

FACILITIES

Leasing and Community Use of Facilities

Community Use of Facilities—FY 2010 Fee Schedules and Other Information

I. PURPOSE

To specify FY 2010 fees and other information related to the current version of Regulation 8420, Community Use of School Facilities.

Questions concerning application of fees should be directed to the coordinator, community use of facilities, Department of Facilities and Transportation Services (703-246-6940).

This notice is for reference through June 30, 2010.

II. FEE SCHEDULE CHARTS

Attached are fee schedules for FY 2010 specifying:

- rental fees for buildings and grounds (noncommercial and commercial rates).
- personnel services fees.
- special fees (e.g., equipment).

III. RENTAL FEES

Fees are to be remitted by check, payable to Fairfax County Public Schools and mailed to FCPS Community Use Section, 10640 Page Avenue, Fairfax, VA 22030, at least ten working days prior to the use date. If a user has not paid ten working days prior to the use date, the Community Use Section shall request that fees be paid by certified check or money order. A user shall not be allowed access to a facility unless fees are paid in full. If additional fees are assessed, the Community Use Section shall bill the user the next working day.

All requests for facilities use involving third-party contracts must be referred to the coordinator, community use of facilities, Department of Facilities and Transportation Services. No contract involving a third-party vendor may be signed until it is reviewed and approved by the coordinator, community use of facilities. The Community Use Section will coordinate arrangements with principals, assign fees at appropriate rates, and approve applications.

IV. PERSONNEL SERVICES FEES

Overtime hours for personnel services charged a user should approximate the work hours required, plus one hour (one-half hour each for opening and closing), except for mandatory overtime minimums (see the current version of Regulation 4660, Overtime Pay for Eligible Employees). The attached fee schedules provide a list of cleanup fees. If the user requests that a facility be rearranged to meet specific needs, the additional time required to both rearrange and return the facility to its normal status will be charged to the user in addition to the cleanup fee.

Wages to be paid for services in support of community use of schools are specified in the current version of Notice 4630, Payment of Personnel Supporting Community Use of School Facilities, which is issued annually.

Kitchens may be rented with the principal's approval by application for use of the cafeteria. Because of the high risk involved, food service employees (preferably from the school involved) must be engaged in advance to be present during the activity. Fees for the cafeteria staff are to be collected by the Community Use Section and transferred to Food and Nutrition Services.

Employees shall not be requested or permitted to volunteer their services. They shall be paid for hours worked; see the current version of Regulation 4630, Payment of Personnel Supporting Community Use of School Facilities. No employee shall be paid directly by a user.

V. SPECIAL FEES

- A. A service charge shall be collected for the use of kitchen equipment and utilities.
- B. Stage lights and spotlights may be rented, provided that a technician approved by the principal and a faculty supervisor are engaged by the user to oversee equipment use.
- C. Police supervision for an activity may be required at the discretion of the principal. Arrangements for police security shall be made by the user, with confirmation provided to the principal prior to the event. The Police Department should bill the user directly for services.

VI. REPORTING FEES

Fees shall be collected by the Community Use Section and distributed to schools per Regulation 8428.

VII. APPLICATION FORM

The community may obtain form ADM-20, Application for Community Use of School Facilities and Grounds, on the web at www.fcps.edu/fts/comuse or by contacting the Community Use Section at 703-246-6940. This link is available only through computers within the internal FCPS network (FCPSnet).

See also the current versions of:

- Regulation 4630, Payment of Personnel Supporting Community Use of School Facilities
- Notice 4630, Payment of Personnel Supporting Community Use of School Facilities
- Regulation 4660, Overtime Pay for Eligible Employees
- Regulation 8420, Community Use of School Facilities
- Regulation 8428, Remittance of Fees for Use of School Facilities

Attachment

FEE SCHEDULE CHARTS

Rental Fees—Hourly Rates

Noncommercial Category

		Elem	Middle	High or SS
Cafeteria	Without Kitchen	\$ 35	\$ 50	\$ 75
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 96	\$128
	With Kitchen	\$ 55	\$ 80	\$150
	<i>Cleanup Fees (per use)</i>	\$128	\$160	\$224
Gymnasium		\$ 35	\$ 60	\$100
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 64	\$128
Aux Gym		N/A	\$ 35	\$ 60
	<i>Cleanup Fees (per use)</i>		\$ 32	\$ 64
Auditorium	750 or less*		\$ 60	\$ 60
	<i>Cleanup Fees (per use)</i>		\$ 96	\$ 96
	751 or more			\$ 80
	<i>Cleanup Fees (per use)</i>			\$160
Classroom **		\$ 9	\$ 9	\$ 9
	<i>Cleanup Fees (per use)</i>	\$ 16	\$ 16	\$ 16
Multipurpose		\$ 18	\$ 22	\$ 25
	<i>Cleanup Fees (per use)</i>	\$ 32	\$ 32	\$ 64
Athletic Facility	Field—practice or auxiliary rectangular	\$ 25	\$ 25	\$ 40
	Tennis Court or Outdoor Basketball (per court)	\$ 7	\$ 7	\$ 7
	Track		\$ 25	\$ 25
	Main Stadium—rectangular field***			\$400
	<i>Cleanup Fees (per use)</i>			\$320
	Baseball or Softball—90', 60'	\$ 25	\$ 25	\$ 40
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 64	\$128
Parking Lot	Outside Activity	\$ 9	\$ 9	\$ 18
	<i>Cleanup Fees (per use)</i>	\$ 32	\$ 32	\$ 64

Note: Cleanup fees are mandatory when attendance exceeds 150. Above rental fees will be hourly increments only except for cleanup fees, which are per use of the space. *Schools having fixed seating above 250 should assess fees based on the 750 or less auditorium rate.

**Tutors or private instructors will pay a flat \$30.00 per semester fee multiplied by how many days per week they plan to offer tutoring.

***Stadium-type field—rental fee does not include pressbox, sound system, lights, etc.

FEE SCHEDULE CHARTS

Rental Fees—Hourly Rates

Commercial Category

		Elem	Middle	High or SS
Cafeteria	Without Kitchen	\$ 140	\$ 200	\$ 300
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 96	\$ 128
	With Kitchen	\$ 220	\$ 320	\$ 600
	<i>Cleanup Fees (per use)</i>	\$ 128	\$ 160	\$ 224
Gymnasium		\$ 140	\$ 240	\$ 400
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 64	\$ 128
Aux Gym		N/A	\$ 140	\$ 240
	<i>Cleanup Fees (per use)</i>		\$ 32	\$ 64
Auditorium	750 or less*		\$ 240	\$ 240
	<i>Cleanup Fees (per use)</i>		\$ 96	\$ 96
	751 or more			\$ 320
	<i>Cleanup Fees (per use)</i>			\$ 160
Classroom		\$ 36	\$ 36	\$ 36
	<i>Cleanup Fees (per use)</i>	\$ 16	\$ 16	\$ 16
Multipurpose		\$ 72	\$ 88	\$ 100
	<i>Cleanup Fees (per use)</i>	\$ 32	\$ 32	\$ 32
Athletic Facility	Field—practice or auxiliary rectangular	\$ 100	\$ 100	\$ 160
	Tennis Court or Outdoor Basketball (per court)	\$ 28	\$ 28	\$ 28
	Track		\$ 100	\$ 100
	Main Stadium—rectangular field**			\$1,600
	<i>Cleanup Fees (per use)</i>			\$ 320
	Baseball or Softball—90', 60'	\$ 100	\$ 100	\$ 160
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 64	\$ 128
Parking Lot	Outside Activity	\$ 36	\$ 36	\$ 72
	<i>Cleanup Fees (per use)</i>	\$ 32	\$ 32	\$ 64

Note: Cleanup fees are mandatory when attendance exceeds 150. Above rental fees will be hourly increments only except for cleanup fees, which are per use of the space.

*Schools having fixed seating above 250 should assess fees based on the 750 or less auditorium rate.

**Stadium-type field—rental fee does not include pressbox, sound system, lights, etc.

FCPS Synthetic Turf Fee Chart--All Categories
(For fields funded by partnership between FCPS, CRS, PA, and/or community groups)

USER	TYPE OF EVENT	RENT	PERSONNEL	SPECIAL FEES	FEE TO REPLACEMENT FUND
School	Event, practice, or contest (Use scheduled by FCPS and coordinated with CRS)	No	No School staff	No	No
School-sponsored activities	Camp, clinic, contests, league Sponsored by school or boosters (Use scheduled by FCPS and coordinated with CRS)	No	Possibly*	No	15% gross revenue
Partner	Practice or contest (no fees charged) (Use scheduled by CRS)	No	No partner staff	No	No
Partner-other	Contest (\$ charging admission), camp, clinic, league (Use scheduled by CRS in coordination with FCPS)	No	Possibly* partner staff, custodial fee	Possibly* +15% of on-site sales	15% gross revenue
Nonprofit	Practice or contest (user not charging any fee for admission) (Use scheduled by CRS)	No	Possibly*	Possibly*	No
Nonprofit	Contest (\$), camp, clinic, league, or other fund-raising activity (Use scheduled by CRS and coordinated with FCPS)	Yes	Yes. faculty supervisor and/or custodial fee	Possibly*	\$90 per hour \$115 per hour with lights +15% of on-site sales
For-profit	Any activity (Use scheduled by FCPS)	Yes	Yes. faculty supervisor and/or custodial fee	Yes	\$90 per hour \$115 per hour with lights +15% of on-site sales

*Personnel requirement--"possibly"--the use of FCPS personnel will be dependent on the nature of the activity.
Personnel Examples: faculty supervisor (event manager), security, custodians, setup or cleanup fees associated with event.

Special Fees: Use of these additional items will be decided on an as-needed basis with fees to be determined.

All use scheduled by CRS is subject to the fees detailed in the CRS Fee Schedule.
Call 703-324-5533 for more information.

PERSONNEL SERVICE FEES—Hourly Rates

<u>Category</u>	<u>Fees</u>
Administrative assistant or finance assistant	\$ 25
Activity supervisor	14
Athletic event worker (e.g., ticket taker, announcer)	12
Cafeteria staff member	25
Custodian	32
Faculty or administrative supervisor	36
Maintenance technician or sound technician (School Board room)	30
Student technician	12

SPECIAL FEES—Hourly Rates

Forward fees for the following to the Department of Financial Services	<u>Fees</u>
Field lights	
Football	\$100
Baseball	60
Kitchen equipment and utilities	15
Air conditioning and heating	
(Fees are one-half the rental fees indicated on page 1)	

Fees to be retained by school—all equipment subject to school approval

Self-contained sound system	
Outdoor system (amplifier, one microphone, and two speakers)	\$36 per hour
Indoor system (one microphone)	10 per hour
Additional microphones	10 per hour
Spotlights	22 per hour
Stage lights	10 per hour
Audiovisual equipment (TV/DVD, overhead, slide projector)	15 per use
LCD	50 per use
Time clocks	50 per use
Piano	
Upright	20 per use
Grand	30 per use
Risers	25 per section

NOTE: Equipment or services will not be provided to users without a fee. Special fees other than those listed above may be assessed with the authorization of the coordinator, community use of facilities. Generally, the rental of specialized equipment is not recommended.

Funds collected from rental of equipment listed or not listed above, must be used for replacement or repair of special equipment and must be supported by evidence of expenditures (e.g., invoices or bills).