

COMMUNITY USE OF SCHOOL FACILITIES REGULATIONS

The Alexandria City School Board (Board) permits the use of school property by members of the community for educational, recreational, civic, and cultural activities, in conformance with applicable law, when such use will not impair the efficiency or educational mission of the school division.

School functions will not be postponed or canceled to make facilities available to the community for non-school purposes. Alexandria City Public Schools (ACPS) reserves the right on all occasions, through the Department of Facilities and Operations, to ascertain the intended use of the requested facilities and to determine whether such use is proper and acceptable under aligned standards and policies applying to such facilities.

Any use of ACPS facilities by the community is subject to the conditions and requirements identified in this regulation. Failure to meet these identified conditions and comply with these requirements, as well as all applicable ACPS policies and regulations, federal and state laws and local ordinances may result in termination of use and/or prohibition of future use. Any organization sponsoring an event on school property must, to the extent possible, ensure that no individuals participating in such events have been convicted of a criminal offense that would prohibit access to school facilities consistent with ACPS Policy including DJF, GCDA, KK and KNA.

Definitions

Community Member - Any individual who is not an ACPS student or staff member, or any organization which is not part of ACPS. Community Members do not need to reside in/be based in Alexandria.

Use of ACPS facilities by employees

ACPS employees are prohibited from using ACPS facilities for personal profit or authorizing use of ACPS facilities by others, other than as provided in ACPS Policy and Regulation including this regulation.

Securing ACPS Facilities for Community Use

1. Procedures for Requesting Facilities Use

A Community Member seeking to use ACPS facilities must contact the Department of Facilities and Operations determine if the proposed dates and times are available. Contact information is available on the ACPS website. If the facility is available, then the requester must complete the Permit for Use of School Facilities (“Request Form”), available on the ACPS website. Facilities use requests may only be made within the current school year or within six months of the event. Requests will be approved based on the group’s priority as defined in this regulation, and on a first come, first served basis within a priority. Requests must be made at least 20 calendar days in advance. This deadline may be waived on a case-by-case basis by the Superintendent or Superintendent’s designee.

The Community Member must provide with the Request Form, copies of any required documents as identified below, including documents that establish the priority status

44 and/or fee schedule applicable to the requested facility use. Upon receipt of a
45 completed Request Form and supporting documentation, the Department of Facilities
46 and Operations will determine approval and the applicable facility use fees, and
47 tentatively reserve the requested space on the facilities use calendar. The Community
48 Member will then be notified by the Department of Facilities and Operations of the
49 conditional disposition of the application. All applicable information is required by
50 noon, one week prior to the event. If payment and the applicable information are not
51 received by the deadline, ACPS reserves the right to cancel the event and remove it
52 from the calendar.

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54 Until a signed permit is received and final approval is granted, the reservation is not
55 considered final and the Community Member will not be allowed to use the requested
56 space.

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58 2. Remembrance Ceremonies

59 Although ACPS facilities are available for remembrance ceremonies, fellowship and
60 memorial meals, they are not available for funerals. No remains are permitted on
61 ACPS property.

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63 3. Request to Use Outdoor Spaces and Athletic Fields

64 Use of ACPS managed outdoor spaces and athletic fields will be limited to ACPS
65 approved events, as stipulated in Policy KG. The Department of Recreation, Parks,
66 and Cultural Activities manages all of the other multi-use athletic fields and courts
67 within the City of Alexandria. For additional information, visit the City of Alexandria
68 website at www.alexandriava.gov/recreation and click on Sports Leagues and
69 Programs.

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71 4. Request to Operate Concession Stands at Alexandria City High School

72 All indoor and outdoor concession stands are managed by Alexandria City High School
73 Booster Club members. If a Community Member desires to sell food and related items
74 at its event, the Alexandria City High School Booster Club members have the first right
75 of refusal to manage the concessions and keep the profits.

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77 5. Denial of School Facility Use

78 The Superintendent or Superintendent's designee may deny use of a school facility
79 when such action is deemed to be in the best interests of ACPS. If a Facility Use
80 Request is denied by the Superintendent's designee, the Community Member has the
81 option to appeal that decision to the Superintendent by submitting such appeal in
82 writing (including the specific reasons why the Community Member believes the
83 denial is in error and should be reversed) within five calendar days of receipt of notice
84 of denial. Appeals may be submitted by regular mail, fax or email. Contact information
85 for appeals is located on the ACPS website. The Superintendent will review the request
86 and the reasons for denial and determine whether to uphold the denial or grant the
87 Facility Use Request. The Superintendent will make reasonable efforts to conduct such
88 review prior to the requested date of the event, but if the appeal is not received
89 sufficiently in advance of the event to allow such review, the requested use is

90 considered denied. The decision of the Superintendent regarding implementation of
91 this regulation and denial of requested use is final and is not appealable to the Board.
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93 6. Reasons for Denial / Cancellation of Use

94 The following is a noninclusive list of reasons why a requested use of a school
95 facility may be denied or canceled:

- 96 a. The requested use is during a time when the facility is unavailable, required
97 staff members are unavailable, or a group with greater priority seeks the same
98 space at the same time (see the Priority and Fees for Community Use of ACPS
99 Facilities section of this document for group prioritization);
- 100 b. Misrepresentation by a Community Member of intended use; demonstrated
101 history of failure to comply with this regulation or other ACPS policies and
102 regulations, or federal or state laws or local ordinances applicable during
103 community use of school facilities;
- 104 c. Failure to pay fees or costs of damage repairs associated with prior use;
- 105 d. Failure to pay fees or submit required documentation associated with the
106 request;
- 107 e. Excessive damage occurring during prior use(s); and/or
- 108 f. The requested use is inconsistent with the requirements of this regulation and
109 /or ACPS policy.

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111 7. Facilities Use for a Series of Dates

112 The Community Member may request repeated use of an ACPS facility for a series of
113 dates through one Request Form, provided that the intended use of the facility is the
114 same for each date requested. Should any changes be made that alter the applicable
115 fees, a new Request Form must be submitted by the Community Member and a new
116 permit must be issued to support the increase or decrease in fees.
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118 8. Cancellation

119 The use of ACPS facilities by Community Members will be canceled on any day when
120 schools are closed for inclement weather or other emergency conditions. The sponsor
121 for each activity will be responsible for referring to any weather-related emergency
122 announcements posted on the ACPS website and notifying all participants as to the
123 disposition of the program.
124

125 It is ACPS’ intention not to cancel or change an approved facility use for a specific
126 location. However, there may be times when it becomes necessary to do so. In these
127 situations, ACPS, in coordination with the Community Member, will make every effort
128 to find an alternate suitable ACPS location for the requested use, provided such
129 cancellation or change is not due to actions or omissions of the Community Member.
130 If a suitable alternate location is not available, the facility use agreement will be
131 withdrawn and any fees already paid will be reimbursed.
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133 9. Community Member Cancellation of Event

134 The Community Member must notify ACPS as soon as possible of an event
135 cancellation. Events canceled with less than forty-eight hours’ notice shall be subject
136 to a \$100 processing fee or the actual facility use fee charged, whichever is less.

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Community Member Responsibilities for Acceptable Use

1. Compliance with ACPS Policies and Regulations

Use of ACPS facilities is subject to all ACPS policies and regulations. When requesting use of an ACPS facility, the Community Member must agree to comply with all ACPS policies and regulations and ensure that all of the Community Member's agents, employees, and representatives, including all event participants, comply with these policies and regulations as well.

2. Duration of Each Rental

Evening rentals may not extend beyond 9:30 pm for elementary schools and 10:30 pm for secondary schools. Facilities will not be opened before 8:00 a.m. Limitations regarding the hours of usage will not apply to elections conducted under the auspices of the Board of Elections.

3. Use of Equipment and Facilities

- a. When the requested facility is a school auditorium, basic stage equipment is included for use by the Community Member.
- b. Pianos may not be moved unless permission is granted by the Principal. Heavy uprights and grand pianos may be moved only by professional piano movers whose services must be arranged for and paid for by the Community Member.
- c. With regards to use of auditorium equipment, no stagehands other than those furnished by the school division are permitted to operate certain equipment such as electric control boards, lights, curtains, or fixed props. If such equipment is required, the Community Member must specify the need in the application.
- d. The custodian or school stage crews are not obligated to assist in changing scenery.
- e. Alterations to electrical service panels or electrical equipment is prohibited.
- f. Building equipment, such as storage cabinets, and consumable supplies may not be used during any community use of ACPS facilities, unless stipulated in an executed agreement with ACPS.
- g. School equipment other than that discussed is not available for rental or loan.
- h. It is expected that ACPS equipment and facilities will be left in the same condition as found prior to use. Costs of restoring same will be at the Community Member's expense.

4. Damage to ACPS Equipment and Facilities

184 Before and after each community use of an ACPS facility, the Community Member
185 and/or designated on-duty ACPS employee may inspect the facility. Any existing
186 damage found prior to the Community Member’s use should be documented and
187 verified by an on-duty ACPS employee, and signed by both the Community Member
188 and the employee. Any damage not documented and verified will be investigated by
189 ACPS, and the Community Member may be held responsible for the full costs of
190 repairing any such damage.
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192 5. Decorations

193 Freestanding decorations such as flower baskets, potted plants, and flag stands are
194 permitted. No signs, posters, banners, decorations, or printed material will be allowed
195 to be pinned or affixed in a way that could mark or damage doors, walls, ceilings, floors
196 or furniture/equipment. Acceptable methods of attaching include non-marking tape,
197 thumb tacks into approved bulletin boards, free-standing signs/easels, etc. that will not
198 damage the walls, floors, ceilings, or furniture/ equipment. Confetti, rice, sequins, and
199 similar materials are prohibited.
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201 6. Posters or Advertising

202 Advertisements or solicitations, except those guaranteed to youth-oriented, community
203 organizations in accordance with Virginia Acts of Assembly, Chapter 647, either
204 within or outside the building, must be requested at the time of application, approved
205 in the permit, and comply with Policy including KI and KJ.
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207 7. Acceptable Conduct

208 Individuals, groups, or organizations using ACPS facilities shall conduct activities that
209 are orderly, lawful, and not of a nature to incite others to disorder.
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211 8. Smoking Prohibited on School Property

212 Smoking, the use of tobacco in any form, and the use of electronic cigarettes in or on
213 the grounds of ACPS facilities is prohibited in accordance with Policy KGC.
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215 9. Controlled / Prohibited Substances

216 Serving, consuming, or being in possession of alcohol, controlled substances, or
217 imitation substances on the grounds of ACPS facilities are strictly prohibited in
218 accordance with Policy KGB.
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220 10. Weapons Prohibited on School Property

221 In accordance with federal and state law, as well as ACPS policy, weapons are
222 prohibited on the grounds of ACPS facilities in accordance with Policies GBEB and
223 JFCD.
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225 11. Inflatable Structures Prohibited on School Property

226 Inflatable structures, including bounce houses, are permitted only if operated and
227 monitored under the supervision of the vendor during the event. The sponsoring
228 organization is responsible for making such arrangements and monitoring compliance
229 with this requirement. The intent to have inflatable structures onsite should be noted
230 on the Permit for Use of School Facilities.

231 12. Food / Beverages
 232 Refreshments of any kind may not be brought in, served, or consumed in the building
 233 unless requested at the time of application and approved in the permit. Food and
 234 beverages may not be present in any area of a building except the cafeteria, which
 235 requires an additional fee, unless stipulated in an executed agreement with ACPS. Food
 236 services and kitchen use are prohibited unless the Community Member contracts with
 237 the Office of School Nutrition Services to ensure that an ACPS School Nutrition
 238 Services employee is present. Contact information is available on the ACPS website.
 239 There will be a charge of \$30.00 per hour for this service.

241 13. Games of Chance and Door Prizes
 242 Fundraising activities such as raffles, guessing games, and other similar games of
 243 chance are allowed only when the Community Member has fulfilled all requirements
 244 of, and is in compliance with, Virginia state and local ordinances. Gambling in any
 245 form is strictly prohibited.

247 14. Indemnity and Insurance
 248 The Community Member assumes full responsibility for, and holds the Board, its
 249 agents, representatives, and employees harmless from any legal liability, injury, or
 250 damage to the person or property of the Community Member or others, and assumes
 251 full responsibility for any damage to any school property or person in connection with
 252 the use of school facilities, including negligence by the Community Member, its
 253 employees, and agents, including all participants. The Community Member (either
 254 directly or through its insurer) must reimburse ACPS for all damages, costs, and
 255 expenses, as incurred, including but not limited to: (i.) the amount of any judgments or
 256 settlements; (ii.) all costs and expenses of any type in defending such claims; and (iii.)
 257 reasonable attorneys’ fees, including but without limitations, any legal fees required to
 258 enforce the Facilities Use Agreement or to collect required fees and costs. Each
 259 applicant seeking to use an ACPS facility is required to carry a minimum of one million
 260 dollars (\$1,000,000) in general liability insurance coverage with ACPS listed as
 261 “additional insured.”

263 15. Police Supervision and Security
 264 Prior to the approval of requested facilities use, ACPS may request that the
 265 Community Member demonstrate to the satisfaction of ACPS that reasonable security
 266 measures and precautions have been taken to ensure the safety of all individuals
 267 participating in or attending any community-use event. When ACPS requires
 268 additional security measures due to the size of the event or other factors, the
 269 Community Member must obtain police supervision and is responsible for payment of
 270 said supervision. To arrange for such supervision, the Community Member should
 271 contact the Alexandria Police Department.

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 273 **ACPS Responsibilities**

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 275 1. Assignment of ACPS Staff Members
 276 The Department of Facilities and Operations is responsible for determining the
 277 necessary ACPS staff members to be present for the event and ensuring proper payment

for staff members’ time in accordance with federal and state laws (including but not limited to required overtime according to the Fair Labor Standards Act) and ACPS policies and payroll procedures. No ACPS employee may accept payment directly from a Community Member for services provided in accordance with this regulation.

2. Services

- Custodial services only include unlocking and locking doors and normal cleanup. The Community Member is responsible for setting up and removing chairs, as well as assisting with the general cleanup.
- General lighting and HVAC will be provided.

Priority and Fees for Community Use of ACPS Facilities

1. Use Priority

Group A – This group includes Boy Scouts, Girl Scouts, and other youth groups designated as patriotic societies under federal law and listed in Appendix B of this regulation. It also includes other school program-related or instruction-related organizations, bona fide ACPS alumni organizations, the Department of Recreation, Parks, and Cultural Activities and other Alexandria City government organizations, designated partners of ACPS, including PTAC and local PTAs, and organizations with an existing Memorandum of Understanding (MOU), Memorandum of Agreement (MOA) or an official ACPS Partnership Agreement specifying facility use as in-kind services.

Partners of ACPS and organizations with executed MOA/MOU/Partnership agreements with ACPS may not discriminate on the basis of race, color, gender, gender identity, gender expression, genetic information, age, religion, disability, national origin, ancestry, sexual orientation, pregnancy, marital status, status as a parent, or viewpoint.

Civic associations, elected officials, and organizations whose function is to represent candidates for local or state elected office are included in Group A. When the purpose of an event held by these groups is political fundraising, they will be charged Group B Facilities Use fees.

Facility use fees will be waived for Group A organizations if documentation is provided to demonstrate authenticity of the group and the authority to act by the specific group member submitting the Request Form. Arrangements for such use can be made through the Department of Facilities and Operations. Organizations included in Group A will still be responsible for applicable custodial, security and “additional service” fees.

Group B – This group includes all nonprofit organizations that are not official partners of ACPS or included in Group A above. Groups seeking use of ACPS facilities as a nonprofit organization are required to provide a copy of their 501(c)(3) letter, issued by the Federal Internal Revenue Service to qualify for reduced fees.

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Group C – This group includes all organizations that do not qualify for inclusion in any category identified above. As such, they are not eligible for fee reductions.

Requests for use of ACPS facilities must come from an officer of the identified organization and include the signature of such officer representing that the facility will be used by the organization for its own purposes.

Use of ACPS facilities will be allocated in the following order:

1. ACPS instructional / programmatic use
2. ACPS student organizations and groups that are affiliated with ACPS whose primary mission is to support the schools
3. Group A
4. Group B
5. Group C

2. City Use of ACPS Facilities without Charge

The Department of Recreation, Parks, and Cultural Activities and other Alexandria City government organizations may use school facilities to implement their established programs and/or for government purposes without charge unless custodial services are needed outside regular duty hours and on weekends. In these cases, the charge to the City for such facility use is based on the actual cost of the custodial services provided and related out-of-pocket expenditures by ACPS.

3. Alexandria Parent-Teacher Associations Council

The Alexandria Parent-Teacher Associations Council (PTAC) and all local parent-teacher associations (PTAs) that have been duly established in accordance with the provisions of the National Congress of Parent-Teacher Associations as specified in its published manual are designated partners of ACPS. As such, they are not charged facility use fees for their monthly business meetings and other activities as their respective committee and/or memberships may authorize, provided that such activities or business meetings shall not conflict or interfere with activities sponsored by the schools themselves, and except as warranted on Saturdays, Sundays, and holidays.

PTAC and its member PTAs shall not sponsor an entity so as to directly or indirectly result in a financial benefit to any PTA official.

In accordance with Policy IGBJ, the PTA Council and school PTAs will provide support to individual schools and students as needed to ensure access to PTA-sponsored activities, regardless of financial need.

4. Fee Schedule, Invoices and Use of Fees

The Facility Use Fee Schedule is published in the ACPS Budget. Payment of the use fee must be made prior to the scheduled event. Any additional costs, due to changes in hours, use, or personnel needs, or costs for repair of damage shall be billed to the Community Member by the Department of Facilities and Operations within 10 business days after the conclusion of the event. All fees collected for use of ACPS

372 facilities must be deposited in the general operating budget of the school division which
 373 will ensure payment of assigned staff members and repair of resulting damage. Fee
 374 collections may be shared with schools through deposits into the school activity fund.

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377 Effective June 20, 2013
 378 Revised: May 26, 2016
 379 Revised: January 3, 2017
 380 Revised: September 7, 2018
 381 Revised: September 10, 2020
 382 Revised: September 9, 2021
 383 Amended: March 7, 2024

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386 Legal Refs.: 20 U.S.C. §§ 4071 et. seq.
 387 20 U.S.C. § 7905
 388 36 U.S.C. Subtitle II, Part B

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390 Code of Virginia, 1950, as amended, §§ 22.1-79.3, 22.1-130.1,
 391 22.1-131, 22.1-132
 392 Virginia Acts of Assembly, Chapter 647 (effective 7/1/16)

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394 Cross Refs.: DJF Purchasing Procedures
 395 GCDA Effect of Criminal Conviction
 396 GBEB Staff Weapons in School
 397 IGBJ Equity and Excellence
 398 IGDA Student Organizations
 399 JFCD Weapons in School
 400 KF Distribution of Information/Materials
 401 KF-R Procedures for Distribution of
 402 Information/Materials in Schools
 403 KG Community Use of School Facilities
 404 KGB Public Conduct on School Property
 405 KGC Tobacco and Electronic Cigarette Use on School
 406 Premises
 407 KI Public Solicitations in the Schools
 408 KJ Advertising in the Schools
 409 KK School Visitors
 410 KM Relations with Community Organizations
 411 KNA Registered Sex Offenders on School Property
 412 KQ Commercial, Promotional and Corporate
 413 Sponsorships and Partnerships

APPENDIX A

PTA Council of Alexandria Criteria for Sponsoring Outside Organizations to Provide After School Programs

Alexandria City Public Schools (ACPS) welcomes and appreciates our partnership with Alexandria's Parent-Teacher Associations (PTAs). Many of our school PTAs offer after-school enrichment programs to students, often including world language study, sports, games, academic themes, and/or the arts. PTA-run after-school programs provide a valuable benefit to our school communities.

In many cases, PTA-sponsored after-school programs are taught by school staff members, parents, or community members who work for free or for a small stipend. Other times, PTAs hire outside vendors to provide programming. The PTA Council of Alexandria appreciates ACPS' recognition of the value of PTA after-school programs and its adoption of the Community Use of School Facilities policy which permits PTAs to sponsor after-school programs through outside vendors without paying facilities fees. In view of our partnership with ACPS, Alexandria PTAs will adhere to the following criteria when sponsoring outside vendors:

- 1) The vendor offers a program which appeals to the diverse school community and offers appropriate enrichment to students;
- 2) PTA officials will consider the cost to families, scholarship possibilities, and vendors' profits as they hire outside vendors;
- 3) The vendor has at least \$1 million in general liability insurance, with ACPS listed as the additional insured, and will provide proof of insurance;
- 4) The vendor agrees to require any employees working with students to complete the ACPS Volunteer Application and Screening process;
- 5) Sponsoring a vendor will not result in direct or indirect financial benefit to a PTA official who makes after-school programs decisions. Examples include but are not limited to:
 - PTA officials who make decisions on after-school programs shall not hire themselves or family members;
 - PTA officials who make decisions on after-school programs shall not have a financial stake in any business which is hired;
 - PTA officials will not accept anything of value (*e.g.*, tips, sports tickets) in exchange for doing business or agreeing to do business with a vendor or other third-party. Rebates, discount coupons, or other in-kind benefits provided in the normal course may be received on the PTA's behalf but must be promptly reported and provided to the Treasurer. If a PTA official is offering a program with a fee, that PTA official shall recuse himself or herself from after-school program-related decisions.

Alexandria PTAs look forward to continuing our partnership with ACPS as we all work to provide a high quality and enriching educational experience to our students.

APPENDIX B

PATRIOTIC AND NATIONAL ORGANIZATIONS

(36 USC Subtitle II, Part B: Organizations)

Agricultural Hall of Fame
Air Force Sergeants Association
American Academy of Arts and Letters
American Chemical Society
American Council of Learned Societies
American Ex-Prisoners of War
American GI Forum of the United States
American Gold Star Mothers, Incorporated
American Historical Association
American Hospital of Paris
The American Legion
The American National Theater and Academy
The American Society of International Law
American Symphony Orchestra League
American War Mothers
AMVETS (American Veterans of World War II, Korea, and Vietnam)
Army and Navy Union of the United States of America
Aviation Hall of Fame
Big Brothers Big Sisters of America
Blinded Veterans Association
Blue Star Mothers of America, Incorporated
Board for Fundamental Education
Boy Scouts of America
Boys & Girls Clubs of America
Catholic War Veterans of the United States of America, Incorporated
Civil Air Patrol
Congressional Medal of Honor Society of the United States of America
Corporation for the Promotion of Rifle Practice and Firearms Safety
Daughters of Union Veterans of the Civil War 1861-1865
Disabled American Veterans
82nd Airborne Division Association, Incorporated
Fleet Reserve Association
Former Members of Congress
The Foundation of the Federal Bar Association
Frederick Douglass Memorial and Historical Association National FFA Organization
General Federation of Women's Clubs
Girl Scouts of the United States of America
Gold Star Wives of America
Italian American War Veterans of the United States
Jewish War Veterans of the United States of America, Incorporated
Jewish War Veterans, U.S.A., National Memorial, Incorporated
Ladies of the Grand Army of the Republic
Legion of Valor of the United States of America, Incorporated
Little League Baseball, Incorporated

Marine Corps League
The Military Chaplains Association of the United States of America
Military Order of the Purple Heart of the United States of America, Incorporated
Military Order of the World Wars
National Academy of Public Administration
National Academy of Sciences
National Conference of State Societies, Washington, District of Columbia
National Conference on Citizenship
National Council on Radiation Protection and Measurements
National Education Association of the United States
National Fallen Firefighters Foundation
National Federation of Music Clubs
National Film Preservation Foundation
National Fund for Medical Education
National Mining Hall of Fame and Museum
National Music Council
National Recording Preservation Foundation
National Safety Council
National Ski Patrol System, Incorporated
National Society, Daughters of the American Colonists
The National Society of the Daughters of the American Revolution
National Society of the Sons of the American Revolution
National Tropical Botanical Garden
National Woman's Relief Corps, Auxiliary to the Grand Army of the Republic
The National Yeomen F
Naval Sea Cadet Corps
Navy Club of the United States of America
Navy Wives Clubs of America
Non Commissioned Officers Association of the United States of America, Incorporated
Paralyzed Veterans of America
Pearl Harbor Survivors Association
Polish Legion of American Veterans, U.S.A.
Reserve Officers Association of the United States
Retired Enlisted Association, Incorporated
Society of American Florists and Ornamental Horticulturists
Sons of Union Veterans of the Civil War
369th Veterans' Association
United Service Organizations, Incorporated
United States Capitol Historical Society
United States Olympic Committee
United States Submarine Veterans of World War II
Veterans of Foreign Wars of the United States
Veterans of World War I of the United States of America, Incorporated
Vietnam Veterans of America, Incorporated
Women's Army Corps Veterans' Association