



The Maggie L. Walker Governor's School for Government & International Studies  
 1000 North Lombardy Street  
 Richmond, Virginia 23220

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Application to use the school facility must be completed and submitted to the director **at least 30 days before** the anticipated use of the facility. The applicant should read the Regional School Board Rules and Regulations, which accompany this application before submitting it to the director. All personnel fees (if any) and operational charges should be submitted with the application. Make checks payable to the **Maggie L. Walker Governor's School or MLWGS**. If the request to use the school facility is denied, the check will be returned to the applicant. **There is no insurance coverage for accidents or the acts or omissions of persons not employed by Maggie L. Walker Governor's School.** For information or assistance concerning the use of school facilities, please contact the school administration at 804-354-6800.

**APPLICANT IS TO COMPLETE ALL ITEMS. TYPE OR PRINT (Press Hard)**

Date application submitted: \_\_\_\_\_ Is this organization an IRS-recognized not-for-profit organization?  Yes  No  
 A copy of the IRS Non-Profit Certification is provided with this application:  Yes  No

Federal ID# \_\_\_\_\_ Organization Name \_\_\_\_\_

Address of organization: \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Name of applicant: \_\_\_\_\_  
 Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Work Phone No. \_\_\_\_\_  
 Cell Phone No. \_\_\_\_\_

Address of applicant: \_\_\_\_\_  
 Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Specific area(s) to be used: Indoor: \_\_\_\_\_ Outdoor: \_\_\_\_\_  
 Describe fully the nature of the program to be conducted: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Number of People Involved: \_\_\_\_\_  
 Date(s) to be used \_\_\_\_\_ Day(s) \_\_\_\_\_ Time(s) \_\_\_\_\_  
 Amount of admission to be charged: \$ \_\_\_\_\_ Profits will accrue to: \_\_\_\_\_

NOTE: This permit is requested under the rules of the Regional School Board, and I agree to become responsible for any damage to the BUILDING, GROUNDS, AND/OR EQUIPMENT. A Certificate of Insurance will be required for the use of facilities, naming Maggie L. Walker Governor's School as an additional insured. The Certificate of Insurance must bear a minimum of **one million dollars** liability coverage unless otherwise requested.

Insurance Company: \_\_\_\_\_ Policy No. (endorsement page required): \_\_\_\_\_

Agent Name and Contact Information/Phone Number: \_\_\_\_\_

The undersigned shall, to the fullest extent permitted by law, indemnify and hold the Maggie L. Walker Governor's School Regional Board (the "Board"), and its officers, agents, and employees harmless from and against all claims, damages, and losses arising out of or resulting from the undersigned's use of facilities, including, but not limited to, any such claim, damage, loss or expense that is attributed to bodily injury, sickness, disease or death, or injury or destruction of tangible property, including the loss of use resulting therefrom, or to economic loss; provided, however, that the undersigned's indemnification obligation under this agreement shall be limited to claims, damages, losses, and expenses to the extent caused by any act or omission of the undersigned, or any officer, employee, agent, or invitee of the undersigned, or anyone for whose acts the undersigned may be liable.

\_\_\_\_\_  
 Signature of Applicant

**AUTHORIZATION SECTION COMPLETED BY THE DIRECTOR**

The facilities requested above are available on the date(s) requested:  Yes  No  
 School Food Service services needed:  Yes  No (Applicant must contact the Food Service Operator for services needed.)  
 Custodian/Security/Technology services assigned: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
 Facility space(s) assigned: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
 Required estimated Custodial/Security/Technology Personnel Fees \$ \_\_\_\_\_ Required Operation Fee \$ \_\_\_\_\_  
**TOTAL AMOUNT TO BE SUBMITTED UPON APPLICATION AUTHORIZATION RECEIPT \$ \_\_\_\_\_**  
 Comments: \_\_\_\_\_

Total Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Date Received \_\_\_\_\_ Signature of Director \_\_\_\_\_ Date \_\_\_\_\_

Application, payment, and certificate of insurance must be received before activity. All requests must be confirmed in writing on this form. Any changes to applications must be done in writing.

**THE MAGGIE L. WALKER GOVERNOR'S SCHOOL  
FOR GOVERNMENT & INTERATIONAL STUDIES**  
1000 North Lombardy Street  
Richmond, Virginia 23220  
354-6800

**RULES AND REGULATIONS ABOUT THE  
USE OF SCHOOL FACILITIES**

1. Application to use the school facility must be completed and submitted to the director of the school at least 15 days before the anticipated use of the facility. All copies of the "Application for Use Of School Facilities" form MUST be submitted. Copies will be mailed to the appropriate person after processing. The director has the right to approve or disapprove, at any time, any application for the use of school facilities.
2. Custodial fees (if any) and/or security personnel fees (if any) and operational charges should be submitted after the director's approval of the application. Advance payment fees will be refunded in case of the cancellation of this application request.
3. The person signing the application and the organization will be held financially responsible for any damage to the building, furniture, and equipment.
4. No part of the facility may be considered as reserved until the written application, operational, and/or custodial/security personnel fees are on file and a copy signed by the director has been issued to the applicant.
5. The application form for the use of a school facility for a meeting or activity shall provide a full statement of the purpose and type of meeting or program for which permission to use the school is being sought. This statement shall include information concerning the sponsor or sponsors, the content of the program, information as to whether the meeting or activity is to be advertised, and a statement concerning how any financial proceeds are to be distributed.
6. Other than activities sponsored by school-related organizations or school groups, e.g., PTSA, Boosters, Athletic Teams, Choral, Band, School Clubs, etc., or participating school boards, no series of meetings or engagements will be allowed without a special authorization of the director.
7. Only those activities open to the public will be allowed without the special authorization of the director.

**PERSONNEL SERVICE FEES**

A charge for the services of custodial, security, and technology personnel will be compensated at their prevailing overtime rate. **The organization using the facility will be billed for any personnel overtime costs incurred above the original estimate. Personnel charges for cafeteria services are paid directly to the cafeteria operator, who is a private contractor.**

**OPERATIONAL CHARGES FOR USE/RENTAL OF SCHOOL FACILITIES**

Fees for operational use of buildings, grounds, facilities, custodial, security, and technology fees are established to defray building operation costs and are effective October 21, 2021, as follows:

Area	3-Hr Minimum Charge	Each Additional Hr or Fraction Thereof Charge
Library or Classroom	\$100.00	\$35.00/hr
Cafeteria	\$200.00	\$66.00/hr
Auditorium	\$400.00	\$133.00/hr
Student Open Commons/Forum/Black Box	\$200.00	\$66.00/hr
Gym	\$300.00	\$100.00/hr
Athletic Field/Parking Lot/Pavilion Restrooms	\$125.00	\$42.00/hr
Athletic Field with Lighting and Pavilion Restrooms	\$300.00	\$100.00/hr
Custodial Fees*	Contracted Rate	Contracted Rate
Security Personnel Fees**	Contracted Rate	Contracted Rate
Cafeteria Personnel***	Contracted Rate	Contracted Rate
Technology Personnel**	Contracted Rate	Contracted Rate

\* Custodial charges will include 30 minutes before and 30 minutes after the scheduled event, with a 3-hour minimum.

\*\*If necessary as determined by the school director. Non-MLWGS employees can be used for these services.

\*\*\*If the kitchen or food service is required, contact the School Food Service Operator for costs. Personnel for these services are independent contractors and will be paid by the application holder separate from any monies paid to the school.

In the event a program or function begins before 4:30 pm on any school day, the usage cost would be calculated on an hourly basis for each hour or portion thereof the program or function is scheduled beyond 4:30 pm. For example, a program begins before 4:30 pm and ends no later than 5:30 pm, the charge would equal one hour of operation usage fee, custodial fee, or security fee if applicable. (3-hour minimum is still in effect).

**REFER TO THE POLICIES LISTED BELOW**

**General Policy**

School facilities, including buildings and grounds, are designed and constructed for the primary purpose of supporting the educational programs of the school. The Regional School Board encourages the use of these facilities by the public when such use does not inhibit the basic purpose of the educational program. School-related groups and participating school boards shall be given priority in the use of school facilities. Application by other groups will be taken on a first-come, first-serve basis. Operational charges and custodial/security fees for the use of these facilities are not to generate revenue but are to restrict the expenditure of educational funds to educationally related uses. Operational expenses such as heating, cooling, lights, water, custodial fees, security, and other costs make it necessary to charge a nominal fee for non-school use of these facilities. For purposes of this policy, operational and custodial fees are effective Monday through Friday before 7:00 am and after 4:30 pm, and all day Saturday, Sunday, or holidays.

**Fees and Deposits**

Operation usage fees and personnel fees shall be charged for the use of a school area by an individual group as authorized by the Regional School Board. Usage fees shall be required of all individuals and groups using school areas, except Maggie L. Walker Governor's School and groups appointed by the Regional School Board such as the Advisory Committee and Community Councils and groups created for the sole purpose of supporting Maggie L. Walker Governor's Schools such as the PTSA, GS Foundation, and booster groups.

8. The school facility may not be used for profit-making activities of any individual or entity without the approval of the Regional School Board. Only not-for-profit organizations approved to use the facility may charge any fees for admission to the event and any such fees must go to the organization.

9. The custodians, cafeteria managers, or security personnel are available for minimal set-up, cleaning, or facility supervision services only. The organization using the facility will be expected to leave the facility ready for services the next day. Custodial services do not include transporting equipment or supplies, arrangement of any special furniture or equipment, or supervision of activities/crowds.

10. The cafeteria kitchen may not be used unless the cafeteria manager, or his/her representative, is on duty.

11. Only school furniture provided in this building is available for use. Any rearrangement of school furniture must be done by the group using the building, but only after securing the permission of the school administration. Smoking is not permitted in any part of the school building. No alcoholic beverages shall be permitted in the school building, or on school grounds. Possession or use of weapons is prohibited. Violators will be reported to the proper authorities.

13. Occupancy is limited to the number of persons, seat-for-seat, that the facility is designed to accommodate and as posted.

14. Staging or decorations must be done so as not to deface or damage any property and must be pre-approved by the school director.

15. Appropriate gymnasium shoes are to be worn by persons using the gymnasium floor. No shoes that make black marks will be allowed. Street shoes are only allowed on the gymnasium floor during dance sessions at which time a protective covering will be applied over the floor. Only school groups may use the facilities for a dance.

16. All organizations using school facilities shall be required to employ police officers for crowd control when deemed necessary by the school administration.

17. A pre-event meeting with applicable school personnel and applicant must be conducted approximately three weeks before use of the school facility. Schedule with the booking agent.

All publicity, (e.g., posters, brochures, throw-aways, radio or TV announcements, must carry the name of the individual or group sponsoring the meeting. The Regional School Board may not be identified as a sponsor.

Neither the name nor the address of the Maggie L. Walker Governor's School may be used as an organization's official address or headquarters.

The fact that a group is permitted to meet at Maggie L. Walker Governor's School does not in any way constitute an endorsement of the group's policies or beliefs by the Regional School Board.

If the school is closed on the day of an event or a Friday preceding a weekend event because of snow or emergency conditions, all scheduled events will be canceled.

**Frequency of Use**

To ensure that Regional School Board facilities are available to the greatest number of people, no reservations for the use of school areas can be made more than six months in advance.

**Responsibility**

The Maggie L. Walker Governor's School assumes no responsibility for property brought on the premises by a using organization, its members or guests, or for lost or stolen items. The Maggie L. Walker Governor's School also assumes no responsibility for injuries or illness sustained and/or contracted on the premises. The person signing this application and the organization which they represent shall be held financially responsible for any damage to this building, its furniture, and equipment during the period of use. The group to whom the facility is rented shall hold the school and the Regional School Board harmless for any damage or claims arising from the action of the application holder, his/her employees or agents, or persons while the facility is in use. The Regional School Board reserves the right to revoke or deny approval to any individual or organization that does not comply with policies and regulations governing the use of the facilities.