

# Charlottesville City Schools

## Application for Reservation of School Building or Grounds

(Applicant will be bound by rules and regulations governing use of school property on back-please read carefully prior to signing)

**NOTE!** Please call the appropriate school principal or bookkeeper to cancel or amend this contract!

The \_\_\_\_\_ (organization/group) requests the use of \_\_\_\_\_ School/Building/Grounds on the following date(s): \_\_\_\_\_, between the hours of \_\_\_\_\_ and \_\_\_\_\_.

**The specific property requested includes (circle ALL areas applicable):**

- a) Classroom # \_\_\_\_\_
- b) Library
- c) Cafeteria
- d) Field \_\_\_\_\_ (see rule 19)
- e) Auditorium
- f) Kitchen (see rule 16)
- g) Performing Arts Center (see rule 15)
- h) Gymnasium
- I) Locker rooms
- j) Other (describe in detail) \_\_\_\_\_

**Conditions of this reservation agreement include:**

The exact purposes for which the school property will be used, including the exact kind of equipment, apparatus or animals to be brought on the property and any special school equipment desired to be used, are:

\_\_\_\_\_ (attach list if necessary)

The following responsible person or persons will be deemed "in charge" of the program:

\_\_\_\_\_ The schedule of admissions (if applicable) and the use or distribution of said proceeds will be: \_\_\_\_\_

It is understood and agreed that, if this application is approved, the undersigned and the above organization will be jointly and severally responsible for any and all damage to property and/or parties and will protect and indemnify the School Board of the City of Charlottesville from all liability to any person on any account in connection with the above use of school property. I have read and understand all rules and regulations. I understand the organization must have liability insurance and should present a copy with this application.

Signed by: \_\_\_\_\_ Phone(s): Bus: \_\_\_\_\_ Home: \_\_\_\_\_  
Signer's return address: \_\_\_\_\_

Federal Employer /Taxpayer Identification number required on all checks.

===== **Action Taken** =====

**For Office Use Only:**

Approved? (Circle to indicate) YES NO (Reason for disapproval, if applicable): \_\_\_\_\_

Charges for use of property: \$ \_\_\_\_\_  
Charge for use of personnel: \$ \_\_\_\_\_ **TOTAL CHARGE:** \_\_\_\_\_ **(Pay this amount)**  
Charge of use of equipment: \$ \_\_\_\_\_

**PLEASE PAY FROM THIS STATEMENT--NO INVOICE WILL BE SENT**

Additional charges will be billed for hours/personnel/equipment used beyond those requested.

Signature of Principal or Designee: \_\_\_\_\_

Title/Position of Designee (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

# **Rules and Regulations**

## **Governing the Use of School Buildings and Grounds of the School Board of the City of Charlottesville**

The School Board of the City of Charlottesville appreciates the value of making the school a community center and wishes to encourage the use of school property for worthy community and civic purposes in fulfilling this objective. It is recognized that opportunities should be extended for the use of public school facilities in serving community needs by providing opportunities for the education of war veterans and other adults as well as for constructive cultural, recreational and other leisure time activities.

With these purposes in mind and in order to provide for the proper protection and care of school properties, the following instructions and regulations shall govern the public use of such property in the City of Charlottesville.

### **Instructions**

Applications for reservations shall be submitted to the Superintendent of Schools or their Designee through the Principal of the school desired to be used. If in the opinion of the Superintendent or Designee the proposed use of the school property complies with the rules and regulations of the School Board of the City of Charlottesville and the dates requested do not conflict with the use of the building or grounds for school purposes or with prior reservations, the Superintendent or Designee may approve such use of said building or grounds. If however, in the opinion of the Superintendent or Designee the proposed use of the property does not comply with the rules governing the use of school buildings and grounds, the applicant may request the School Board to pass upon the applications. The Superintendent reserves the right in any case to advise with the School Board before the Board passes upon any application. After action is taken, one copy of the application will be filed in the Superintendent's office, another is retained by the Principal and a third will be returned to the applicant.

### **Rules**

1. Competition with legitimate established business or commercial interests in the community shall be avoided as far as possible.
2. The facilities of the Schools shall not be used for advertising or commercial purposes.
3. Grounds and buildings shall not be used without authority from the Principal, subject to approval by the Superintendent or Designee, as a medium for the distribution of handbills, circulars, pamphlets, periodicals, newspapers, magazines, books or advertising matter of any kind, not pertaining exclusively to the curriculum or to the social, athletic or scholastic activities of the pupils except on the actual occasion of functions licensed by the School Board.
4. School activities, as defined by each School Principal, at all times shall have precedence over any other use of school buildings or grounds.
5. Under the discretion of the Superintendent or Designee, charges may be waived for the use of school property for school or municipal purposes if such use is in the public interest and when the applications are made by the proper authorities and no admissions are charged.
6. No applications for public use of the auditoriums, or other parts of the buildings and for rooms and grounds will be approved unless sponsored by reputable and established clubs, societies or organizations which, in the judgment of the Principal and with the approval of the Superintendent or Designee, can reasonably be held responsible for payment of charges, compensation for damages to property, and for use of property in reasonable conformity with ordinary rules or propriety; applications shall not be considered unless signed by officials or duly authorized agents of the organized bodies sponsoring the application. **IN NO CASES SHALL THE SCHOOL PROPERTY BE RENTED TO INDIVIDUALS.**
7. Rental charges shall be made for all uses where admissions are paid and for other such occasions as may be required. In each instance the amount of the charge shall be determined by a schedule of necessary charges to be fixed by the School Board. **NO EXCEPTION FROM THE FIXED CHARGES SHALL BE MADE WITHOUT APPROVAL BY THE SCHOOL BOARD.**
8. Applicants shall be responsible for any damages which may be done to school property during the period it is used by them. A deposit to cover damages may be required with any application at the discretion of the Superintendent or Designee. Failure to pay promptly all rental charges or damages may be considered sufficient grounds for refusal to grant further use of school property to an applicant.
9. Applicants must furnish, or arrange for help that may be necessary for the operation of the auditorium, or other rooms in which meetings are held, or grounds which are being used by them, such as, ushers, ticket sellers, security and doorkeepers.
10. Appropriate personnel fees may be added to any base rental fees charged. Custodians employed by the Board shall have charge of the heat and lights and the regulation thereof at all times; an exception will be made for the stage when used for theatrical performances requiring trained stage hands and electricians.
11. The Principal, with the approval of the Superintendent or Designee, shall designate the space in the various school buildings and the school grounds which are to be used.
12. It is understood that engagement of the school property for outside programs carries with it no obligation on the part of the school authorities to advertise, sponsor, or supplement the program to be given.
13. **POSITIVELY NO SMOKING WILL BE PERMITTED WITHIN SCHOOL BUILDINGS AT ANY TIME.**
14. **POSITIVELY NO ALCOHOLIC BEVERAGES MAY BE BROUGHT DIRECTLY ON CHARLOTTESVILLE CITY SCHOOL BOARD PROPERTY, OR WITHIN THE LEGALLY REQUIRED DISTANCE FROM SAID PROPERTY.**
15. Applicants for use of the Charlottesville Performing Arts Center (PAC) shall agree to be bound by a separate contract from this contract. This separate PAC contract will be negotiated and signed by the manager of the PAC, and will be specific to either commercial or noncommercial/school related organizations.
16. A food service employee must be present if school food preparation equipment is to be utilized and their services will be included in the rental charges. Said school food personnel shall have charge of such food service equipment at all times.
17. The Superintendent or Designee reserves the right to cancel this contract up to 10 days prior to a scheduled rental.
18. This contract will automatically be canceled when Schools close due to inclement weather or under emergency conditions.
19. The Superintendent or Designee reserves the right to cancel field reservation/rental due to weather conditions to prevent any possible damage to these facilities beyond normal wear and tear. A repair fee will be assessed when athletic fields are damaged to the extent that require re-seeding and extensive repair.

**CHARLOTTESVILLE CITY SCHOOLS  
RATE SHEET - COMMUNITY USE OF SCHOOL FACILITIES**

<u>Type of Facility</u>	<u>Base Fees</u>
Classroom	\$25.00/Hour
Auditorium	\$70.00/Hour
Blackbox Theater (CHS) <sup>1</sup>	\$45.00/Hour
Cafeteria no/kitchen	\$40.00/Hour
Cafeteria w/kitchen <sup>2</sup>	\$50.00/Hour
Media Center	\$35.00/Hour
Small Gymnasium (Elem/Middle)	\$45.00/Hour
Large Gymnasium (CHS)	\$65.00/Hour
CHS Turf Field	\$100.00/hr

**Personnel Fees**

Custodial Services	\$35.00
Food Service Staff (Require 3 Hrs. Minimum)	\$35.00
Lighting Technician	\$30.00

**Equipment Fees**

Small Equipment:

Overhead Projector & VCRs	\$30.00 per machine/per day
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Large Equipment:

Computer, Big Screen Projectors & Camcorders	\$75.00 per machine/per day
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<sup>1</sup>Lighting Technician Required

<sup>2</sup> Food Service Staff Required

**NOTE: Refer to Classifications for fee determination.**

## **Community Use of School Facilities Classifications**

The School Board has classified various organizations and groups as described below.

### **Category I Organizations (No Charge)**

- a. Charlottesville City School organizations
- b. Charlottesville City Parks & Recreation
- c. Associated organizations such as PTO/PTA and Booster Clubs
- d. Youth agencies serving City students such as Boy Scouts, Girl Scouts, 4-H Clubs, Soccer Organization of Charlottesville-Albemarle (SOCA), Youth Orchestra of Charlottesville, state regional orchestra auditions, or events associated with the Virginia High School League, etc.
- e. City neighborhood organization meetings that benefit the community as a whole

### **Category II Organizations (Fees will be Charges-Refer to Fee Schedule)**

- a. Non-profit organizations
- b. Religious organizations (includes youth groups)
- c. League-sponsored adult athletic teams and American Legion Baseball
- d. Use of facilities by tax-supported educational institutions
- e. External organizations that charge admission fees
- f. All other categories which do not fall into one of the above mentioned categories