

Regulation 8428.4
Facilities and Transportation Services
Community Use
Financial Services
Budget Services
Effective 06-12-08

FACILITIES

Leasing and Community Use of Facilities

Remittance of Fees for Use of School Facilities

This regulation supersedes Regulation 8428.3.

I. PURPOSE

To provide procedures for fees collected in accordance with the current version of Regulation 8420. Community use of facilities fee schedules are published annually through the current version of Notice 8420.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

This regulation has been rewritten entirely due to central office collection of all funds related to community use of school facilities effective July 1, 2008.

III. PROCEDURES

A. Collection and Recording of Fees

1. The Community Use Section shall be responsible for all collections and disbursements for community use of school facilities.
2. The fees charged to a user shall be collected by the Community Use Section. A check made payable to Fairfax County Public Schools shall be submitted to the Community Use Section at least ten working days prior to the scheduled use. For prolonged contractual agreements, payment must be made monthly, in advance, prior to the first working day of the month.
3. Fairfax County or Fairfax County Public Schools (FCPS) may make payment by a transfer of funds in lieu of cash. School administrators may approve applications from Fairfax County agencies for use of Fairfax County Public Schools facilities when no fees are involved. When fees are involved, a school administrator shall make a recommendation to the coordinator, Community Use Section, for approval and appropriate fee collection. The coordinator, Community Use Section, shall prepare a transfer voucher, which shall be forwarded to the appropriate county agency.

B. Forwarding of Fees to Schools

1. On a monthly basis, schools will receive a portion of the community use fees collected from the previous month's community use. Schools will receive 15 percent of rental fees and 100 percent of certain special fees (excludes air conditioning and heating fees, stadium light fees and kitchen equipment and utility fees) as an ACH disbursement to local school activity funds.
2. On a monthly basis, schools will receive a portion of the community use personnel fees collected (100 percent less FICA) from the previous month's community use through FAMIS transactions. It is the responsibility of the principal to reconcile the overtime and callback payroll reports against building use personnel fees received.

C. Refunds

1. Any refunds due to a user group will be handled by the Community Use Section.
2. If fees are refunded after the monthly disbursement of funds from the Community Use Section to the schools, then the Community Use Section shall offset the amount refunded against subsequent monthly disbursements.

D. Cafeteria Fees

On a monthly basis, Food Services will receive 100 percent of the community use personnel fees collected for cafeteria employees from the previous month's community use through FAMIS transactions.

E. Police Services

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.

See also the current versions of: Regulation 8420, Community Use of School Facilities
Notice 8420, Community Use of Facilities–Fee Schedules and
Other Information