



APPLICATION FOR THE USE OF RICHMOND COUNTY PUBLIC SCHOOLS FACILITIES

The Richmond County Public Schools permits groups from the community to use the school buildings and grounds when such uses do not interfere with the programs for the public schools. The use of public school facilities shall be available to non-school users when application is made in the prescribed manner and approved by Superintendent. All users of public school facilities shall be subject to federal, state, and local laws, policies and regulations of the School Board, as well as the following procedures:

I. Application for Use

- a. The facilities of the school shall not be used for advertising or commercial purposes.
- b. No applications for public use for any facilities will be approved unless sponsored by reputable and established clubs, societies, or organizations which, in the judgment of the Superintendent, can reasonably be held responsible for payment of charges, compensation for damages to property, and for use of the property in reasonable conformity with ordinary rules or propriety; applications shall not be considered unless signed by officials or duly authorized agents of the organized bodies sponsoring the application(s).
- c. A representative from the non-school group shall complete an application for facilities use and assume personal responsibility to work with the building principal or School Board Office staff to see that the group follows the policies, rules, and regulations.
- d. If an event is cancelled, notification must be given at least 24 hours before the scheduled time or the time is forfeited. Exceptions may be made for closure due to inclement weather.
- e. Violation of the rules and regulations and/or failure to pay the required fees may result in an organization forfeiting its right to future use of the facilities.
- f. The school division reserves the right to deny usage of the facility if the application is received less than five (5) days prior to the start of the event.
- g. A school system representative must be on duty during an event to assure that the building is secured in an acceptable manner and that the facilities are left in proper condition. Service fees for custodians and other key personnel (food service staff or audio/light technician) may be assessed even when facility fees are not charged. Additional charges may be assessed if the actual event time exceeds the estimated time.
- h. Richmond County Schools may deny any application that is not consistent with the school system's mission statement and vision.
- i. Applicants must furnish or arrange for help that may be necessary for the operation of the auditorium or other rooms in which meetings are held or grounds which are being used by them, such as, ushers, ticket sellers, and doorkeepers.
- j. The Lessee is at least eighteen (18) years of age, fully competent, and a Richmond County Resident.
- k. The following are examples of individuals or groups who may seek approval by the Richmond County School Board for use of the facilities: Charitable organizations, churches, youth athletic organizations, plays, musicals, chorus, band performances, and businesses that provide a service to our community.
- l. School-related organizations shall have priority over non-school-related organizations, and approved child and youth groups shall have priority over adult groups.*
- m. In the event of a local emergency or disaster, school officials will cooperate with disaster-relief organizations in making school facilities available for shelters.*

- n. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession;
- o. The applicant will place reliable person(s) in charge of all activities; will be responsible for damage caused by the group or by others admitted; and will provide police protection, if necessary, to maintain order and to protect school property. The names of the responsible persons will be given in writing to the schools board's representative at the time of the application.
- p. The application for the use of school facilities shall not be considered approved until a signed copy has been sent to the applicant.
- q. No organization may use the buildings or grounds at any time or in a manner that will interfere with the regular program of the school.
- r. Non-school activities planned by non-school organizations whose objective is to raise funds for the organization are generally considered an inappropriate use of the school's facilities and are, herein, prohibited. Exception may be granted by the superintendent if the organization can demonstrate that the funds raised are substantially expended to benefit the community as a whole.
- s. The school board or its representatives must have free access to all facilities at all times.
- t. The right to revoke a permit at any time is reserved by the school authorities.
- u. Putting up decorations or scenery or moving pianos is prohibited unless special permission is granted.
- v. Permission for bringing equipment such as concession stands, trucks, or carnival equipment on school property must be requested in writing thirty days in advance before a formal agreement can be considered.
- w. The organization that used the building and grounds shall be responsible for the conduct of its members and visitors.
- x. Building keys will not be provided to any group except in a declared emergency.
- y. Sponsor(s) is/are responsible for supervising participants at all times. Children are not permitted to be unsupervised.

II. Fee Schedule

a. Listing of fees

Facility Fees	Per Hour / Minimum 3 Hour
Elementary Gymnasium	\$60 per hour / \$180
Elementary Cafeteria/Commons Area	\$40 per hour / \$120
Elementary Cafeteria with Kitchen	\$60 per hour / \$180
High School Auditorium	\$70 per hour / \$210
High School Cafeteria/Commons Area	\$40 per hour / \$120
High School Cafeteria w/ Kitchen (kitchen employee must be present)	\$60 per hour / \$180
High School Gymnasium	\$60 per hour / \$180
Classroom	\$30 per hour / \$90
Athletic Fields	\$60 per hour / \$180
Service Fees	Per Hour / Minimum 3 Hour
Audio/Light Technician	\$40 per hour / \$120
Admin and/or Custodian (includes ½ hr. before & after an event)	\$40 per hour / \$120
Food Service Staff	\$40 per hour / \$120
Gymnasium Supervision	\$40 per hour / \$120

- b. All rental and service fees are to be paid two weeks prior to an event. Any other financial arrangement must be approved. Payments are made to the Richmond County Public Schools. Payments should never be made directly to employees.

- c. The Richmond County School Board may grant a waiver of rental fees if the activity at the school facility is for the sole purpose of raising funds for the schools or is to assist in the education of the students in the community. The School Board also reserves the right to grant a waiver of rental fees if the activity is free to the public and is offered as a valued public service (non-profit organization) to the residents and/or students of Richmond County. If a waiver is granted, custodial and other service fees still apply.

III. Liability

- a. Each group or organization using the facilities shall assume full responsibility for and hold the Richmond County School Board, its officers, agents, and employees harmless from any legal liability, injury or damage to the person or property in connection with the use of school facilities.
- b. Applicants must provide a certificate of liability insurance in the minimum amount of \$1,000,000 naming the Richmond County School Board as an additional insured.
- c. The group or organization shall be responsible for any damage done to the facilities. If an event results in unanticipated additional costs to the school division, the organization will be billed for these costs.
- d. The lessee agrees to indemnify, defend, and hold harmless the Richmond County School Board (Lessor) from and against any and all costs, expenses, damages, claims, lawsuits, judgments, losses, and/or liabilities (including attorney fees) arising directly or indirectly from or related to any and all claims made by or against any of the Released Parties due to bodily injury, death, loss of use, monetary loss, or any other injury from or related to my use of the Richmond County Public Schools' facilities or equipment.
- e. By signing the application the Lessee acknowledges and represents that they have the foregoing Waiver of Liability, understand it and sign it voluntarily as my own free act and deed, including without limitation the Release of Liability and Indemnification requirements contained in this document.

RICHMOND COUNTY PUBLIC SCHOOLS
Application for Use of School Facilities

Application to use School Board facilities must be completed and submitted to the Principal or the Superintendent 45 days prior to the scheduled event. Applications are reviewed by the school board during monthly board meetings and applicants will receive notice if the event was approved or not approved. The applicant must read the School Board Policies and Regulations that accompany this application. Payment of the use of facilities is payable to the Richmond County Public Schools and is due 14 days prior to the event. Proof of third party liability insurance (\$1,000,000 minimum) must be attached to this application to be considered. The use of drugs, alcohol, vaping, and smoking is strictly prohibited on Richmond County Public School property.

APPLICANT AND ORGANIZATION INFORMATION (Please Print)

Name of Applicant _____	Primary Phone # _____
Address of Applicant _____ _____	Cell or Work # _____
Organization Name _____	Email Address _____
_____	Is this organization recognized by IRS as a not-for-profit organization? ____ Yes ____ No

EVENT INFORMATION

Name of Event _____	Event Date: _____
Description of Event _____	# of Attendees _____
Time when facility will be used: from _____ to _____ (including set up and break down)	Will donations be taken? ____yes ____ no
Is this a fundraising event? ____ Yes ____ No Fee Charged: ____ (see back page for details)	
Will the use of the facility benefit directly any sponsor, promoter, or individual in an economic way? ____ Yes ____ No	

REQUEST FACILITY INFORMATION

School Facility Requested _____
Specific Room(s) to be Used _____ (Ex: Gym, Auditorium, Cafeteria, Classrooms, etc.)
<u>If requesting the high school auditorium, please complete the attached auditorium request form (page 6). This must be submitted at least two weeks prior to the event date.</u>

I have read and understand the Richmond County School Board Policy and Regulations governing the use of public school facilities. I agree to accept responsibility for any damage of the building, grounds, and/or equipment. A Certificate of Insurance indicating a minimum of \$1,000,000 liability coverage is attached.

_____ Signature of Applicant	_____ Date
_____ Date	_____ Signature of Building Principal
_____ Date	_____ Signature of Superintendent
_____ Date	

SCHEDULE OF FEES
(to be paid fourteen days prior to the event to Richmond County Public Schools)

Fee Schedule	Per Hour / Minimum 3 Hour	Charges
Elementary Gymnasium	\$60 per hour / \$180	
Elementary Cafeteria/Commons Area	\$40 per hour / \$120	
Elementary Cafeteria with Kitchen	\$60 per hour / \$180	
High School Auditorium	\$70 per hour / \$210	
High School Cafeteria/Commons Area	\$40 per hour / \$120	
High School Cafeteria with Kitchen	\$60 per hour / \$180	
High School Gymnasium	\$60 per hour / \$180	
Classroom	\$30 per hour / \$90	
Athletic Fields	\$60 per hour / \$180	
TOTAL		\$

Service Fees	Per Hour / Minimum 3 Hour	Charges
Audio/Light Technician	\$40 per hour / \$120	
Admin and/or Custodian (includes ½ hr. before and after an event)	\$40 per hour / \$120	
Food Service Staff	\$40 per hour / \$120	
Piano Rental	\$75 per event	
Gymnasium Supervision	\$40 per hour / \$120	
TOTAL		\$
GRAND TOTAL		\$

Rooms/Space requested (Check all that apply)

☐ Playgrounds ☐ Football/Soccer Field ☐ Cafeteria (does not include access to kitchen)

☐ MTLC Gym ☐ New Gym ☐ Old RHS Gym ☐ Auditorium ☐ Bathrooms

☐ Classroom (number(s)_____)

☐ Kitchen (applicant must complete the information below and a Food Service worker MUST be present)

Kitchen Equipment:

☐ Dishwasher ☐ Ice Machine ☐ Meat Slicer ☐ Ovens

☐ Range ☐ Serving Lines ☐ Freezer ☐ Steamer ☐ Walk-in Fridge

Please indicate below when the kitchen will be used.

Setup time: _____ Event time: _____ Take Down time: _____

☐ (check) I understand that the applicant is responsible for sweeping/mopping the kitchen floor, as needed.

Signature of applicant

Date

COMMUNITY USE OF SCHOOL FACILITIES

The School Board may permit use of school property by members of the community when such use will not impair the efficiency of the school. The superintendent shall develop guidelines and applications for use of school property. Requests for the use of any school facilities shall be made to the superintendent or superintendent's designee. The superintendent shall report actions taken under this policy to the School Board at the end of each month.

If the School Board permits the use of its facilities by members of the community or the distribution of literature on school property or at school functions, it will permit such use or such distribution by the Boys Scouts of America, the Girl Scouts of the United States of America, and other youth groups designated as patriotic societies by federal law, to the same extent and in the same manner as all other persons or groups.

Adopted: June 12, 1996

Amended: August 8, 2001

Amended: August 13, 2003

Amended: July 11, 2012

Legal Refs.: 20 U.S.C. § 7905

Code of Virginia, 1950, as amended, sections 22.1-79.3, 22.1-130.1, 22.1-131, 22.1-132

Cross Refs.: IGDA
KF

Student Organizations
Distribution of Information/Materials

Approved: March 12, 1997

Revised: July 14, 1999

Revised: December 10, 2008

Revised: June 9, 2010

Revised: January 12, 2011

Revised: January 11, 2012

Amended: December 10, 2014

Approved: March 11, 2015

Revised: February 22, 2023

Please check all that apply

FURNISHINGS

☐ Tables ☐ Chairs

☐ # of Podiums

☐ # of Risers

NOTE: We will not be able to support more than 2 tables, and 6 risers. Additional furnishings are the responsibility of the renter.

7 | Page