

APPLICATION FOR BUILDING/FACILITIES/FIELD USE

Date of Application: _____ Name of Requesting Organization: _____

School Building: _____ Rooms/Space/Field to be Used: _____

Dates of Use: _____ Times: _____ AM or PM Until: _____ AM or PM Field Lights?
Yes or No

Purpose of Request: _____

Will public be admitted? Yes or No

Will there be a charge to enter? Yes or No

Do you need audiovisual equipment (i.e. microphone, projector)? Yes or No

If yes, please explain what is needed: _____

Will you need access to the kitchen area? Yes or No

If yes, please explain what is needed: _____

***Note:** The applicant agrees to meet and follow all conditions, regulations, guidelines and policies applicable to the facility rental and as established by the School Board, a copy of which is attached to this application and incorporated by Reference. The applicant agrees to assume responsibilities for both damage to school property and injury to any person associated with the applicant's use of the rented facilities pursuant to this agreement. The applicant agrees to defend, indemnify and hold harmless the School Board for any injury to property or person associated with the applicant's use of the rented facility pursuant to this agreement.*

Signature of Applicant: _____

Printed Name: _____ Title/Position: _____

Address: _____

Phone Number (Home): _____ (Cell): _____ (Business): _____

E-mail: _____

Please return the form to the building principal.

Office Use Only

Employee Fee: \$30/hour x _____ hours = \$_____ Employee

Name: _____

Café Staff Fee: \$30/hour x _____ hours = \$_____ Employee

Name: _____

Admin/Tech Fee: \$45/hour x _____ hours = \$_____ Employee

Name: _____

Approval of Principal: _____ Date: _____

Approval of Supt. Designee: _____ Date: _____

Approval of Sup. Nutritional Services: _____ Date: _____
(If applicable)

BUILDING/FACILITIES/FIELD USE POLICY KG

1. All requests must be submitted in writing on the building/facilities use form.
2. Applications must be made at least ten (10) days prior to requested use of the building/facilities.
3. Proper conduct and behavior by participants and spectators shall be the responsibility of representatives of the requesting organization/individual.
4. Violations could result in building/facilities use being denied in the future.
5. The applicant agrees to assume responsibility for both damage to school property and injury to any person associated with the applicant's use of the building/facility pursuant to this agreement. The applicant agrees to defend, indemnify and hold harmless the School Board for any injury to property or person associated with the applicant's use of the building/facility pursuant to this agreement.
6. No tobacco products in the building, or any PCPS grounds, at any time.
7. Use of the locker rooms and shower facilities will not be allowed unless special arrangements are made with the principal.
8. Activities shall be completed no later than 10:00 p.m.
9. All activities must be supervised and monitored by a Page County Public School employee. An employee will be assigned to open, close and supervise any activity. A fee of \$30.00 per hour will be charged. There will be an additional fee of \$45.00 per hour for use of the high school auditoriums for a lighting and sound technician.
10. If the food preparation equipment is needed, the Food Service Director will assign a manager or cafeteria worker to supervise the kitchen. If a manager or cafeteria worker is assigned, an additional hourly fee of \$30.00 per hour will be charged.
11. All fees are to be paid before the use of the facility using the attached building use fee schedule. Checks should be made out and given to the school to be used.
12. In the event of schools being closed due to inclement weather, all activities in the building are canceled unless permission is granted to use the building by the Superintendent or his designee. Decisions to open buildings later in the day that schools are closed will not be made until 1:00 p.m.
13. On days schools are scheduled to be closed by the school calendar, the principal has sole discretion to open the building to outside organizations.
14. Page County Public School activities have precedence over all other outside activities. Building/facilities requests will be honored in the following order:
 - a. Page County Public School related activities
 - b. Organized county/town recreation department activities
 - c. Non-school/recreation department activities

Baseball and Softball Field Use Guidelines

1. All requests must be submitted in writing on the baseball field application form.
2. Applications must be made at least ten days prior to using the field.
3. Proper conduct and behavior by participants and spectators shall be the responsibility of the representatives of the requesting organization.
4. No alcoholic beverages are allowed on the premises at any time.
5. Facilities will be available on Sunday after 1:00 pm.
6. Damages will be the responsibility of the applicant.
7. In case of rain, the field should not be used. If there are questions about this, the School Athletic Director, Director of Support Services, will have final say on the playability of the field.
8. Violations will result in baseball field use being denied in the future.
9. Smoking is not allowed on any of PCPS properties or grounds.
10. School activities will take precedence over other outside activities.
11. Approved applicants will be solely responsible for providing adult supervision of both the rented facility and of all activities that take place pursuant to the rental of the facility.
12. The applicant is solely responsible for any damage to property or persons that occurs in/on the facility while rented by the applicant.
13. Fees are as follows:
 - a. Page County High School: \$25.00 per hour that the lights are on.
 - b. Luray High School: \$25.00 per hour that the lights are on.
 - c. Light fees should be paid in advance to the School. Checks should be made payable to Page County Public Schools.

POLICY FOR LONG-TERM USE OF ATHLETIC FIELDS BY FOR-PROFIT ORGANIZATIONS

Any for-profit organizations who want to use athletic fields are to make an application on the Page County Schools Application for Use of Facilities form. The superintendent will submit applications for consideration by the School Board. These regulations will be provided to organizations making requests and will be attached to the application. County / Town youth recreation departments will be exempt from following this policy.

If the School Board grants approval for long-term use of athletic fields, the organization will be required to sign an agreement which will include the following conditions for use:

1. Organization will be required to provide a Surety Bond in the amount of \$10,000 when the agreement is signed.
2. Organization must provide a deposit of \$500.00 towards payment of actual electrical charges for use of field lights or appliances in the concession areas. Interim and final bills for electrical use must be paid within 30 days of the mailing date of the statement.
3. The School Board must approve any structural or field modifications in advance.
4. No changes may be made to field signage. However, temporary signage may be erected as long as it does not cover existing signs and must be limited to signage inside the actual playing field.
5. Organizations must make adequate provisions for clean portable restrooms and removal of garbage.
6. Organization must provide all field maintenance including, but not limited to, watering the grass, mowing, and weed eating along fence lines. Fuel must be provided by the Organization. The field must be maintained and left in equal or better condition than when the agreement was signed. This includes the general appearance of off-field spectator, concession, and parking areas.
7. Organization agrees to defend, indemnify and hold harmless the School Board for any property damage or injuries to participants or spectators and Organization agrees to provide the School Board with evidence that the Organization is insured under a liability insurance policy that provides coverage for property damage and personal injury with minimum coverage limits of \$1,000,000.
8. Fields will not be available for long-term use by any organizations until the high school athletic seasons, including playoffs are completed.
9. The organization may not use the facility for purposes other than those approved by the Board; and may not allow other organizations to use the facility (exception: regular and playoff league games).
10. For-profit organizations must work cooperatively with any non-profit group approved by the Board to use the field and report any suspected abuse of the facilities by such a group to the Director of Support Services / designee at the School Board Office.
11. Organization is solely responsible for any damage to property or person that occurs in/on facility while rented by the Organization.
12. Organization will be solely responsible for providing adult supervision of both the rented facility and of all activities that take place pursuant to the rental of the facility.
13. If the Organization fails to meet one or more of the above conditions, the agreement may be terminated upon 5 working days written notice to the Organization. If this occurs, future applications for use will be denied.
14. The Board will review this policy annually at the end of the league season.