



Fee Schedule <i>3-Hour Minimum</i>	Usage Fee <i>(Applicable from 6pm-11pm weeknights and all hours on weekends/holidays)</i>
Gym (Elementary/Middle School)	\$50.00/hr.
Cafeteria	\$45.00 /hr.
Library	\$50.00/hr.
Auditorium	\$75.00/hr.
Hornet Sports Center (High School Gym)	\$100.00/hr.
Grounds/Fields with electricity	\$40.00/hr.

Item	Rate	Time	Cost Estimate
Usage Fee			
OCPS Personnel			
		Estimated Total Cost:	

The applicant will be invoiced after the event or monthly, per recurring events, and the amount will be due within 30 days.

All groups are responsible for personnel fees during non-work hours:

Personnel Fees (OCPS staff)	\$30.00/hr. each staff member <i>(Minimum 2 custodians)</i>
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Note: Personnel and usage fees are invoiced by the respective Orange County Public School building principal/designee. Non Exempt employees, under the Fair Labor Standards Act, may waive personnel fees. Charges incurred for safety/security are the responsibility of the user and will be invoiced by the respective organization(s).

The following groups pay applicable personnel fees, but they pay no usage fees:

- School-related groups (parent organizations, booster groups, advisory committees, school-business partners, etc.);
- Orange County Parks and Recreation Department (This applies only when the program is organized and operated by the Department. See below for programs that are sponsored by the Rec Department, but which profit a business entity.);
- County Governmental Agencies and elected officials conducting town meetings for the purpose of constituent services. (See below for meetings related to political campaign meetings.)

The following groups pay applicable personnel fees, but they pay no usage fees:

- Non-school youth-serving groups within the county (4-H clubs, scouts, church youth groups, sports clubs, etc.);

All other groups pay all applicable personnel and usage fees, including but not limited to:

- Non-profit 501(c)3 community service groups that do not qualify for the waiver presented below;
- Elected officials or any other group conducting meetings related to political campaigns;
- Churches intending to use facilities for programs that are not solely youth-serving; and
- Entities conducting for-profit activities, including programs that are sponsored by the Orange County Parks and Rec Dept.
- Facilities Use Requests must be accompanied by a Certificate of Liability with insurance for \$1M.

*Waiver of usage fees:

The facility administrator may recommend a waiver of the usage fee for one-time uses of the school facilities if the outside group provides other "consideration" to the school or school division. Examples of such consideration include, but are not limited to: a donation to the school or school division; provision of scholarships or other benefits to Orange County students; scholarships or awards to faculty members; and other agreements deemed by the school principal to be applicable. The Superintendent (or designee) shall approve or disapprove any such recommendation by a school principal.

Principal or Designee Signature/Date

Facilities & Maintenance Supervisor/Date

The Orange County School Board does not discriminate on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, age, marital status, genetic information or disability in its employment practices or educational program and activities. Compliance inquiries should be directed to the Director of Human Resources, 200 Dalley Drive, Orange, VA 22960 or by phone at 540-661-4550.