

COMMUNITY USE OF SCHOOL FACILITIES

A. Application and Approval Procedures

An application (Form KG-F) to rent, or use, any area or facility under school board control, shall be submitted to the building principal or designee by an official representative of the institution, agency or organization concerned.

The Principal, or his/her designee, may approve the application upon ascertaining that there is no conflict, and that the purposes for which the area or facility is to be used are within the policies of the school board.

B. Rules and Conditions

1. Supervision

In order to protect the interests of the school board when school buildings and facilities are rented, or being used by non-rental fee paying organizations or groups, the superintendent or his designee, may require that the lessee, or user, employ a responsible school board employee, familiar with the particular school building and its facilities, to supervise the area during the rental, or use, and be responsible for school-owned equipment.

As part of the rental fee, one responsible full-time employee of the school division shall be designated to open and close the building and remain on duty while the building or premises is occupied by the lessee, or user. If the service of more than one custodial employee is required, there will be an additional charge payable by the lessor, or user.

2. Liability

Neither the school board nor any school personnel shall be liable for injury to person or persons present or for damage to property of persons in attendance resulting from this rental. Lessee obligates itself:

- a. To make good any loss sustained by the lessor as a result of or in connection with the rental.
- b. To maintain order and decorum in the building or premises.
- c. To prevent tobacco use on the premises.
- d. To prohibit the consumption of alcoholic beverages on the premises.
- e. To use only regular driveways in transporting persons, equipment, and supplies to and from the building.

C. Fees

Rental fees, as presented on application form KG-F, shall be established and adopted by the school board for the use of school areas and facilities where applicable. These fees cover operational items such as utilities, custodial services, supervision, and normal wear-and-tear on buildings and facilities.

Qualifying governmental agencies, school support groups, and other groups offering clear benefit to the school or its students may use school facilities without a rental fee with the approval of the building principal. There may be an occasion, however, when the services of additional custodial personnel are required, and a fee for these added services will be charged to the user.

D. Concessions on School Property

Outside groups may be permitted to use the athletic field concession stands. Approval by the principal of such requests shall be contingent upon the group's abiding by school board policies, paying the appropriate fees, and submitting application form KG-F.

E. Use of School Grounds

The operation of powered vehicles not licensed by the Virginia Division of Motor Vehicles, or otherwise licensed in compliance with Virginia laws, shall be prohibited on school grounds.

The operation of licensed motor vehicles on school grounds shall be restricted to the paved roads and parking lots.

Dogs, or other domestic animals, and the unauthorized riding of horses shall not be permitted on school property.

Adopted: November 17, 1997

Amended: March 18, 2002

3/02 ACPS

ALLEGHANY COUNTY PUBLIC SCHOOLS