and any other issues of interest to you. Any claims or concerns should be raised with your instructor rather than with FCPS.