

RAPPAHANNOCK COUNTY PUBLIC SCHOOLS

File: KG-F1

Use of Facilities Application

School or Field or Lights Requested:

Rappahannock County Elementary School
RCES Athletic Fields (Please specify)
Rappahannock County High School
RCHS Athletic Fields (Please specify)
Baseball or Softball Field on County property behind RCES-After Spring Athletic Season (Please specify)
Lights on Athletic Fields (Please see back of this form.)

Application Date
Specific Area in School: Auditorium Auxiliary Gym, Cafeteria Gymnasium, Classroom

Date Facility Will Be Used
Day: Mon. Tues. Wed. Thurs. Fri. Sat. Sun. (Circle One) Hours Used

Name of Group requesting use of facilities:
Nature and purpose of activity:
Is this a non-profit organization/individual?
Estimated number attending:
Person in charge:
Address:
Telephone Number:

Signature:

NOTE: The person designated as being in charge of the activity shall be the official spokesman for the group or organization in all matters pertaining to use of school property.

Rules/Understandings:

- 1. School groups have priority for use of facilities.
2. Organization/individual must be non-profit.
3. No modifications can be made to school facilities, including athletic fields, without prior approval.
4. Children must be properly supervised.
5. Smoking is prohibited at all times inside or outside any RCPS building on any RCPS property.
6. The possession, use, or distribution of alcoholic beverages or illegal drugs in or upon school property is prohibited at all times.
7. Cafeteria tables may not be moved. Only custodians or qualified school personnel may move cafeteria tables. Cafeteria personnel must be present if kitchen facilities are used.
8. The group will be responsible for vandalism and/or items reported missing from the school.
9. If a space is reserved and not used, the Building Administrator must be notified within 24 hours of the scheduled event. A cancellation fee may be assessed if preparation was required.
10. Groups or organizations may not use school property until after 3:30 p.m. on a regular school day.
11. Refreshments may not be served in places other than the cafeteria except by special permission of the principal.
12. A staff member must be present during all indoor activities, except Government Groups.
13. Groups must arrive and depart on schedule.
14. Groups are responsible for picking up any trash on athletic fields after their activity.
15. Groups using Softball and Baseball fields must bring their own drinking water. Water at site is for use for field maintenance only.
16. The principal will be notified immediately of any damage or other problems encountered.
17. The School Board reserves the right to make any rules deemed reasonable and necessary for proper protection of school property.
18. The principal may require a group to provide law enforcement supervision.

NOTE: Necessity for custodial services will be determined by the building principal. The School Board reserves the right to waive or adjust fees at its discretion. The right to revoke a permit at any time is reserved by school authorities.

Please see fee schedule on back of this form.

Fees payable: Use of facilities, Custodial services, Lights, Other, Total Fees Due

Action on request by School Officials
Request: Approved, Denied
School Official:
Date:

Note: For use of any Athletic Field, this form should be submitted to the high school Athletic Director. Please submit all other requests to the appropriate school office.

Fee schedule is on the back of this application.

## Use of Facilities Fee Schedule

Location	Organization	Charge	Supervision Required
<p>RCHS Gymnasium, or Auditorium, or RCES Multipurpose Room, Or Classrooms, or Library, or Kitchen, or Cafeteria</p>	<p>Type I: School Groups, including PTO, Education Foundation, Virginia Public Education Institutions, Booster Organizations; Government Groups, and Fire/Rescue Squads</p>	<p>\$0</p>	<p>School Personnel As stated on the front of this form, a cafeteria staff member who holds a Serv-Safe certificate must be present if the kitchen is used. Cafeteria employees must be paid directly by the organization.</p>
<p>RCHS Gymnasium, or Auditorium, or RCES Multipurpose Room, Or Classrooms, or Library, or Kitchen, or Cafeteria</p>	<p>Type II Organizations: Scouts, 4H, and Youth Sports Organizations</p>	<p>\$0 for use of school facilities by these groups on days school is in session. \$50 / hour (\$25 cleaning, \$25 supervision for use of buildings on days school is not in session. These fees will be waived if a full-time salaried school employee from that building is willing to volunteer to supervise and clean the facilities. Full-time Custodians and Cafeteria personnel may not volunteer.</p>	<p>School Personnel Only cafeteria employees may supervise kitchen. As stated on the front of this form, a cafeteria staff member who holds a Serv-Safe certificate must be present if the kitchen is used. Cafeteria employees must be paid directly by the organization.</p>
<p>RCHS Gymnasium, or Auditorium, or RCES Multipurpose Room, Or Classrooms, or Library, or Kitchen, or Cafeteria</p>	<p>Type III Organizations: Community groups, including church groups, educational adult programs and individuals.</p>	<p>\$100/ hour. This includes \$25 for cleaning, \$25 for supervision, and \$50 for rental (Rental fees include use of equipment, a/c, heat, electricity, etc.)</p>	<p>As stated on the front of this form, a cafeteria staff member who holds a Serv-Safe certificate must be present if the kitchen is used. Cafeteria employees must be paid directly by the organization. Custodial Staff to close as needed.</p>
<p>Ball Fields</p>	<p>Type I, II, and III Type I Type II/III Organizations  NOTE: Use of ball field lights by non-school groups will be discouraged and considered on a case-by-case basis.</p>	<p>\$0 if no lighting required \$0 if lighting is required \$25/hour if lighting is required</p>	<p>No supervision required. Scheduling of field use is required.</p>

Approved: September 15, 1988

Revised: June 8, 1999, March 23, 2004, June 14, 2005 (eff.7/1/05), January 9, 2007 (eff.7/1/07), Nov. 11, 2008, June 12, 2012, July 21, 2015