**Protocols and Fee Structure for Community Use of RCPS Facilities**


# PROTOCOLS

The School Board permits the use of school facilities for community purposes, in accordance with appropriate state and federal laws, provided that such use does not interfere with the educational program.

The full control of all facilities remains with the School Board. The Board authorizes the Superintendent, or designee, and the Building Principal to grant permission for use by outside groups. Decisions regarding requests to use school facilities are based on the following order of priority:

* School-related organization; i.e., PTA, Boosters
* City of Roanoke
* Non-profit Roanoke-based organizations
* Non-profit service groups outside Roanoke
* Private interest groups

Use of any School property to engage in any partisan political activity supporting or opposing a candidate for public office or a political party is prohibited.

The Application for Use of School Property and Facilities must be properly completed and signed by a responsible representative of the requesting group and be accompanied by a certificate of liability insurance, if required. The Application must be filed at least 21 days before the scheduled event.

# Fees

The facilities may be used by governmental, community, civic, service, and professional groups and organizations from within the District by paying fees in accordance with the building rental rates.

In addition to the building rental rates, at least one school district employee must be present and responsible when school buildings are being used. Facility users requiring the assistance of additional school personnel (such as custodian, cafeteria staff, security, stage crew, etc.) beyond the employee’s normal work schedule will be billed for the employee’s salary and benefits. (See rates on page 3.)

The fee structure is established for groups/organizations as follows:

**CLASS A** - Any charitable or non-profit community organization located within the City of Roanoke offering to present free a lecture or program, instructive and beneficial to the public. Insurance certificate required.

**CLASS B** - Any charitable or non-profit community organization located within the City of Roanoke offering to present a lecture or program instructive and beneficial to the public, for which an admission is charged or a collection is taken. Insurance certificate required.

**CLASS C** - Any charitable or non-profit community organization not located within the City of Roanoke or any commercial, for-profit organization offering to present a lecture or program, instructive and beneficial to the public. Insurance certificate required.

# FEE STRUCTURE

|  |  |  |  |
| --- | --- | --- | --- |
|  | **CLASS A** | **CLASS B** | **CLASS C** |
| Multi-Use Field | Full Day/ Up to 8 hrs.Half Day/ Up to 4 hrs Quarter Day/Up to 2 hrs | $50.00 Full Day$25.00 Half Day$15.00 Quarter Day$150.00 Five Day | $250.00 Full Day$125.00 Half Day$75.00 Quarter Day$650.00 Five Day | $1,500.00 Full Day$750.00 Half Day$600.00 Quarter Day$4,000.00 Five Day |
| High School Gymnasium | Full Day/ Up to 8 hrs.Half Day/ Up to 4 hrs Quarter Day/Up to 2 hrs. | $150.00 Full Day$75.00 Half Day$45.00 Quarter Day$375.00 Five Day | $400.00 Full Day$200.00 Half Day$100.00 Quarter Day$1,500.00 Five Day | $3,000.00 Full Day$1,500.00 Half Day$750.00 Quarter Day$7,500.00 Five Day |
| High School Auxiliary Gymnasium | Full Day/ Up to 8 hrs. Half Day/ Up to 4 hrs Quarter Day/Up to 2 hrs | $75.00 Full Day$37.50 Half Day$22.50 Quarter Day$187.50 Five Day | $200.00 Full Day$100.00 Half Day$50.00 Quarter Day$750.00 Five Day | $1,500.00 Full Day$750.00 Half Day$375.00 Quarter Day$3,750.00 Five Day |
| Middle School Gymnasium | Full Day/ Up to 8 hrs.Half Day/ Up to 4 hrs Quarter Day/Up to 2 hrs | $75.00 Full Day$37.50 Half Day$22.50 Quarter Day$187.50 Five Day | $200.00 Full Day$100.00 Half Day$50.00 Quarter Day$750.00 Five Day | $1,500.00 Full Day$750.00 Half Day$375.00 Quarter Day$3,750.00 Five Day |
| Elementary School Gymnasium | Full Day/ Up to 8 hrs.Half Day/ Up to 4 hrs Quarter Day/Up to 2 hrs | $50.00 Full Day$25.00 Half Day$15.00 Quarter Day$125.00 Five Day | $135.00 Full Day$70.00 Half Day$35.00 Quarter Day$500.00 Five Day | $1,000.00 Full Day$500.00 Half Day$250.00 Quarter Day$2,500.00 Five Day |
| Field House | Full Day/ Up to 8 hrs. Half Day/ Up to 4 hrsQuarter Day/Up to 2 hrs | $50.00 Full Day$25.00 Half Day$15.00 Quarter Day$125.00 Five Day | $135.00 Full Day$70.00 Half Day$35.00 Quarter Day$500.00 Five Day | $1,000.00 Full Day$500.00 Half Day$250.00 Quarter Day$2,500.00 Five Day |
| HS/MS Baseball Field | $25.00 | $50.00 | $500.00 |
| HS/MS Softball Field | $25.00 | $50.00 | $500.00 |
| Tennis Courts | $25.00 | $50.00 | $500.00 |
| HS/MS Auditorium | $50.00 | $100.00 | $1,000.00 |
| Elem Multi-Purpose Room or Cafeteria Dining Area | $35.00 | $60.00 | $500.00 |
| HS/MS Cafeteria Dining Area | $35.00 | $75.00 | $750.00 |
| Kitchen***–***Any Building | $35.00 | $100.00 | $250.00 |
| Classroom/Library***–***Any Building | $20.00 | $50.00 | $125.00 |
| HS/MS Locker Room | $35.00 | $70.00 | $250.00 |
| Parking Lot – Any Building | $20.00 | $50.00 | $100.00 |

**Flat Rate Usage Fee**

Flat rate usage fees and/or fee waivers require the approval of the Assistant Superintendent for Operations.

# Additional Charges:

1. At least one school district employee must be present and responsible when school buildings are being used. In addition to the above rates, groups/ organizations shall pay the salaries and benefits of custodians, cafeteria employees, police, stage crew, etc., that may be required.

Auditorium/Stage Lighting Crew $35.00 per hour Building Services/Operations Worker $35.00 per hour Cafeteria Worker $35.00 per hour

Security $35.00 per hour

Site Supervisor $35.00 per hour

1. Energy Surcharge – Groups/organizations using indoor facilities requiring electricity/lighting shall have a surcharge applied at the rate of:

# School Gymnasium/All Purpose Room/Cafeteria/Auditorium

|  |  |  |
| --- | --- | --- |
| CLASS A | CLASS B | CLASS C |
| $10.00 per day | $15.00 per day | $25.00 per day |

**School Classroom**

|  |  |  |
| --- | --- | --- |
| CLASS A | CLASS B | CLASS C |
| $5.00 per day | $10.00 per day | $15.00 per day |

1. One rehearsal or practice will be allowed with a scheduled performance without any additional rental charge. A rental of one-half the established rate will be charged for additional rehearsals or practices.

# Liability Insurance

All groups, except those associated with Roanoke City Public Schools, shall provide insurance naming Roanoke City Public Schools as additional insured. The policy shall have a minimum coverage of $1,000,000 bodily injury and property damage combined. The insurance certificate must accompany the completed application.

# Building Services/Operations Worker

At least one school district employee must be present and responsible when school buildings are being used. Additionally, the Building Principal may require that an employee be present out-of-doors when, in his/her judgment, the situation warrants such a decision.

# Care of School Property

The parties signing an application shall be responsible for the conduct of the people whom they admit and for any infraction of the rules, and shall pay the cost of any damage caused by them or their patrons during the period of their use of the building. When directed by Roanoke City Public Schools, they shall provide police supervision and parking attendants to maintain order.

# Tobacco Free School Policy

Per Roanoke City Public School policy, the usage of tobacco products, nicotine vapor products are not allowed on school property at any time.

# Application for Use Permit – School Facilities

*This form must be completed in its entirety – do not leave any areas blank or approval of application may be delayed.*

*Attach a check made payable to “Roanoke City Public Schools” for $25. If your application is denied, your deposit will be refunded. Otherwise, it will be credited against your final bill.*

***Payment must be made in full upon approval of the facility use application****.*

*RCPS Use Only*

*Request #:*

Date: Name Of

Organization: Person Making Application: \_ Billing Address: \_ Email Address: \_ Telephone: \_

Non-Profit Organization: Yes No

*[If yes, attach copy of 501(c)(3) confirmation]*

Facility/Space Requested

*[Please write in name of school(s) requested in appropriate cell(s).]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Facility/Space Requested** | **High School** | **Middle School** | **Elementary School** |
| Multi-use Field |  |  |  |
| Gymnasium |  |  |  |
| Auxiliary Gymnasium |  |  |  |
| Baseball Field |  |  |  |
| Softball Field |  |  |  |
| Tennis Courts |  |  |  |
| Locker Room |  |  |  |
| Auditorium |  |  |  |
| Cafeteria |  |  |  |
| Kitchen |  |  |  |
| Classroom/Library |  |  |  |
| Multi-Purpose Room |  |  |  |
| Parking Lot |  |  |  |

**Date(s) Requested**: \_ **Day(s) Requested**: Sun Mon \_ Tues \_ Wed Thurs \_ Fri \_ Sat

**Time(s) Requested:** From

# Specific Reason for Use:

Until

 \_

# Please list ALL items you are requesting use of (tables, chairs, scoreboard, etc.) Additional items MUST be listed on this application, as these items will be approved at the time of the facility request.

**Expected Attendance**: \_ **Will admission be charged?** YES \_ NO

If yes, what is the amount?

**Will you need use of a kitchen?** YES \_ NO

The use of school kitchen facilities shall not be granted until all necessary temporary licenses from the Roanoke City Health Department have been obtained. If you plan to sell food, your organization will need to secure a food handler’s license. Please contact the Schools’ Director of Food Services for details or further information at 540-853-2863.

# READ AND SIGN BELOW

**I, the undersigned applicant to this Use Permit, state and affirm that I have read and understand all rules relating to the use of School Board facilities. I understand and agree that these facility use rules are a condition to the use of the school facility described in this Use Permit. I further understand that once the application is fully approved, I must immediately pay the balance due in full prior to use of the school facility. I also understand that failure to abide by the f a c i l i t y use rules will result in the immediate discontinuance of a n y use privileges established under this Use Permit.**

**Further, I agree to release, indemnify and hold harmless the School Board for the City of Roanoke (“School Board”), its officers, directors, employees, agents and volunteers from any and all personal and bodily injuries, death and property damage, including cost of investigation, reasonable attorney’s fees and cost of appeals, arising out of any such claims or suits because of any acts or omissions by me or my organization resulting from the use of the school facility described in this Use Permit. I certify that I am over eighteen (18) years of age and am mentally competent. I further certify that if I am signing on behalf of any group, organization or entity that I have full authority and authorization to legally bind such entity. This release from liability is binding on my heirs, executors, next of kin and assigns, and all persons who may claim by or through me.**

Signature Title APPLICANT

Address: Phone:

*To Be Completed By District Personnel Only*

**CLASS: A B C**

**Rental Fee (as determined by Class)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **# Needed** | **# of Hours** | **Hourly Fee** | **Estimated Cost** |
| Building ServicesOperations Worker |  |  | $35 per hour peremployee |  |
| Security |  |  | $35 per hour peremployee |  |
| Lighting/Stage Crew |  |  | $35 per hour peremployee |  |
| Site Supervisor |  |  | $35 per hour peremployee |  |
| Cafeteria Worker |  |  | $35 per hour peremployee |  |

Total Charge for Rental: $

Application reviewed by: Special Restrictions:

 Approved Denied \_ \_

School Principal (email approval okay) Date

 Approved Denied \_ \_

Director, Building Operations Date

 Approved Denied \_ \_

Director, Food Services (if necessary) Date

 Approved Denied \_ \_

Assistant Superintendent (If necessary) Date