

NORTHAMPTON COUNTY PUBLIC SCHOOLS

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NCPS Facility Use Packet

All Users Shall Observe The Following Regulations

1. User shall submit this request to the Principal two weeks prior to intended use.
2. User shall be responsible for all damage or loss of property. Only those facilities specified in the request may be used.
3. Additional fees will be charged for the use of buildings or facilities beyond the time approved.
4. Users shall conform to policies and regulations established by the School Board and the representatives thereof.
5. No alcoholic beverages may be carried or consumed on NCPS property.
6. Smoking or the use of tobacco products is prohibited on NCPS property.
7. A representative(s) [i.e. custodian(s)] of the school division may be required during use of all facilities at the discretion of the Superintendent or his designee. The cost of such representative, if required, shall be the responsibility of the user and shall not be waived.
8. User shall provide a Certificate of Insurability in in the amount of \$100,000/\$300,000 with NCPS being named as additional insured for each date of usage.
10. Use of a cafeteria for the preparation and/or serving of food requires staffing by NCPS Cafeteria employees and shall be approved and paid for through the Food Service Department. The cost of such Cafeteria employee, if required, shall be the responsibility of the user and shall not be waived.
11. User agrees to Hold Harmless and Indemnify NCPS with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to School Board property for which the School Board is liable.
12. User agrees that activities will be orderly and lawful and not of a nature to incite others to disorder, and to maintain supervision and containment of the participants/event to the contracted area.
13. User agrees to conform with the Civil Rights Compliance Act as well as avoiding any activity which would violate local, state, or federal laws.
14. The sale of merchandise, food, and beverages by a non-school group must be approved in advance by the building principal.
15. No pets are permitted on school premises, with the exception of "service" animals.
16. Written notice of a cancellation must be received by Building Principal at least five (5) working days prior to the scheduled use or building use fees may still apply

A REQUEST MAY BE DENIED WHEN PREVIOUS USAGE WAS UNSATISFACTORY, THE ACCOUNT IS DELINQUENT, THE ACTIVITY IS ESSENTIALLY A PRIVATE GATHERING OR DANCE, IT IS JUDGED NOT TO BE IN THE BEST INTEREST OF THE SCHOOL AND COMMUNITY OR WOULD RESULT IN AN UNACCEPTABLE RISK.

NOTE:

1. WHEN SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER, ALL FACILITY USE IS CANCELLED. USERS ARE RESPONSIBLE FOR NOTIFYING THEIR MEMBERSHIPS OF CANCELLATIONS.
2. IN ADDITION, SCHOOLS TYPICALLY WILL NOT BE AVAILABLE FOR RENTAL DURING OFFICIAL SCHOOL HOLIDAYS.

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FACILITY USE FEES

Request for use of NCPS Facilities should be submitted at least two weeks prior to intended use in order to obtain the necessary approvals.

<u>ALL SCHOOLS</u>	Governmental Entities (County Extension Office, Parks & Recreation, etc.)	Non-Governmental Entities* (Boy/Girl Scouts, Church Groups, etc.)	NCPS Employees* & Employee-Affiliated Entities
	<i>FEE:</i>	<i>FEE:</i>	<i>FEE:</i>
Base Fee for Facility Use (see list below)	Waived	\$250.00 each use	\$150.00 each use
Cafeteria (Kitchen) Services	~Use of NCPS kitchen facilities will only be permitted when staffed entirely by NCPS Cafeteria employees (see rate below). ~A \$20.00 LP gas use charge shall apply for each 2 hour period.		
Cafeteria/ Custodial Labor	\$30.00 per hour <i>(Includes allowance for overtime and applicable taxes. Charged in quarter hour increments)</i> ~Billable time applies when facilities/grounds are used outside of normal working hours and includes opening and closing the premises as well as set-up and clean-up, if necessary. ~Use of interior spaces also requires NCPS staff in attendance during the entire event, which is billable as well.		

***Please note:** Any non-Government group must submit proof of liability insurance and payment of fees with their Request for Use of Facility form.

****Facilities available:** Auditorium, Gym, Media Center, Classrooms, Cafeteria, Outside Grounds.
 (Location MUST be specified on Request for Use of Facility form.)

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Revised 9/15

REQUEST FOR USE OF FACILITY

Application is hereby made for the use of _____ for the following
(Name of Facility/Location in Facility)

date(s) _____ between the hours of _____ and _____. I am a citizen of

Northampton County, Va., and represent _____ in the capacity of _____.

The property will be used for _____.

An admission fee: will ☐ will not ☐ be charged. The public will ☐ will not ☐ be admitted.

Name of Applicant: _____ Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: (____) _____

I hereby agree to observe and enforce all rules and regulations of the School Board governing the use of public school property. I agree to protect, indemnify and save harmless the School Board of the County of Northampton, its officers, and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises. I further agree to carry liability insurance in the amount of \$100,000/\$300,000 and evidence of such coverage shall accompany the application, and the School Board of the County of Northampton shall be named as an additional insured. I enclosed a check for \$_____ covering the basic building use charge. I understand that I will be made aware of any applicable charges for additional services, such as custodial labor for use of facility outside of normal operating hours, and that I will be invoiced based on the fee schedule approved by the School Board for such services. Furthermore, I agree to pay the fee for any such charges for additional services upon receipt of an invoice. I understand that charges for additional services shall not be waived.

Signature of Applicant

NOTARY INFORMATION

Name of Notary: _____ Phone: (____) _____

I, _____, a Notary Public in and for the jurisdiction of aforesaid hereby

certify that _____, whose name as _____ of _____

Lessee, is signed to the foregoing application, dated _____, has acknowledged to the same before me and on oath stated that

he/she is hereunto duly authorized to act in its name and behalf, in my said jurisdiction. Given under

My hand and seal this _____ day of _____.

My commission expires _____.

Notary Public

All required documentation has been received. In addition, dates have been checked and the facility is available as requested.

(Principal) (Date)

☐ APPROVED ☐ DENIED Remarks: _____

(Director of Operations) (Date)

☐ APPROVED ☐ DENIED Remarks: _____

(Superintendent) (Date)

☐ APPROVED ☐ DENIED Remarks: _____

Applicable Fees: ☐ Cafeteria Staffing (Estimated hrs: ____) ☐ LP Gas (Estimated hrs: ____) ☐ Custodial Staffing (Estimated hrs: ____)