



PAGE COUNTY PUBLIC SCHOOLS

Office of the Superintendent
735 West Main Street • Luray, Virginia 22835
Phone 540.743.6533 • Fax 540.743.7784
www.pagecounty.k12.va.us

Dr. Wendy González, Superintendent

APPLICATION FOR FIELD USE

Date of Application: _____ Name of Requesting Organization: _____

School Building: _____ Fields be Used: _____ Requesting Lights? Yes _____ No _____

Dates for Fields Request: _____ Times _____ a.m./p.m. until _____ a.m./p.m.

Purpose of Request: _____

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/Positon: _____

Address _____

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

E-mail _____

Please return form to the building principal.

-----**Office Use Only**-----

Approval of Principal: _____ Date: _____

Approval of Supt. Designee: _____ Date: _____

Approval of School Board Chair: _____ Date: _____
(If required)



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APPLICATION FOR BUILDING/FACILITIES USE

Date of Application: _____ Name of Requesting Organization: _____

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

Dates for Building/Facility Request: _____ Times _____ a.m./p.m. until _____ a.m./p.m.

Purpose of Building Request: _____

Will public be admitted? Yes _____ No _____

Will there be a charge to enter? Yes _____ No _____

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/Positon: _____

Address _____

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

E-mail _____

Please return form to the building principal.

-----**Office Use Only**-----

Employee Fee: \$18/hour x _____ hours = \$ _____ Employee Name: _____

Café Staff Fee: \$18/hour x _____ hours = \$ _____ Employee Name: _____

Admin/Tech Fee: \$36/hour x _____ hour = \$ _____ Employee Name: _____

Approval of Principal: _____ Date: _____

Approval of Supt. Designee: _____ Date: _____

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

Facility Use Amendment for COVID-19

Facility Applicants must adhere to Page County Public School guidelines for COVID-19. These guidelines are as follows:

- Spectators must maintain appropriate social distancing.
- Wearing of masks must adhere to current Virginia Department of Health guidelines.
- Participants and attendees must attest to not being symptomatic of COVID-19, in recent close contact with someone diagnosed with COVID-19, or subject to an isolation order.
- All participants and attendees must be temperature checked before admitted to the facility.
- After each facility use, the facility (including all areas being used e.g. bathrooms, doors, gyms, etc.) must be sanitized using sanitizer designated by the Supervisor for Maintenance and Facilities.
- All participants and attendees must adhere to the most recent guidance distributed by the Virginia Department of Health for schools.

Any violation of the Building/Facility Use Policy or inability to adhere to this COVID-19 Amendment may result in the termination of permission to use the Building/Facility.

Signature of Applicant: _____

Printed Name: _____

Title/Position: _____

Phone Number: _____

BUILDING/FACILITIES USE POLICY

- 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 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 \$18.00 per hour will be charged. There will be an additional fee of \$36.00 per hour for use of the high school auditorium 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 \$18.00 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 be 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:
 1. Page County Public School related activities,
 2. Organized county/town recreation department activities,
 3. Non-school/recreation department activities.

Adopted: September 10, 2001

Approved: November 11, 2002

Approved: April 14, 2003

Revised: May 10, 2004

Revised: February 28, 2005

Revised: April 10, 2006 (effective July 1, 2006)

Revised October 26, 2009

An Equal Opportunity Employer

The Page County School Board does not discriminate on the basis of race, color, national origin, age, religion, marital status, disability or sex in its education programs or employment.