

FACILITIES

Leasing and Community Use of Facilities

Community Use of Facilities—FY 2015 Fee Schedules and Other Information

I. PURPOSE

To specify FY 2015 fees and other information related to the current version of Regulation 8420, Community Use of School Facilities. Questions concerning application of fees should be directed to the coordinator, community use of facilities, Department of Facilities and Transportation Services (571-423-2340).

This notice is for reference through June 30, 2015.

II. APPLICATION FOR FACILITIES USE

A group or individual, “user”, wanting to use school facilities must apply as an Organization Event Coordinator (OEC) first through our online system “Community Use” by accessing our website at www.fcps.edu/fts/comuse. Once approved as an OEC, facility use requests are submitted through our online system. Request must be submitted to the school a minimum of 15 business days prior to the proposed event.

III. FEE SCHEDULE CHARTS

Attached are fee schedules for FY 2015 specifying:

- A. Rental fees for buildings and grounds (noncommercial and commercial rates).
- B. Personnel services fees.
- C. Special fees (e.g., equipment, utilities).

IV. INVOICE AND PAYMENTS

Invoices are created by the Community Use Section for those events requiring assessment of fees. Invoices will be electronically mailed to the user. Fees are to be remitted by check, payable to Fairfax County Public Schools and mailed to FCPS Community Use Section, 8115 Gatehouse Road, Suite 3400, Falls Church, Virginia 22042-1203, at least ten business days prior to the event date. United States Postal Service postmark will be used to determine on-time payments. Long-term cultural and religious contract users paying monthly fees must pay prior to the first day of each month. If a user has not paid ten business days prior to the use date, the Community Use Section will assess a non-refundable ten percent late penalty fee and will require

invoice payment no less than 5 business days prior to use. When a late penalty fee has been applied, the Community Use Section reserves right to request payment by certified check or money order. A user shall not be allowed access to a facility unless fees are paid in full. If additional fees are required after the event, the school will notify the Community Use Section. The Community Use Section will invoice appropriately and send additional charges to the user. User is required to make payment for any additional fees by the due date on the invoice. Late payment policy is in effect for any additional payments.

V. RENTAL FEES

In Attachment B of Regulation 8420, Community Use of Facilities, is the criteria on whether an organization will be assessed rental fees in addition to any personnel and special fees. The attachment in this notice details the types of rental fees that may be applied. Definitions for the two types of rental fees are:

- A. Non-commercial—organization has been granted non-profit status by the IRS.
- B. Commercial—organization that does not fall under IRS guidelines for non-profit status or individuals requesting private use.

VI. PERSONNEL SERVICES FEES

Wages to be paid for services in support of community use of schools are specified in the current version of Notice 4630, Payment of Personnel Supporting Community Use of School Facilities, which is issued annually. Employees shall not be requested or permitted to volunteer their services. No employee shall be paid directly by the user.

Custodial Personnel

Overtime hours for custodial personnel services charged a user will reflect the work hours required, plus one hour (one-half hour each for opening and closing), except for mandatory overtime minimums (see the current version of Regulation 4660, Overtime Pay for Eligible Employees). The number of custodial personnel assigned to an event is determined by the Community Use Section in coordination with the school. The attached fee schedules provide a list of cleanup fees in respect to space utilized. Cleanup fees are mandatory for groups of 150 or more and/or when food or drink is served. Community Use Section reserves the right to assess cleanup fees based on type of activity. Setup and breakdown fees will be assessed for events requiring a room to be rearranged or for the setup and breakdown of special equipment.

Cafeteria Personnel

Kitchens may be rented with the principal's approval. Because of the high risk involved, food service employees must be scheduled in advance to be present during the activity

where equipment is being utilized. Fees for the cafeteria staff are to be collected by the Community Use Section and transferred to Food and Nutrition Services.

Other Personnel

Depending on the event, additional personnel may be required. The attached fee schedule provides a list of personnel categories. Please refer to Regulation 8420, section III.B.6., for more details.

Police supervision for an event may be required at the discretion of the principal and in coordination with the Community Use Section. Arrangements for police/security shall be made by the user, with confirmation provided to the principal prior to the event. FCPS does not invoice for police services. The Police Department will invoice the user directly for services. If any organization hires outside security, that company shall be duly licensed with the Virginia State Department of Criminal Justice Services (DCJS). Subsequent approval from the school, the Community Use Section, and FCPS Safety and Security Office must be granted.

VII. SPECIAL FEES

- A. A service fee shall be collected for the use of kitchen equipment and utilities.
- B. Organizations that do not pay rent, but request space on the weekends, will be assessed a weekend utility fee for the space scheduled. This fee equates to 50 percent of the appropriate rental rate to cover the cost of utilities and building maintenance.
- C. Stage lights and spotlights may be rented, provided that an approved student or maintenance technician is scheduled to oversee equipment use. A faculty supervisor may also be required by the school or Community Use Section depending on the nature of the event.

VIII. REPORTING FEES

Fees shall be collected by the Community Use Section and distributed to schools per Regulation 8428, Remittance of Fees for Use of School Facilities.

See also the current versions of:

- Regulation 4630, Payment of Personnel Supporting Community Use of School Facilities
- Notice 4630, Payment of Personnel Supporting Community Use of School Facilities
- Regulation 4660, Overtime Pay for Eligible Employees
- Regulation 8420, Community Use of School Facilities
- Regulation 8428, Remittance of Fees for Use of School Facilities

Attachment

FEE SCHEDULE CHARTS

Rental Fees—Hourly Rates and Cleanup Fees

Noncommercial Category		Elem	Middle	High or SS
Cafeteria	Without Kitchen	\$ 42	\$ 60	\$ 88
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 96	\$128
	With Kitchen	\$ 64	\$ 92	\$174
	<i>Cleanup Fees (per use)</i>	\$128	\$160	\$224
Gymnasium	Main	\$ 42	\$ 70	\$116
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 80	\$128
	Auxiliary	-	\$ 42	\$ 70
	<i>Cleanup Fees (per use)</i>	-	\$ 64	\$ 80
Auditorium	Seating Capacity 750 or less*	-	\$ 70	\$ 70
	<i>Cleanup Fees (per use)</i>	-	\$ 96	\$ 96
	Seating Capacity 751 or more	-	-	\$ 92
	<i>Cleanup Fees (per use)</i>	-	-	\$160
Multipurpose	Capacity 61-200	\$ 32	\$ 32	\$ 32
	<i>Cleanup Fees (per use)</i>	\$ 32	\$ 32	\$ 32
	Capacity 201-400	-	\$ 42	\$ 42
	<i>Cleanup Fees (per use)</i>	-	\$ 64	\$ 64
Classroom **	Single	\$ 11	\$ 11	\$ 11
	<i>Cleanup Fees (per use)</i>	\$ 16	\$ 16	\$ 16
	Double	\$ 22	\$ 22	\$ 22
	<i>Cleanup Fees (per use)</i>	\$ 32	\$ 32	\$ 32
Athletic Facility	Field (Rectangular or 90'/60' diamond)	\$ 30	\$ 30	\$ 30
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 64	\$128
	Tennis Court or Outdoor Basketball (per court)	\$ 9	\$ 9	\$ 9
	Track	-	\$ 30	\$ 30
	Main Stadium field***	-	-	\$460
	<i>Cleanup Fees (per use)</i>	-	-	\$320
Parking Lot	Outside Activity	\$ 11	\$ 11	\$ 22
	<i>Cleanup Fees (per use)</i>	\$ 32	\$ 32	\$ 64

Note: Cleanup fees are mandatory with attendance of 150 or more and/or food is served. Above rental fees will be hourly increments only except for cleanup fees, which are per use of the space.

*Schools having fixed seating above 250 should assess fees based on the 750 or less auditorium rate.

**Tutors or private instructors will pay a flat \$50.00 per semester fee multiplied by how many days per week they plan to offer tutoring.

***Stadium-type field—rental fee does not include pressbox, sound system, lights, etc.

FEE SCHEDULE CHARTS

Rental Fees—Hourly Rates and Cleanup Fees

Commercial Category

		Elem	Middle	High or SS
Cafeteria	Without Kitchen	\$ 84	\$ 120	\$ 176
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 96	\$ 128
	With Kitchen	\$ 128	\$ 184	\$ 348
	<i>Cleanup Fees (per use)</i>	\$ 128	\$ 160	\$ 224
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Gymnasium	Main	\$ 84	\$ 140	\$ 232
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 80	\$ 128
	Auxiliary	-	\$ 84	\$ 140
	<i>Cleanup Fees (per use)</i>	-	\$ 64	\$ 80
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Auditorium	Seating Capacity 750 or less*	-	\$ 140	\$ 140
	<i>Cleanup Fees (per use)</i>	-	\$ 96	\$ 96
	Seating Capacity 751 or more	-	-	\$ 184
	<i>Cleanup Fees (per use)</i>	-	-	\$ 160
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Multipurpose	Capacity 61-200	\$ 64	\$ 64	\$ 64
	<i>Cleanup Fees (per use)</i>	\$ 32	\$ 32	\$ 32
	Capacity 201-400	-	\$ 84	\$ 84
	<i>Cleanup Fees (per use)</i>	-	\$ 64	\$ 64
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Classroom	Single	\$ 22	\$ 22	\$ 22
	<i>Cleanup Fees (per use)</i>	\$ 16	\$ 16	\$ 16
	Double	\$ 44	\$ 44	\$ 44
	<i>Cleanup Fees (per use)</i>	\$ 32	\$ 32	\$ 32
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Athletic Facility	Field (Rectangular or 90’/60’ diamond)	\$ 60	\$ 60	\$ 60
	<i>Cleanup Fees (per use)</i>	\$ 64	\$ 64	\$ 128
	Tennis Court or Outdoor Basketball (per court)	\$ 18	\$ 18	\$ 18
	Track	-	\$ 60	\$ 60
	Main Stadium field**	-	-	\$ 920
	<i>Cleanup Fees (per use)</i>	-	-	\$ 320
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Parking Lot	Outside Activity	\$ 22	\$ 22	\$ 44
	<i>Cleanup Fees (per use)</i>	\$ 32	\$ 32	\$ 64

Note: Cleanup fees are mandatory with attendance of 150 or more and/or food is served. Above rental fees will be hourly increments only except for cleanup fees, which are per use of the space.

*Schools having fixed seating above 250 should assess fees based on the 750 or less auditorium rate.

**Stadium-type field—rental fee does not include pressbox, sound system, lights, etc.

FCPS Synthetic Turf Fee Chart–All Categories
(For fields funded by partnership between FCPS, NCS, PA, and/or community groups)

USER	TYPE OF EVENT	RENT	PERSONNEL	SPECIAL FEES	FEE TO REPLACEMENT FUND
School	Event, practice, or contest (Use scheduled by FCPS and coordinated with NCS)	No	No School staff	No	No
School-sponsored activities	Camp, clinic, contests, league Sponsored by school or boosters (Use scheduled by FCPS and coordinated with NCS)	No	Possibly*	No	15% gross revenue
Partner	Practice or contest (no fees charged) (Use scheduled by NCS)	No	No partner staff	No	No
Partner-other	Contest (\$ charging admission), camp, clinic, league (Use scheduled by NCS in coordination with FCPS)	No	Possibly* partner staff, custodial fee	Possibly* +15% of on-site sales	15% gross revenue
Nonprofit	Practice or contest (user not charging any fee for admission) (Use scheduled by NCS)	No	Possibly*	Possibly*	No
Nonprofit	Contest (\$), camp, clinic, league, or other fund-raising activity (Use scheduled by NCS and coordinated with FCPS)	Yes	Yes. faculty supervisor and/or custodial fee	Possibly*	\$90 per hour \$115 per hour with lights +15% of on-site sales
For-profit	Any activity (Use scheduled by FCPS)	Yes	Yes. faculty supervisor and/or custodial fee	Yes	\$90 per hour \$115 per hour with lights +15% of on-site sales

*Personnel requirement–“possibly”–the use of FCPS personnel will be dependent on the nature of the activity.
Personnel Examples: faculty supervisor (event manager), security, custodians, setup or cleanup fees associated with event.
Special Fees: Use of these additional items will be decided on an as-needed basis with fees to be determined.
All use scheduled by NCS is subject to the fees detailed in the NCS Fee Schedule. Call 703-324-5533 for more information.

PERSONNEL SERVICE FEES—Hourly Rates

<u>Category</u>	<u>Fees</u>
Activity supervisor	15
Athletic event worker (e.g., ticket taker, announcer)	12
Cafeteria staff member	25
Custodian	32
Faculty or administrative supervisor	38
Maintenance technician or sound technician (School Board room)	38
Student technician	12

SPECIAL FEES—Hourly Rates

Forward fees for the following to the Department of Financial Services	<u>Fees</u>
Field lights	
Football	\$100
Baseball	60
Kitchen equipment and utilities	15
Air conditioning and heating	
(Fees are one-half the rental fees indicated on page 1)	

Fees to be retained by school—all equipment subject to school approval

Self-contained sound system	
Outdoor system (amplifier, one microphone, and two speakers)	\$20 per hour
Indoor system (one microphone)	10 per hour
Additional microphones	10 per hour
Spotlights	22 per hour
Stage lights	12 per hour
Audiovisual equipment (TV/DVD, overhead, slide projector)	20 per use
LCD	50 per use
Time clocks	50 per use
Piano	
Upright	30 per use
Grand	50 per use
Risers (per section)	25 per use
Choral Shells (set)	100 per use

NOTE: Equipment or services will not be provided to users without a fee. Special fees other than those listed above may be assessed with the authorization of the coordinator, community use of facilities. Generally, the rental of specialized equipment is not recommended.

Funds collected from rental of equipment listed or not listed above, must be used for replacement or repair of special equipment and must be supported by evidence of expenditures (e.g., invoices or bills).