

GUIDELINES FOR COMMUNITY USE OF SCHOOL FACILITIES

I. Purpose

The purpose of this regulation is to establish procedures for the use of school division facilities by school division groups as well as outside organizations. The school division coordinates use of school facilities.

II. General Guidelines

- A. Hours of use shall generally be from the end of the instructional day until 10:00 p.m. on weekdays and from 8:00 a.m. to 11:00 p.m. on Saturdays and Sundays. Exceptions may be made for scheduled church services or for other activities at the discretion of the principal.
- B. Priority of Use – School organizations, PTA's, school-aged child care and all Boy/Girl Scout groups and other patriotic societies designated as such by federal law have first priority. All other organizations may be accommodated thereafter.
- C. Cancellations – use of schools by organizations shall be canceled when schools are closed by the Superintendent. Unless the Superintendent declares all division schools closed for weekend use, the principal may determine whether a school can be safely used as scheduled.
- D. Liability Responsibility – with the exception of King George County Schools organizations, each applicant is required to maintain a minimum of \$1,000,000 in liability insurance coverage for all activities.
- E. Non-Profit or KGCS Partner in Education status – A non-profit organization shall be required to provide a copy of their 501(c)(3) letter, issued by the IRS, prior to approval for use. A KGCS Partner in Education will secure a signed commitment annually to qualify for the corresponding building use rate.
- F. Permissible Activities – activities may include, but are not limited to: learning opportunities beyond the academic day, dinners, concerts, dramatic arts, art festivals, dances, and community and/or civic gatherings, and faith-based meetings (weekend church services). Activities which do not fall into the above categories and appear to be of questionable nature or games of chance shall be referred to the Superintendent for consideration.
- G. Acceptable Conduct – individuals, groups, or organizations using a school facility shall conduct activities that are orderly and lawful, not of a nature to

incite others to disorder, and not restricted by reason of race, religion, sex, creed or national origin.

- H. Damages to Facility/Equipment – Before and after facility use, the facility must be inspected by the user and the on-duty designated building supervisors. Damages found to have occurred during use must be noted in writing with the user acknowledging said damages by signature. Users are responsible for any damages to KGCS property.
 - I. Parking – Vehicles parked on school grounds shall be confined to approved parking areas.
 - J. School Food and Nutrition Services Personnel – Food Services personnel are required to be present when kitchen facilities are used, if permission is granted to use kitchen facilities.
 - K. Yard Sales – School facilities are not available for private or commercial yard sales.
 - L. Display of signage – Groups approved for facility use may place temporary identification signs on school grounds only while the location is in use. Size limitation shall be 4' x 8'.
 - M. Denial of use – The King George County School Board reserves the right to deny use of school facilities at any time and is the final authority concerning interpretation and modification of policy or regulation and in rendering decisions.
- III. Procedures for Facility Use
- A. Application for Facility Use
 - 1. An individual, group, or organization (user) seeking to use school facilities must complete an application (KG-F in the KGCS Policy Manual).
 - 2. Requests should be submitted at least 30 days in advance for commercial events and 15 days in advance for all other activities.
- IV. Fees
- A. Each school is responsible for creating and providing invoices to the user at least (10) days in advance of the event. Any changes to the invoice due to adjusted rental times, personnel hours, or space used will be resubmitted to the user after the event has occurred.

- B. Fees will be assessed according to group category and on an hourly basis according to the schedule included in King George Policy KG-F.
 - C. All fees collected for community use will be forwarded to the school division financial office. Fees collected for the use of the KGHS stadium complex may be maintained in the KGHS activity account minus any reimbursement due the school division for personnel costs.
 - D. Users will be assessed a 10% penalty fee for checks returned for insufficient funds. Users will also be assessed a \$50 no-show fee if notice of cancellation of the event is not received by the school prior to the start of the event.
 - E. The principal or designee at each school will determine if a supervisor is needed to work a community use event. A decision to waive supervisory fees may be made by the principal.
- V. Categories of Users

Fees for facility use shall be based upon an organization's category according to the following:

A. Rent-free organizations

School-sponsored groups such as PTA, Booster Groups, Girl and Boy Scouts or any other patriotic society as designated by federal law, Homeowner's Associations (for meetings only)

No rental fee
Personnel fees apply as required

B. Non-profit Organizations & Approved KGCS Partners in Education

Church, cultural, or faith-based organizations or any group able to supply proof of 501(c)(3) status with a letter issued by the IRS.
Approved KGCS Partners in Education (annual commitment approval required)

Non-profit schedule for rental fees apply
Personnel fees apply as required

C. Commercial Organizations

Commercial rates apply to any organization (user) that does not fall into the other two categories.

Commercial Rates apply

Personnel fees apply as required

King George High School Stadium Users

- A. King George Youth Activity (non-KG Parks and Recreation Youth Activities)
“Local” rental rates apply
- B. Non-King George Activities (adult or non-KG Youth Activity)
“Outside” rental rates apply

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