

REGULATION REGARDING AUTHORIZED USE OF SCHOOL-OWNED FACILITIES AND MATERIALS

Reservations

All requests for use of the Maggie L. Walker Governor’s School facility must be made in writing on an application form provided by the Regional School Board. Reservations of areas designated for public use will be made on a first come, first served basis. Applications for use of a Regional School Board facility shall be reviewed and shall be approved by the director if:

- a. The requested school area has been made available for the use of individuals or groups;
- b. The requested use is not during hours when the school area is needed for Regional School Board or governmental agency use;
- c. The requested use will be during hours when the school area is open for public use;
- d. The school area has not already been reserved for use during the hours requested; and
- e. Operation, custodial, and food service fees will be paid in advance of the use of the facility.

Refer to Policy 6010, "Application for use of School Facilities."

Application Procedures for Non-School Use of School Facilities and Grounds

1. Requests for the use of the facility must be submitted on forms available in the office of the director. The director must certify that the facility for which application is made will be available on the date and time requested. The director will forward to the applicant a properly executed application, which must be accompanied by the operation usage fee, food service fee, and custodial fee estimates, at least 14 days prior to the date requested. The application is not considered as confirmed until proper execution of the application by the director.

2. Fees for operational use of buildings, grounds, facilities, custodial, and school nutrition service fees are established to defray building operations costs and are effective April 26, 2012 as follows:

Only an IRS recognized not-for-profit organization is authorized for school facility usage. IRS certification will be required unless the request is from a participating MLWGS school division or government agency. A ‘Certificate of Insurance’ from each requestor will be required for the use of facilities in the amount of one-million dollars’ liability coverage, naming the Maggie L. Walker Governor’s School as an additional insured.

Area	3-Hr Minimum Charge	Each Additional Hr or Fraction Thereof Charge
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

*If the kitchen or food service is required, contact the Owner/Operator for cost.

In the event a program or function begins before 4:30 p.m. on any school day, the usage cost would be calculated on an hourly basis for each hour or portion there of the program or function is scheduled beyond 4:30 p.m. Example: Program begins before 4:30 p.m. and ends no later than 5:30 p.m., the charge would equal one hour of operation usage fee, and security and custodial fees, if applicable. School facilities may not be used for overnight activities by non-school groups or activities.

**Per officer (number of officers required per event to be determined by the Maggie L. Walker Governor’s School)

3. The person signing the application and his organization will be held financially responsible for any damage to the building, furniture, and equipment.
4. The facility may not be considered as reserved until the written application and appropriate fees are on file and the director has authorized the school facilities application.
5. The possession and/or consumption of alcoholic beverages on Regional School Board property or in conjunction with any off-site school-sponsored activity is prohibited, except for religious congregations using wine for sacramental purposes only.
6. Approval of application is subject to the restrictions listed in Policy 6010.1 and any other restrictions which may be imposed by the Regional School Board.
7. Note that if multiple spaces are requested, the fee charged will be for all spaces.

Fees and Deposits

Operation Usage Fees and custodial and security service fees shall be charged for use of the school area by an individual or group as authorized by the Regional School Board. Usage fees shall be required of all individuals and groups using school areas, except some local governmental agencies and groups such as the Virginia Department of Education, Virginia Commonwealth University School of Education and Community Councils and groups created

for the sole purpose of supporting Maggie L. Walker Governor's School such as the GS Foundation, PTSA and booster groups.

Specific Provisions

1. No application of a commercial organization shall be approved for use of Regional School Board property for profit-making activities. For purposes of this policy, a commercial organization is defined as a sole proprietorship, partnership, corporation, or association licensed to do business as a profit-making organization. This provision shall not apply to commercial organizations submitting applications to lease Regional School Board property for telecommunication device antennae and towers.
2. No facility will be used for money-raising activity unless the proceeds are to be used for charitable, educational, cultural or other community service purposes. This provision shall not apply to commercial organizations submitting applications to lease Regional School Board property for telecommunication device antennae and towers.
3. If a commercial organization wishes to engage in commercial activities on school property as part of otherwise approved school activities, e.g., school fund-raising, extracurricular activities, the commercial organization shall be required to provide a statement of liability insurance coverage of at least \$1,000,000 and an executed agreement indemnifying and holding harmless the Regional School Board and the Maggie L. Walker Governor's School, and its agents and employees, prior to approval. A standard form for the agreement shall be used.
4. A member of the regular custodial staff, the security staff, and, if the kitchen is used, the cafeteria manager or representative must be present at all functions of non-school organizations.
5. The organization using the facility will be expected to leave it ready for service the next day.
6. Only school furniture provided may be used. Any rearrangement of school furniture must be done by the group using the building, but only after securing the permission of the director.
7. Maggie L. Walker Governor's School, including all of its buildings and property, shall be tobacco-free 24 hours a day, 365 days per year. This includes days when school is not in session. The use of tobacco products by all school employees and visitors on school property and in school vehicles is prohibited at all times.
8. No alcoholic beverages or illegal drugs shall be permitted in school buildings or on school grounds, except for religious congregations using wine for sacramental purposes only.
9. The school kitchen may not be used unless the Owner/Operator or designee is present.

10. 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 sponsor.

11. Neither the name nor the address of the Regional School Board facility may be used as the official address or headquarters of an organization.

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

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

Frequency of Use

In order to insure that Regional School Board facilities are available to the greatest number of people, no reservations for the use of school areas should be made more than 6 months in advance.

Responsibility

The Regional School Board assumes no responsibility for property brought on the premises by a using organization, its members or guests, or for lost or stolen items. The Regional School Board also assumes no responsibility for injuries or illness sustained and/or contracted on the premises. The person signing the application and the organization which he represents shall be held financially responsible for any damage to the building, its furniture, and equipment during the period of 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.

Adopted: October 15, 2020
Amended: October 21, 2021
Reviewed: September 19, 2024

Cross Ref.:	Pol 6010	Application for Use of School Facilities
	Pol 6010.1	Community Use of School Facilities
	Reg 6010.2	Regulation Regarding Authorized Use of School-Owned Facilities and Equipment