

SHENANDOAH COUNTY PUBLIC SCHOOLS - FACILITY USE REQUEST

My signature on this form indicates: that I am requesting that the facility listed below be reserved for the day(s), date(s), and time(s) specified; that I understand that all fields of this form must be completed for my request to be considered, that my request may be denied, and that I must contact the Shenandoah County Parks & Recreation office to verify the approval of my request and to receive a facility use permit; that I agree to pay all costs associated with any damage to any facilities, equipment, or other property (real or personal) owned by the School Board or to any facilities, equipment, or other property (real or personal) owned by Shenandoah County Parks & Recreation; that I also agree to indemnify, defend, and hold harmless the School Board and the County, their officers, and their employees from any and all claims, liabilities, damages, attorney's fees and/or costs directly related to my use of the facilities; that I understand that I am responsible for obtaining liability insurance with sufficient limits as required by the School Board to insure against liability that may arise out of my use of the facilities, and that failure to return the facilities to their original condition will result in additional charges.

APPLICANT INFORMATION

ORGANIZATION: _____

Is this organization a 501(c)3 non-profit? _____

Are you requesting a fee waiver? Yes No

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT: _____

DAYTIME PHONE: _____ CELL PHONE: _____

RELATIONSHIP TO ORGANIZATION: _____

FACILITY USE INFORMATION

DAY(S): M T W Th F Sa Su

DATE(S): _____

START TIME(S): Please include your set-up time. _____

END TIME(S): Please include your break-down time. _____

OF PEOPLE EXPECTED: (Under 18 yrs.) _____ (18+) _____ (50+) _____

FREQUENCY: One-Time Weekly Bi-Weekly Monthly Other

EVENT DESCRIPTION (Be thorough and specific): _____

1st choice SCHOOL/ROOM REQUESTED (Be specific; include room, electrical needs, tables, chairs, etc.): _____

2nd choice SCHOOL/ROOM REQUESTED (Be specific; include room, electrical needs, tables, chairs, etc.): _____

Rental Charges: _____

Custodial Charges: _____

Total Charges*: _____

* The facility rental fee and the estimated custodial fee are due before the requested facility use date. You will be invoiced an additional custodial fee for any custodial work required (set up, clean up, etcetera) beyond the estimated hours of facility use.

Person(s) Responsible for Any Damage that May Occur: _____

Purpose and/or Activity to Take Place: _____

Other Facility Needs (tables, chairs, electricity, etc.): _____

LIABILITY INSURANCE INFORMATION

(Per the MOA which allows third-party rentals in the schools, renters must provide a Certificate of Insurance, indicating that they have a minimum liability level of \$250,000. Shenandoah County Public Schools should be named additional insured for duration of rental period.)

INSURANCE CARRIER: _____

POLICY #: _____

Certificate of Insurance provided.

WAIVER

I assume, for myself and all participants and spectators at the specified activity, all risks associated with using this facility, including - but not limited to - falls, contact with other participants, property loss, medical emergencies, and the effects of the weather (including high heat and/or humidity,) all such risks being known and appreciated by me. Having read this waiver and knowing these facts, I, for myself and anyone entitled to act in my behalf, waive and release Shenandoah County Parks & Recreation, Shenandoah County, the School Board, any and all staff, partners, sponsors, officials, volunteers, instructors, coaches, and their representatives and successors from all claims or liabilities of any kind arising out of my use of a School Board facility, even though that liability may rise out of negligence or carelessness on the part of the person(s) named in this waiver.

SIGNATURE _____ TITLE _____ DATE _____

Make checks payable to SCPR. Payment is due IN FULL upon approval of reservation request; a deposit may be required.
Parks & Recreation must be notified of cancellations within 24 hours of the original requested facility use date/time.
Applicant will be held financially responsible for all reservations not cancelled within the allotted time.

CREDIT CARD AUTHORIZATION

Mastercard Visa Discover Card #: _____ EXP. DATE: ____/____

Cardholder Name: _____

Cardholder Signature: _____ Total to be Charged: \$ _____
(REQUIRED)

FOR OFFICE USE ONLY

Cash: \$ Credit: \$ Check \$: Check #: Date Received: Received By:

FEE SCHEDULE (School Policy: KG-R)

Rates for regularly scheduled, long term, contractual use of facilities may be negotiated.

FACILITY	RENTAL FEE (Daily Rate; defined as a rental for eight hours or more.)	RENTAL FEE (Hourly Rate; defined as a rental for less than eight hours.)	CUSTODIAL / SUPERVISORY CHARGE (After-Hours / Weekend Use)
Classrooms / Library	\$200	\$25	\$35 per hour
Cafeteria (w/o use of kitchen)	\$200	\$25	\$35 per hour
Cafeteria (w/ use of kitchen)	\$240	\$30	must hire a cafeteria worker (\$35 per hour)
Gymnasium (Small)	\$200	\$25	\$35 per hour
Gymnasium (Large)	\$240	\$30	\$35 per hour
Stadium	\$240 (includes light charges)	\$30 (includes light charges)	\$35 per hour (if there are indoor spaces needed)
Forums	\$200	\$25	\$35 per hour
Central Campus Track & Field Complex	\$280	\$35	\$35 per hour (if there are indoor spaces needed)
All Other Fields	\$200	\$25	\$35 per hour (if there are indoor spaces needed)
Special Events (Defined as two or more days of use in a row, using more than one facility space.)	\$500	N/A	\$35 per hour

SHENANDOAH COUNTY PUBLIC SCHOOLS

CONCUSSION POLICY

Legislation passed by the General Assembly in the 2014 session requires that as of July 1, 2014, certain groups that utilize public school property must have concussion policies and procedures in place. Groups that offer programs for recreational athletic competition or recreational athletic instruction for youth must comply with these guidelines. These groups must have concussion policies and procedures in place that are either (i) consistent with either the local school division's policies and procedures that are developed in compliance with the Code of Virginia Section 22.1-271.5 or the Board of Education's Guidelines for Policies on Concussions in Student-Athletes, or (ii) follow the local school division's policies and procedures as set forth in subsection B of the Code of Virginia Section 22.1-271.5.

We are providing you this notice because your organization is planning to use school facilities after July 1, 2014 for an athletic recreation or athletic instruction program for youth. Please use this form to certify that your organization has appropriate concussion policies and procedures in place. In the future, this certification is included as part of the rental request agreement. If you need a copy of the school division's concussion policies and procedures, you may contact Cynthia Page, Director of Finance, Shenandoah County Public Schools, 540-459-6222.

This clause is applicable to non-interscholastic youth sports programs (programs which are organized for recreational athletic competition or recreational athletic instruction for youth): By signing this agreement I certify that our organization has either (i) established policies and procedures regarding the identification and handling of suspected concussions in student-athletes that are consistent with either the local school division's policies and procedures that are developed in compliance with the Code of Virginia Section 22.1-271.5 or the Board of Education's Guidelines for Policies on Concussions in Student-Athletes, or (ii) follow the local school division's policies and procedures as set forth in subsection B of the Code of Virginia Section 22.1-271.5.

_____ Name of Organization (if applicable)

By _____ Printed name

_____ Signature

_____ Date

I have read and understand this policy; however, our rental is not a recreational athletic competition or recreational athletic instruction.

_____ Name of Organization (if applicable)

By _____ Printed name

_____ Signature

_____ Date

SHENANDOAH COUNTY PUBLIC SCHOOLS

COMMUNITY USE OF SCHOOL FACILITIES

Rules & Conditions

1. No organization may use the buildings or grounds at any time or in such a manner as would interfere with the educational program of the school.
2. Third Party requests for reservations should be directed to Shenandoah County Parks and Recreation and will be honored on a first-come, first-served basis.
3. The School board or its representatives must have free access at all times.
4. The right to revoke a permit at any time is reserved by the Superintendent.
5. Any organization desiring to move special properties into the school or onto the grounds prior to or on the date of use should discuss the arrangement with Shenandoah County Parks and Recreation, who will in turn discuss the arrangement with the school's principal and/or superintendent.
6. Chair arrangements and such are the responsibility of the organization.
7. The parking of automobiles shall be restricted to designated areas.
8. The organization that uses the building and grounds shall be responsible for the conduct of its members.
9. Any damage done to school property shall be compensated for by the sponsoring organization. Police protection must be provided by any group or organization at its own expense if the School Board deems it advisable.
10. A custodian must be hired as part of the rental agreement. (Exceptions may be made for field use.) A cafeteria worker must be hired to supervise the use of the kitchen.
11. The use of tobacco products inside School Board-owned property is prohibited.
12. There shall be no alcoholic beverages brought onto the grounds or into the buildings.
13. Premises are rented with the understanding that "tipping" of custodians or other school personnel is not permitted.
14. Except by special permission, a group shall not be permitted to remain after midnight (12:00 AM).
15. Building keys will not be provided to any group.
16. A certificate of insurance is required with rental application and will be kept on file at Shenandoah County Parks & Recreation and at the School Board office.
17. Rental and custodial fees must be paid in full to Shenandoah County Parks and Recreation prior to the reservation date.

I have read and agree to the above rules and regulations for use of the Shenandoah County Public Schools, including payment schedule, insurance requirements, and custodial charges.

Signature

Date