

## COMMUNITY USE OF SCHOOL FACILITIES REGULATIONS AND APPLICATION

### Facilities Use During the 2020-2021 School Year

In accordance with the Virginia Department of Education's (VDOE) phased reopening guidance for schools, ACPS will limit non-essential visitors, volunteers and activities in its facilities during the 2020-2021 school year. Regardless of the operational status of the division's buildings or the City of Alexandria's reopening phase, these provisions will remain in effect throughout the school year. These precautions are intended to:

- Adhere to mitigation strategies that minimize the spread of COVID-19 established by the Centers for Disease Control and Prevention (CDC), the Virginia Department of Health (VDH) and the Alexandria Health Department (AHD);
- Align with VDOE's return to school plan implementing Virginia's phased reopening of K-12 schools during the COVID-19 pandemic; and
- Prioritize safety precautions for the benefit of ACPS students and staff.

During the 2020-2021 school year:

A. "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).

B. ACPS will conduct temperature screenings and require protective face masks to be worn by all visitors and volunteers deemed essential to be on ACPS property (to include the buildings, grounds, school buses and other ACPS-provided vehicles) during the school day or at an ACPS-sponsored activity. If an essential visitor or volunteer does not have a protective face mask, one will be provided. Protective face masks will be required unless an individual has expressly been granted an accommodation regarding face coverings by ACPS that is:

- Necessary to effectively provide the in-person support (e.g., while providing support to students with certain disabilities); or
- Due to a medical reason as evidenced by written documentation from the individual's health care provider.

C. 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.

Unless modified above, all other provisions of this regulation remain in effect for the 2020-2021 school year.

## I. Purpose

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

## II. General Guidelines

ACPS facilities are available for use by community groups at times when such facilities are not being used for school purposes. School functions will not be postponed or canceled to make facilities available to the community for nonschool purposes. ACPS reserves the right, on ~~all occasions~~all occasions, through ACPS staff, to ascertain the intended use of the requested facilities and to determine whether such use is proper and acceptable under ordinary standards 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. ACPS employees are prohibited from using ACPS facilities for personal profit or authorizing use of ACPS facilities by others, other than as provided in these regulations. Any ~~organization sponsoring~~organization sponsoring an event on school property shall, 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 policies DJF, GCDA, KK and KNA.

## III. Securing ACPS Facilities for Community Use

### 1. Procedures for Requesting Facilities Use

Any individual or organization ("Community Member") seeking to use ACPS facilities must contact the School Principal or Building Use Coordinator whose facility is being requested to determine if the proposed dates and times are available. If the facility is available, then the Community Member must complete the Permit for Use of School Facilities ("Request Form"), which is attached to this regulation as Appendix B. Facilities use requests may only be made within the current school year or within six months of the event, and will be approved on a first come, first served basis. Requests must be made at least twenty calendar (20) days in advance. This deadline may be waived on a case-by-case basis by the Superintendent or Superintendent's designee.

The Building Use Coordinator will request, and the Community Member shall provide with the Request Form, copies of any required documents as identified below, including documents that establish the Community Member's priority status and/or fee schedule applicable to the requested facility use. Upon receipt of a completed Request Form and supporting documentation, the Department of Educational Facilities will determine approval and the applicable facility use fees, and tentatively reserve the requested space on the facilities use calendar. The Community Member will then be notified by the Department of Educational Facilities of the conditional disposition of the application. All applicable information

is required by noon, one week prior to the event. If payment and the applicable information are not received by the deadline, ACPS reserves the right to cancel the event and remove it from the calendar.

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

## 2. Remembrance Ceremonies

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

## 3. Request to Use Outdoor Spaces and Athletic Fields

Use of Parker-Gray Stadium at T. C. Williams 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 the Superintendent's designee. The Department of Recreation, Parks, and Cultural Activities manages all of the other multi-use athletic fields and courts within the City of Alexandria. ~~For additional~~For additional information, please call 703-746-5402 or visit [www.alexandriava.gov/recreation](http://www.alexandriava.gov/recreation) and click on Sports Leagues ~~and Programs~~and Programs.

## 4. Request to Operate Concession Stands at T. C. Williams High School

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

## 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~~Contact information for appeals is located in 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.

#### 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;
- 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 requested use is inconsistent with the requirements of this regulation.

#### 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

Use of ACPS facilities by Community Members shall 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 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 shall notify ACPS as soon as possible of an event cancellation. Events cancelled with less than forty-eight (48) hours' notice shall be subject to a \$100 processing fee or the actual facility use fee charged, whichever is less.

### **IV. 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 shall not extend beyond 9:30 pm for elementary schools and 10:30 pm for secondary schools. Facilities shall 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, the stage equipment included for use by the Community Member is a speaker's stand or table, existing available lighting, backdrop, front curtain, and piano, if available. Pianos shall 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 be arranged for and paid for by the Community Member. With regards to use of auditorium equipment, no stagehands other than those furnished by the school division shall be permitted to operate electric control boards, lights, curtains, or fixed props.
- b. The custodian or school stage crews are not obligated to assist in changing scenery.
- c. Alterations to electrical service panels or electrical equipment is prohibited.
- d. Building equipment, such as storage cabinets, and consumable supplies shall not be used during any community use of ACPS facilities, unless stipulated in an executed agreement with ACPS.
- e. School equipment other than that discussed is not available for rental or loan.
- f. 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 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 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

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 policies 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.

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. 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 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 Alexandria City Public Schools 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.

**V. ACPS Responsibilities**

1. Assignment of ACPS Staff Members

The Department of 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~~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, the Community Member is obligated to aid the custodian in setting up and removing chairs, as well as assisting with the general cleanup.

# VI. **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 D 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 Agreement (MOA) specifying facility use as in-kind services.

Partners of ACPS and organizations with executed MOA or MOU 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 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 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 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.

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 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 attached to this regulation (Appendix A). Payment of the use fee determined by the Department of Educational Facilities shall 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 Educational Facilities within ten (10) business days after the conclusion of the event. All fees collected for use of ACPS facilities shall be deposited in the general operating budget of the school division which 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.

## VII. 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:](#)

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 \(March 23, 2020\).](#)

[Recover, Redesign, Restart 2020, Virginia Department of Education \(Revised July, 2020\).](#)

[Centers for Disease Control and Prevention \(CDC\), Guidance for Schools \(Updated May 2020\), <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>](#)

[Virginia Department of Health, Phase Guidance for Virginia Schools \(July 1, 2020\), <https://www.governor.virginia.gov/media/governorviriniagov/governor-of-virginia/pdf/Final-Phase-Guidance-for-Virginia-Schools-6.9.20.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
<b>GROUP A</b> 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.  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.  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.  Organizations included in Group A will still be responsible for applicable custodial security and "additional service" fees.				
Although facility use fees are waived for Group A organizations, applicable custodial, security and "additional service" fees will still be charged.				
<b>GROUP B</b> This group includes all nonprofit organizations that are not designated partners of ACPS or included in Group A above.  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.	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 \$100.00			
<b>GROUP C</b> This group includes all organizations who do not qualify for inclusion in any category identified above.	High School \$400.00	High School \$475.00	All Levels \$40.00	High School \$575.00
	Middle Schools \$350.00	All Other Schools \$250.00		All Other Schools \$350.00
	Elementary Schools \$300.00			
FY 2017 Facility Use Fee schedule – Additional Service Fees				
<p><b>*Use of Parker-Gray Stadium at T.C. Williams High School will be limited to ACPS approved events, as stipulated in Policy KG.</b></p> <p><b>All requests for such events must be made by submitting a Request Form to the Superintendent or Superintendent's designee.</b></p> <p><b>**The cost of Minnie Howard will be consistent with elementary use fees.</b></p> <p>The rates listed above are for rental only. Additional fees are shown below.</p> <ol style="list-style-type: none"><li>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.)</li><li>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 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</li><li>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)</li></ol>				

**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 \_\_\_\_\_

☐ Disapproved \_\_\_\_\_

Signature of Principal

Date \_\_\_\_\_

☐ Approved \_\_\_\_\_

☐ Disapproved \_\_\_\_\_

Signature of Educational Facilities

Date \_\_\_\_\_

## **APPENDIX C**

### **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). 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:

- The vendor offers a program which appeals to the school community and offers appropriate enrichment to students;
- PTA officials will consider the cost to families, scholarship possibilities, and vendors' profits as they hire outside vendors;
- The vendor has at least \$1 million in general liability insurance, with ACPS listed as the additional insured, and will provide proof of insurance;
- The vendor agrees to require any employees working with students to complete the ACPS Volunteer Application and Screening process;
- 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:
  1. PTA officials who make decisions on after-school programs shall not hire themselves or family members;
  2. PTA officials who make decisions on after-school programs shall not have a financial stake in any business which is hired;
  3. 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 D**

### **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

## APPENDIX E



### Facility Use Application Process

