

AUTHORIZED USE OF SCHOOL-OWNED FACILITIES AND MATERIALS

To ensure the security and efficient use of school property, the superintendent shall develop regulations governing the use of all school owned property. The regulations shall address the use of school division facilities, supplies, materials and equipment by employees and outside organizations.

Employees are prohibited from utilizing school property for personal use or gain.

Amended: July 23, 2019

Amended: May 12, 2020

Legal Ref.: Code of Virginia, §§ 22.1-70, 22.1-131, 22.1-132, 22.1-132.01.

Cross Refs.:	DN	Disposal of Surplus Items
	GBEC/JFCH/KGC	Tobacco Products and Nicotine Vapor Products
	IIBEA/GAB	Acceptable Computer System Use
	KF	Distribution of Information/Materials
	KG	Community Use of School Facilities
	KGA	Sales and Solicitations in Schools

USE OF SCHOOL FACILITIES

General Conditions

1. All requests for use of school facilities by any group, other than school sponsored activities within each school, are to be submitted to the principal, on the proper form, with all information supplied, preferably fourteen (14) days prior to the event.
2. Regular school activities will have priority for all space. All applications will be processed according to date of receipt of the application.
3. The granting of a permit for use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the permit. It does not include any other time or times for preparation or rehearsal, unless specifically permitted.
4. A permit is not transferable. If the event is to be canceled, the applicant should notify the principal's office at least forty-eight (48) hours in advance of the date reserved.
5. Violation by a permit holder of any of the regulations governing the use of school buildings or grounds may cause for the cancellation of all existing permits and the denial of any permits in the future.
6. Special permission must be obtained for decorating, installing scenery, moving furniture, etc. School pianos should not be moved.
7. Special school facilities (cafeterias, stage equipment, etc.) will require the use of school employees trained in their use and such cost will be added to the regular fee.
8. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment when and where required must be by school personnel, the cost of which will be added to the regular fee.
9. Organizations wishing to bring in unusual equipment, material, devices, and/or animals into school buildings or on school premises must first present, in writing proper insurance coverage with a "save harmless" clause protecting the board.
10. Scenery, decoration, or equipment, provided by the holder of a permit, must be removed from the school building promptly after the performance as not to interfere with school activities. If there is a delay the removal will be made by the board at the expense of the holder of the permit.
11. A: Use of tobacco, food, and drinks is prohibited.
B. Playing shoes must not be worn into the gym from outside
12. No alcoholic beverages will be permitted on school board property at any time. Any violation of this rule will prohibit future use.

13. The board and its authorized representative shall have full and free access to the premises at all times.
14. If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applicants assume liability for damage or loss of property that may occur. The applicants will hold the board harmless from claims out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates. The sponsoring group may be required to furnish a bond or certificate of insurance to indemnify the group and the board against any and all suits for injury or loss sustained by attendance at the function.
15. Prior to the school use, the applicant should review the use requirements with the building principal.
16. Kitchens and kitchen equipment are not to be used without authorization. If authorized, cafeteria personnel must be present. The cost of this service will be added to the regular fee.

Limitations of the Use

1. The use of all school facilities and grounds is limited to the extent that school employed personnel approved by the principal are available and present to perform supervisory and/or custodial services (see 15).
2. Permits are valid only for a period of 30 days from the initial approval date and may be renewable for additional periods of 30 days at the principal's discretion.
3. Since the board is charged by law with responsibility for school facilities, it must reserve the right to deny the use of school facilities when the board deems it necessary in the public interest.
4. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
5. Sponsoring organizations will conduct meetings that are not abusive of other groups of individuals by reason of race, creed, or color.
6. No school facility, building, or grounds will be used for unlawful purposes.
7. Gymnasiums will not be used for dances without special provisions and permission. Use of gymnasiums requires use of proper footwear to prevent damage to floors. No baseball batting practice is permitted in gymnasiums. Unauthorized use of gymnasiums apparatus is strictly forbidden.
8. No school facility is to be used for any other purpose or in any other way than its designed use, without expressed written permission.

9. School facilities shall not be used for parties or celebrations that are essentially private in nature- -this exclusion includes birthdays, anniversaries, and other similar parties.
10. No signs, banners, pennants, or similar items of advertisement are to be placed in the schools without the express consent of the school principal.
11. No ticket selling for any event or the sale of merchandise or food is permitted without written permission on the permit.
12. No group that limits membership in or attendance at its activities on a basis of race or color shall be allowed to use the school building or grounds.
13. Sunday use of school facilities is strongly discouraged and will be permitted only under special circumstances. Under special circumstances, permit holders will be allowed to use school facilities on Sunday before 12:30 P.M.
14. Normal permitted use of a facility is not to exceed four (4) hours from the time of entry to the building to closing. Any additional time for set-up, preparation, or extended exhibit hours will be charged at prevailing rates for extra personnel services and space uses. All rental fees are subject to additional charges for overtime on Saturday and Sunday. All use of school facilities and/or grounds should be designed so as to terminate no later than 11:00 p.m. unless special circumstances prevail. The principal of the school involved has authority to set an earlier termination deadline to meet individual circumstances.
15. Custodial services include opening and closing the building, operating room lights (no theatrical lighting), heating, operating ventilation equipment, and normal cleanup. Custodians will not be required to help load or unload equipment without additional compensation.

Special Conditions

All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the board, the permit is subject to immediate cancellation. Upon notice by a duly authorized agent of the board, such activity is to cease. The board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

Responsibility

Any group or organization using a public school facility is responsible for any damage above normal wear and tear and is expected to:

- A. Make necessary arrangements for a representative of the applying group to be present, with the permit, during the time the facility is used. This representative is to make himself known and present the permit to school personnel for verification. He is to be responsible for the use of the facility.

- B. Ensure, with the school representative, that:
- (1) Exit doors are free from obstruction in the area being used.
 - (2) Exit lights are turned on.
 - (3) Locations of extinguishers are known.
 - (4) Fire, police, board rules and regulations, and school rules and regulations are observed.

Fee Schedule for Use of Buildings, Grounds or Other Facilities of the School Division Free use of school facilities may be granted to organizations with the following provisions:

1. Use of the facilities is not to interfere with the school program.
2. Use of the facilities must be within the hours of regular custodial services.
3. Use of the facilities will not create unreasonable additional supervisory or custodial requirements.
4. Organizations will provide sufficient supervision to restrict use to permitted areas.
5. No admission and/or participation fees are charged.

Class I – No Fee

School affiliated groups

- A. PTA, teachers' associations, scholarship associations, school committees, booster clubs, council of school associations, county or state school performances, etc.
- B. Youth Service
 - (1) Boy Scouts, Girl Scouts, 4-H, Brownies, etc.
- C. Civic, recreation, citizen associations
 - (1) Officially appointed groups of the municipal government, official county groups on a rotating basis with other county school divisions, municipally-sponsored recreational programs and local citizen groups of 100 percent resident membership

Special Charges

Class I groups that request use of facilities for Saturdays, or any other time that requires extra custodial help, cafeteria help, police or technicians' costs may be charged the exact costs incurred. School affiliated groups "1" are exempt but encouraged not to plan activities for Saturdays. If Class I, Section "1" groups use facilities for fundraising, they will be required to pay service costs.

Class II

Fees shall be charged for the use of school facilities by approved charitable, philanthropic, and cultural groups, service clubs, fine arts associations, theater groups, and other organizations not operating for profit and devoted to community interest and child welfare.

Class III

These fees will be charged for use of school facilities by organized groups within the community for profit and when such profit is used by the group for advancement of the group.

Class IV

These fees shall be charged for groups not within the community for non-profit, charitable, philanthropic, civic or other noncommercial, non-personal purposes.

Class V

Fees will be assessed at the rate of \$50.00 per 4 hour period-maximum and \$25.00 per 2 hour period- minimum, per use. In addition to the flat fee charged the user will be required to pay for additional staff as needed at the rate of \$16.00 per hour.

In the case of meals served by schools for banquets, etc., the principal and sponsoring agency may agree on a flat fee prior to the event. The board encourages school officials to assist in this type activity only to the extent that they do not interfere with the regular school program and do not compete with local businesses engaged in this type service.

POLICY

School recreational and athletic resources are primarily for school activities. However, under appropriate circumstances they should be available for use by any student at the school on an equal and non-discriminatory basis. No student should be made to feel that there will be any repercussion of any sort from his or her individual decision to use the resource or not. Persons involved in coaching must be especially careful that students do not feel coerced, however subtly in making this decision. Schools and coaches shall avoid even the appearance of impropriety in observing the "out of-season practice" rule of the Virginia High School League.

GUIDELINES FOR STUDENT USE OF SCHOOL RECREATIONAL OR ATHLETIC RESOURCES

1. Student use shall be offered only when:
 - a. use does not interfere with use of the resource for school activities, such as team practice, conditioning programs and the like, and
 - b. use does not interfere with approved use of the resource by a group or organization, and
 - c. an employee of the Wise County Schools is present, if the resource is normally locked or secured.
2. Student access shall be open to all members of the student body on an equal and non-discriminatory basis.
3. Persons involved in coaching may inform students that school recreational and athletic resources are available for student use. In making any such communication, they shall emphasize that:
 - a. the decision to use or not to use the resource is a matter of the student's individual choice; and
 - b. whether a student uses the resource or not will play no part whatsoever with respect to the student's participation in any school-sponsored activity or sport
4. Persons involved in coaching a given sport may not engage in the following activities with respect to that sport outside the context of a school-sponsored activity:
 - a. organizing the use of any resource by students
 - b. giving instruction in the sport to students
 - c. demonstrating the skills of the sport to students
 - d. participating with students in the use of any resource

This guideline shall not apply to the extent such activities are specifically permitted by the interpretations of the Virginia High School League "out-of-season practice" rule contained in sections 27-8- 1 and 27-8-2 of the Virginia High School League Handbook, as amended from time to time.

EQUAL ACCESS POLICY

The school board of Wise County wishes to reaffirm its practice of nondiscrimination with respect to the treatment of noncurriculum related student groups, including student religious groups. Access to secondary school facilities for noncurriculum related student groups maybe provided under the following guidelines:

1. Noncurriculum related student groups are defined as those whose primary purpose is to foster student interest in political, religious, community service or other recreational activities.
2. Noncurriculum activities covered under this policy are those that are conducted before and after the regular student instructional day.
3. Noncurriculum related clubs must have a monitor who is a certificated employee, and who is a volunteer, approved by the building administrator. In the case of religious clubs, monitors may not participate in the form, content, or activity of the club.
4. Non-school personnel may not participate in such club activities unless approved in advance by the building principal.
5. Club activities governed by this policy must be student initiated, operated, and promoted. School personnel may not participate except in the general supervision necessary to protect the safety and well-being of the students involved.
6. Any group which interferes with the orderly conduct of educational activities will be denied the opportunity to meet on school premises.
7. Nothing in this policy is intended to permit any meeting or activity which is otherwise unlawful.
8. Students may apply for a meeting place by contacting the school's principal. Meetings shall be scheduled at times acceptable to the principal except that meetings may not be held during the regular student instructional day. The size of the group will determine the place of the meeting.
9. Groups which are denied permission to use school facilities under this policy by the principal, may appeal the principal's decision to the Superintendent and the school board.

In providing these policy statements the school board of Wise County is not promoting, endorsing, or otherwise sponsoring noncurriculum related student groups. It is, however, making its facilities available on a non-discriminatory basis.

Amended: July 31, 2001

APPLICATION FOR USE OF SCHOOL FACILITIES

Name of Organization: _____	
Authorized Agent: _____	Contact Person: _____
Address: _____	
Telephone Number: _____	

School or site: _____
 Space(s) to be used: _____
 Dates to be used: _____ Beginning time: _____ Ending time: _____
 Total hours: _____ With air conditioning? _____ With heat? _____
 From: _____ To: _____ (Schedule to be attached)
 Number of participants, approximately? _____ Indicate admission fee, if applicable \$ _____

Specify the purpose for use of space:

Equipment or food service needs (specify):

Is organization nonprofit? _____ Do you carry liability insurance? _____ (Documentation may be required.)

APPLICANT AGREEMENT:

1. We will be responsible for payment of the rental fee four (4) days in advance. The amounts charged are estimates based on planned use. Credit or refunds will be calculated based on actual use;
2. We will be responsible for payment for necessary personnel at a rate to be determined by personnel services;
3. This permit may be canceled by the School Board at its discretion;
4. That we become responsible for any and all damage to the site, building, and/or equipment, for the duration of the time(s) and date(s) listed on the application and understand that we will not be permitted to use the school property again if we fail to undertake these measures;
5. That we agree to indemnify and hold harmless the School Board, and all of its officers, employees, and agents from any and all claims demands, suits causes of action, or judgments any person had, now has or may have in the future against the event which is the subject of this agreement;
6. The School Board is not liable for anything we do or sponsor while using these facilities;
7. This organization has an open membership policy and does not discriminate on the basis of race or sex;
8. We understand that tobacco and alcohol use are prohibited on school property;
9. We restrict usage to assigned areas and observe contracted time limits;

- 10. We will obtain prior approval before any signs, placards, or banners are erected on school property;
- 11. We agree to follow all requirements set forth in Regulation KG-R.

Authorized Agent

Date

Organization

- Approved
- Denied Superintendent or Designee
- Notified of decision

Date _____

IRS Nonprofit Letter Submitted? Yes ___ No ___ Liability Insurance Policy? Yes ___ No ___

1) Rental Fees Calculation

School area: _____ Rate _____
No. Days x Hours x Fee = \$ _____

2) Personnel Fees:

1st Personnel Needed: _____ 2nd Personnel Needed: _____
Employee Name: _____ Employee Name: _____
Rate (include overtime): _____ Rate (include overtime): _____
No. Days x Hrs. x Fee = \$ _____ No. Days x Hrs. x Fee = \$ _____
Total Personnel Fees: _____

3) Special Fees:

Description: _____
No. Days x Hours x Special Fee = \$ _____
Subtotal of Fees: \$ _____
Late Payment Fee (if any): \$ _____
Total: \$ _____

Comments

