

# Gloucester County Public Schools



## Facilities Use Manual

**GLOUCESTER COUNTY PUBLIC SCHOOLS**  
**FACILITIES USE**

On behalf of the Gloucester County School Board, Gloucester County Department of Community Education, and Gloucester County Department of Parks, Recreation & Tourism, welcome to Gloucester County Public Schools. Our school division is supported by the people of the county, and responsible use of school facilities is encouraged. The following represents the administrative regulations governing the indoor and outdoor use of facilities, and explains in detail how groups may utilize the schools.

**WHO MAY USE SCHOOL FACILITIES?**

Indoor and outdoor school facilities may be used for activities of an educational, governmental, cultural, civic, recreational, social, and general political nature, which are sponsored by responsible local persons, organizations, agencies, or institutions. Individuals making applications must be residents of Gloucester County. Activities must be open to the general public, and the majority of the participants must be residents of Gloucester.

- 1) Indoor and outdoor usage will be scheduled based on the following priority:
  - 1st --> School-sponsored or school-related groups (i.e., PTAs and Booster Clubs)
  - 2nd --> County and governmental agencies
  - 3rd --> Community-based groups/non-profit organizations and colleges/universities
  
- 2) The following activities are prohibited:
  - \* Any activity that may be injurious to the buildings, grounds, or equipment;
  - \* Usage by for-profit organizations;
  - \* Personal or private celebrations;
  - \* Activities for private, personal, or commercial gain, to include raffles, lotteries, and gambling;
  - \* Fund-raising campaigns, except as permitted by Board policy or special action of the Board;
  - \* Continued use over extended periods of time by organizations, in lieu of erecting their own buildings;
  - \* Car washes; and,
  - \* Any purpose in conflict with school activities.

**WHAT IS REQUIRED TO USE A SCHOOL FACILITY?**

All individuals or groups must submit a request to use a school facility. Applicants must supply a certificate of liability insurance in the amount of at least \$1,000,000, with the School Board of Gloucester County named as the certificate holder and as an "additional insured".

**IS THERE A CHARGE FOR USE?**

Fees depend upon the nature of and the specific facility needs for the planned activity. Groups or individuals may apply for facility use under three (3) specific categories:

- 1. Community Education Affiliated**
- 2. Parks, Recreation & Tourism Affiliated**
- 3. School Rental**

**1. COMMUNITY EDUCATION AFFILIATED**

The Gloucester County Department of Community Education, in partnership with Gloucester County Public Schools, coordinates community use of the school facilities (designated schools on designated nights) for non-profit, community-based organizations to conduct their meetings and activities. There is no charge for usage during the designated days and times.

All community use requests must be scheduled through the Department of Community Education by calling the contact numbers listed below, or the Community Education main office at 693-5730. Eligible groups will be required to provide the designated school community education coordinator with a certificate of liability insurance in the amount of at least \$1,000,000, with the School Board of Gloucester County named as the certificate holder and as an "additional insured."

<u>DESIGNATED SITES:</u>	<u>DAYS:</u>	<u>TIMES:</u>	<u>CONTACT:</u>
Abingdon Elementary	Monday/Wednesday	4:00 p.m. - 9:30*	642-9240
Achilles Elementary	Tuesday/Thursday	4:00 p.m. - 9:30*	642-9160
Botetourt Elementary	Tuesday/Thursday	4:00 p.m. - 9:30*	693-1419
Page Middle School	Monday/Wednesday	4:00 p.m. - 9:30*	693-2540 (Ext. 7)

- \* Groups using areas other than the gyms should end their activities by 9:20-9:25, and must exit the buildings by 9:30.
- \* Groups using the gyms should end their activities by 9:30, and must exit the buildings by 9:45.

Summer evening usage varies, and is scheduled at centralized sites on an as-needed basis.

**2. PARKS, RECREATION & TOURISM AFFILIATED**

The Gloucester County Department of Parks, Recreation, and Tourism, in partnership with Gloucester County Public Schools, utilizes school facilities for programs of a recreational and/or cultural nature. Only approved programs sponsored and supervised by the department can be scheduled under the auspices of the department. Personnel and other costs may apply.

Additionally, the Gloucester County Department of Parks, Recreation, and Tourism oversees and operates the following county recreational facilities that can be reserved or rented by groups. These sites are:

- Abingdon Park - athletic fields and picnic shelter (under a lease agreement with Gloucester County Public Schools)
- Ark Park - athletic fields
- Beaverdam Park - Whitcomb Lodge picnic shelters and picnic areas
- Gloucester Point Beach Park - picnic shelter and picnic areas
- Tyndall's Point Park - picnic area
- Woodville Park - athletic field

For information on the use of any of these facilities, please contact the Gloucester County Department of Parks, Recreation, and Tourism at 693-2355.

**3. SCHOOL RENTALS**

Organizations or individuals not qualifying under the Departments of Community Education or Parks, Recreation, and Tourism must submit an electronic rental application/request. Information to assist with the process may be accessed using the following link: <http://tinyurl.com/gcpsfacilityuse>. This webpage includes a link to this Facilities Use Manual, Facilities Use Fee Schedule, Facilities Use Capacity Information, Division-Wide Event Calendar, Online Applications, and Instruction Guides.

If you have any questions, please call the schools' Facilities Use Administrators as follows:

Abingdon Elementary	Caroline Burton, Community Engagement Coordinator	642-9240
Achilles Elementary	Deborah Bone, Community Engagement Coordinator	642-9160
Bethel Elementary	Valerie Lewis, Community Engagement Coordinator	693-0654
Botetourt Elementary	Haley Poulson, Community Engagement Coordinator	693-1419
Petsworth Elementary	Cindy Thomas, Community Engagement Coordinator	693-4555
Thomas Calhoun Walker Education Center	Nanette Costa-Desjarlais, Program Administrator	693-5304
Page Middle	Debra Falkenberg, Community Engagement Coordinator	693-2540 (Ext. 7)
Peasley Middle	Linda Buswell, Community Engagement Coordinator	693-1254
Gloucester High	Kristy Hunter, Activities Director	693-3866

If you need additional assistance, please e-mail [facilitiesuse@gc.k12.va.us](mailto:facilitiesuse@gc.k12.va.us).

**PLEASE NOTE THE FOLLOWING:**

**ELECTRONIC RENTAL APPLICATIONS/REQUESTS FOR RENTAL OF INDOOR AND/OR OUTDOOR FACILITIES**

- There is a \$10.00 non-refundable administrative processing fee per request.
- Requests should be submitted at least two (2) weeks prior to the planned activity or event.
- Requests should not be submitted more than six (6) months prior to the planned activity or event.
- Applications and/or approvals for usage shall not be considered a lease, are non-transferable, and may be revocable, as determined by the Assistant Superintendent for Administrative Services.
- Users must have a copy of the approval available at all times during the period of facilities use.

**CHANGES TO AND/OR CANCELLATIONS OF RENTAL REQUESTS**

**Changes:**

- There is a \$10.00 non-refundable administrative processing fee for each change made to a request.
- Any changes to a rental request must be made through and approved by the Office of Administrative Services (693-5304).
- The requestor must also notify the Facilities Use Administrator at the school requested (please refer to the list provided above).

**Cancellations:**

- There is a \$10.00 non-refundable administrative processing fee for cancellation of a request.
- Any cancellations of rental requests must be communicated to the Office of Administrative Services (693-5304) no later than noon on the last business day prior to the event. If unable to reach someone, please leave a voice mail message AND inform Dave Miller, Facilities Manager (804-815-1610). In order to avoid being charged, personal contact must be made to ensure that your cancellation information is received and can be processed prior to the scheduled usage.
- The requestor must also notify the Facilities Use Administrator at the school requested (please refer to the list provided above)..
- If appropriate notification is not provided, the requestor must pay for scheduled personnel (if any, for a three (3) hour minimum) as well as the operating costs (if any) for the scheduled use.

**RENTAL COSTS**

- There is a \$10.00 non-refundable administrative processing fee per application/request; there is also an additional \$10.00 administrative processing fee for each change made to a request and/or cancellation of a request.
- Rental costs and any applicable damage deposits will be determined based on the Facilities Use Fee Schedule.

- Damage deposits may be required for use of the auditoriums at Gloucester High School (GHS), Peasley, and the Thomas Calhoun Walker Education Center, and for use of the GHS fields and/or stadium and/or tennis courts. Damage deposits will be refunded upon notification from the appropriate staff members that there were no damages as a result of the usage, contingent upon full payment of all fees and the return of any/all keys issued.
- Custodial services are required for indoor usage and some outdoor usage, and will be billed in advance based on hours of usage scheduled plus one (1) additional hour (15 minutes before event for preparation and 45 minutes after event for cleanup) or a three (3) hour minimum (whichever is greater), based on the Facilities Use Fee Schedule. Custodial services are also required for cleanup of the stadium following an event, and will be billed in advance (2 custodians for 4 hours each). Additional personnel or hours may be scheduled and billed for large events.
- Groundskeeper services are required for stadium usage, and will be billed in advance based on hours of usage scheduled or a three (3) hour minimum (whichever is greater), based on the Facilities Use Fee Schedule. Additional personnel or hours may be scheduled and billed for large events.
- If the facility is being requested as a backup location, groups will be billed a three (3) hour minimum for on-call personnel fees. Payment of these fees is non-refundable, but will be applied to the total amount due if our facilities are used.
- Activities must have an approved supervisor employed by Gloucester County Public Schools or Gloucester County. Groups will be billed in advance based on hours scheduled or a three (3) hour minimum (whichever is greater), based on the Facilities Use Fee Schedule. These additional charges may not apply if the custodian(s)/groundskeeper(s) assigned/scheduled is/are providing the supervisory services.
- Usage of kitchens or computer labs is restricted, and requires special authorization. Designated staff must be present when these areas are being used. Groups will be billed in advance based on hours scheduled or a three (3) hour minimum (whichever is greater), based on the Facilities Use Fee Schedule. These charges will be in addition to the required custodial and/or supervisory services costs.
- Usage of the auditorium sound system and/or stage lighting and/or broadcasting system at Gloucester High, Peasley Middle, and the Thomas Calhoun Walker Education Center is restricted, and requires special authorization. Designated staff must be present to operate the equipment. Groups will be billed in advance based on hours scheduled or a three (3) hour minimum (whichever is greater), based on the Facilities Use Fee Schedule.
- If actual hours of personnel services provided exceeds hours scheduled/billed, you will be billed after the event accordingly.

#### IMPORTANT INFORMATION

- Gloucester County Public Schools requires users of school facilities to provide the Office of Administrative Services with a certificate of liability insurance in the amount of at least \$1,000,000, with the School Board of Gloucester County named as the certificate holder and as an "additional insured" along with their application. This requirement affords both the user and the school division appropriate protection.
- Payments are due within seven (7) days of receipt of invoices. Any payment arrangements must be made with the Office of Administrative Services upon receipt of invoice. Checks should be made payable to Gloucester County Public Schools, and mailed (or dropped off) to Gloucester County Public Schools, Office of Administrative Services, 6099 T.C. Walker Road, Gloucester, VA 23061. At no time should payments be made directly to employees.
- Even though a facility may temporarily be reserved for dates requested, final approval is considered to be pending until the completed application/request is approved and activated, and the required certificate of insurance and payment are received in the Office of Administrative Services.
- The applicant will assign a designated event coordinator from their group who will serve as the official representative of the organization. This person shall ensure that the usage conforms to all Gloucester County Public Schools policies, procedures, and guidelines.
- An audible announcement must be made not more than ten minutes prior to the start of each program to notify occupants of the location of the exits to be utilized in case of a fire or other emergency.
- Users must adhere to capacity/occupancy limits.
- Applicants/groups will be limited to the specific areas requested on the application. No area should be used for any activity for which it was not requested.
- All meetings, activities, and events must end by 10:00 p.m., unless special arrangements are made with the Office of Administrative Services.
- Any special requirements for facility usage shall be communicated to the event coordinator by the facility administrator prior to usage (i.e., soft-soled shoes on gym floors).
- Use of our sound or lighting equipment, and related/required services must be coordinated with the school Facilities Use Administrator as soon as possible to ensure that equipment needs can be met, and that personnel will be available to provide the required services.
- Outdoor restroom and concession facilities are included in with the usage of the Gloucester High School stadium; however, concession usage will require prior approval from the Gloucester High School Activities Director (804-693-3866).
- Placement of portable toilets must be approved by the Facilities Manager (804-693-1207). Organizations using these facilities are responsible for proper supervision, and must ensure that the facilities are left in proper condition.
- The prop storage/shop area behind the Gloucester High School auditorium stage is not available for use by outside groups.
- No pianos, scenery, or other heavy equipment is to be moved into the building, unless special permission is granted. Scenery and other equipment provided by the user must be removed from the building promptly after the usage.
- At no time should modifications or alterations be made to the circuitry or structure of any facility.
- The applicant assumes responsibility and liability for any loss or damage to school property.
- Users are responsible for reporting problems, deficiencies, or damages to the facility prior to their usage.

- If problems or damages occur during use, users should immediately notify the designated facility supervisor. A delay or failure to report may cause difficulty in assessing the cause and/or responsible party, and may result in damage/repair fees and/or future denial of usage.
- Users should ensure that all areas are left in the same condition as found, and that all trash or debris is picked-up and deposited in appropriate trash containers. If the facility is not in proper condition before usage, please notify the designated facility supervisor immediately. If the facility is not left in a satisfactory condition, the applicant will be billed for clean-up and/or repairs.
- Unless permission is granted in advance, no vehicles, tractor-trailers, or heavy equipment shall be driven on any field or athletic area. Users will be required to repair or pay for any damage to fields and/or property if damage occurs.
- Vandalism of property will not be tolerated, and will jeopardize future use of the facilities by the organization.
- The applicant must provide sufficient fire and/or police protection and security, if recommended by school or county officials.
- NO illegal drugs/alcohol/tobacco/electronic cigarettes/weapons of any kind are allowed on school property.
- The applicant is responsible for the observance of all applicable School Board policies, as well as all national and state laws, local ordinances, and rules of the police and fire departments regarding public assemblies.

Cross References: JJAC Student-Athlete Concussions During Extracurricular Activities  
 KG Community Use of School Facilities  
 KGB Public Conduct on School Property  
 KGD Animals on School Property

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	July 12, 2011	(Updated Community Use Information)
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	February 10, 2016	(Updated Contact Information)
	August 31, 2016	(Updated Community Use Sites and Facilities Use Administrator Contact Information)
	June 20, 2017	(Updated Community Engagement Coordinator Contact Information)