

FACILITIES

Leasing and Community use section

Community Use of School Facilities

This regulation supersedes Regulation 8420.6.

I. PURPOSE

To establish the procedures and determine the conditions for community use of Fairfax County Public Schools (FCPS) buildings and grounds.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. This regulation has been updated to capture the new online process for scheduling building and field use for any FCPS facility.
- B. Section III.B.7. clarifies when mandatory cleanup fees will be assessed.
- C. Section III.B.11 states that late penalty fee is non-refundable.
- D. Section III.B.12 states the procedure if a non-sufficient check is processed.
- E. Section IV.H has been removed (formerly youth program section). The commercial rental rate has been reduced to two times the non-commercial rental rate.
- F. Section IV.K. clarifies that portable lights are not permitted on the athletic fields and refers to the rule of no community use two weeks prior to the first day of school.
- G. Section VII. has been added to reinforce from the rules page (Attachment A), that proper safety and security measures must be followed by all users.

III. PROCEDURES FOR USE

- A. Application for Facilities Use
 - 1. 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, 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.
 - 2. Users requesting a change to a current scheduled request must contact

the designated school building use person to request changes. Requests for additional space or changes to a scheduled event not received at least ten days prior to the event may not be honored.

B. Fees for Facilities Use

1. FCPS student organizations, school-support groups (e.g., PTAs and boosters), and approved school business partners engaged in activities to benefit students, as well as county, city, and town agencies are primary users and are not required to pay rental fees. Other fees may be imposed in accordance with Attachment B. For more details on school business partners, see Attachment C.
2. All other community users will pay rental fees unless their activities are neither fee-based or fund-raisers, or the use is by a for-profit organization. Other fees may be imposed in accordance with Attachment B.
3. Organizations that do not pay rent, but request space on weekends, will be assessed a weekend utility fee for the scheduled space. This fee equates to 50 percent of the appropriate rental rate to cover the cost of utilities and building maintenance.
4. All fees are assessed in hourly increments only.
5. Rental fees cover the use of basic equipment located in the rented area (e.g., chairs, desks, tables, house lights in auditorium). Elementary school classroom space is not available for use during the school year. Storage space is not available at any facility. Rental fees are based on:
 - a. the type of facility requested (e.g., elementary, middle, or high school).
 - b. the type of room or space requested (e.g., cafeteria, auditorium, gymnasium, classroom, or athletic field).
 - c. the length of time the facility is used.
6. Only such minimal support services as unlocking doors and turning on lights are included in personnel fees.
7. The school principal or his or her designee will decide when other additional personnel are needed to support a specific event. Users will pay for personnel services required to:
 - a. Monitor the building during hours when the building is not in normal use (overtime).
 - b. Set up an area prior to use and clean an area after use (the

principal may approve a user's request to provide the user's own setup and cleanup). Cleanup fees are mandatory when attendance for event is 150 or more.

- c. Help in school kitchen (paid cafeteria personnel must be present if kitchen equipment including serving lines is used). This ensures the equipment is used properly and cleaned and sanitized according to Fairfax County Health Department guidelines.
 - d. Help with lighting and audio equipment (student or maintenance technician).
 - e. Supervise large groups (a faculty supervisor may be assigned at the discretion of the principal).
 - f. Provide other appropriate services.
8. Special fees will be assessed for:
- a. Use of stadium lights, sound, stage lights, or spotlights.
 - b. Use of kitchen utilities.
 - c. Use of school equipment (overhead projector, television/DVD player, piano, etc).
 - d. Heating and air conditioning when rental fees are not assessed.
9. Private users or organizations whose participants are not primarily Fairfax County residents will be assessed commercial rental fees listed on the fee schedule for private use. (See the current version of Notice 8420). For an organization to qualify as a Fairfax County organization, at least two-thirds of its participants must reside in Fairfax County. Proof may be required.
10. All requests for use of facilities involving third-party contracts, private use, or use to benefit nonresidents of Fairfax County will be referred to the coordinator, Community Use Section. The coordinator will consult with program managers, assign fees, and approve applications.
11. Electronic invoices for those events assessed fees are created by the Community Use Section. 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, VA 22042-1203, at least ten business days prior to the use date. Payment must be postmarked in the United States on or before the due date to avoid a non-refundable late penalty fee. When fees are not paid prior to the event date, the user will not have access to the facility. Long-term cultural and

religious contract users paying monthly fees must pay prior to the first day of each month.

12. Upon accepting the terms of agreement for use of FCPS facilities, the user of a facility acknowledges and agrees to a ten percent penalty fee for any payment received after the due date. The Community Use Section will generate a revised invoice reflecting the penalty fee on the past due date.

If a non-sufficient fund check is processed, the user will have two business days to submit a payment by cashier's check or facility use will be denied. Situations involving the collection of penalties for late payment of fees, and/or fees referred for collection to an attorney, will be determined by the coordinator, Community Use Section.

13. The income from fees will be recorded by the Community Use Section as directed by the current version of Regulation 8428.

C. User's Responsibilities

All users will accept responsibility for the care and maintenance of school facilities and agree to the conditions of use in accordance with Attachment A. Users will obey public laws and School Board policy when using school property. This includes no smoking in FCPS facilities or within 40 feet of the building and no alcoholic beverages permitted in buildings or on school grounds. The person or organization who signs a contract will be held financially liable for the contract provisions.

D. Indemnification Clause and Liability

The community user shall agree to hold harmless and indemnify the Fairfax County School Board against any claim, or loss, injury or damage, including negligence by the user or by the user's employees, agents, to include all participants. This indemnification includes any damage to property of Fairfax County Public Schools.

Community users may be required to furnish proof of liability insurance coverage with minimum policy limits of \$1,000,000 for all activities involving participation in excess of 50 persons, or when, at the discretion of the School Board, liability insurance is required by the nature of the activity. When such proof of liability is required, a certificate of insurance shall be required prior to approval of the community use request and shall name Fairfax County Public Schools as an additional insured party to this policy. A hard copy of the certificate shall be provided by the insurance broker or agent and sent, faxed, or mailed to the Community Use Section.

E. Principal's Responsibilities

In administering facilities use, principals will:

1. Require all users of school facilities to submit a request through the online scheduling system "Community Use".
2. Forward electronically to the Community Use Section all events requiring invoicing.
3. Forward any required insurance certificates and nonprofit status documents to the Community Use Section for review.
4. Assure that files be retained electronically by the online building scheduling system FSDirect for examination by school auditors.
5. Direct any safety/security concerns about any community use activity to the Office of Safety and Security.

IV. GENERAL PROVISIONS

A. Categories of Users

The calculation of rental, personnel, and special fees will be based on the category into which a user is placed as well as the personnel or special needs required to accommodate the event. (Attachment B).

B. Priority for Use of Facilities

The priority for community use of facilities is assigned in the following order:

1. FCPS instructional and extracurricular programs.
2. School-related groups, such as parent-teacher associations (PTA) and booster clubs; private one-on-one tutoring; and school-business partners operating under special provisions. (Attachment C) School Age Child Care (SACC) is considered a school-related group. SACC has priority use of the gymnasiums until 5 p.m. Monday through Friday. However, if the PTA needs the gymnasium for an after-school activity, use will be granted per Regulation 8424.
3. Fairfax County Department of Neighborhood and Community Services and Fairfax County Park Authority. (Attachment D).
4. Others, when space is available at times that do not interfere with the previously stated priorities, such as youth groups (e.g., scouts, 4-H), Fairfax County employee organizations, cultural and civic groups, colleges and universities, religious organizations, state and federal

agencies, private organizations and individuals, and commercial entities.

C. Open Meetings

If a group or individual is permitted to use a school facility without paying a rental fee, the user may not limit participation in the program or activity to specific individuals or groups. Any member of the public who wants to attend the activity in the school facility shall be permitted to do so, subject only to space limitations of that facility and compliance with the other applicable requirements of this regulation.

D. Schools Used as Polling Places

The Fairfax County Electoral Board uses FCPS facilities as polling places several times each year. Schools are notified of the polling dates and locations by the current version of Notice 8422. Conditions governing schools used as polling places are detailed in the current version of Regulation 8422.

E. Instructional and Recreational Programs

The FCPS Instructional Services Department (ISD), including the Office of Adult and Community Education, plans and administers lifelong learning opportunities that contribute to the educational enrichment of the community. These programs may not be duplicated by outside organizations using FCPS facilities. Fairfax County Department of Neighborhood and Community Services and the Fairfax County Park Authority also conduct leisure-time activities in FCPS.

PTAs and school booster clubs also are permitted to conduct leisure-time classes and camps for enrichment and fund-raising purposes. The conditions governing such use are detailed in the current version of Regulation 8424.

F. Tutoring of Students

Private one-on-one tutoring, including music instruction, may be conducted in schools under the following guidelines:

1. The instructor must apply online for each daily block of time he or she will be tutoring students and for each facility in which he or she will be tutoring. The instructor must comply with all applicable provisions of this regulation and the current version of Regulation 4705. FCPS employees may tutor or provide private instruction to FCPS students but may not tutor or instruct their own students for private compensation.
2. An instructor who is not an FCPS employee must have a criminal background check satisfactory to the Department of Human Resources, regardless of whether the instructor is working for pay or as a volunteer. Please refer to Regulation 4705, section IV.E., for more information.

3. The instructor shall pay a semester rental fee and any applicable special fees (e.g., piano) at least ten working days prior to first use, in the amount listed in the current version of Notice 8420. This fee is payable to the Community Use Section at the beginning of each semester of instruction.
4. If private instruction is being given at no charge by the instructor, the student is deemed to be the user of the facility. Under this circumstance, no rental fee will apply.
5. If lessons are at a time when the custodial staff is not present, the instructor will be charged for custodial overtime at the rate listed in the current version of Notice 8420.
6. The instructor is responsible for cleanup and setup of area used.
7. Prior to beginning private instruction, the instructor will provide each student (or the student's parent if the student is under 18) with a notice regarding his or her independent contractor status, which is Attachment E to this regulation.

G. FCPS Employee Wellness-Related Programs

The coordinator, Community Use Section, may approve use and rental fee exceptions for activities conducted by a for-profit individual or business if its activities benefit the physical wellness of FCPS employees. In determining whether to approve such programs, the coordinator will also take into account wellness program standards, the availability of rental space, the requests of employees for a particular organization, and the input of the wellness coordinator. Those organizations approved to use FCPS space will be charged rental rates based on the rate structure for tutors (see Attachment F).

H. Colleges and Universities

Courses of instruction offered by accredited colleges and universities may be conducted in school facilities upon approval of the coordinator, Community Use Section. A copy of Procedures for Use of Facilities by Colleges and Universities may be obtained from the Community Use Section.

I. Fee-Based and/or Fund-Raising Activities

Fee-based and/or fund-raising activities are permitted, subject to the conditions set forth in this section.

1. Nonprofit Provision

Only Fairfax County nonprofit organizations may conduct fee-based and/or fund-raising activities in FCPS schools. All nonprofit organizations, except FCPS student and school-support groups, must pay rental fees

when conducting fee-based and/or fund-raising activities. A group claiming nonprofit status and requesting the use of an FCPS facility will be required to provide a letter of determination from the Internal Revenue Service verifying its nonprofit status.

Groups having established their nonprofit status may sell merchandise in school facilities only to support or benefit FCPS programs or the nonprofit organization. Only the school booster club or PTA is authorized to operate food concessions on school grounds unless an agreement has been completed by the PTA or booster club and the community organization. In exchange for the waiver of concession rights, the PTA or booster club can receive no more than 15 percent of the concession sales for the event.

2. Provision for School-Support Groups Selling Merchandise

FCPS organizations and school-support groups (e.g., PTAs and booster clubs) sponsoring fund-raising activities (e.g., antique sales, bazaars, art and craft fairs, fun fairs) are allowed to authorize the sale of merchandise by third parties. When third parties are involved, fees must be assessed according to one of the following methods:

- a. at elementary schools, a minimum \$45 registration fee will be charged to each vendor.
- b. at middle, high, and secondary schools, a minimum \$75 fee will be charged to each vendor.
- c. where the above fees would be inequitable to the school support group, a formula approved by the coordinator, Community Use Section, will be applied to determine the charge to the third party or vendor. (Examples include: a flat fee charged to the third-party vendors or the sponsoring organization receiving all or a percentage of gate receipts.)

3. Sale of Merchandise Requirements

When the purpose of the use is to sell merchandise (e.g., antique sales, bazaars, art sales, craft fairs, fun fairs), the application may be approved only when the nonprofit sponsor will be the primary beneficiary of the sale of the third-party's merchandise.

4. Third-Party Contracts

If a third-party contract with a for-profit entity is involved in a fund-raising activity, noncommercial rental rates will be charged to the nonprofit holding the third party contract, except in the case of FCPS student groups or school-support groups. For FCPS school organizations or

school-support groups, please contact the Community Use Section for major event guidelines and agreement.

J. Commercial Use

Renting FCPS property (e.g., buildings, grounds) to a for-profit individual or organization for the purpose of promoting or conducting a business or selling merchandise is permitted. Commercial rental fees will apply. Commercial rental fee exceptions have been noted in this regulation for tutors, and employee-related wellness programs.

K. Days and Hours of Use

The use of school facilities shall be restricted to the days and hours listed below:

<u>Days</u>	<u>Times Buildings May Be Used</u>	<u>Times Grounds May Be Used</u>
Weekdays	Close of school day to 10:15 p.m.	Close of school day to sundown (Lighted fields close at 11 p.m.)
Saturdays	8 a.m. to 11:30 p.m.	8 a.m. to sundown (Lighted fields close at 11 p.m.)
Sundays	8 a.m. to 10:15 p.m.	8 a.m. to sundown (Lighted fields close at 11 p.m.)
Holidays	Closed	8 a.m. to sundown (Lighted fields close at 11 p.m.)

Lighted athletic fields in close proximity to residential areas may be closed earlier than the times listed above. Please note that portable lighting by user groups is not permitted on school fields. Under no circumstances are users permitted to stay in school facilities overnight.

No community use will be approved at any facility two weeks prior to the start of the school year except for our long-term religious/cultural organizations.

L. Religious and Cultural Organizations

1. Religious and cultural organizations serving Fairfax County citizens may be granted use of school facilities. A religious or cultural organization wanting to establish a long-term use (other than one-time use) must meet with the coordinator, Community Use Section, for an orientation on procedures.

2. Cultural organizations will be required to show proof of non-profit status by providing proper Internal Revenue Service (IRS) documentation. Those religious organizations that cannot provide documentation from the IRS can submit an affidavit provided by the Community Use Section.
3. Only one religious/cultural organization may have a contract for continuing use of a single school during any school year. Exceptions can be made with approval of the requested school and the Community Use Section.
4. Copies of the Procedures for Long-Term Use by Religious/Cultural Organizations may be obtained from the Community Use Section.
5. Principals may approve one-time uses after consultation with the coordinator, Community Use Section.
6. No religious organization will be discriminated against in the application of this regulation, and each religious organization will be treated in the same manner as any cultural organization.

M. Employee Profit Prohibited

No employee of FCPS may use school facilities for personal profit. (See the current versions of Policy 4430 and Regulation 4427.) This section shall not preclude an employee from tutoring as provided in section III.G. of this regulation, and as referenced in the current version of Regulation 4705.

V. CANCELLATION OF CONTRACTS

- A. On any day that schools are closed for inclement weather or other emergencies, use of school facilities will be canceled. Users are responsible for notifying their memberships of such circumstances.
- B. The school division reserves the right to deny any application or cancel any contract when it deems such action to be in the best interest of the school system. Following are examples of reasons why an application might be denied or canceled.
 1. The applicant has not demonstrated to the satisfaction of the school division that reasonable security has been provided and reasonable precautions have been taken.
 2. The rescheduling of school activities canceled by emergencies creates conflicts with scheduled community uses.
 3. The primary purpose of the use is for the sale of merchandise (e.g., bazaars and antique shows) when the authorized user is not the primary beneficiary.

4. Emergencies arise that require school use of facilities.

VI. MISCELLANEOUS

Questions regarding use of facilities should be referred to the Community Use Section.

VII. SAFETY AND SECURITY

Users are required to follow all FCPS regulations to include safety and security procedures outlined in Regulations 8612/13, 8615P (safety manual), 8625 through 8628, and 8633.

VIII. INTERPRETING REGULATIONS

Problems and disagreements concerning the interpretation of policies and regulations regarding community use of school facilities should be referred to the coordinator, Community Use Section. Disagreements not resolved by the coordinator, Community Use Section, may be appealed to the chief operating officer, to the Division Superintendent, and, ultimately, to the School Board.

See also the current versions of: Regulation 4427, Nonschool Employment
Policy 4430, Conflict of Interest—Employees
Policy 4630, Payment of Personnel Supporting Community
Use of School Facilities
Regulation 4705, Tutoring for Pay
Notice 8420, Community Use of Facilities—Fee Schedules
and Other Information
Regulation 8422, Community Use of School Facilities as
Polling Places
Regulation 8424, Booster Club- and PTA-Managed Fee-
Based Classes, Clinics, Leagues, and Youth Summer
Camps in Fairfax Public County Schools (FCPS) Facilities
Regulation 8428, Remittance of Fees for Use of School
Facilities
Regulation 8512, Custodial Services—Restrooms for Adult
Education and Community Use Activities
Regulation 8615P, School Safety Manual
Regulation 8633, Safety Procedures –Fires, Fire Alarms,
Drills, and Fire Safety Manual

Attachments

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

Following is a list of requirements governing facilities use. All users shall:

1. Pay all fees ten working days in advance of use to the Community Use Section. Agree that a 10 percent charge will be added to the fee total in the event the fees are not paid by invoice due date. In the event the collection of fees must be referred to an attorney, the user agrees to pay the school system's reasonable attorney fees.
2. Comply with all federal, state, and local laws, regulations, and licensing requirements, including but not limited to the Americans With Disabilities Act, and agree to hold harmless and indemnify the Fairfax County School Board with respect to any claim, loss, injury, or damage because of a violation of such laws.
3. Comply with safety regulations and policies of the Fairfax County School Board and the Fairfax County Fire Department. (Every applicant should read Regulations 8615P and 8633 before using buildings or grounds, with special attention directed to the regulations regarding cafeteria tables and smoking).
4. Ensure that two-thirds of the participants shall be Fairfax County residents except when specific arrangements have been made.
5. Ensure that no unauthorized third party shall be granted permission to use the facility or any portion thereof without prior approval.
6. Ensure that participants shall not be restricted from participation for reasons of race, religion, sex, age (over 40), creed, national origin, or disability.
7. Ensure that the representative specified in the contract as responsible for school facilities is present at the scheduled event.
8. Ensure that prior approval is received before signs, banners, and pennants are erected and that they do not deface school property.
9. Provide required number of chaperons for children (one adult per 25 or less).
10. Ensure that the number of attendees does not exceed the authorized capacity of the facility.
11. Ensure that the vehicles of participants are parked only in areas designated for parking.
12. Ensure that use and users are restricted to assigned areas.
13. Allow food and drink only in areas designated for eating and only after receiving written permission in advance of the event.
14. Guarantee that activities shall be orderly and lawful and not of a nature to incite others to disorder, and demonstrate on the application that reasonable security arrangements appropriate for the use have been provided for.
15. Prohibit smoking in buildings and within 40 feet of the building.
16. Ensure no alcoholic beverages in buildings or on grounds.
17. Ensure no gambling is permitted.
18. Ensure that animals are not permitted inside school buildings or on school grounds (except as in the case of a guide dog or service animal that is necessary to help an individual with a disability) and that users shall clean any school grounds used by animals participating in scheduled events.
19. Observe contracted time limits.
20. Leave the building in a neat and orderly condition.
21. Ensure reimbursement for the cost of damages occurring during use.
22. Agree to hold harmless and indemnify the Fairfax County School Board with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents including damage to School Board property for which the School Board is liable. (An insurance policy for such coverage is recommended and may be required).

FEE DETERMINATION CHART

USER CATEGORIES	RENTAL	PERSONNEL SERVICES	SPECIAL SERVICES
		Cafeteria, Custodian, Faculty Supervisor, Instructor, Maintenance or Student Sound and Lighting Technician (as assigned by school officials)	Equipment or Utilities Services (field lights, spotlights, sound system, trash pickup, and utilities)
1. FCPS student organization, school-support group (e.g., PTAs, boosters), school-business partner ⁷	No fee	Pay fee (for staff overtime only)	No fee ¹
2. FCPS employee wellness activity	Pay fee ⁵	Pay fee (for staff overtime only)	No fee
3. Department of Neighborhood and Community Services (NCS) and Park Authority (PA)	No fee ⁸	Pay fee ²	No fee ⁸
4. Federal, state, county, city, town and agencies	No fee	Pay fee ²	No fee
5. Youth groups (e.g., scouts)	No fee ³	Pay fee ²	Pay fee
6. FCPS employee organizations	No fee ³	Pay fee ²	Pay fee
7. Private instruction for individual students	Pay fee ⁵	Pay fee	Pay fee
8. All other county-based nonprofit organizations	Pay fee ³	Pay fee ²	Pay fee
9. County-based cultural and religious organizations	Pay fee ³	Pay fee ²	Pay fee
10. Private, out-of-county nonprofit, or certain for-profit organizations (whether they are in county or out of county)	Pay fee ⁶	Pay fee ²	Pay fee

NOTES:

1. The exception is when activities are moved to another school.
2. Cleanup fees are mandatory when attendance exceeds 150.
3. Apply noncommercial rental rates for fund-raising or fee-based activities. Any activities on the weekends not paying a rental fee will be assessed one-half the noncommercial rental rate to cover utilities and building maintenance costs.
4. Except when use is for professional development as contracted with FCPS organizational activities.
5. If service provider is paid for services, then service provider must pay rental fee; if service provider is not paid for services, then no rental fee is assessed. See Attachment E for tutoring services and Attachment F for employee wellness activities.
6. Apply commercial rental rates for all activities unless the activity falls under sections H. and I. in this regulation.
7. See Attachment C.
8. NCS and PA are assessed a per user rate established yearly between FCPS and Fairfax County.

**PROCEDURES FOR USE OF FACILITIES BY SCHOOL-BUSINESS PARTNERS
OR SCHOOL DIVISION PARTNERS***

Gymnasium and Field Use

A school whose school-business partner requests use of the gymnasium, tennis courts, or playing fields is to submit an application for such use through our online scheduling system "Community Use". Applications are to be transmitted through the coordinator, Community Use Section, for submission to Fairfax County Department of Neighborhood and Community Services (DNCS). DNCS plans and administers leisure-time programs at Fairfax County Public Schools' facilities. School-business partners will receive priority for facility use within adult program times and for any open time during youth priority periods. Principals should help the partners request building and grounds use during open times in the schedule, or at later evening hours, so as not to conflict with youth leagues or other events scheduled by DNCS. No rental fees will be charged the partner for recreational use of a gymnasium. However, personnel fees will be charged if a custodian is not normally on duty at the time of use, and a fee for air conditioning or heating will be charged if the school-business partner requests either heat or air conditioning and those units are not normally functioning during the time of use. No fees will be charged for the recreational use of tennis courts or fields, unless lighting is used. There may be a charge for use of a turf field depending on nature of activity.

Cafeteria, Auditorium, and Classroom Use

The school-business partner is in the same priority class, regarding rights to use the facility, as such school-support groups as PTAs and booster groups. No fee will be charged for the use if the activity is conducted jointly between the school and the partner agency or if it will benefit the school. If the school-business partner is a for-profit organization, noncommercial rental rates, rather than commercial rental rates that would normally apply, will be charged for other uses (e.g., parties, dances, dinners, and employee informational meetings). If the school-business partner is a non-profit organization, rental fees will not apply; however, if use is on a Saturday or Sunday, weekend utilities fee will apply.

*This document covers those business partnerships that are "approved" business partners from the FCPS Department of Communications and Community Outreach website.

**NEIGHBORHOOD AND COMMUNITY SERVICES AND
 PARK AUTHORITY PROGRAMS**

The Fairfax County Department of Neighborhood and Community Services (NCS) and the Fairfax County Park Authority (FCPA) plan and administer leisure-time programs that contribute to the social, physical, educational, cultural, and general well-being of county residents. The Fairfax County Board of Supervisors and the School Board have agreed that, subordinate only to school system use, NCS and FCPA will have the highest priority for use of school facilities for leisure-time programs.

Each citizen of Fairfax County wanting to use Fairfax County Public Schools (FCPS) gymnasiums and/or fields for leisure-time programs will need to file an application to NCS and ensure compliance with NCS field and gym policies. Field use permits are required for any group over 20 including spectators. Organizations scheduled by NCS—but conducting fund-raising activities such as camps or clinics—are required to pay the FCPS rental fees. NCS does not schedule any for-profit use; such use must be scheduled through the Community Use Section of FCPS. Application forms and order of scheduling information are available from NCS or accessible online at www.fairfaxcounty.gov/rec. Applications for use must be received by NCS according to the following schedule:

Field Season Dates	Field Application Deadline	Gym Season Dates	Gymnasium Application Deadline
Spring, Summer: March 1 to July 31	December 1	Spring: March 16 to June 15	December 1
Fall: August 1 to November 30	June 1	Summer: June 16 to the second Saturday in August	April 1
Tournament (all seasons)	October 1	Fall: One week after FCPS opening to November 15	June 1
Winter: December 1 to February 28	September 1	Winter: November 16 to March 15	September 1

If an organization wants to make additions or improvements to FCPS property, a written proposal describing the addition or improvement project must be submitted in writing to NCS or send by e-mail to athleticservices@fairfaxcounty.gov. NCS will be responsible for coordinating approval of an organization's proposal with the school principal, FCPS Office of Design and Construction, or FCPS Office of Facility Management prior to the start of the project. Those individuals contracting to have work completed during the school day should contact NCS for approval to access the fields.

NCS and the FCPA will coordinate use of buildings and grounds with principals and the coordinator, Community Use Section. NCS and the FCPA will provide adequate supervision for activities they conduct or sponsor. To ensure coordination and cooperation between NCS, FCPA, and FCPS in implementing leisure-time programs, a committee of representatives from the three groups will meet as necessary. Principals' representatives shall be included on this committee.

IMPORTANT INFORMATION FOR ALL USERS RENTING FAIRFAX COUNTY PUBLIC SCHOOLS SPACE TO PROVIDE PRIVATE LESSONS OR TUTORING

You are being provided a discounted rate for renting space from Fairfax County Public Schools (FCPS) in recognition of the fact that you are providing educational services to the Fairfax community. It is important that those with whom you contract understand that while FCPS recognizes the value of educational programs outside its curriculum, it is not responsible for your services. You are an independent contractor and fully responsible for the content of lessons, rates, supervision, safety, and all other matters relating to your students. Please provide each of your students (or for those under age 18, the parents) with a copy of the notice below.

INFORMATION FOR STUDENTS AND PARENTS RECEIVING TUTORING OR PRIVATE LESSONS OR OTHER EDUCATIONAL SERVICES IN FCPS FACILITIES

You have arranged for tutoring, private lessons, or other supplementary educational services with a private contractor in a Fairfax County Public Schools (FCPS) facility. FCPS appreciates the value of these extracurricular programs and discounts its rental fees to make them available outside normal school hours. Nevertheless, FCPS does not review, endorse, supervise, or guarantee these privately provided services. FCPS students do not need to take these programs in order to succeed in the regular FCPS curriculum.

Your instructor is not providing you educational services as an FCPS employee, even if he or she is an FCPS teacher during the regular school day. Instead, your instructor is an independent contractor who provides supplementary services directly to the public. This means that instructional, financial, safety, and all other issues relating to your lessons are entirely between you and the instructor. Any claims or concerns should be raised with your instructor rather than with FCPS.

**IMPORTANT INFORMATION FOR ALL USERS RENTING FAIRFAX
COUNTY PUBLIC SCHOOLS SPACE TO PROVIDE WELLNESS
PROGRAMS FOR EMPLOYEES**

You are being provided a discounted rate for renting space from FCPS in recognition of the fact that you are providing wellness services to FCPS employees. It is important that those with whom you contract understand that while FCPS recognizes the value of wellness programs for its employees, it is not responsible for your services. You are an independent contractor and are fully responsible for the content of lessons, rates, supervision, safety, use of equipment, and all other matters relating to your clients. Please provide each of the participants in your classes with a copy of the notice below.

**INFORMATION FOR FCPS EMPLOYEES PARTICIPATING IN
WELLNESS ACTIVITIES OR FITNESS CLASSES IN FCPS FACILITIES**

You have arranged for exercise classes, weight training, or other wellness services with a private contractor in an FCPS facility. FCPS appreciates the value of these programs and discounts its rental fees to make them available to its employees. Nevertheless, FCPS does not endorse, supervise, or guarantee these privately provided services. Your instructor is an independent contractor who provides supplementary services directly to you. This means that instructional, financial, safety, equipment operation, liability, and all other issues relating to your classes or use of exercise equipment are entirely between you and the instructor. You should discuss, with your instructor, his or her fees, credentials, experience, safety record, liability coverage, and any other issues of interest to you. Any claims or concerns should be raised with your instructor rather than with FCPS.