

LOUDOUN COUNTY SCHOOL BOARD
21000 Education Court
Ashburn, Virginia 20148

Application For Community Use of School Facilities and Grounds By All Non-School Users

(Submit Completed Application Directly to School/Facility Requested for Use)

The Undersigned hereby makes application on behalf of: _____
(Full Name of Organization - DO NOT ABBREVIATE)

for special use of: _____ School, for _____
(Name of School) (List Type of Event or Activity)

on: _____, from _____ AM/PM to _____ AM/PM
(Day of Week) (Month / Day / Year) (Hours of Use) (Hours of Use)

Number of Persons Expected to Attend: _____ Number of hours facility will be used (include set-up/take-down): _____

Space Requested: _____

Will Admission Be Charged? _____ Fees Collected? _____ Donations Solicited? _____

If "Yes", Please Explain: _____

Will Anything Be Sold? _____ If "Yes", What? _____

******PLEASE READ CAREFULLY******

RESPONSIBILITY: The Undersigned certifies that he/she is familiar with Rules and Regulations of Loudoun County School Board for Community and Local Use of Public Buildings, and that such Rules and Regulations and Statutes will be enforced by said user. The Undersigned accepts for the user the full responsibility for any and all damages to school property caused by said use, and for the prompt settlement of claims for such damage. If the School is not notified of a cancellation of a permit by an organization, the Undersigned will be responsible for payment of all fees even though the building or grounds were not used.

INDEMNIFICATION AGREEMENT: Unless the organization is a town, county, state or federal agency, the organization shall defend, hold harmless and indemnify LCPS for the organization's use of LCPS facilities (buildings and/or grounds) and for any and all claims, causes of actions, demands, suits or actions at law and in equity for any loss or damage to property or injury or illness to any person suffered or received relative to the organization's use of LCPS property.

In the event of any claim being asserted, the School Board agrees to give the Undersigned written notice thereof as soon after such claim is asserted as is reasonably practical.

Printed Name: _____ Title: _____
(Contact Person)

Address of Contact Person: _____

Telephone Numbers: (HOME) _____ (CELL) _____ Date Application Filed: _____

Signature: _____ Title: _____
(Person/s Submitting Application)

E-mail Address: _____
(Relationship to Group)

NOTE: If application is processed through the County of Loudoun Department of Parks and Recreation the signature of the Director of Parks and Recreation must be secured below.

Signature: _____ Title: _____
(Loudoun County Department of Parks and Recreation) Director

The above application has been reviewed in the light of the Rules and Regulations governing school facilities and grounds use in Loudoun County, and the application is:

Approved: _____ Not Approved: _____

Signature: _____
(Principal/Facility Administrator)

Title: _____

Date: _____

Approximate Fees: (NOTE: Two-Hour Minimum)
Space Requested: _____
Supervision/Custodial: _____
Total Approximate Fees: _____

Copy To: Assistant Superintendent for Support Services

Organization Requesting Facility Use

School/Facility

Revised: November 16, 2022