

**COMMUNITY USE OF SCHOOL FACILITIES
REGULATIONS AND APPLICATION**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

The Alexandria City School Board (Board) permits the use of school property by members of the community for educational, recreational, civic, and cultural activities, in conformance with applicable law, when such use will not impair the efficiency or educational mission of the school division.

School functions will not be postponed or canceled to make facilities available to the community for non-school purposes. Alexandria City Public Schools (ACPS) reserves the right on all occasions, through the Department of Facilities and Operations, to ascertain the intended use of the requested facilities and to determine whether such use is proper and acceptable under aligned standards and policies applying to such facilities.

Any use of ACPS facilities by the community is subject to the conditions and requirements identified in this regulation. Failure to meet these identified conditions and comply with these requirements, as well as all applicable ACPS policies and regulations, federal and state laws and local ordinances may result in termination of use and/or prohibition of future use. Any organization sponsoring an event on school property must, to the extent possible, ensure that no individuals participating in such events have been convicted of a criminal offense that would prohibit access to school facilities consistent with ACPS Policy including DJF, GCDA, KK and KNA.

Definitions

Community Member - Any individual who is not an ACPS student or staff member, or any organization which is not part of ACPS. Community Members do not need to reside in/be based in Alexandria.

Use of ACPS facilities by employees

ACPS employees are prohibited from using ACPS facilities for personal profit or authorizing use of ACPS facilities by others, other than as provided in ACPS Policy and Regulation including this regulation.

Securing ACPS Facilities for Community Use

1. Procedures for Requesting Facilities Use

A Community Member seeking to use ACPS facilities must contact the Department of Facilities and Operations determine if the proposed dates and times are available. Contact information is available on the ACPS website. If the facility is available, then the requester must complete the Permit for Use of School Facilities (“Request Form”), available on the ACPS website. Facilities use requests may only be made within the current school year or within six months of the event. Requests will be approved based on the group’s priority as defined in this regulation, and on a first come, first served basis within a priority. Requests must be made at least 20 calendar days in advance. This deadline may be waived on a case-by-case basis by the Superintendent or Superintendent’s designee.

The Community Member must provide with the Request Form, copies of any required documents as identified below, including documents that establish the priority status

48 and/or fee schedule applicable to the requested facility use. Upon receipt of a
49 completed Request Form and supporting documentation, the Department of Facilities
50 and Operations will determine approval and the applicable facility use fees, and
51 tentatively reserve the requested space on the facilities use calendar. The Community
52 Member will then be notified by the Department of Facilities and Operations of the
53 conditional disposition of the application. All applicable information is required by
54 noon, one week prior to the event. If payment and the applicable information are not
55 received by the deadline, ACPS reserves the right to cancel the event and remove it
56 from the calendar.

57
58 Until a signed permit is received and final approval is granted, the reservation is not
59 considered final and the Community Member will not be allowed to use the requested
60 space.

61
62 2. Remembrance Ceremonies

63 Although ACPS facilities are available for remembrance ceremonies, fellowship and
64 memorial meals, they are not available for funerals. No remains are permitted on
65 ACPS property.

66
67 3. Request to Use Outdoor Spaces and Athletic Fields

68 Use of ACPS managed outdoor spaces and athletic fields will be limited to ACPS
69 approved events, as stipulated in Policy KG. The Department of Recreation, Parks,
70 and Cultural Activities manages all of the other multi-use athletic fields and courts
71 within the City of Alexandria. For additional information, visit the City of Alexandria
72 website at www.alexandriava.gov/recreation and click on Sports Leagues and
73 Programs.

74
75 4. Request to Operate Concession Stands at Alexandria City High School

76 All indoor and outdoor concession stands are managed by Alexandria City High School
77 Booster Club members. If a Community Member desires to sell food and related items
78 at its event, the Alexandria City High School Booster Club members have the first right
79 of refusal to manage the concessions and keep the profits.

80
81 5. Denial of School Facility Use

82 The Superintendent or Superintendent's designee may deny use of a school facility
83 when such action is deemed to be in the best interests of ACPS. If a Facility Use
84 Request is denied by the Superintendent's designee, the Community Member has the
85 option to appeal that decision to the Superintendent by submitting such appeal in
86 writing (including the specific reasons why the Community Member believes the
87 denial is in error and should be reversed) within five calendar days of receipt of notice
88 of denial. Appeals may be submitted by regular mail, fax or email. Contact
89 information for appeals is located on the ACPS website. The Superintendent will
90 review the request and the reasons for denial and determine whether to uphold the
91 denial or grant the Facility Use Request. The Superintendent will make reasonable
92 efforts to conduct such review prior to the requested date of the event, but if the appeal
93 is not received sufficiently in advance of the event to allow such review, the requested

94 use is considered denied. The decision of the Superintendent regarding implementation
 95 of this regulation and denial of requested use is final and is not appealable to the Board.
 96

97 6. Reasons for Denial / Cancellation of Use

98 The following is a noninclusive list of reasons why a requested use of a school
 99 facility may be denied or canceled:

- 100 a. The requested use is during a time when the facility is unavailable, required
 101 staff members are unavailable, or a group with greater priority seeks the same
 102 space at the same time (see the Priority and Fees for Community Use of ACPS
 103 Facilities section of this document for group prioritization);
 104 b. Misrepresentation by a Community Member of intended use; demonstrated
 105 history of failure to comply with this regulation or other ACPS policies and
 106 regulations, or federal or state laws or local ordinances applicable during
 107 community use of school facilities;
 108 c. Failure to pay fees or costs of damage repairs associated with prior use;
 109 d. Failure to pay fees or submit required documentation associated with the
 110 request;
 111 e. Excessive damage occurring during prior use(s); and/or
 112 f. The requested use is inconsistent with the requirements of this regulation and
 113 /or ACPS policy.
 114

115 7. Facilities Use for a Series of Dates

116 The Community Member may request repeated use of an ACPS facility for a series of
 117 dates through one Request Form, provided that the intended use of the facility is the
 118 same for each date requested. Should any changes be made that alter the applicable
 119 fees, a new Request Form must be submitted by the Community Member and a new
 120 permit must be issued to support the increase or decrease in fees.
 121

122 8. Cancellation

123 The use of ACPS facilities by Community Members will be canceled on any day when
 124 schools are closed for inclement weather or other emergency conditions. The sponsor
 125 for each activity will be responsible for referring to any weather-related emergency
 126 announcements posted on the ACPS website and notifying all participants as to the
 127 disposition of the program.
 128

129 It is ACPS' intention not to cancel or change an approved facility use for a specific
 130 location. However, there may be times when it becomes necessary to do so. In these
 131 situations, ACPS, in coordination with the Community Member, will make every effort
 132 to find an alternate suitable ACPS location for the requested use, provided such
 133 cancellation or change is not due to actions or omissions of the Community Member.
 134 If a suitable alternate location is not available, the facility use agreement will be
 135 withdrawn and any fees already paid will be reimbursed.
 136

137 9. Community Member Cancellation of Event

138 The Community Member must notify ACPS as soon as possible of an event
 139 cancellation. Events canceled with less than forty-eight hours' notice shall be subject
 140 to a \$100 processing fee or the actual facility use fee charged, whichever is less.

141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187

Community Member Responsibilities for Acceptable Use

1. Compliance with ACPS Policies and Regulations
Use of ACPS facilities is subject to all ACPS policies and regulations. When requesting use of an ACPS facility, the Community Member must agree to comply with all ACPS policies and regulations and ensure that all of the Community Member's agents, employees, and representatives, including all event participants, comply with these policies and regulations as well.
2. Duration of Each Rental
Evening rentals may not extend beyond 9:30 pm for elementary schools and 10:30 pm for secondary schools. Facilities will not be opened before 8:00 a.m. Limitations regarding the hours of usage will not apply to elections conducted under the auspices of the Board of Elections.
3. Use of Equipment and Facilities
 - a. When the requested facility is a school auditorium, basic stage equipment is included for use by the Community Member.
 - b. Pianos may not be moved unless permission is granted by the Principal. Heavy uprights and grand pianos may be moved only by professional piano movers whose services must be arranged for and paid for by the Community Member.
 - c. With regards to use of auditorium equipment, no stagehands other than those furnished by the school division are permitted to operate certain equipment such as electric control boards, lights, curtains, or fixed props. If such equipment is required, the Community Member must specify the need in the application.
 - d. The custodian or school stage crews are not obligated to assist in changing scenery.
 - e. Alterations to electrical service panels or electrical equipment is prohibited.
 - f. Building equipment, such as storage cabinets, and consumable supplies may not be used during any community use of ACPS facilities, unless stipulated in an executed agreement with ACPS.
 - g. School equipment other than that discussed is not available for rental or loan.
 - h. It is expected that ACPS equipment and facilities will be left in the same condition as found prior to use. Costs of restoring same will be at the Community Member's expense.
4. Damage to ACPS Equipment and Facilities

188 Before and after each community use of an ACPS facility, the Community Member
 189 and/or designated on-duty ACPS employee may inspect the facility. Any existing
 190 damage found prior to the Community Member's use should be documented and
 191 verified by an on-duty ACPS employee, and signed by both the Community Member
 192 and the employee. Any damage not documented and verified will be investigated by
 193 ACPS, and the Community Member may be held responsible for the full costs of
 194 repairing any such damage.
 195

196 5. Decorations

197 Freestanding decorations such as flower baskets, potted plants, and flag stands are
 198 permitted. No signs, posters, banners, decorations, or printed material will be allowed
 199 to be pinned or affixed in a way that could mark or damage doors, walls, ceilings, floors
 200 or furniture/equipment. Acceptable methods of attaching include non-marking tape,
 201 thumb tacks into approved bulletin boards, free-standing signs/easels, etc. that will not
 202 damage the walls, floors, ceilings, or furniture/ equipment. Confetti, rice, sequins, and
 203 similar materials are prohibited.
 204

205 6. Posters or Advertising

206 Advertisements or solicitations, except those guaranteed to youth-oriented,
 207 community organizations in accordance with Virginia Acts of Assembly, Chapter 647,
 208 either within or outside the building, must be requested at the time of application,
 209 approved in the permit, and comply with Policy including KI and KJ.
 210

211 7. Acceptable Conduct

212 Individuals, groups, or organizations using ACPS facilities shall conduct activities that
 213 are orderly, lawful, and not of a nature to incite others to disorder.
 214

215 8. Smoking Prohibited on School Property

216 Smoking, the use of tobacco in any form, and the use of electronic cigarettes in or on
 217 the grounds of ACPS facilities is prohibited in accordance with Policy KGC.
 218

219 9. Controlled / Prohibited Substances

220 Serving, consuming, or being in possession of alcohol, controlled substances, or
 221 imitation substances on the grounds of ACPS facilities are strictly prohibited in
 222 accordance with Policy KGB.
 223

224 10. Weapons Prohibited on School Property

225 In accordance with federal and state law, as well as ACPS policy, weapons are
 226 prohibited on the grounds of ACPS facilities in accordance with Policies GBEB and
 227 JFCD.
 228

229 11. Inflatable Structures Prohibited on School Property

230 Inflatable structures, including bounce houses, are permitted only if operated and
 231 monitored under the supervision of the vendor during the event. The sponsoring
 232 organization is responsible for making such arrangements and monitoring compliance
 233 with this requirement. The intent to have inflatable structures onsite should be noted
 234 on the Permit for Use of School Facilities.

235
 236
 237
 238
 239
 240
 241
 242
 243
 244
 245
 246
 247
 248
 249
 250
 251
 252
 253
 254
 255
 256
 257
 258
 259
 260
 261
 262
 263
 264
 265
 266
 267
 268
 269
 270
 271
 272
 273
 274
 275
 276
 277
 278
 279
 280

12. Food / Beverages

Refreshments of any kind may not be brought in, served, or consumed in the building unless requested at the time of application and approved in the permit. Food and beverages may not be present in any area of a building except the cafeteria, which requires an additional fee, unless stipulated in an executed agreement with ACPS. Food services and kitchen use are prohibited unless the Community Member contracts with the Office of School Nutrition Services to ensure that an ACPS School Nutrition Services employee is present. Contact information is available on the ACPS website. There will be a charge of \$30.00 per hour for this service.

13. Games of Chance and Door Prizes

Fundraising activities such as raffles, guessing games, and other similar games of chance are allowed only when the Community Member has fulfilled all requirements of, and is in compliance with, Virginia state and local ordinances. Gambling in any form is strictly prohibited.

14. Indemnity and Insurance

The Community Member assumes full responsibility for, and holds the Board, its agents, representatives, and employees harmless from any legal liability, injury, or damage to the person or property of the Community Member or others, and assumes full responsibility for any damage to any school property or person in connection with the use of school facilities, including negligence by the Community Member, its employees, and agents, including all participants. The Community Member (either directly or through its insurer) must reimburse ACPS for all damages, costs, and expenses, as incurred, including but not limited to: (i.) the amount of any judgments or settlements; (ii.) all costs and expenses of any type in defending such claims; and (iii.) reasonable attorneys' fees, including but without limitations, any legal fees required to enforce the Facilities Use Agreement or to collect required fees and costs. Each applicant seeking to use an ACPS facility is required to carry a minimum of one million dollars (\$1,000,000) in general liability insurance coverage with ACPS listed as "additional insured."

15. Police Supervision and Security

Prior to the approval of requested facilities use, ACPS may request that the Community Member demonstrate to the satisfaction of ACPS that reasonable security measures and precautions have been taken to ensure the safety of all individuals participating in or attending any community-use event. When ACPS requires additional security measures due to the size of the event or other factors, the Community Member must obtain police supervision and is responsible for payment of said supervision. To arrange for such supervision, the Community Member should contact the Alexandria Police Department.

ACPS Responsibilities

1. Assignment of ACPS Staff Members

281 The Department of Facilities and Operations is responsible for determining the
 282 necessary ACPS staff members to be present for the event and ensuring proper payment
 283 for staff members' time in accordance with federal and state laws (including but not
 284 limited to required overtime according to the Fair Labor Standards Act) and ACPS
 285 policies and payroll procedures. No ACPS employee may accept payment directly from
 286 a Community Member for services provided in accordance with this regulation.

287

288 2. Services

- 289 ● Custodial services only include unlocking and locking doors and normal cleanup.
 290 The Community Member is responsible for setting up and removing chairs, as well
 291 as assisting with the general cleanup.
- 292 ● General lighting and HVAC will be provided.

293

294 **Priority and Fees for Community Use of ACPS Facilities**

295

296 1. Use Priority

297

298 **Group A** – This group includes Boy Scouts, Girl Scouts, and other youth groups
 299 designated as patriotic societies under federal law and listed in Appendix B of this
 300 regulation. It also includes other school program-related or instruction-related
 301 organizations, bona fide ACPS alumni organizations, the Department of Recreation,
 302 Parks, and Cultural Activities and other Alexandria City government organizations,
 303 designated partners of ACPS, including PTAC and local PTAs, and organizations with
 304 an existing Memorandum of Understanding (MOU), Memorandum of Agreement
 305 (MOA) or an official ACPS Partnership Agreement specifying facility use as in-kind
 306 services.

307

308 Partners of ACPS and organizations with executed MOA/MOU/Partnership
 309 agreements with ACPS may not discriminate on the basis of race, color, gender, gender
 310 identity, gender expression, genetic information, age, religion, disability, national
 311 origin, ancestry, sexual orientation, pregnancy, marital status, status as a parent, or
 312 viewpoint.

313

314 Civic associations, elected officials, and organizations whose function is to represent
 315 candidates for local or state elected office are included in Group A. When the purpose
 316 of an event held by these groups is political fundraising, they will be charged Group B
 317 Facilities Use fees.

318

319 Facility use fees will be waived for Group A organizations if documentation is
 320 provided to demonstrate authenticity of the group and the authority to act by the
 321 specific group member submitting the Request Form. Arrangements for such use can
 322 be made through the Department of Facilities and Operations. Organizations included
 323 in Group A will still be responsible for applicable custodial, security and “additional
 324 service” fees.

325

326 **Group B** – This group includes all nonprofit organizations that are not official partners
 327 of ACPS or included in Group A above. Groups seeking use of ACPS facilities as a

328 nonprofit organization are required to provide a copy of their 501(c)(3) letter, issued
329 by the Federal Internal Revenue Service to qualify for reduced fees.

330
331 **Group C** – This group includes all organizations that do not qualify for inclusion in
332 any category identified above. As such, they are not eligible for fee reductions.

333
334 Requests for use of ACPS facilities must come from an officer of the identified
335 organization and include the signature of such officer representing that the facility will
336 be used by the organization for its own purposes.

337
338 Use of ACPS facilities will be allocated in the following order:
339 1. ACPS instructional / programmatic use
340 2. ACPS student organizations and groups that are affiliated with ACPS
341 whose primary mission is to support the schools
342 3. Group A
343 4. Group B
344 5. Group C

345
346 2. City Use of ACPS Facilities without Charge
347 The Department of Recreation, Parks, and Cultural Activities and other Alexandria
348 City government organizations may use school facilities to implement their established
349 programs and/or for government purposes without charge unless custodial services are
350 needed outside regular duty hours and on weekends. In these cases, the charge to the
351 City for such facility use is based on the actual cost of the custodial services provided
352 and related out-of-pocket expenditures by ACPS.

353
354 3. Alexandria Parent-Teacher Associations Council
355 The Alexandria Parent-Teacher Associations Council (PTAC) and all local parent-
356 teacher associations (PTAs) that have been duly established in accordance with the
357 provisions of the National Congress of Parent-Teacher Associations as specified in its
358 published manual are designated partners of ACPS. As such, they are not charged
359 facility use fees for their monthly business meetings and other activities as their
360 respective committee and/or memberships may authorize, provided that such activities
361 or business meetings shall not conflict or interfere with activities sponsored by the
362 schools themselves, and except as warranted on Saturdays, Sundays, and holidays.

363
364 PTAC and its member PTAs shall not sponsor an entity so as to directly or indirectly
365 result in a financial benefit to any PTA official.

366
367 In accordance with Policy IGBJ, the PTA Council and school PTAs will provide
368 support to individual schools and students as needed to ensure access to PTA-
369 sponsored activities, regardless of financial need.

370
371 4. Fee Schedule, Invoices and Use of Fees
372 The Facility Use Fee Schedule is published in the ACPS Budget. Payment of the use
373 fee must be made prior to the scheduled event. Any additional costs, due to changes in
374 hours, use, or personnel needs, or costs for repair of damage shall be billed to the

375 Community Member by the Department of Facilities and Operations within 10
 376 business days after the conclusion of the event. All fees collected for use of ACPS
 377 facilities must be deposited in the general operating budget of the school division which
 378 will ensure payment of assigned staff members and repair of resulting damage. Fee
 379 collections may be shared with schools through deposits into the school activity fund.
 380

381
 382 Effective June 20, 2013
 383 Revised: May 26, 2016
 384 Revised: January 3, 2017
 385 Revised: September 7, 2018
 386 Revised: September 10, 2020
 387 Revised: September 9, 2021
 388

389
 390 Legal Refs.: 20 U.S.C. §§ 4071 et. seq.
 391 20 U.S.C. § 7905
 392 36 U.S.C. Subtitle II, Part B
 393
 394 Code of Virginia, 1950, as amended, §§ 22.1-79.3, 22.1-130.1,
 395 22.1-131, 22.1-132
 396 Virginia Acts of Assembly, Chapter 647 (effective 7/1/16)
 397

398 Cross Refs.: DJF Purchasing Procedures
 399 GCDA Effect of Criminal Conviction
 400 GBEB Staff Weapons in School
 401 IGBJ Equity and Excellence
 402 IGDA Student Organizations
 403 JFCD Weapons in School
 404 KF Distribution of Information/Materials
 405 KF-R Procedures for Distribution of
 406 Information/Materials in Schools
 407 KG Community Use of School Facilities
 408 KGB Public Conduct on School Property
 409 KGC Tobacco and Electronic Cigarette Use on School
 410 Premises
 411 KI Public Solicitations in the Schools
 412 KJ Advertising in the Schools
 413 KK School Visitors
 414 KM Relations with Community Organizations
 415 KNA Registered Sex Offenders on School Property
 416 KQ Commercial, Promotional and Corporate
 417 Sponsorships and Partnerships
 418

<div data-bbox="784 401 1268 493" data-label="Text"> <p>Although facility use fees are waived for Group A organizations, applicable custodial, security and "additional service" fees will still be charged.</p> </div>				

421 **APPENDIX A**

422 **PTA Council of Alexandria**

423 **Criteria for Sponsoring Outside Organizations to Provide After School Programs**

424 Alexandria City Public Schools (ACPS) welcomes and appreciates our partnership with Alexandria's

425 Parent-Teacher Associations (PTAs). Many of our school PTAs offer after-school enrichment

426 programs to students, often including world language study, sports, games, academic themes, and/or

427 the arts. PTA-run after-school programs provide a valuable benefit to our school communities.

428

429

430

431 In many cases, PTA-sponsored after-school programs are taught by school staff members, parents, or

432 community members who work for free or for a small stipend. Other times, PTAs hire outside vendors

433 to provide programming. The PTA Council of Alexandria appreciates ACPS' recognition of the value

434 of PTA after-school programs and its adoption of the Community Use of School Facilities policy

435 which permits PTAs to sponsor after-school programs through outside vendors without paying

436 facilities fees. In view of our partnership with ACPS, Alexandria PTAs will adhere to the following

437 criteria when sponsoring outside vendors:

438

- 439 1) The vendor offers a program which appeals to the diverse school community and offers
440 appropriate enrichment to students;
- 441 2) PTA officials will consider the cost to families, scholarship possibilities, and vendors' profits
442 as they hire outside vendors;
- 443 3) The vendor has at least \$1 million in general liability insurance, with ACPS listed as the
444 additional insured, and will provide proof of insurance;
- 445 4) The vendor agrees to require any employees working with students to complete the ACPS
446 Volunteer Application and Screening process;
- 447 5) Sponsoring a vendor will not result in direct or indirect financial benefit to a PTA official who
448 makes after-school programs decisions. Examples include but are not limited to:
- 449 ○ PTA officials who make decisions on after-school programs shall not hire themselves
450 or family members;
 - 451 ○ PTA officials who make decisions on after-school programs shall not have a financial
452 stake in any business which is hired;
 - 453 ○ PTA officials will not accept anything of value (*e.g.*, tips, sports tickets) in exchange
454 for doing business or agreeing to do business with a vendor or other third-party.
455 Rebates, discount coupons, or other in-kind benefits provided in the nor-mal course
456 may be received on the PTA's behalf but must be promptly reported and provided to
457 the Treasurer. If a PTA official is offering a program with a fee, that PTA official shall
458 recuse himself or herself from after-school program-related decisions.
459
460
461

462 Alexandria PTAs look forward to continuing our partnership with ACPS as we all work to provide a
463 high quality and enriching educational experience to our students.

APPENDIX B

PATRIOTIC AND NATIONAL ORGANIZATIONS

(36 USC Subtitle II, Part B: Organizations)

464
465
466
467
468
469 Agricultural Hall of Fame
470 Air Force Sergeants Association
471 American Academy of Arts and Letters
472 American Chemical Society
473 American Council of Learned Societies
474 American Ex-Prisoners of War
475 American GI Forum of the United States
476 American Gold Star Mothers, Incorporated
477 American Historical Association
478 American Hospital of Paris
479 The American Legion
480 The American National Theater and Academy
481 The American Society of International Law
482 American Symphony Orchestra League
483 American War Mothers
484 AMVETS (American Veterans of World War II, Korea, and Vietnam)
485 Army and Navy Union of the United States of America
486 Aviation Hall of Fame
487 Big Brothers Big Sisters of America
488 Blinded Veterans Association
489 Blue Star Mothers of America, Incorporated
490 Board for Fundamental Education
491 Boy Scouts of America
492 Boys & Girls Clubs of America
493 Catholic War Veterans of the United States of America, Incorporated
494 Civil Air Patrol
495 Congressional Medal of Honor Society of the United States of America
496 Corporation for the Promotion of Rifle Practice and Firearms Safety
497 Daughters of Union Veterans of the Civil War 1861-1865
498 Disabled American Veterans
499 82nd Airborne Division Association, Incorporated
500 Fleet Reserve Association
501 Former Members of Congress
502 The Foundation of the Federal Bar Association
503 Frederick Douglass Memorial and Historical Association National FFA Organization
504 General Federation of Women's Clubs
505 Girl Scouts of the United States of America
506 Gold Star Wives of America
507 Italian American War Veterans of the United States
508 Jewish War Veterans of the United States of America, Incorporated
509 Jewish War Veterans, U.S.A., National Memorial, Incorporated
510 Ladies of the Grand Army of the Republic
511 Legion of Valor of the United States of America, Incorporated
512 Little League Baseball, Incorporated

513 Marine Corps League
514 The Military Chaplains Association of the United States of America
515 Military Order of the Purple Heart of the United States of America, Incorporated
516 Military Order of the World Wars
517 National Academy of Public Administration
518 National Academy of Sciences
519 National Conference of State Societies, Washington, District of Columbia
520 National Conference on Citizenship
521 National Council on Radiation Protection and Measurements
522 National Education Association of the United States
523 National Fallen Firefighters Foundation
524 National Federation of Music Clubs
525 National Film Preservation Foundation
526 National Fund for Medical Education
527 National Mining Hall of Fame and Museum
528 National Music Council
529 National Recording Preservation Foundation
530 National Safety Council
531 National Ski Patrol System, Incorporated
532 National Society, Daughters of the American Colonists
533 The National Society of the Daughters of the American Revolution
534 National Society of the Sons of the American Revolution
535 National Tropical Botanical Garden
536 National Woman's Relief Corps, Auxiliary to the Grand Army of the Republic
537 The National Yeomen F
538 Naval Sea Cadet Corps
539 Navy Club of the United States of America
540 Navy Wives Clubs of America
541 Non Commissioned Officers Association of the United States of America, Incorporated
542 Paralyzed Veterans of America
543 Pearl Harbor Survivors Association
544 Polish Legion of American Veterans, U.S.A.
545 Reserve Officers Association of the United States
546 Retired Enlisted Association, Incorporated
547 Society of American Florists and Ornamental Horticulturists
548 Sons of Union Veterans of the Civil War
549 369th Veterans' Association
550 United Service Organizations, Incorporated
551 United States Capitol Historical Society
552 United States Olympic Committee
553 United States Submarine Veterans of World War II
554 Veterans of Foreign Wars of the United States
555 Veterans of World War I of the United States of America, Incorporated
556 Vietnam Veterans of America, Incorporated
557 Women's Army Corps Veterans' Association

1
2
3 **COMMUNITY USE OF SCHOOL FACILITIES**
4 **REGULATIONS AND APPLICATION**

5 **~~I. Facilities Use Protocols Related to COVID-19~~**

6 ~~In alignment with the Center for Disease Control and Prevention’s (CDC) *Guidance for COVID-*~~
7 ~~*19 Prevention in K-12 Schools*, ACPS will limit non-essential visitors, volunteers and activities in~~
8 ~~its facilities to reduce the spread of COVID-19 and maintain safe operations. These provisions will~~
9 ~~remain in effect until rescinded by the School Board and are intended to:~~

- 10 ~~• Adhere to mitigation strategies that minimize the spread of COVID-19 established by the~~
11 ~~CDC, the Virginia Department of Health (VDH) and the Alexandria Health Department~~
12 ~~(AHD); and~~
13 ~~• Prioritize safety precautions for the benefit of ACPS students, staff and visitors.~~

14
15 ~~Unless modified in subsections A.-D. below, all other provisions of this regulation remain in~~
16 ~~effect.~~

17
18 ~~A. Programs associated with the provision of services for ACPS students will adhere to all~~
19 ~~ACPS policies and regulations.~~

20
21 ~~B. “Essential visitors, volunteers and activities” will be limited to:~~

- 22 ~~• Individuals supporting the provision of in-person student supports;~~
23 ~~• Individuals supporting/performing ACPS operations and maintenance; and~~
24 ~~• Families, when necessary, while picking up/dropping off a child (in accordance~~
25 ~~with ACPS arrival/dismissal procedures).~~

26
27 ~~C. ACPS will conduct temperature screenings for all visitors, volunteers and staff prior to~~
28 ~~entering ACPS facilities. In accordance with the procedures outlined in Regulation GBE-~~
29 ~~R/JHCC-R, protective face coverings/masks are required to be worn by all individuals~~
30 ~~while inside ACPS facilities and vehicles.~~

- 31 ~~• **Face covering/mask:** An item normally made of cloth or various other materials~~
32 ~~(with elastic bands or cloth ties) that is secured over the wearer’s nose and mouth~~
33 ~~to contain or reduce the spread of potentially infectious respiratory secretions at the~~
34 ~~source (i.e., the person’s nose and mouth). Face coverings may not be neck gaiters~~
35 ~~nor have exhalation valves or vents, which allow virus particles to escape.~~

36
37 ~~As stated above, protective face coverings/masks will be required unless an individual has~~
38 ~~expressly been granted an accommodation regarding face coverings by ACPS, as outlined~~
39 ~~in Regulation GBE-R/JHCC-R.~~

40
41 ~~If an essential visitor or volunteer does not have a protective face covering/mask that meets~~
42 ~~the standard above, one will be provided.~~

43
44 ~~D. Partner requests for use of ACPS facilities will be approved by the Office of~~
45 ~~Maintenance and Custodial Services in collaboration with the Office of Community~~
46 ~~Partnerships and Engagement. Requests will be submitted in accordance with the~~
47 ~~procedures in this regulation.~~

48 **H. Purpose**

49 ~~This regulation is developed pursuant to Policy KG for the purpose of providing both the~~
50 ~~community and Alexandria City Public Schools (ACPS) staff a standard approach to the use of~~
51 ~~school facilities by community members for nonschool sponsored use.~~ **General Guidelines**

52 ~~The Alexandria City School Board (Board) permits the use of school property by members of the~~
53 ~~community for educational, recreational, civic, and cultural activities, in conformance with~~
54 ~~applicable law, when such use will not impair the efficiency or educational mission of the school~~
55 ~~division. Alexandria City Public Schools (ACPS) facilities are available for use by members of the~~
56 ~~community groups at times when such facilities are not being used for school purposes.~~

Commented [1]: Copied and pasted from the policy.

57
58 School functions will not be postponed or canceled to make facilities available to the community
59 for non-school purposes. Alexandria City Public Schools (ACPS) reserves the right on all
60 occasions, through the Department of Facilities and Operations ACPS staff, to ascertain the
61 intended use of the requested facilities and to determine whether such use is proper and acceptable
62 under aligned ordinary standards and policies applying to such facilities.

63 Any use of ACPS facilities by the community is subject to the conditions and requirements
64 identified in this regulation. Failure to meet these identified conditions and comply with these
65 requirements, as well as all applicable ACPS policies and regulations, federal and state laws and
66 local ordinances may result in termination of use and/or prohibition of future use. Any organization
67 sponsoring an event on school property must, to the extent possible, ensure that no individuals
68 participating in such events have been convicted of a criminal offense that would prohibit access
69 to school facilities consistent with ACPS Policy including DJF, GCDA, KK and KNA.

Commented [2]: Moved up to improve readability.

71 **Definitions**

72 Community Member - Any individual who is not an ACPS student or staff member, or any
73 organization which is not part of ACPS. Community Members do not need to reside in/be based
74 in Alexandria.

76 **Use of ACPS facilities by employees**

77 ACPS employees are prohibited from using ACPS facilities for personal profit or authorizing use
78 of ACPS facilities by others, other than as provided in ACPS Policy and Regulation including this
79 regulation these Regulations.

80 ~~Any organization sponsoring an event on school property shall must, to the extent possible, ensure~~
81 ~~that no individuals participating in such events have been convicted of a criminal offense that~~
82 ~~would prohibit access to school facilities consistent with policies DJF, GCDA, KK and KNA.~~

83 **Securing ACPS Facilities for Community Use**

84
85
86 1. Procedures for Requesting Facilities Use

87 ~~Any individual or organization (A Community Member²) seeking to use ACPS~~
88 ~~facilities must contact the Department of Facilities and Operations, the School Principal~~
89 ~~or Building Use Coordinator whose facility is being requested to determine if the~~
90 ~~proposed dates and times are available. Contact information is available on the ACPS~~
91 ~~website. If the facility is available, then the requester Community Member must~~
92 ~~complete the Permit for Use of School Facilities ("Request Form"), available on the~~
93 ~~ACPS website., which is attached to this regulation as Appendix B. Facilities use~~
94 ~~requests may only be made within the current school year or within six months of the~~

95 event, ~~and will~~ Requests will be approved based on the group's priority as defined in
96 this regulation, and on a first come, first served basis within a priority. Requests must
97 be made at least 20 calendar days in advance. This deadline may be waived on a case-
98 by-case basis by the Superintendent or _____ Superintendent's designee.
99

100 The ~~Building Use Coordinator will request, and the~~ Community Member ~~must shall~~
101 provide with the Request Form, copies of any required documents as identified
102 below, including documents that establish the ~~requester~~ Community Member's priority
103 status and/or fee schedule applicable to the requested facility use. Upon receipt of a
104 completed Request Form and supporting documentation, the Department of
105 ~~Educational~~ Facilities and Operations will determine approval and the applicable
106 facility use fees, and tentatively reserve the requested space on the facilities use
107 calendar. The _____ Community Member will then be notified by the Department of
108 ~~Educational~~ _____ Facilities and Operations of the conditional disposition of the
109 application. All applicable information is required by noon, one week prior to the
110 event. If payment and the applicable _____ information are not received by the deadline,
111 ACPS reserves the right to cancel the event and remove it from the calendar.
112

113 Until a signed permit is received and final approval is granted, the reservation is not
114 considered final and the Community Member will not be allowed to use the requested
115 space.
116

117 2. Remembrance Ceremonies

118 Although ACPS facilities are available for remembrance ceremonies, fellowship and
119 memorial meals, they are not available for funerals. No remains are permitted on
120 ACPS property.
121

122 3. Request to Use Outdoor Spaces and Athletic Fields

123 Use of ~~ACPS managed outdoor spaces and athletic fields Parker-Gray Stadium at T.~~
124 ~~C. Williams Alexandria City High School~~ will be limited to ACPS approved events, as
125 stipulated in Policy KG. ~~All requests for such events must be made by submitting a~~
126 ~~Request Form to the Superintendent or the Superintendent's designee.~~ The Department
127 of Recreation, Parks, and Cultural Activities manages all of the other multi-use athletic
128 fields and courts within the City of Alexandria. For additional information, ~~please call~~
129 ~~703-746-5402~~ ~~or~~ ~~visit~~ the City of Alexandria website at
130 www.alexandriava.gov/recreation and click on Sports Leagues and Programs.
131

132 4. Request to Operate Concession Stands at T. C. Williams Alexandria City High School

133 All indoor and outdoor concession stands are managed by ~~T. C. Williams Alexandria~~
134 ~~City~~ High School Booster Club members. If a Community Member ~~desires requests~~
135 ~~permission~~ to sell food and related items at its event, the ~~T. C. Williams Alexandria~~
136 ~~City~~ High School Booster Club members have the first right of refusal to manage the
137 concessions and keep the profits.
138

139 5. Denial of School Facility Use

140 The Superintendent or Superintendent's designee may deny use of a school facility
141 when such action is deemed to be in the best interests of ACPS. If a Facility Use

Request is denied by the Superintendent's designee, the Community Member has the option to appeal that decision to the Superintendent by submitting such appeal in writing (including the specific reasons why the Community Member believes the denial is in error and should be reversed) within five calendar days of receipt of notice of denial. Appeals may be submitted by regular mail, fax or email. Contact information for appeals is located on the ACPS website, in the Contact Information for Facility Use Requests and Appeals section of this section Section VII of this regulation. The Superintendent will review the request and the reasons for denial and determine whether to uphold the denial or grant the Facility Use Request. The Superintendent will make reasonable efforts to conduct such review prior to the requested date of the event, but if the appeal is not received sufficiently in advance of the event to allow such review, the requested use is considered denied. The decision of the Superintendent regarding implementation of this regulation and denial of requested use is final and is not appealable to the Board.

6. Reasons for Denial / Cancellation of Use

The following is a noninclusive list of reasons why a requested use of a school facility may be denied or ~~cancelled~~:

- a. The requested use is during a time when the facility is unavailable, required staff members are unavailable, or a group with greater priority seeks the same space at the same time (see the Priority and Fees for Community Use of ACPS Facilities section of this document for group prioritization);
- b. Misrepresentation by a Community Member of intended use; demonstrated history of failure to comply with this regulation or other ACPS policies and regulations, or federal or state laws or local ordinances applicable during community use of school facilities;
- c. Failure to pay fees or costs of damage repairs associated with prior use;
- d. Failure to pay fees or submit required documentation associated with the request;
- e. Excessive damage occurring during prior use(s); and/or
- f. ~~Determination that~~ The requested use is inconsistent with the requirements of this regulation and/or ACPS policy.

7. Facilities Use for a Series of Dates

The Community Member may request repeated use of an ACPS facility for a series of dates through one Request Form, provided that the intended use of the facility is the same for each date requested. Should any changes be made that alter the applicable fees, a new Request Form must be submitted by the Community Member and a new permit must be issued to support the increase or decrease in fees.

8. Cancellation

~~The u~~Use of ACPS facilities by Community Members ~~shall will~~ be ~~cancelled~~ on any day when schools are closed for inclement weather or other emergency conditions. The sponsor for each activity will be responsible for referring to any weather-related emergency announcements posted on the ACPS website and notifying all participants as to the disposition of the program. ACPS emergency announcements are located on the ACPS website, at: <http://www.acps.k12.va.us/emergency/>.

189 It is ACPS' intention not to cancel or change an approved facility use for a specific
190 location. However, there may be times when it becomes necessary to do so. In these
191 situations, ACPS, in coordination with the Community Member, will make every
192 effort to find an alternate suitable ACPS location for the requested use, provided such
193 cancellation or change is not due to actions or omissions of the Community Member.
194 If a suitable alternate location is not available, the facility use agreement will be
195 withdrawn and any fees already paid will be reimbursed.
196

197
198 9. Community Member Cancellation of Event

199 The Community Member ~~must shall~~ notify ACPS as soon as possible of an event
200 cancellation. Events ~~cancelledeancelled~~ with less than forty-eight hours' notice shall be
201 subject to a \$100 processing fee or the actual facility use fee charged, whichever is
202 less.
203

204 **Community Member Responsibilities for Acceptable Use**

205
206 1. Compliance with ACPS Policies and Regulations

207 Use of ACPS facilities is subject to all ACPS policies and regulations. When requesting
208 use of an ACPS facility, the Community Member must agree to comply with all ACPS
209 policies and regulations and ensure that all of the Community Member's agents,
210 employees, and representatives, including all event participants, comply with these
211 policies and regulations as well.
212

213 2. Duration of Each Rental

214 Evening rentals ~~may shall~~ not extend beyond 9:30 pm for elementary schools and 10:30
215 pm for secondary schools. Facilities ~~shall will~~ not be opened before 8:00 a.m.
216 Limitations regarding the hours of usage will not apply to elections conducted under
217 the auspices of the Board of Elections.
218

219 3. Use of Equipment and Facilities

220
221 a. When the requested facility is a school auditorium, ~~basic the stage~~ equipment
222 ~~is~~ — included for use by the Community Member ~~is a speaker's stand or table,~~
223 ~~existing available lighting, backdrop, front curtain, and piano, if available.~~
224

225 b. Pianos ~~shall may~~ not be moved unless permission is granted by the Principal.
226 Heavy uprights and grand pianos may be moved only by professional piano
227 movers whose services ~~shall must~~ be arranged for and paid for by the
228 Community Member.
229

230 a-c. With regards to use of auditorium equipment, no stagehands other than those
231 furnished by the school division ~~shall be are~~ permitted to operate certain
232 equipment such as electric control boards, lights, curtains, or fixed props. If
233 such equipment is required, the Community Member must specify the need in
234 the application.
235

b.d. The custodian or school stage crews are not obligated to assist in changing scenery.

e.e. Alterations to electrical service panels or electrical equipment is prohibited.

d.f. Building equipment, such as storage cabinets, and consumable supplies ~~shall~~ may not be used during any community use of ACPS facilities, unless stipulated in an executed agreement with ACPS.

e.g. School equipment other than that discussed is not available for rental or loan.

f.h. It is expected that ACPS equipment and facilities will be left in the same condition as found prior to use. Costs of restoring same ~~shall~~ will be at the Community Member's expense.

4. Damage to ACPS Equipment and Facilities

Before and after each community use of an ACPS facility, the Community Member ~~and~~ or designated on-duty ACPS employee may inspect the facility. Any existing damage found prior to the Community Member's use should be documented and verified by an on-duty ACPS employee, and signed by both the Community Member and the employee. Any damage not documented and verified will be investigated by ACPS, and the Community Member may be held responsible for the full costs of repairing any such damage.

5. Decorations

~~Freestanding d~~Decorations such as flower baskets, potted plants, and flag stands are permitted. No signs, posters, banners, decorations, or printed material will be allowed to be pinned or affixed in a way that could mark or damage doors, walls, ceilings, floors or furniture/equipment. Acceptable methods of attaching include non-marking tape, thumb tacks into approved bulletin boards, free-standing signs/easels, etc. that will not damage the walls, floors, ceilings, or furniture/ equipment. Confetti, rice, sequins, and similar materials are prohibited.

6. Posters or Advertising

Advertisements or solicitations, except those guaranteed to youth-oriented, community organizations in accordance with Virginia Acts of Assembly, Chapter 647, ~~(effective 7/1/16)~~ either within or outside the building, must be requested at the time of application, approved in the permit, and comply with Policy ~~y~~ies including KI and KJ.

7. Acceptable Conduct

Individuals, groups, or organizations using ACPS facilities shall conduct activities that are orderly, lawful, and not of a nature to incite others to disorder.

8. Smoking Prohibited on School Property

Smoking, the use of tobacco in any form, and the use of electronic cigarettes in or on the grounds of ACPS facilities is prohibited in accordance with Policy KGC.

- 283 9. Controlled / Prohibited Substances
284 Serving, consuming, or being in possession of alcohol, controlled substances, or
285 imitation substances on the grounds of ACPS facilities are strictly prohibited in
286 accordance with Policy KGB.
- 287
288 10. Weapons Prohibited on School Property
289 In accordance with federal and state law, as well as ACPS policy, weapons are
290 prohibited on the grounds of ACPS facilities in accordance with Policies GBEB and
291 JFCD.
- 292
293 11. Inflatable Structures Prohibited on School Property
294 Inflatable structures, including bounce houses, are permitted only if operated and
295 monitored under the supervision of the vendor during the event. The sponsoring
296 organization is responsible for making such arrangements and monitoring compliance
297 with this requirement. The intent to have inflatable structures onsite should be noted
298 on the Permit for Use of School Facilities ~~(Appendix B)~~.
- 299
300 12. Food / Beverages
301 Refreshments of any kind may not be brought in, served, or consumed in the building
302 unless requested at the time of application and approved in the permit. Food and
303 beverages may not be present in any area of a building except the cafeteria, which
304 requires an additional fee, unless stipulated in an executed agreement with ACPS. Food
305 services and kitchen use are prohibited unless the Community Member contracts with
306 the Office of School Nutrition Services ~~(tel.703-619-8048)~~ to ensure that an ACPS
307 School Nutrition Services employee is present. ~~Contact information is available on the~~
308 ~~ACPS website.~~ There will be a charge of \$30.00 per hour for this service.
- 309
310 13. Games of Chance and Door Prizes
311 Fundraising activities such as raffles, guessing games, and other similar games of
312 chance are allowed only when the Community Member has fulfilled all requirements
313 of, and is in compliance with, Virginia state and local ordinances. Gambling in any
314 form is strictly prohibited.
- 315
316 14. Indemnity and Insurance
317 The Community Member assumes full responsibility for, and holds the ~~School~~ Board,
318 its agents, representatives, and employees harmless from any legal liability, injury, or
319 damage to the person or property of the Community Member or others, and assumes
320 full responsibility for any damage to any school property or person in connection with
321 the use of school facilities, including negligence by the Community Member, its
322 employees, and agents, including all participants. The Community Member (either
323 directly or through its insurer) ~~shall~~ must reimburse ACPS for all damages, costs, and
324 expenses, as incurred, including but not limited to: (i.) the amount of any judgments or
325 settlements; (ii.) all costs and expenses of any type in defending such claims; and (iii.)
326 reasonable attorneys' fees, including but without limitations, any legal fees required to
327 enforce the Facilities Use Agreement or to collect required fees and costs. Each
328 applicant seeking to use an ACPS facility is required to carry a minimum of one million

dollars (\$1,000,000) in general liability insurance coverage with ACPS listed as “additional insured.”

15. Police Supervision and Security

Prior to the approval of requested facilities use, ACPS may request that the Community Member demonstrate to the satisfaction of ACPS that reasonable security measures and precautions have been taken to ensure the safety of all individuals participating in or attending any community-use event. When ACPS requires additional security measures due to the size of the event or other factors, the Community Member must obtain police supervision and is responsible for payment of said supervision. To arrange for such supervision, the Community Member should contact the Alexandria Police Department at 703-746-4444.

ACPS Responsibilities

1. Assignment of ACPS Staff Members

The Department of ~~Facilities and Operations Educational Facilities~~ is responsible for determining the necessary ACPS staff members to be present for the event and ensuring proper payment for staff members’ time in accordance with federal and state laws (including but not limited to required overtime according to the Fair Labor Standards Act) and ACPS policies and payroll procedures. No ACPS employee may accept payment directly from a Community Member for services provided in accordance with this regulation.

2. Custodial Services

● Custodial services ~~shall~~ only include unlocking and locking doors, ~~operating ceiling lights, providing HVAC, setting up chairs,~~ and normal cleanup. ~~In situations where ACPS facilities are provided without fees, Tt~~The Community Member is ~~obligated to aid the custodian in~~ responsible for setting up and removing chairs, as well as assisting with the general cleanup.

● General lighting and HVAC will be provided.

Priority and Fees for Community Use of ACPS Facilities

1. Use Priority

Group A – This group includes Boy Scouts, Girl Scouts, and other youth groups designated as patriotic societies under federal law and listed in Appendix ~~BD~~ of this regulation. It also includes other school program-related or instruction-related organizations, bona fide ACPS alumni organizations, the Department of Recreation, Parks, and Cultural Activities and other Alexandria City government organizations, designated partners of ACPS, including PTAC and local PTAs, and organizations with an existing Memorandum of Understanding (MOU), Memorandum of Agreement (MOA) or an official ACPS Partnership Agreement specifying facility use as — in-kind services.

Partners of ACPS and organizations with executed MOA/~~or~~MOU/Partnership agreements with ACPS may not discriminate on the basis of race, color, gender, gender identity, ~~gender~~ expression, genetic information, age, religion, disability, national origin, ~~ancestry~~, sexual orientation, pregnancy, marital status, status as a parent, or viewpoint.

Civic associations, elected officials, and organizations whose function is to represent candidates for local or state elected office are included in Group A. When the purpose of an event held by these groups is political fundraising, they will be charged Group B Facilities Use fees.

Facility use fees will be waived for Group A organizations if documentation is provided to demonstrate authenticity of the group and the authority to act by the specific group member submitting the Request Form. Arrangements for such use can be made through the Department of ~~Facilities and Operations~~Educational Facilities. Organizations included in Group A will still be responsible for applicable custodial, security and “additional service” fees, ~~as noted in Attachment A~~.

Group B – This group includes all nonprofit organizations that are not official designated partners of ACPS or included in Group A above. Groups seeking use of ACPS ~~facilities~~ as a nonprofit organization shall be required to provide a copy of their 501(c)(3) letter, issued by the Federal Internal Revenue Service to qualify for reduced fees.

Group C – This group includes all organizations that do not qualify for inclusion in any category identified above. As such, they are not eligible for fee reductions.

Requests for use of ACPS facilities must come from an officer of the identified organization and include the signature of such officer representing that the facility will be used by the organization for its own purposes.

Use of ACPS facilities will be allocated in the following order:

1. ACPS instructional / programmatic use
2. ACPS student organizations and groups that are affiliated with ACPS whose primary mission is to support the schools
3. Group A
4. Group B
5. Group C

2. City Use of ACPS Facilities without Charge

The Department of Recreation, Parks, and Cultural Activities and other Alexandria City government organizations may use school facilities to implement their established programs and/or for government purposes without charge unless custodial services are needed outside regular duty hours and on weekends. In these cases, the charge to the City for such facility use shall be based on the actual cost of the custodial services provided and related out-of-pocket expenditures by ACPS.

422 3. Alexandria Parent-Teacher Associations Council

423 The Alexandria Parent-Teacher Associations Council (PTAC) and all local parent-
424 teacher associations (PTAs) that have been duly established in accordance with the
425 provisions of the National Congress of Parent-Teacher Associations as specified in its
426 published manual are designated partners of ~~ACPS the Alexandria City Public Schools~~.
427 As such, they are not charged facility use fees for their monthly business meetings and
428 other activities as their respective committee and/or memberships may authorize,
429 provided that such activities or business meetings shall not conflict or interfere with
430 activities sponsored by the schools themselves, and except as warranted on Saturdays,
431 Sundays, and holidays.

432
433 PTAC and its member PTAs shall not sponsor an entity so as to directly or indirectly
434 result in a financial benefit to any PTA official.

435
436 In accordance with Policy IGBJ, the PTA Council and school PTAs will provide
437 support to individual schools and students as needed to ensure access to PTA-
438 sponsored activities, regardless of financial need.

439
440 4. Fee Schedule, Invoices and Use of Fees

441 The Facility Use Fee Schedule is ~~published in the ACPS Budget, attached to this~~
442 ~~regulation (Appendix A)~~. Payment of the use fee ~~determined by the Department of~~
443 ~~Educational Facilities shall must~~ be made prior to the scheduled event. Any additional
444 costs, due to changes in hours, use, or personnel needs, or costs for repair of damage
445 shall be billed to the Community Member by the Department of ~~Facilities and~~
446 ~~Operations Educational Facilities~~ within 10 business days after the conclusion of the
447 event. All fees collected for use of ACPS facilities ~~shall must~~ be deposited in the
448 general operating budget of the school division which ~~will shall~~ ensure payment of
449 assigned staff members and repair of resulting damage. Fee collections may be shared
450 with schools through deposits into the school activity fund.

451
452
453 **Contact Information for Facility Use Requests and Appeals**

454
455 ~~Mailing Address: Department of Educational Facilities~~
456 ~~Attn: Facilities Use~~
457 ~~1340 Braddock Place, Suite 610~~
458 ~~Alexandria, VA 22314~~
459 ~~Telephone: 703-619-8038~~
460 ~~Fax: 703-619-8987~~
461 ~~Email: facilitiesuse@aeps.k12.va.us~~

462
463 Effective June 20, 2013
464 Revised: May 26, 2016
465 Revised: January 3, 2017
466 Revised: September 7, 2018
467 Revised: September 10, 2020
468 Revised: September 9, 2021

469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
495
496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513

Legal Refs.:

20 U.S.C. §§ 4071 et. seq.
20 U.S.C. § 7905
36 U.S.C. Subtitle II, Part B

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

Virginia Acts of Assembly, Chapter 647 (effective 7/1/16)

Executive Order 53 (2020), Commonwealth of Virginia, Office of the Governor (March 23, 2020). Virginia Department of Health (VDH), (July 2021; updated August 2021);
<https://www.vdh.virginia.gov/content/uploads/sites/182/2021/03/Interim-Guidance-to-K-12-School-Reopening.pdf>.

Guidance for COVID-19 Prevention in K-12 Schools, Centers for Disease Control and Prevention (CDC), (Updated August 2021);
<https://www.cdc.gov/coronavirus/2019-nCoV/community/schools-childcare/k-12-guidance.html>.

State Health Commissioner Order of Public Health Emergency Statewide Requirement to Wear Masks in K-12 Schools, (August 12, 2021);
<https://www.vdh.virginia.gov/content/uploads/sites/134/2021/08/PHE-Order-K-12-8-12-2021.pdf>.

Cross Refs.:

DJF	Purchasing Procedures
GCDA	Effect of Criminal Conviction
GBEB	Staff Weapons in School
IGBJ	Equity and Excellence
IGDA	Student Organizations
JFCD	Weapons in School
KF	Distribution of Information/Materials
KF-R	Procedures for Distribution of Information/Materials in Schools
KG	Community Use of School Facilities
KGB	Public Conduct on School Property
KGC	Tobacco and Electronic Cigarette Use on School Premises
KI	Public Solicitations in the Schools
KJ	Advertising in the Schools
KK	School Visitors
KM	Relations with Community Organizations
KNA	Registered Sex Offenders on School Property
KQ	Commercial, Promotional and Corporate Sponsorships and Partnerships

FY 2017 Facility Use Fee Schedule				
All Fees are Per Hour				
Type of Organization	Auditoriums	Cafeterias	Classrooms	Gyms
<p>GROUP A This group includes Boy Scouts, Girl Scouts, and other youth groups designated as Patriotic Organizations under federal law, other school program related or instruction related organizations, bona fide ACPS alumni organizations, the Department of Recreation, Parks and Cultural Activities and other Alexandria City government organizations designated partners of ACPS including PTAC and local PTAs, and organizations with an existing Memorandum of Agreement (MOA) specifying facility use as in-kind services.</p> <p>Facility use fees are waived for this group if documentation is provided to demonstrate authenticity of the above group and authority to act by the specific group member submitting the Request Form and proper arrangements for such use can be made through the Office of Educational Facilities and the School Principal.</p> <p>Civic associations, elected officials and organizations whose function is to represent candidates for local or state elected office are included in this classification. When the purpose of an event held by these groups is political fundraising, they will be charged Group B Facility Use Fees.</p> <p>Organizations included in Group A will still be responsible for applicable custodial security and "additional service" fees.</p>	<p>Although facility use fees are waived for Group A organizations, applicable custodial, security and "additional service" fees will still be charged.</p>			
<p>GROUP B This group includes all nonprofit organizations that are not designated partners of ACPS or included in Group A above.</p> <p>This group also includes civic associations, elected officials, and organizations whose function is to represent candidates for local or state elected office when holding political fundraising events.</p>	High School \$200.00	High School \$125.00	All Levels \$30.00	High School \$200.00
	Middle Schools \$150.00	All Other Schools \$80.00		All Other Schools \$100.00
	Elementary Schools			

Commented [3]: This fee schedule is updated in the annual budget each year. Does it make sense to include it with the policy? If so, this page should be updated annually.

	\$100.00			
GROUP C This group includes all organizations who do not qualify for inclusion in any category identified above.	High School \$400.00	High School \$475.00		High School \$575.00
	Middle Schools \$350.00	All Other Schools \$250.00	All Levels \$40.00	All Other Schools \$350.00
	Elementary Schools \$300.00			

FY 2017 Facility Use Fee schedule – Additional Service Fees

***Use of Parker Gray Stadium at T.C. Williams Alexandria City High School will be limited to ACPS approved events, as stipulated in Policy KG.**

All requests for such events must be made by submitting a Request Form to the Superintendent or Superintendent's designee.

****The cost of Minnie Howard will be consistent with elementary use fees.**

The rates listed above are for rental only. Additional fees are shown below.

1. Custodians (based on need, weather, type of program, estimated attendance). All groups are required to pay these fees, as applicable to the specific event.
\$60.00 per hour/per custodian – Outside Regular Hours and/or Weekend
(Custodial fees begin 30 minutes prior to the beginning of the facility use and end 30 minutes after the event concludes.)
2. The following fees are charged if the requested use requires additional ACPS staff or equipment. All groups are required to pay these fees as applicable.
ACPS approved A/V Operator: \$50.00 per hour
Activity Supervisor: \$25.00 per hour – T.C. Williams Alexandria City High School Only
Kitchen Personnel: \$30.00 per hour (Food Services Contract Required)
Sound System: \$40.00 per hour
Piano: \$25.00 per use
Special Trash Pick Up: \$200.00 flat fee
3. If food will be provided during the rental, the cafeteria must also be rented and used. Events which required additional cleanup besides routine custodial work will be charged a cleanup fee. This includes but is not limited to events in which refreshments are served, craft activities are involved, or there is use of locker rooms. All groups are required to pay this fee when the event qualifies.
\$125.00 (Gym, Cafeteria, Auditorium)
\$ 17.50 (per classroom rented)

APPENDIX B

FILE: KG-R



Permit for Use of School Facilities

Application must be submitted to the SCHOOL PRINCIPAL, no less than 20 days before event. All fees and other required information must be received 7 days prior to the event. Send to Alexandria City Public Schools Attn: Facilities Department, 1340 Braddock Place, Alexandria, Virginia 22314. Tel. 703-619-8038, Fax 703-619-8987, facilitiesuse@acps.k12.va.us

1. School/Facility requested _____
Name of person in charge of event _____
Address _____ (street) _____ (city) _____ (state) _____ (zip code)
Phone _____ (office) _____ (alternate)

2. Individual or Organization _____

3. Specific Space Requested: Auditorium, Cafeteria, Gym, Kitchen, Classroom, Multi-Purpose Room, Other
Service Personnel: Building Engineer, Custodian, Food Services, Lights/Sound Operator, Police, Political Event
Equipment Request _____

4. Activity date(s)
Date _____ Hours(Beginning) _____ Hours(Ending) _____

Any individual who works with ACPS students on School Board property must complete the Volunteer Application and Screening Process.
https://alexandria.keepntrack.com/apply

5. Type of activity _____

6. Is the organization a non-profit?
Yes No

10. Is use of an inflatable structure being requested?
Yes No

7. Will the user collect fees?
Yes No

8. Number of people projected to attend _____

9. Does the organization have General Liability Insurance Coverage? (Proof of Coverage Required)
Yes No

The undersigned certifies that he/she is familiar with the Alexandria School Board regulations and responsibilities of renters as stated on the Community Use of School Facilities Regulations Agreement. And that he/she is the legally authorized representative to act for and accept such responsibility for the organization. Final Approval of this permit is contingent upon receipt of this permit by the applicant duly appointed and signed by the Building Principal and Educational Facilities Office

Signature _____ Date _____
Approved _____ Disapproved _____
Signature of Principal _____ Date _____
Approved _____ Disapproved _____
Signature of Educational Facilities _____ Date _____

Commented [4]: This form has been updated. It now appears as this: https://form.platoforms.com/frjd40likec/

APPENDIX AC

PTA Council of Alexandria
Criteria for Sponsoring Outside Organizations to Provide After School Programs

The City of Alexandria is home to strong and active Parent-Teacher Associations (PTAs). Alexandria City Public Schools (ACPS) welcomes and appreciates our partnership with Alexandria's Parent-Teacher Associations (PTAs). Many of our elementary-school PTAs offer after-school enrichment programs to students, often including world language study, sports, games, academic themes, and/or the arts. PTA-run after-school programs provide a valuable benefit to our school communities.

Commented [5]: I wouldn't think we would need that specific "elementary school" and just say school...

In many cases, PTA-sponsored after-school programs are taught by school staff members, parents, or community members who work for free or for a small stipend. Other times, PTAs hire outside vendors to provide programming. The PTA Council of Alexandria appreciates ACPS' recognition of the value of PTA after-school programs and its adoption of the Community Use of School Facilities policy which permits PTAs to sponsor after-school programs through outside vendors without paying facilities fees. In view of our partnership with ACPS, Alexandria PTAs will adhere to the following criteria when sponsoring outside vendors:

- 1) The vendor offers a program which appeals to the diverse school community and offers appropriate enrichment to students;
- 2) PTA officials will consider the cost to families, scholarship possibilities, and vendors' profits as they hire outside vendors;
- 3) The vendor has at least \$1 million in general liability insurance, with ACPS listed as the additional insured, and will provide proof of insurance;
- 4) The vendor agrees to require any employees working with students to complete the ACPS Volunteer Application and Screening process;
- 5) Sponsoring a vendor will not result in direct or indirect financial benefit to a PTA official who makes after-school programs decisions. Examples include but are not limited to:
 - o PTA officials who make decisions on after-school programs shall not hire themselves or family members;
 - o PTA officials who make decisions on after-school programs shall not have a financial stake in any business which is hired;
 - o PTA officials will not accept anything of value (e.g., tips, sports tickets) in exchange for doing business or agreeing to do business with a vendor or other third-party. Rebates, discount coupons, or other in-kind benefits provided in the normal course may be received on the PTA's behalf but must be promptly reported and provided to the Treasurer. If a PTA official is offering a program with a fee, that PTA official shall recuse himself or herself from after-school program-related decisions.

Commented [6]: the diverse school community

Alexandria PTAs look forward to continuing our partnership with ACPS as we all work to provide a high quality and enriching educational experience to our students.

APPENDIX **BD**

PATRIOTIC AND NATIONAL ORGANIZATIONS

(36 USC Subtitle II, Part B: Organizations)

Agricultural Hall of Fame
Air Force Sergeants Association
American Academy of Arts and Letters
American Chemical Society
American Council of Learned Societies
American Ex-Prisoners of War
American GI Forum of the United States
American Gold Star Mothers, Incorporated
American Historical Association
American Hospital of Paris
The American Legion
The American National Theater and Academy
The American Society of International Law
American Symphony Orchestra League
American War Mothers
AMVETS (American Veterans of World War II, Korea, and Vietnam)
Army and Navy Union of the United States of America
Aviation Hall of Fame
Big Brothers Big Sisters of America
Blinded Veterans Association
Blue Star Mothers of America, Incorporated
Board for Fundamental Education
Boy Scouts of America
Boys & Girls Clubs of America
Catholic War Veterans of the United States of America, Incorporated
Civil Air Patrol
Congressional Medal of Honor Society of the United States of America
Corporation for the Promotion of Rifle Practice and Firearms Safety
Daughters of Union Veterans of the Civil War 1861-1865
Disabled American Veterans
82nd Airborne Division Association, Incorporated
Fleet Reserve Association
Former Members of Congress
The Foundation of the Federal Bar Association
Frederick Douglass Memorial and Historical Association National FFA Organization
General Federation of Women's Clubs
Girl Scouts of the United States of America
Gold Star Wives of America
Italian American War Veterans of the United States
Jewish War Veterans of the United States of America, Incorporated
Jewish War Veterans, U.S.A., National Memorial, Incorporated
Ladies of the Grand Army of the Republic
Legion of Valor of the United States of America, Incorporated
Little League Baseball, Incorporated

ALEXANDRIA CITY PUBLIC SCHOOLS

610 Marine Corps League
611 The Military Chaplains Association of the United States of America
612 Military Order of the Purple Heart of the United States of America, Incorporated
613 Military Order of the World Wars
614 National Academy of Public Administration
615 National Academy of Sciences
616 National Conference of State Societies, Washington, District of Columbia
617 National Conference on Citizenship
618 National Council on Radiation Protection and Measurements
619 National Education Association of the United States
620 National Fallen Firefighters Foundation
621 National Federation of Music Clubs
622 National Film Preservation Foundation
623 National Fund for Medical Education
624 National Mining Hall of Fame and Museum
625 National Music Council
626 National Recording Preservation Foundation
627 National Safety Council
628 National Ski Patrol System, Incorporated
629 National Society, Daughters of the American Colonists
630 The National Society of the Daughters of the American Revolution
631 National Society of the Sons of the American Revolution
632 National Tropical Botanical Garden
633 National Woman's Relief Corps, Auxiliary to the Grand Army of the Republic
634 The National Yeomen F
635 Naval Sea Cadet Corps
636 Navy Club of the United States of America
637 Navy Wives Clubs of America
638 Non Commissioned Officers Association of the United States of America, Incorporated
639 Paralyzed Veterans of America
640 Pearl Harbor Survivors Association
641 Polish Legion of American Veterans, U.S.A.
642 Reserve Officers Association of the United States
643 Retired Enlisted Association, Incorporated
644 Society of American Florists and Ornamental Horticulturists
645 Sons of Union Veterans of the Civil War
646 369th Veterans' Association
647 United Service Organizations, Incorporated
648 United States Capitol Historical Society
649 United States Olympic Committee
650 United States Submarine Veterans of World War II
651 Veterans of Foreign Wars of the United States
652 Veterans of World War I of the United States of America, Incorporated
653 Vietnam Veterans of America, Incorporated
654 Women's Army Corps Veterans' Association

65b
65b

APPENDIX EC

Commented [MS7]: Deleting this as it is not appropriate content for a regulation.



Facility Use Application Process

