



Rental of County Rooms/Spaces

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County Attorney
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Rentals through County Administration

- ▶ Which Rooms are rented:
 - ❑ Community Room in Human Services Building
 - ❑ Board Room
 - ❑ Kines Break Room
- ▶ Rentals are Free
- ▶ Call Administration to reserve
- ▶ Board Room and Kines Break Room only rented during office hours unless it is a governmental organization

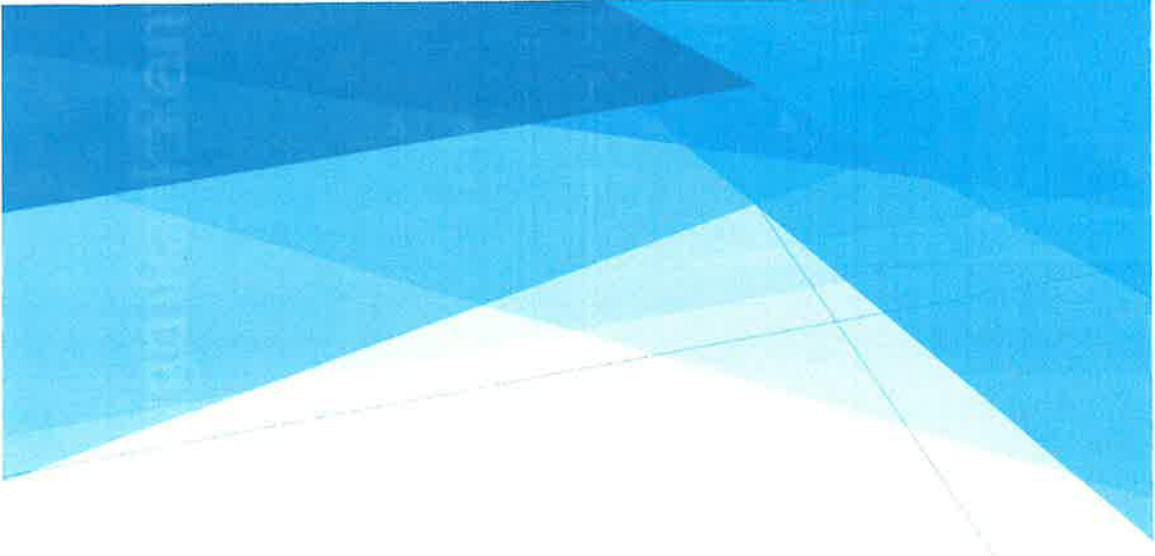
Rentals through Parks and Recreation

- ▶ Call Parks and Recreation and fill out application
- ▶ Disputanta Community Building
 - ❑ For County residents
 - ❑ \$25/hour and \$100 security deposit
- ▶ Old North Elementary
 - ❑ Free for County residents
- ▶ Scott Park/Temple Park Pavilion
 - ❑ Free for County residents
 - ❑ \$80 for non-residents
 - ❑ Dawn to 3:00 pm or 3:00 pm to dusk



Rentals through Fire and EMS

- ▶ Call Fire & EMS to reserve
- ▶ Central Wellness Training Rooms are available for rent
- ▶ Rentals are free
- ▶ Rented to the following:
 - ❑ Fire & EMS and Police Department
 - ❑ Local Emergency Planning Committee
 - ❑ CPR and First Aid classes



Rentals requiring Board approval

- ▶ The County Attorney drafts the lease.
- ▶ All leases require Board approval after a public hearing in accordance with Virginia Code
- ▶ Burrowsville School
 - Five year lease to Friends of Burrowsville School for a fee of \$1
- ▶ The following organizations rent a room in the Central Wellness Center for no fee on an annual basis
 - American Legion
 - Prince George Rotary
 - Wrestling
 - Food Bank
 - Womens Club of Prince George
 - Fraternal Order of Police
 - Eastern Star and Masonic Lodge
 - CERT

School Board Rentals


- ▶ School related groups and the School Board are given priority in the use of school facilities.
- ▶ Application by other groups will be taken on a first come, first serve basis.
- ▶ In order to insure that School Board facilities are available to the greatest number of people, no reservations for the use of school areas may be made more than six months in advance.
- ▶ Other than activities sponsored by School-related organizations or school groups; e.g. PTA, Boosters, Athletic Teams, Choral, Band, School Clubs, etc., or School Board, no series of meetings or engagements will be allowed to use the facilities without special authorization by the Superintendent or designee.
- ▶ The school facility may not be used for profit-making activities of any individual or entity without the approval of the School Board.

Fees for School Board Rentals

- ▶ Operational expenses such as heating, cooling, lights, water, custodial fees and other costs make it necessary to charge a nominal fee for non-school use of these facilities.
- ▶ Operation usage fees, custodial, and food service fees shall be charged for use of a school area by an individual group as authorized by the School Board.
- ▶ The purpose of the fees is to restrict expenditure of educational funds to educationally related uses.
- ▶ Usage fees shall be required of all individuals and groups using school areas, except PTAs, lay advisory committees or community councils and groups created for the sole purpose of supporting Prince George Schools.



Additional Requirements from School Board

- ▶ The person signing the application and the organization, which he represents, shall be held financially responsible for any damages to the building, its furniture, and equipment during the period of use.
 - ▶ The group to whom the facilities is rented shall hold the school and the School Board harmless for any damage or claims arising from the action of the permit holder, his/her employees or agents, or patrons while the facility is in use.
 - ▶ A certificate of insurance naming Prince George County Public Schools as an additional insured must accompany the application.
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Application Process

- ▶ Application to use a school facility must be completed and submitted to the Superintendent, or designee, at least twenty (20) days prior to the anticipated use of the facility.
- ▶ Custodial fee, if any, and operational charges must be submitted within ten (10) days to the Director of Finance.
- ▶ No facility may be considered as reserved until the Superintendent, or designee, has approved the written application, and the application has been issued to the applicant.
- ▶ The application form for the use of a school facility for a meeting or activity shall provide a full statement of the purpose and type of meeting or program for which permission to use the school building is being sought. This statement shall include information concerning the sponsor or sponsors, the content of the program, information as to whether the meeting or activity is to be advertised, and a statement concerning how any financial proceeds are to be distributed.

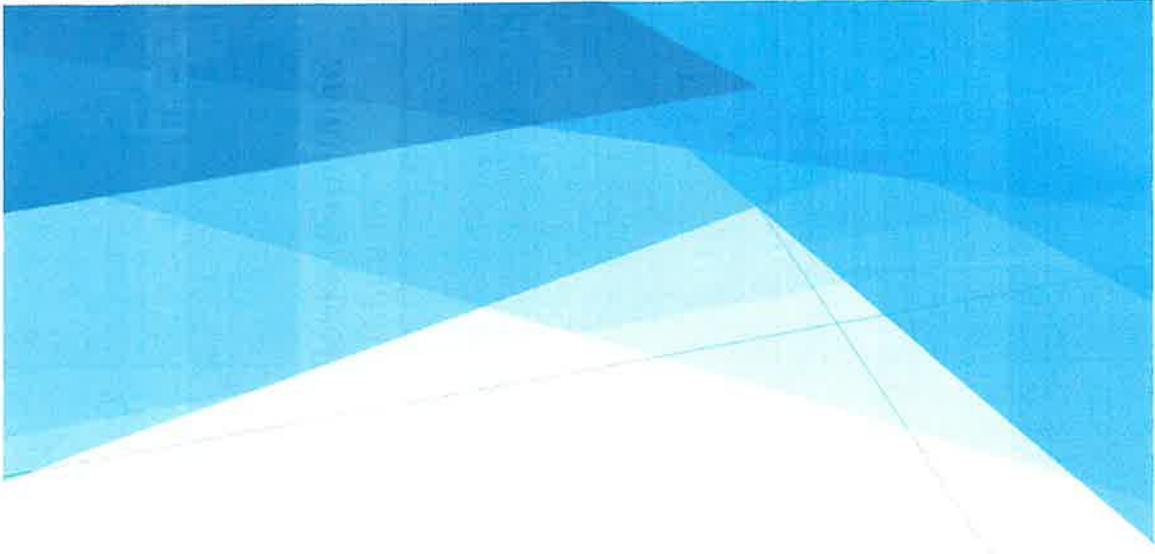
Requirements for the Room Use

- ▶ The organization using the facility will be expected to leave the facility ready for services the next day. Custodial services do not include transporting equipment or supplies, arrangement of any special furniture or equipment, or supervision of activities or crowds.
- ▶ Only school furniture provided for a particular facility may be used. Any rearrangement of school furniture must be done by the group using the building, but only after securing the permission of the school principal.
- ▶ Occupancy is limited to the number of persons, seat for seat, that the facility is designed to accommodate and as posted.
- ▶ Staging or decorations must be done so as not to deface of damage any property, and must be pre-approved by the school principal.

Fees Charged

Area	Hourly Rate (3 hr. Minimum)	Each Additional Hour
Library or Classroom	\$50	\$25
Cafeteria	\$100	\$35
Auditorium/Gym (HS)	\$300	\$100
Open Commons	\$100	\$35
Gym/Multipurpose	\$150	\$50
Athletic field/parking lot	\$30	\$10
Athletic field with lighting	\$100	\$35
Custodial Fees	Contracted Rate	Contracted Rate
Building/Grounds	Vendor Fee	\$50 per event

QUESTIONS?



PRINCE GEORGE COUNTY PUBLIC SCHOOLS

Office of the Superintendent
6410 Courts Drive, P. O. Box 400
Prince George, VA 23875

APPLICATION FOR THE USE OF SCHOOL FACILITIES

This application to use the school facility must be completed and submitted to the superintendent **at least 20 days prior to the anticipated use of the facility.** The applicant should read the **Prince George County School Board Rules and Regulations**, which accompany this application before submitting it to the Prince George School Board Office. All custodial personnel fees (if any) and operational charges must be submitted with the application. Make checks payable to the school where the activity is to occur. In the event that the request to use a school facility is denied, the check will be returned to the applicant. There is no insurance coverage for accidents or for the acts of omissions of person not employed by Prince George County School Board. Therefore, your organization must provide a **Certificate of Insurance** to cover those participating in your activity. For information or assistance concerning the use of school facilities, please contact the Director of Operations, at 733-2700.

Insurance Information: I have read the **Prince George County School Board Rules and Regulations** and agree to be responsible for any damage to the BUILDING, GROUND AND/OR EQUIPMENT. A **Certificate of Insurance** will be required for the use of facilities, naming Prince George County Public Schools as an additional insured. The **Certificate of Insurance** must bear a minimum of **one-million dollars liability coverage**, unless otherwise requested.

APPLICANT IS TO COMPLETE ALL ITEMS. TYPE OR PRINT (Please print clearly)

**Please attach schedule/flyer for events*

Community Event _____

In-House Event _____

Date application completed/submitted: _____

Is this organization an IRS recognized not-for-profit organization? ☐ Yes ☐ No

Is the copy of the IRS Non-Profit Certificate Provided? ☐ Yes ☐ No

Name of Applicant: _____

Organization Federal ID# _____

Easiest number to contact (day): _____

Name of Organization: _____

Mailing Address of Applicant: _____

School Facility	Elementary Schools:	DA Harrison _____	North _____	South _____	WA Walton _____
Requested:	LL Beazley _____				
	Secondary Schools:	NBC JHS _____	JEJ MMS _____	PGEC _____	
	PGHS _____				

Specify the Area to be used: _____
☐ Indoor (classroom, library, auditorium, gym/multipurpose room, commons, lighting/sound system, cafeteria, cafeteria personnel, heat/AC, etc.)
☐ Outdoor (athletic field with/without lighting/sound system, parking lot, custodial clean-up, other buildings/grounds, etc.)

Describe in full the nature of the program to be conducted: _____

Total Number of People: _____ Amount of Admission to the Event: _____ Actual length of performance _____

Date(s) to be used: _____ Profits will be used for: _____ Actual time event will begin _____

Hours facility is to be used: _____ Total Number of hours that a custodian will be needed: _____
 (including set up and clean up)

Is Police Security needed for this event: Yes ☐ No ☐ (The organization is required to secure and pay for their own security for the event.)

Name of the Insurance Company: _____

Address of Insurance Company: _____

Name of Insurance Agent: _____ Policy #: _____

Phone# in case of liability issue: _____ Email: _____

Upon approval of the application, you will be contacted to discuss the rental fee(s). The application, payment, and certificate of insurance must be received prior to the activity for usage. All requests must be confirmed in writing on this form. **PLEASE ALLOW THREE WEEKS FOR PROCESSING FROM THE DATE THE APPLICATION IS RECEIVED.** Any changes to the application must be done in writing, submitted to the school principal, and immediately shared with the Office of the Superintendent.

TO BE COMPLETED BY THE SCHOOL/FACILITY OFFICE STAFF FOR SBO PURPOSES ONLY*(For school-based activities only): Any special equipment/technology needed for the event? (Explain)*

Name of the Custodian(s) assigned to the event: _____		SBO USE ONLY Reg/OT pay \$ _____
(if more than 2 custodians, attach information to this form) _____		Reg/OT pay \$ _____
Custodian(s) assigned are confirmed for overtime, if necessary: Yes <input type="checkbox"/> No <input type="checkbox"/>	Total costs per hour \$ _____	
Approval signatures (from PGHS only):		
____ Theatre Instructor (for auditorium)	____ Secretary's Signature prior to Application Approval	____ Date of Approval
____ Athletic Director (for gym/outdoor facilities)		
____ Recommended by the School Administration for Approval		____ Not Recommended by the School Administration for Approval
____ School Principal's Signature		____ Date of Approval

-SCHOOL BOARD OFFICE USE ONLY-**SUPERINTENDENT/DESIGNEE TO COMPLETE**

The facilities requested above are available on the date(s) requested: Yes ☐ No ☐

School Food Service charges are to be assessed: Yes ☐ No ☐

Total Hours confirmed for job completion: _____ hours (x) required estimated Custodial Personnel Fees: \$ _____

Required Operations Fees for Specific Areas to be Used: \$ _____

Total Estimated Costs to be remitted by the applicant prior to the event: \$ _____

Comments: _____

_____ Total Paid	_____ Check No.	_____ Date Received
_____ Superintendent/Designee's Signature for Application Approval		_____ Date of Approval

APPLICATION:SBO APPROVED _____
SBO NOT APPROVED _____**EXTENSION OF TIME NEEDED FOR:**Air Conditioning _____
Heat _____cc from SBO: C&M Administrative Secretary (front & back page /all), Clerk of the School Board (all), and facility to be used (all)
cc from PGHS: applicant (front page only) and custodian (all)**Please forward your Health Mitigation Plan for this event to Michelle Grate.**

Adopted: August 8, 2005

Revised: December 14, 2009; December 13, 2010; February 20, 2020

COMMUNITY USE OF SCHOOL FACILITIES

General Policy

School facilities, including buildings and grounds, are designed and constructed for the primary purpose of supporting educational programs of the school system. The Prince George County School Board encourages the use of these facilities by the public when such use does not inhibit the basic purpose of the educational program. School related groups and the School Board shall be given priority in the use of school facilities. Application by other groups will be taken on a first come, first serve basis. Operational charges and custodial fees for the use of these facilities are not for the purpose of generating revenue, but are to restrict expenditure of educational funds to educationally related uses. Operational expenses such as heating, cooling, lights, water, custodial fees and other costs make it necessary to charge a nominal fee for non-school use of these facilities. For purposes of this policy, operational and custodial fees are effective Monday through Friday before 7:00 A.M. and after 4:30 P.M., and all day Saturday, Sunday and holidays.

Operation usage fees, custodial, and food service fees shall be charged for use of a school area by an individual group as authorized by the School Board. Usage fees shall be required of all individuals and groups using school areas, except PTAs, lay advisory committees or community councils and groups created for the sole purpose of supporting Prince George Schools.

All publicity (e.g., posters, brochures, throw-aways, radio or television announcements) must carry the name of the individual group sponsoring the event. The school or School Board may not be identified as a sponsor.

Neither the names nor addresses of schools may be used as the official address or headquarters of an organization.

The fact that a group is permitted to meet at a school facility does not in any way constitute an endorsement of the group's policies or beliefs by the School Board.

If the school is closed on the day of an event or a Friday preceding a weekend event because of snow or other emergency conditions, all scheduled events will be canceled.

Frequency of Use

In order to insure that School Board facilities are available to the greatest number of people, **no reservations for the use of school areas may be made more than six months in advance.**

Responsibility

Prince George County School Board assumes no responsibility for property brought on the premises by a using organization, its members or guest, or for lost or stolen items. The Prince George County School Board also assumes no responsibility for injuries or illness sustained and/or contracted on the premises. The person signing the application and the organization, which he represents, shall be held financially responsible for any damages to the building, its furniture, and equipment during the period of use. The group to whom the facilities is rented shall hold the school and the School Board harmless for any damage or claims arising from the action of the permit holder, his/her employees or agents, or patrons while the facility is in use. The School Board reserves the right to revoke or deny approval to any individual or organization that does not comply with policies and regulations governing the use of the facilities. A certificate of insurance naming Prince George County Public Schools as an additional insured must accompany the application.

RULES AND REGULATIONS PERTAINING TO THE USE OF SCHOOL FACILITIES

1. Application to use a school facility must be completed and submitted to the Superintendent, or designee, at least twenty (20) days prior to the anticipated use of the facility. All copies of the "Application for Use of School Facilities" form MUST be submitted. Copies will be mailed to the appropriate persons after processing. The Superintendent, or designee, has the right to approve or disapprove, at any time, any application for the use of school facilities.
2. Custodial fee, if any, and operational charges must be submitted within ten (10) days to the Director of Finance. Checks are to be made payable to the school where the activity occurred. Custodial fees or operational fees will not be charged during normal school work hours.
3. The person signing the application and the organization will be held financially responsible for any damage to the building, furniture or equipment.
4. No facility may be considered as reserved until the Superintendent, or designee, has approved the written application, and the application has been issued to the applicant.
5. The application form for the use of a school facility for a meeting or activity shall provide a full statement of the purpose and type of meeting or program for which permission to use the school building is being sought. This statement shall include information concerning the sponsor or sponsors, the content of the program, information as to whether the meeting or activity is to be advertised, and a statement concerning how any financial proceeds are to be distributed.

6. Other than activities sponsored by School-related organizations or school groups; e.g. PTA, Boosters, Athletic Teams, Choral, Band, School Clubs, etc., or School Board, no series of meetings or engagements will be allowed to use the facilities without special authorization by the Superintendent or designee.
7. **The school facility may not be used for profit-making activities of any individual or entity without the approval of the School Board.**
8. The organization using the facility will be expected to leave the facility ready for services the next day. Custodial services do not include transporting equipment or supplies, arrangement of any special furniture or equipment, or supervision of activities or crowds.
9. **Cafeteria kitchens may not be used unless the cafeteria manager, or his/her representative, is on duty.**
10. Only school furniture provided for a particular facility may be used. Any rearrangement of school furniture must be done by the group using the building, but only after securing the permission of the school principal.
11. Smoking is not permitted in any part of the school building or on school grounds. No alcoholic beverages shall be permitted in the school building, or on school grounds. Possession or use of weapons is prohibited. Violators will be reported to the proper authorities.
12. Occupancy is limited to the number of persons, seat for seat, that the facility is designed to accommodate and as posted.
13. Staging or decorations must be done so as not to deface or damage any property, and must be pre-approved by the school principal.
14. Gymnasium shoes are to be worn by persons using the gymnasium floor. No shoes that make black marks will be allowed. Only school groups may use the facilities for a dance.
15. All organizations using school facilities shall be required to employ police officers for crowd control when deemed necessary by the superintendent or school principal.

PERSONNEL SERVICE FEES

A charge for the services of custodial and/or cafeteria personnel will be made if such personnel would not otherwise be on duty. Such employees will be compensated at the rate of \$25.00 per hour.

The using organization will be billed for any overtime costs in excess of the estimated amount.

OPERATIONAL CHARGES FOR USE/RENTAL OF SCHOOL FACILITIES

Fees for operational use of buildings, grounds, facilities, custodial, security and food service fees are established to defray building operation costs and are effective July 1, 2005, as follows:

AREA	HOURLY RATE BELOW (3 Hour Minimum Required)	EACH ADDITIONAL HOUR OR FRACTION THEREOF
Library or Classroom	\$50	\$25/hour
Cafeteria	\$100	\$35/hour
Auditorium/High School Gym	\$300	\$100/hour
Open Commons	\$100	\$35/hour
Gym/Multipurpose (other than high school)	\$150	\$50/hour
Athletic Field/Parking Lot	\$30	\$10/hour
Athletic Field With Lighting	\$100	\$35/hour
Student Lighting/Sound	Contracted Rate	Contracted Rate
Custodial Personnel Fees*	Contracted Rate	Contracted Rate
Cafeteria Personnel	Contracted Rate	Contracted Rate
Building/Grounds**	Vendor Fee (non-school)	\$50 per event

*Custodial charges will include 30 minutes before and 30 minutes after the scheduled event, with a 3-hour minimum.

**Vendor fee written to school for inclusion in General Account Fund

***Fees by Prince George Parks and Recreation and other Prince George County Departments may be waived by the Prince George School Board.

Adopted: August 8, 2005

Revised: December 14, 2009; February 20, 2020