

FACILITY USE

Facilities within Loudoun County Public Schools (LCPS), defined as buildings and grounds, are designed and constructed to support the educational programs of the school system and for the administrative functions thereof. When school is not in regular session during the day, not occupied for instructional purposes, extra-curricular activities and athletic events; and, when not scheduled for or in use for any LCPS or school administrative purpose, certain LCPS facilities, including certain parts of the Administration Building are available for use by organizations or community organizations and certain outdoor facilities are available to individuals. LCPS shall make the final determination as to LCPS buildings and grounds, or parts thereof, that are available for facility use. This Regulation applies only to LCPS non-charter school facilities.

A. Supplemental Definitions.

1. Custodian or Authorized Facility Use Supervisor. LCPS custodians, or employees of the Loudoun County Department of Parks, Recreation and Community Services (PRCS), having completed specialized training associated with the oversight of the facility, including proper methods for cleaning and avoiding contact with blood borne pathogens and other bodily fluids, as well as the proper handling and use of cleaning chemicals. Training of the custodian also includes specific cleaning duties that are the responsibility of the custodian in completing work during a scheduled event.

2. Event. An approved activity scheduled by an organization for use within LCPS, routed through the automated facility use system and for which a confirmation has been sent to the official organization representative. An event may either be an activity or a meeting.

3. Insurance. Confirmation of insurance coverage is required for all events.

4. Applicable Fees. Fees assessed for use of facilities and grounds of LCPS and consist of one or more of the following fees - custodial services, kitchen supervision, law enforcement, space use (inside / outside).

B. Authorization and Responsibility.

1. The school principal/building administrator or designee is authorized to schedule use by organizations when facilities are not needed for school or administrative purposes or scheduled for use by the PRCS. Only those facilities approved by LCPS for facility use may be authorized by a principal or building administrator. Custodial services or supervision of the facility is required.

2. All organizations requesting use of facilities must register to request to become an organization approved for use of LCPS. Confirmation regarding a request to become an approved organization will be provided in writing by the LCPS/Department of Support Services.

FACILITY USE

3. When use of facilities within LCPS is requested by an organization, approval or denial of the requested use will be provided in writing by the LCPS/Department of Support Services.

4. The school principal/building administrator or designee may cancel an approved facility use event by providing fourteen (14) calendar days' notice, except in situations involving the rescheduling of a cancelled school, School Board, or School Board committee event or meeting; or, except when the facility is needed by LCPS in emergencies as determined by LCPS. The organization scheduling the use of the facility bears all risk and/or liability if LCPS cancels an approved use for any reason. The organization shall defend and hold harmless LCPS from any and all claims, loss, damage, and liability related to an LCPS cancellation. This paragraph shall appear on e-mail confirmations and the facility use "Terms and Conditions" provided to potential users.

5. The Assistant Superintendent for Support Services, or designee, is authorized to approve, deny or cancel facility use requests and has the authority to revoke access by an organization failing to comply with School Board policies and regulations, or by an organization in arrears by 30 or more days for unpaid invoices of facility space use fees, facility supervision fees or invoiced fees and costs resulting from damage to LCPS property. No user may be approved for subsequent use if the user is in arrears of any invoice by 30 or more days.

C. Priority and Conditions Governing Use of LCPS Facilities by Organizations.

1. First Priority: Facility Use for School and Administrative Purposes.

- a. School-Based Activities. LCPS administrative, instructional, extra-curricular and school-based activities have the first priority for use of all facilities and grounds. Examples of school-based activities include, but are not limited to school celebrations, school dances, school fund-raisers, PTA/PTO events and/or school booster events. LCPS schools may request use of any other LCPS school or facility and will be given first priority of use when another school has not previously scheduled the facility.
- b. School Board Advisory Organizations. School Board sanctioned advisory groups, committees, subcommittees and task forces that are specifically authorized by the School Board, bona fide and active advisory groups that are recognized by the School Board for the primary purpose of providing input to the School Board in the development of policies and practices, and professional, business and governmental private associations of which the School Board is a member and educational foundations supporting LCPS are school-related or School Board-related events. Such groups

FACILITY USE

include: Gifted Education Advisory Committee, Minority Student Achievement Advisory Committee, Odyssey of the Mind, Region IV, Special Education Advisory Committee, Virginia School Board Association.

- c. Custodial Services. An LCPS custodian is required during all scheduled events and it is the responsibility of the school principal/building administrator or designee to obtain.
- d. Applicable Fees. There are no facility use fees for activities or meetings held in schools for school and administrative purposes.

2. Second Priority: Facility Use by the Loudoun County Government, Loudoun County Office of Elections (LCOE) and PRCS.

- a. Loudoun County Government. Examples of Loudoun County government entities include, but are not limited to fire and rescue, library services, municipalities, municipalities' law enforcement agencies, Sheriff's office.

LCOE. May utilize LCPS facilities as governed by a "*Memorandum of Understanding*." If there is any conflict or ambiguity between Policy and Regulation 6310 and the "*Memorandum of Understanding*" with the County, the Policy and Regulation shall take precedence.
- b. PRCS. Athletic space is scheduled and governed by County of Loudoun policies and procedures. Examples of PRCS activities include, but are not limited to, adult sports (baseball, basketball, cricket, soccer, softball, volleyball), after-school childcare programs, County After School Activities (CASA) and Youth After School (YAS), "Battle of the Bands," camps (athletic, summer, Fall Break, Spring Break, Winter Break, etc.), holiday events/performances, Youth Advisory Council, youth sports (various youth sport leagues).
- c. Requests for Use. Requests for use of LCPS facilities by Loudoun County government, LCOE and PRCS are to be submitted no less than three (3) calendar days before the event date.
- d. Event Cancellation/Change. Requests for cancellation or change to a Loudoun County government, LCOE, PRCS event must be submitted no less than three (3) business days before the event date by e-mail to the school principal or building administrator where the event is scheduled and to the Department of Support

FACILITY USE

Services/Division of Management and Coordination | Facility Use
(e-mail: facilityuse@lcps.org).

- e. Custodial Services. The school principal/building administrator or designee is required to secure an LCPS custodian for custodial services for events sponsored by the Loudoun County government and LCOE. It is the responsibility of the staff of PRCS to secure facility supervision for PRCS events held as part of specified sport use time. Facility supervision is required for all events/activities sponsored by PRCS. The facility supervisor must be an authorized facility use supervisor (employee of PRCS) or an LCPS custodian. Custodial services by an LCPS custodian are not required during events held by PRCS as part of specified sport use time. It is the sole responsibility of the PRCS facility supervisor to oversee the event. LCPS custodial staff may be scheduled for hours worked during a PRCS event, extending throughout the day, where periodic cleaning may be required during the event and at the event's conclusion. LCPS custodial staff are required to be scheduled for PRCS events that are not included as part of specified sport use time.
- f. Applicable Fees: There are no facility use fees for Loudoun County government, LCOE, or PRCS activities if PRCS activities are occurring as part of specified sport use time. PRCS activities occurring outside specified sport use time are subject to applicable facility use fees. Facility use fees are charged at a 2-hour minimum and one-half hour increments thereafter.

3. Third Priority: Youth Organizations. Examples of youth organizations include, but are not limited to, Boy Scouts of America, Girl Scout Council of the Nation's Capital, Good News Clubs, Heritage Girls, Indian Scouts, YMCA/YWCA, 4-H.

- a. Requests for Use. Except for after-school care programs, requests for use of LCPS facilities by youth organizations may not be made less than three (3) business days before the event date.
- b. Event Cancellation or Change. Requests for cancellation or change to a youth organization event must be submitted no less than three (3) business days before the event date by e-mail to the school principal or building administrator where the event is scheduled and to the Department of Support Services/Division of Management and Coordination | Facility Use (e-mail: facilityuse@lcps.org).

FACILITY USE

- c. Custodial Services. The school principal/building administrator or designee is required to secure an LCPS custodian for custodial services for events sponsored by youth organizations.
 - d. Applicable Fees. Only custodial services fees will be assessed for events sponsored by youth organizations when an LCPS custodian provides custodial services outside of his/her regular work schedule. Custodial services fees are charged at a 2-hour minimum and one-half hour increments thereafter.
4. Fourth Priority: Non-Profit (Non-Commercial) Organizations. Examples of non-commercial organizations include, but are not limited to, churches, cultural groups, homeowner's associations, civic groups, non-profits.
- a. Requests for Use. Requests for use of LCPS facilities by non-commercial organizations may not be made less than three (3) business days before the event date.
 - b. Event Cancellation or Change. Requests for cancellation or change to a non-commercial organization event must be submitted no less than three (3) business days before the event date by e-mail to the school where the event is scheduled and to the Department of Support Services/Division of Management and Coordination | Facility Use (e-mail: facilityuse@lcps.org).
 - c. Custodial Services. The school principal/building administrator or designee is required to secure an LCPS custodian for custodial services for events sponsored by non-commercial organizations.
 - d. Applicable Fees:
 - i. Space Use Fees. Space use fees will be assessed for events sponsored by non-commercial organizations. Space use fees are charged at a 2-hour minimum and one-half hour increments thereafter.
 - ii. Custodial Services Fees. Custodial services fees will be assessed for events sponsored by non-commercial organizations when an LCPS custodian provides custodial services outside of his/her regular work schedule. Custodial services fees are charged at a 2-hour minimum and one-half hour increments thereafter.

FACILITY USE

- iii. Additional Fees. Additional services will incur additional facility use fees, including, but not limited to, kitchen supervision and law enforcement. Kitchen supervision fees are charged at a 2-hour minimum and one-half hour increments thereafter. Fees for law enforcement are charged in accordance with the agency's fee structure.

5. Fifth Priority: Commercial (For-Profit) Organizations. Examples of commercial organizations include, but are not limited to, businesses and professional services.

- a. Requests for Use. Requests for use of LCPS facilities by commercial organizations may not be made less than three (3) business days before the event date.
- b. Event Cancellation or Change. Requests for cancellation or change to a commercial organization event must be submitted no less than three (3) business days before the event date by e-mail to the school where the event is scheduled and to the Department of Support Services/Division of Management and Coordination | Facility Use (e-mail: facilityuse@lcps.org).
- c. Custodial Services. The school principal/building administrator or designee is required to secure an LCPS custodian for custodial services for events sponsored by commercial organizations.
- d. Applicable Fees:
 - i. Space Use Fees. Space use fees will be assessed for events sponsored by commercial organizations. Space use fees are charged at a 2-hour minimum and one-half hour increments thereafter.
 - ii. Custodial Services Fees. Custodial services fees will be assessed for events sponsored by commercial organizations when an LCPS custodian provides custodial services outside of his/her regular work schedule. Custodial services fees are charged at a 2-hour minimum and one-half hour increments thereafter.
 - iii. Additional Fees. Additional services will incur additional facility use fees, including, but not limited to, kitchen supervision and law enforcement. Kitchen supervision fees are charged at a 2-hour minimum and one-half hour

FACILITY USE

increments thereafter. Fees for law enforcement are charged in accordance with the agency's fee structure.

D. Conditions Governing Use of LCPS Facilities by Individuals.

1. Individuals may not reserve the use of LCPS facilities or grounds and are limited to the provisions of this section.

2. Use by individual community members is permitted for the outdoor school areas listed below and only when not being utilized for any official school or LCPS use or by an organization which has been previously approved for use per the above provisions.

- a. Elementary and Middle School Walking Tracks
- b. High School Stadium Tracks (Use does not include the stadium playing field, turf practice field, concession stand, long-jump pit, restrooms, spectator stands or outdoor equipment.)
- c. Natural Grass Playing Fields
- d. Outdoor Basketball Courts
- e. Playgrounds
- f. Tennis Courts

3. Individual use of outdoor school areas is limited to daylight hours and not while school is in regular session during the day. Building restroom facility use is not included.

4. Individuals must provide name, phone number and email address to the high school athletic department staff prior to using high school stadium tracks and tennis courts. High school athletic department staff will determine and explain to individuals how to access these facilities. No stadium lights, nor other expenses to LCPS, may be incurred to facilitate individual use.

E. General Provisions.

1. Facilities within LCPS may not be used if the use would interfere with any school activity or program.

2. The approved use of any facility is restricted to the time and the part or parts of the facility for which the event is approved. Organizations found utilizing unauthorized space and/or exceeding approved use time will be charged additional facility use space and applicable custodial services fees.

3. School administrators shall have access to any meeting or activity held in or on LCPS facilities.

FACILITY USE

4. No facilities within LCPS will be utilized for family affairs.
5. All organizations approved for use of facilities within LCPS shall agree to indemnify and hold harmless the Loudoun County School Board and all its members and employees from any loss or injury incurred in connection with use of LCPS facilities.
6. After each use the organization is required to ensure the facility is clean and without damage. The using organization shall pay all necessary space use and/or custodial services fees invoiced. In the event damage has been incurred to the facility/property, reimbursement shall be made to the County of Loudoun by the date specified on the invoice of charges.
7. The school principal/building administrator or designee, at his/her discretion, may require law enforcement presence during events. When law enforcement coverage is required, the principal/building administrator, or designee, will coordinate law enforcement coverage through the Department of Support Services/Division of Management and Coordination | Facility Use. Charges for law enforcement coverage will be at the discretion of the respective law enforcement agency. The requesting organization shall pay all fees associated with law enforcement coverage as specified from the agency providing law enforcement coverage.
8. Organizations utilizing facilities are prohibited from use of all tobacco products, electronic nicotine delivery systems and associated products upon all property of LCPS.
9. No alcoholic beverages and no controlled/prohibited substances are permitted on property of LCPS, except for religious congregations using wine for sacramental purposes only.
10. Organizations utilizing schools within LCPS are prohibited from use of any open flame including, but not limited to, candles, sterno/paraffin heat sources, barbecue grills (charcoal or gas source), smokers, lighters, matches or any other device from which an open flame may be ignited. Open-flame cooking, with gas or electric grills or smokers, may be approved for staff-supervised school activities. Use of the grill must be at least twenty-five (25) feet from any structure. Gas grill propane tanks must be removed the same day as the use and may not be stored overnight on school property.
11. If facilities within LCPS are closed because of inclement weather or other emergency condition, any scheduled use of the facility is canceled. Organizations incurring and having paid facility use fees will receive a refund if no alternate event date is scheduled or credit for future use if the event is rescheduled for a later date.
12. Kitchen equipment may be used only under the direct supervision of the staff from the LCPS Division of School Nutrition Services. Fees for kitchen supervision will be assessed as a separate charge and in addition to any custodial fee charges.

FACILITY USE

13. Showers and locker rooms may be used only with specific approval of the school principal/building administrator or designee.

14. No facility will be considered reserved by an organization until the requested scheduled event is activated within the facility use system.

15. Overnight events may only be scheduled within facilities or on grounds by an organization where participants are solely LCPS students and will be held in accordance with the LCPS Policy and Regulation 5070 - "*Field Trips*."

16. Overnight parking may only occur by an organization where participants are solely LCPS students and/or staff.

17. Car washes are not permitted.

18. Portable lighting for outdoor events is not permitted.

19. Events requested to be held during dates on which an election is scheduled with voting occurring in the school are subject to approval by the school principal/building administrator or designee.

20. Direct line water and electrical sources may only be connected to facilities by an organization where participants are solely LCPS students and must be pre-approved by the LCPS Division of Facilities Services. All internal combustion generators to provide electrical services must remain outside the building at all times. No generator may ever be placed inside the facility. Any generator rated over 15,000 Watts, regardless of the fuel source, must be pre-approved by the LCPS Division of Facilities Services.

21. No event will be scheduled to take place upon the roof of a facility within LCPS.

22. No plowing of snow nor distribution of melting/grit agents (salt or sand) will be conducted on LCPS property unless specifically authorized by LCPS.

23. Except for emergency/first responders and artificial turf maintenance vehicles, no motorized vehicles are permitted on LCPS artificial turf fields and tracks.

24. No storage of equipment, materials, supplies, etc., nor placement of a storage unit within a facility or on the property of LCPS is permitted by community organizations.

FACILITY USE

F. Applicable Fees.

1. Organizations approved for use, and for whom an event/events have been scheduled, will immediately receive an invoice or estimate of all applicable facility use fee charges.

2. Organizations cancelling an event, as well as organizations requesting to decrease space or hours of use, must notify the host school within three (3) business days prior to the date the event is scheduled to be held to avoid payment of all facility use fee charges.

3. Space Use Fees. See Attachment A.

4. Custodial Services Fees. Custodial services fees shall be charged at a two (2)-hour minimum and invoiced in one-half hour increments thereafter. Custodial services fees will not be charged if custodial staff are working their normal work hours and if no supplementary custodial staff are required for the event coverage. The number of custodial staff providing services, and work time prior to, during and after an indoor or outdoor event, is the decision of the school principal/building administrator or designee.

5. Law Enforcement Fees. Fees for oversight of event attendee assembly to ensure safe vehicular and pedestrian traffic flow and proper parking procedures are in place shall be charged in accordance with the agency's fee structure.

6. Kitchen Supervision Fees. Fees for supervision of the school kitchen by school nutrition staff shall be charged at a two (2)-hour minimum and invoiced in one-half hour increments thereafter. Kitchen supervision fees are charged in addition to space and applicable custodial services fees for use of the facility.

G. Payment of Applicable Fees. Payment of facility use fee charges shall be submitted in accordance with requirements as stated upon the facility use invoice: net thirty (30) days. An organization failing to pay facility use fee charges, within the requirements stated by the invoice, are subject to proceedings for collection of all past due fees and revocation of use of facilities and grounds within LCPS as follows:

1. An organization failing to submit payment for facility use fees, within thirty (30) days after the invoice due date, as required, will be contacted, via e-mail, to the e-mail address on record, to note the invoice is past due.

2. An organization failing to submit payment for facility use fees within thirty (30) days past the invoice due date shall be deemed delinquent and subject to revocation of scheduled use dates and revocation of all future use of facilities within LCPS. Collection procedures may be initiated for all unpaid facility use fees.

ATTACHMENT A

3. Once an organization has been determined to be delinquent, a certified letter will be sent to the mailing address on record advising all scheduled use dates are cancelled, and future use of facilities within LCPS is revoked. A copy of the certified letter will be provided to the LCPS Department of Business and Financial Services, Division of Financial Services, who will initiate collection action. Organizations against whom the collection process is initiated shall be responsible to pay the full costs of such collection, including attorney's fees, whether or not litigation is filed.

H. Refunds of Applicable Fee Payments. Refunds for facility use fee payments will only be issued for all or part of an event if the request is changed or cancelled as follows:

1. Written / e-mail notification by the organization representative to the school principal/building administrator or designee no less than three (3) business days before the date the event is scheduled.

2. The event is cancelled by LCPS and no alternate date for the event is scheduled.

3. Inclement weather or other emergency situation is cause for safety concerns and no alternate date for the event is scheduled.

[Former Regulations 6-27-REG and 6-28-REG]

Issued: 2/18/20

Attachment A. – Facility Use Fees

Legal Refs: [§§ 22.1-79.3\(E\)](#), [22.1-130.1](#), [4.1-309](#) Code of Virginia

Cross Refs: Policy [6310](#), Policy [5070](#) and Regulation [5070](#), Policy [8-65](#) Solicitation, Distribution and Posting, Policy [7552](#) Smoke-Free Environment

ATTACHMENT A

Loudoun County Public Schools
FACILITY USE FEES
**** 2020-2021 SCHOOL YEAR ****

EFFECTIVE JULY 1, 2020

Two-Hour Minimum Charge
One-Half Hour Increment Charge Thereafter

Administration Building

Single Conference Room 100A, 100C, 101D, 102A or 102B	\$ 25.00 per hour
School Board Room 100B or 102A and 102B	\$ 50.00 per hour
Full School Board Room 100A, 100B and 100C	\$100.00 per hour

Elementary School

Auditorium / Multi-Purpose Room	\$ 66.00 per hour
Cafeteria, including Kitchen*	\$119.00 per hour
Cafeteria, not including Kitchen	\$ 66.00 per hour
Classroom	\$ 20.00 per hour
Library	\$ 45.00 per hour
Natural Grass Playing Field	\$ 50.00 per hour

Middle School

Auditorium	\$ 73.00 per hour
Cafeteria, including Kitchen*	\$123.00 per hour
Cafeteria, not including Kitchen	\$ 70.00 per hour
Classroom	\$ 20.00 per hour
Gymnasium	
Auxiliary	\$ 66.00 per hour
Main	\$106.00 per hour
Library	\$ 45.00 per hour
Natural Grass Playing Field	\$ 50.00 per hour

High School

Artificial Turf Athletic Playing Field**	\$125.00 per hour
Auditorium	\$156.00 per hour
Cafeteria, including Kitchen*	\$146.00 per hour
Cafeteria, not including Kitchen	\$ 99.00 per hour
Classroom	\$ 20.00 per hour
Gymnasium	
Auxiliary	\$ 79.00 per hour
Main	\$167.00 per hour

ATTACHMENT A

Library	\$ 70.00 per hour
Natural Grass Playing Field	\$ 50.00 per hour
Tennis Courts	\$ 15.00 per hour
Track (High School Only) **	\$125.00 per hour

Staffing

Custodial Services Fees	\$ 40.00 per hour
Kitchen Supervision Fees	\$ 40.00 per hour

*Kitchen Supervision Fees, as noted in F. 6. Kitchen Supervision Fees. also apply.

**Custodial Services Fees, as noted in F. 4. Custodial Services Fees. also apply.

Effective: 7/1/20

