

43 The Community Member must provide with the Request Form, copies of any required
44 documents as identified below, including documents that establish the priority status
45 and/or fee schedule applicable to the requested facility use. Upon receipt of a
46 completed Request Form and supporting documentation, the Department of Facilities
47 and Operations will determine approval and the applicable facility use fees, and
48 tentatively reserve the requested space on the facilities use calendar. The Community
49 Member will then be notified by the Department of Facilities and Operations of the
50 conditional disposition of the application. All applicable information is required by
51 noon, one week prior to the event. If payment and the applicable information are not
52 received by the deadline, ACPS reserves the right to cancel the event and remove it
53 from the calendar.

54
55 Until a signed permit is received and final approval is granted, the reservation is not
56 considered final and the Community Member will not be allowed to use the requested
57 space.

58
59 2. Remembrance Ceremonies

60 Although ACPS facilities are available for remembrance ceremonies, fellowship and
61 memorial meals, they are not available for funerals. No remains are permitted on
62 ACPS property.

63
64 3. Request to Use Outdoor Spaces and Athletic Fields

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

71
72 4. Request to Operate Concession Stands at Alexandria City High School

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

77
78 5. Denial of School Facility Use

79 The Superintendent or Superintendent's designee may deny use of a school facility
80 when such action is deemed to be in the best interests of ACPS. If a Facility Use
81 Request is denied by the Superintendent's designee, the Community Member has the
82 option to appeal that decision to the Superintendent by submitting such appeal in
83 writing (including the specific reasons why the Community Member believes the
84 denial is in error and should be reversed) within five calendar days of receipt of notice
85 of denial. Appeals may be submitted by regular mail, fax or email. Contact
86 information for appeals is located on the ACPS website. The Superintendent will
87 review the request and the reasons for denial and determine whether to uphold the
88 denial or grant the Facility Use Request. The Superintendent will make reasonable
89 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 canceled:

- 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. 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 use of ACPS facilities by Community Members will be canceled 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.

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

9. Community Member Cancellation of Event

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

139 **Community Member Responsibilities for Acceptable Use**
140

141 1. Compliance with ACPS Policies and Regulations

142 Use of ACPS facilities is subject to all ACPS policies and regulations. When requesting
143 use of an ACPS facility, the Community Member must agree to comply with all ACPS
144 policies and regulations and ensure that all of the Community Member's agents,
145 employees, and representatives, including all event participants, comply with these
146 policies and regulations as well.
147

148 2. Duration of Each Rental

149 Evening rentals may not extend beyond 9:30 pm for elementary schools and 10:30 pm
150 for secondary schools. Facilities will not be opened before 8:00 a.m. Limitations
151 regarding the hours of usage will not apply to elections conducted under the auspices
152 of the Board of Elections.
153

154 3. Use of Equipment and Facilities
155

- 156 a. When the requested facility is a school auditorium, basic stage equipment is
157 included for use by the Community Member.
158
- 159 b. Pianos may not be moved unless permission is granted by the Principal. Heavy
160 uprights and grand pianos may be moved only by professional piano movers
161 whose services must be arranged for and paid for by the Community Member.
162
- 163 c. With regards to use of auditorium equipment, no stagehands other than those
164 furnished by the school division are permitted to operate certain equipment
165 such as electric control boards, lights, curtains, or fixed props. If such
166 equipment is required, the Community Member must specify the need in the
167 application.
168
- 169 d. The custodian or school stage crews are not obligated to assist in changing
170 scenery.
171
- 172 e. Alterations to electrical service panels or electrical equipment is prohibited.
173
- 174 f. Building equipment, such as storage cabinets, and consumable supplies may
175 not be used during any community use of ACPS facilities, unless stipulated in
176 an executed agreement with ACPS.
177
- 178 g. School equipment other than that discussed is not available for rental or loan.
179

180 h. It is expected that ACPS equipment and facilities will be left in the same
181 condition as found prior to use. Costs of restoring same will be at the
182 Community Member's expense.
183

184 4. Damage to ACPS Equipment and Facilities

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

193 5. Decorations

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

202 6. Posters or Advertising

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

208 7. Acceptable Conduct

209 Individuals, groups, or organizations using ACPS facilities shall conduct activities that
210 are orderly, lawful, and not of a nature to incite others to disorder.
211

212 8. Smoking Prohibited on School Property

213 Smoking, the use of tobacco in any form, and the use of electronic cigarettes in or on
214 the grounds of ACPS facilities is prohibited in accordance with Policy KGC.
215

216 9. Controlled / Prohibited Substances

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

221 10. Weapons Prohibited on School Property

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

226 11. Inflatable Structures Prohibited on School Property

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

232 12. Food / Beverages

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

241

242 13. Games of Chance and Door Prizes

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

247

248 14. Indemnity and Insurance

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

263

264 15. Police Supervision and Security

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

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ACPS Responsibilities

1. Assignment of ACPS Staff Members

The Department of Facilities and Operations 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. Services

- Custodial services only include unlocking and locking doors and normal cleanup. The Community Member is 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 B 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/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. Organizations included

319 in Group A will still be responsible for applicable custodial, security and “additional
320 service” fees.

321
322 Group B – This group includes all nonprofit organizations that are not official partners
323 of ACPS or included in Group A above. Groups seeking use of ACPS facilities as a
324 nonprofit organization are required to provide a copy of their 501(c)(3) letter, issued
325 by the Federal Internal Revenue Service to qualify for reduced fees.

326
327 Group C – This group includes all organizations that do not qualify for inclusion in any
328 category identified above. As such, they are not eligible for fee reductions.

329
330 Requests for use of ACPS facilities must come from an officer of the identified
331 organization and include the signature of such officer representing that the facility will
332 be used by the organization for its own purposes.

333
334 Use of ACPS facilities will be allocated in the following order:
335 1. ACPS instructional / programmatic use
336 2. ACPS student organizations and groups that are affiliated with ACPS
337 whose primary mission is to support the schools
338 3. Group A
339 4. Group B
340 5. Group C

341
342 2. City Use of ACPS Facilities without Charge
343 The Department of Recreation, Parks, and Cultural Activities and other Alexandria
344 City government organizations may use school facilities to implement their established
345 programs and/or for government purposes without charge unless custodial services are
346 needed outside regular duty hours and on weekends. In these cases, the charge to the
347 City for such facility use is based on the actual cost of the custodial services provided
348 and related out-of-pocket expenditures by ACPS.

349
350 3. Alexandria Parent-Teacher Associations Council
351 The Alexandria Parent-Teacher Associations Council (PTAC) and all local parent-
352 teacher associations (PTAs) that have been duly established in accordance with the
353 provisions of the National Congress of Parent-Teacher Associations as specified in its
354 published manual are designated partners of ACPS. As such, they are not charged
355 facility use fees for their monthly business meetings and other activities as their
356 respective committee and/or memberships may authorize, provided that such activities
357 or business meetings shall not conflict or interfere with activities sponsored by the
358 schools themselves, and except as warranted on Saturdays, Sundays, and holidays.

359
360 PTAC and its member PTAs shall not sponsor an entity so as to directly or indirectly
361 result in a financial benefit to any PTA official.

362
363 In accordance with Policy IGBJ, the PTA Council and school PTAs will provide
364 support to individual schools and students as needed to ensure access to PTA-
365 sponsored activities, regardless of financial need.

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4. Fee Schedule, Invoices and Use of Fees

The Facility Use Fee Schedule is published in the ACPS Budget. Payment of the use fee must be made prior to the scheduled event. Any additional costs, due to changes in hours, use, or personnel needs, or costs for repair of damage shall be billed to the Community Member by the Department of Facilities and Operations within 10 business days after the conclusion of the event. All fees collected for use of ACPS facilities must be deposited in the general operating budget of the school division which will ensure payment of assigned staff members and repair of resulting damage. Fee collections may be shared with schools through deposits into the school activity fund.

Effective	June 20, 2013
Revised:	May 26, 2016
Revised:	January 3, 2017
Revised:	September 7, 2018
Revised:	September 10, 2020
Revised:	September 9, 2021
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)
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

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Sponsorships and Partnerships

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APPENDIX A

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

Alexandria City Public Schools (ACPS) welcomes and appreciates our partnership with Alexandria's Parent-Teacher Associations (PTAs). Many of our 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.

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:
 - PTA officials who make decisions on after-school programs shall not hire themselves or family members;
 - PTA officials who make decisions on after-school programs shall not have a financial stake in any business which is hired;
 - 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.

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 B

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

Marine Corps League
The Military Chaplains Association of the United States of America
Military Order of the Purple Heart of the United States of America, Incorporated
Military Order of the World Wars
National Academy of Public Administration
National Academy of Sciences
National Conference of State Societies, Washington, District of Columbia
National Conference on Citizenship
National Council on Radiation Protection and Measurements
National Education Association of the United States
National Fallen Firefighters Foundation
National Federation of Music Clubs
National Film Preservation Foundation
National Fund for Medical Education
National Mining Hall of Fame and Museum
National Music Council
National Recording Preservation Foundation
National Safety Council
National Ski Patrol System, Incorporated
National Society, Daughters of the American Colonists
The National Society of the Daughters of the American Revolution
National Society of the Sons of the American Revolution
National Tropical Botanical Garden
National Woman's Relief Corps, Auxiliary to the Grand Army of the Republic
The National Yeomen F
Naval Sea Cadet Corps
Navy Club of the United States of America
Navy Wives Clubs of America
Non Commissioned Officers Association of the United States of America, Incorporated
Paralyzed Veterans of America
Pearl Harbor Survivors Association
Polish Legion of American Veterans, U.S.A.
Reserve Officers Association of the United States
Retired Enlisted Association, Incorporated
Society of American Florists and Ornamental Horticulturists
Sons of Union Veterans of the Civil War
369th Veterans' Association
United Service Organizations, Incorporated
United States Capitol Historical Society
United States Olympic Committee
United States Submarine Veterans of World War II
Veterans of Foreign Wars of the United States
Veterans of World War I of the United States of America, Incorporated
Vietnam Veterans of America, Incorporated
Women's Army Corps Veterans' Association

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

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

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

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

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

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

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

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

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

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

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

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

~~D. Partner requests for use of ACPS facilities will be approved by the Office of Maintenance and Custodial Services in collaboration with the Office of Community Partnerships and Engagement. Requests will be submitted in accordance with the 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 ~~School functions will not be postponed or canceled to make facilities available to the community~~
58 ~~for non-school purposes. Alexandria City Public Schools (ACPS) reserves the right on all~~
59 ~~occasions, through the Department of Facilities and Operations ACPS staff, to ascertain the~~
60 ~~intended use of the requested facilities and to determine whether such use is proper and acceptable~~
61 ~~under aligned ordinary standards and policies applying to such facilities.~~

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

Commented [2]: Moved up to improve readability.

70 **Definitions**

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

74 **Use of ACPS facilities by employees**

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

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

81 **Securing ACPS Facilities for Community Use**

82
83 1. **Procedures for Requesting Facilities Use**

84 ~~Any individual or organization (A "Community Member") seeking to use ACPS~~
85 ~~facilities must contact the Department of Facilities and Operations the School Principal~~
86 ~~or Building Use Coordinator whose facility is being requested to determine if the~~
87 ~~proposed dates and times are available. Contact information is available on the ACPS~~
88 ~~website. If the facility is available, then the requester Community Member must~~
89 ~~complete the Permit for Use of School Facilities ("Request Form"), available on the~~
90 ~~ACPS website, which is attached to this regulation as Appendix B. Facilities use~~

91 requests may only be made within the current school year or within six months of the
92 event, ~~and will~~ Requests will be approved based on the group's priority as defined in
93 this regulation, and on a first come, first served basis within a priority. Requests must
94 be made at least 20 calendar days in advance. This deadline may be waived on a case-
95 by-case basis by the Superintendent or ~~_____~~ Superintendent's designee.

96
97 The ~~Building Use Coordinator will request, and the~~ Community Member ~~-must shall~~
98 provide with the Request Form, copies of any required documents as identified
99 below, including documents that establish the ~~requester~~ Community Member's priority
100 status and/or fee schedule applicable to the requested facility use. Upon receipt of a
101 completed Request Form and supporting documentation, the Department of
102 ~~Educational~~ Facilities and Operations will determine approval and the applicable
103 facility use fees, and tentatively reserve the requested space on the facilities use
104 calendar. The ~~_____~~ Community Member will then be notified by the Department of
105 ~~Educational~~ Facilities and Operations of the conditional disposition of the
106 application. All applicable information is required by noon, one week prior to the
107 event. If payment and the applicable ~~_____~~ information are not received by the deadline,
108 ACPS reserves the right to cancel the event and remove it from the calendar.

109
110 Until a signed permit is received and final approval is granted, the reservation is not
111 considered final and the Community Member will not be allowed to use the requested
112 space.

113
114 2. Remembrance Ceremonies

115 Although ACPS facilities are available for remembrance ceremonies, fellowship and
116 memorial meals, they are not available for funerals. No remains are permitted on
117 ACPS property.

118
119 3. Request to Use Outdoor Spaces and Athletic Fields

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

128
129 4. Request to Operate Concession Stands at T. C. Williams Alexandria City High School

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

135
136 5. Denial of School Facility Use

The Superintendent or Superintendent's designee may deny use of a school facility 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 ~~cancelledeancelled~~:

- 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~~ cancelledeancelled 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/>~~

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

9. Community Member Cancellation of Event

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

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 shall~~ not extend beyond 9:30 pm for elementary schools and 10:30 pm for secondary schools. Facilities ~~shall 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 the stage equipment is~~ included for use by the Community Member ~~is a speaker's stand or table, existing available lighting, backdrop, front curtain, and piano, if available.~~

~~b.~~ Pianos ~~shall 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 ~~shall must~~ be arranged for and paid for by the Community Member.

~~a-c.~~ With regards to use of auditorium equipment, no stagehands other than those furnished by the school division ~~shall be arc~~ permitted to operate ~~certain equipment such as~~ electric control boards, lights, curtains, or fixed props. ~~If~~

230 such equipment is required, the Community Member must specify the need in
231 the application.

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

234 ~~e.c.~~ Alterations to electrical service panels or electrical equipment is prohibited.

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

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

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

242 4. Damage to ACPS Equipment and Facilities

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

250 5. Decorations

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

258 6. Posters or Advertising

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

263 7. Acceptable Conduct

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

266 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.

9. Controlled / Prohibited Substances

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

10. Weapons Prohibited on School Property

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

11. Inflatable Structures Prohibited on School Property

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

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 ~~(tel.703-619-8048)~~ 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 ~~School~~ 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) ~~shall~~ 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 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, T~~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 ~~B~~ 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~~ are 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~~ is based on the actual cost of the custodial services provided and related out-of-pocket expenditures by ACPS.

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3. Alexandria Parent-Teacher Associations Council

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

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

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

4. Fee Schedule, Invoices and Use of Fees

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

Contact Information for Facility Use Requests and Appeals

~~Mailing Address: Department of Educational Facilities
Attn: Facilities Use
1340 Braddock Place, Suite 610
Alexandria, VA 22314
Telephone: 703-619-8038
Fax: 703-619-8987
Email: facilitiesuse@acps.k12.va.us~~

Effective June 20, 2013
Revised: May 26, 2016
Revised: January 3, 2017
Revised: September 7, 2018
Revised: September 10, 2020

464 Revised: September 9, 2021

465
 466
 467 Legal Refs.: 20 U.S.C. §§ 4071 et. seq.
 468 20 U.S.C. § 7905
 469 36 U.S.C. Subtitle II, Part B

470
 471 Code of Virginia, 1950, as amended, §§ 22.1-79.3, 22.1-130.1,
 472 22.1-131, 22.1-132
 473 Virginia Acts of Assembly, Chapter 647 (effective 7/1/16)
 474 *Executive Order 53 (2020)*, Commonwealth of Virginia, Office of the
 475 Governor (March 23, 2020). Virginia Department of Health (VDH), (July
 476 2021; updated August 2021),
 477 [https://www.vdh.virginia.gov/content/uploads/sites/182/2021/03/Interim-](https://www.vdh.virginia.gov/content/uploads/sites/182/2021/03/Interim-Guidance-to-K-12-School-Reopening.pdf)
 478 [Guidance-to-K-12-School-Reopening.pdf](https://www.vdh.virginia.gov/content/uploads/sites/182/2021/03/Interim-Guidance-to-K-12-School-Reopening.pdf).
 479
 480 *Guidance for COVID-19 Prevention in K-12 Schools*, Centers for Disease
 481 Control and Prevention (CDC), (Updated August 2021),
 482 [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html)
 483 [childcare/k-12-guidance.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html).
 484
 485 *State Health Commissioner Order of Public Health Emergency Statewide*
 486 *Requirement to Wear Masks in K-12 Schools*, (August 12, 2021),
 487 [https://www.vdh.virginia.gov/content/uploads/sites/134/2021/08/PHE-](https://www.vdh.virginia.gov/content/uploads/sites/134/2021/08/PHE-Order-K-12-8-12-2021.pdf)
 488 [Order-K-12-8-12-2021.pdf](https://www.vdh.virginia.gov/content/uploads/sites/134/2021/08/PHE-Order-K-12-8-12-2021.pdf).

489 Cross Refs.: DJF Purchasing Procedures
 490 GCDA Effect of Criminal Conviction
 491 GBEB Staff Weapons in School
 492 IGBJ Equity and Excellence
 493 IGDA Student Organizations
 494 JFCD Weapons in School
 495 KF Distribution of Information/Materials
 496 KF-R Procedures for Distribution of
 497 Information/Materials in Schools
 498 KG Community Use of School Facilities
 499 KGB Public Conduct on School Property
 500 KGC Tobacco and Electronic Cigarette Use on School
 501 Premises
 502 KI Public Solicitations in the Schools
 503 KJ Advertising in the Schools
 504 KK School Visitors
 505 KM Relations with Community Organizations
 506 KNA Registered Sex Offenders on School Property
 507 KQ Commercial, Promotional and Corporate
 508 Sponsorships and Partnerships
 509

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>	<div data-bbox="703 636 1065 709" style="border: 1px solid black; padding: 5px; text-align: center;"> Although facility use fees are waived for Group A organizations, applicable custodial, security and "additional service" fees will still be charged. </div>			
<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>				
	Middle Schools \$150.00	All Other Schools \$80.00	All Levels \$30.00	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:

- 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.)
- 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
- 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 [] Other []
Cafeteria []
Gym []
Kitchen []
Classroom []
Multi-Purpose Room []
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 _____ [] Approved _____
[] Disapproved _____ Date _____ [] Disapproved _____ Date _____
Signature of Principal Signature of Educational Facilities

Commented [4]: This form has been updated. It now appears as this: https://form.platoforms.com/frjd40llkec/

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.

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.

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

Marine Corps League
The Military Chaplains Association of the United States of America
Military Order of the Purple Heart of the United States of America, Incorporated
Military Order of the World Wars
National Academy of Public Administration
National Academy of Sciences
National Conference of State Societies, Washington, District of Columbia
National Conference on Citizenship
National Council on Radiation Protection and Measurements
National Education Association of the United States
National Fallen Firefighters Foundation
National Federation of Music Clubs
National Film Preservation Foundation
National Fund for Medical Education
National Mining Hall of Fame and Museum
National Music Council
National Recording Preservation Foundation
National Safety Council
National Ski Patrol System, Incorporated
National Society, Daughters of the American Colonists
The National Society of the Daughters of the American Revolution
National Society of the Sons of the American Revolution
National Tropical Botanical Garden
National Woman's Relief Corps, Auxiliary to the Grand Army of the Republic
The National Yeomen F
Naval Sea Cadet Corps
Navy Club of the United States of America
Navy Wives Clubs of America
Non Commissioned Officers Association of the United States of America, Incorporated
Paralyzed Veterans of America
Pearl Harbor Survivors Association
Polish Legion of American Veterans, U.S.A.
Reserve Officers Association of the United States
Retired Enlisted Association, Incorporated
Society of American Florists and Ornamental Horticulturists
Sons of Union Veterans of the Civil War
369th Veterans' Association
United Service Organizations, Incorporated
United States Capitol Historical Society
United States Olympic Committee
United States Submarine Veterans of World War II
Veterans of Foreign Wars of the United States
Veterans of World War I of the United States of America, Incorporated
Vietnam Veterans of America, Incorporated
Women's Army Corps Veterans' Association

APPENDIX EC

Commented [MS5]: Deleting this as it is not appropriate content for a regulation.



Facility Use Application Process

