

ARLINGTON PUBLIC SCHOOLS
Policy Implementation Procedure K-7 PIP-1
Financial Management – Use of School Facilities

This Policy Implementation Procedure is for use of Arlington Public Schools buildings and facilities. It provides the processes for individuals or organizations to use Arlington Public Schools facilities and details the terms of use.

Responsibilities

The Department of Finance and Management Services, under the direction of the Assistant Superintendent, Finance and Management Services, is responsible for the administration and enforcement of the Use of School Facilities program. The Department of Finance and Management Services develops procedures, forms, and fee schedules and makes them available to all interested parties. The Assistant Superintendent, Finance and Management Services shall determine any questions as to proper interpretation or procedural implications of this policy or procedures.

Arlington Public Schools facilities that share significant use with Arlington County facilities shall be regulated additionally by Deeds of Lease (“Lease”), License Agreements (“License”) and/or Memoranda of Understanding (“MOU”), approved by the Superintendent and the County Manager. If there is a conflict between the provisions contained in an applicable Lease, License and/or MOU and these general policies and procedures, then the provisions of the Lease, License or MOU shall control, in that order of priority, over the general policies and procedures.

Procedures for Use

A. Application for Facilities Use

A category or individual wanting to use school facilities can view spaces available on-line using the following address for the Arlington Public Schools Event Management System (EMS) software (<http://emsweb.apsva.us>). Users may also contact 703-228-6125 or individual schools to inquire about available space in a school. A list of individuals in each school responsible for Facility Use can be found on the Arlington Public Schools website, www.apsva.us, Programs and Services, Facility Use. The Aquatics Office may be contacted at (703-228-6263) to inquire about available space in the swimming pools. Athletic fields and tennis courts are scheduled by the Arlington County Department of Parks and Recreation (DPR) - (703) 228-1805 or [facilitiescheduling @arlingtonva.us](mailto:facilitiescheduling@arlingtonva.us). Completed applications for space must be submitted to the principal or the aquatics coordinator (for pool space) for approval a minimum of 20 days prior to the proposed event. Applications and detailed instructions can be found on-line on the Arlington Public Schools website under Facility Use.

Users requesting a change to a current scheduled request must submit a new application form to the principal or the aquatics coordinator (for pool space) indicating additional space requirements or changes to the currently scheduled event. Requests for additional

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space or changes to a scheduled event not received at least ten days prior to the event may not be honored.

3. With the exception of internal Arlington Public Schools/Arlington County Government (APS/ACG) organizations, each applicant is required to carry a minimum of \$1,000,000 in liability insurance coverage for all activities. The certificate should include the following language: “The Arlington County School Board, including its elected and appointed officials, agents and employees is additionally insured with respect to (name of activity). Coverage afforded under this policy shall be primary to all other insurance.” Applicants who do not have insurance coverage may obtain coverage under the Arlington Public Schools Tenant User Liability Insurance Program for a reasonable fee. Please contact the Arlington Public Schools Safety, Security and Risk Management Office (703-228-2985) for additional information on this program.

B. Days and Hours of Use

The use of school facilities shall be restricted to the times specified below. Special requests, including those for DPR use, may be considered for building use outside of these specified times.

Days and Times Considered to be Normal Business Hours:			
Days	Times Buildings May be Used	Times Grounds May be Used	Times Swimming Pools May be Used
Weekdays	At the end of the instructional day to 9:30 p.m. Space used by the Extended Day program is not available for use until 6:15 p.m. unless prior arrangements are made with the Director of the Extended Day program. Middle and High schools are used by DPR until 10:00 p.m.	At the end of the instructional day (or after 6:15 p.m. if fields are used by the Extended Day program) to 1/2 hour after sunset except on lighted facilities.	5:30 a.m. to 9:30 p.m.

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Days and Times Considered to be Outside of Normal Business Hours:			
Days	Times Buildings May be Used	Times Grounds May be Used	Times Swimming Pools May be Used
Saturdays	7:00 a.m. to 10:00 p.m.	Sunrise to one half hour after sunset except on lighted facilities.	6:00 a.m. to 8:00 p.m.
Sundays	7:00 a.m. to 10:00 p.m.	Sunrise to one half hour after sunset except on lighted facilities.	7:00 a.m. to 9:30 p.m.
Holidays	Closed on most holidays. Contact the school for holiday schedule	Sunrise to one half hour after sunset except on lighted facilities.	Unavailable most holidays. Contact the Aquatics office for additional information.

C. 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.

D. Priority for Use of Facilities

The priority for community use of facilities is designated by the School Board in School Board Policy K-7 Financial Management – Use of School Facilities. The following priority for use is reflected in the policy (in order):

1. Arlington Public Schools instructional use.
2. Arlington Public Schools student organizations and groups that are affiliated with Arlington Public Schools whose primary mission is to support the schools.
3. Arlington County government programs and designated partnerships.
4. Other Category One users on a first come, first served basis.
5. All other users on a first come, first served basis.

E. Fees for Facilities Use

1. All users in Category One (see School Board Policy K-7 Financial Management - Use of School Facilities for user category definitions) are not required to pay rental fees. Payment for custodial support is required when an event occurs outside of normal building hours. For organizations in Category One (see School Board Policy K-7 Financial Management - Use of School Facilities for clarification), if the primary purpose of the function for which the building is being used is to raise funds or produce revenue, then category two rental rates apply.

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2. Users in categories two, three and four will pay rental and cleaning/paper product fees for each use. Payment for custodial support is required when an event occurs outside of normal building hours. For organizations in category two, if the primary purpose of the function for which the building is being used is to raise funds or produce revenue, then category three rental rates apply. For organizations in category three if the primary purpose of the function for which the building is being used is to raise funds or produce revenue, then category four rental rates apply
3. Organizations that fall into category two or three are required to provide a copy of its “Letter of Determination”, indicating non-profit status, issued by the IRS, or other reasonable evidence of non-profit status.
4. The minimum rental period is two hours (except for pool facility rentals), which applies to rentals during normal business hours. If an event is taking place outside of normal business hours, then the minimum rental period is four hours.
5. Rental fees cover the use of basic equipment located in the rented area (e.g., chairs, desks, tables). Storage space is not available at any facility and storage of items will not be permitted under any circumstances. Arlington Public Schools will not be responsible for items left in its facilities by users. 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, or classroom).
 - c. The length of time the facility is used.
6. The school principal or building manager (in non-school buildings), or his or her designee will decide when other additional personnel or services are needed to support a specific event. Users will pay for additional services required to:
 - a. Provide additional custodial support.
 - b. Help in the school kitchen (a certified Arlington Public Schools Food Manager must be present if kitchen facilities are used).
 - c. Provide support for theater use (House Manager)
 - d. Electrical setup (Maintenance Technician)
 - e. Help with lighting and audio/visual equipment (Audio/Visual Technician).
 - f. Provide security (Arlington County Police Department)
 - g. Provide adequate safety coverage in swimming pool facilities
 - h. Provide other appropriate services
7. Special fees will be assessed for additional clean-up (if necessary) and for the use of:
 - a. Stage lights, sound or spotlights
 - b. Audio/visual equipment
 - c. Piano
 - d. Risers, acoustical shells, portable stages
 - e. Kitchen facilities
 - f. Swimming timing system
 - g. Other school equipment
8. When the event is approved, the school or office will enter the use into EMS and send an electronic scanned copy of the application to the Finance office. All documentation and payment is to be submitted to the school 20 days prior to the event. The facility use

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coordinator should send the EMS confirmation and payment to the Finance office immediately to ensure that payment is processed timely. Long-term swimming pool or cultural and religious organization users paying monthly fees must pay prior to the first day of each month.

9. All payments will be processed by the Finance Department. Fifteen percent of the room rental fees will be sent to the school or building, and should be deposited in the activity fund. The balance of fees received will be deposited into the general fund.
 10. The principal or his or her designee will schedule the appropriate number of custodians and other personnel, if necessary, for the event.
 11. All categories are required to pay custodial fees outside of normal business hours. Charges and fees are not pro-rated for multiple occupancy. Each category or organization will pay the full amount of all fees and charges accruing to the sponsored activity.
 12. Damages to Facility/Equipment – Any damage to the school property caused by the applicant or his/her category is the responsibility of the applicant. Damages can result from misuse of facilities or equipment, either through carelessness or accident. If space is used in the facility that the user did not identify in their application for use, additional fees will be charged for the use of that space. Unauthorized use of any space or equipment will result in a fee for using the space as well as any costs associated with restoring the space or equipment to its original condition. Damages must be documented and reported to the Finance Office as soon as possible after the damage has occurred. The Finance Office will contact the user for restitution.
 13. Request for waivers of fees must be submitted to the Superintendent or designee, in writing no later than five (5) weeks before the event.
- F. Custodial Procedures
1. No users will be permitted in an Arlington Public Schools building without the presence of a custodian to operate the school security system, open and close the building and protect school property and equipment. Swimming pool facilities require the presence of a pool operator and at least one lifeguard.
 2. Regular custodial hours are 6:30 a.m. to 10:30 p.m., Monday through Friday except holidays.
 3. Overtime custodial charges are hourly rates charged for activities scheduled outside of normal business hours. Overtime is calculated at one and one-half times the hourly rate for Saturdays, Sundays, and holidays.
 4. When custodial charges are levied, they will be charged based on the duties required (ex: disarming the alarm, lights, heating or a/c). Generally, custodian charges will begin one-half hour before the requested start time of the event. When there is a large event or one that requires special set up, additional custodial time will be charged as needed.
 5. When pool operator and life guard charges are required, they will also be charged starting one-half hour before the requested start time of the event and ending one half hour after the requested ending time of the event.

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G. User's Responsibilities

1. All users will accept responsibility for the care and maintenance of school facilities. Users will obey public laws and School Board policies and procedures when using school property.
2. Smoking is not allowed in Arlington Public Schools facilities or on school grounds and no alcoholic beverages are permitted in buildings or on school grounds. The person or organization that signs the application will be held financially liable for the provisions in the agreement.

H. Principal's/Building Manager's (or his or her designee) Responsibilities

1. Enter all school building use activities outside of the instructional day into EMS, to include school and PTA sponsored activities.
2. Require all users of school facilities to complete and submit a facilities use application form 20 days prior to the proposed event.
3. Review applications received and approve, as appropriate. Enter the event into the EMS system.
4. Upon approval, send an electronic copy of the approved application to Finance.
5. Inform the user that Finance will require total fees to be paid within 20 days of the scheduled event. Also inform the user they will be required to submit a Certificate of Insurance (if applicable), and the non-profit status documentation (if applicable) to Finance, along with the payment.
6. Review requests submitted by DPR and approve within 20 school days upon receiving the request, as appropriate, thus automatically entering the requests into EMS.
7. Review other users in EMS and approve, as appropriate, thus automatically entering the requests into EMS.
8. Obtain a confirmation e-mail from Finance when fees are paid, and attach confirmation to your copy of the application form.
9. Schedule the custodian(s) and other personnel for the event, if necessary.
10. Arrange for rental equipment to be available for the event.
11. If a school function precludes the use of a scheduled event in the building, provide a minimum of a 48-hour cancellation notice to the category scheduled to use the building so that the category can inform the participants of the event in a timely manner of the change.

General Provisions

A. Additional Requirements for Vendors and Selected Volunteers

Depending on the status of the user (category, relationship to Arlington Public Schools, non-profit versus for-profit), different requirements will apply in addition to the requirements detailed in this Policy Implementation Procedure. The Superintendent or designee may impose additional conditions including, but not limited to, the imposition of additional fees to ensure the property and interests of the schools are protected.

Vendors are defined as any individual, category or organization selling goods or services; student-run organizations or clubs are exempt and not considered vendors. All vendors using Arlington Public Schools facilities must:

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1. Provide a certificate of insurance for a minimum of \$1,000,000 in liability coverage. The certificate must include the following language: “The Arlington County School Board, including its elected and appointed officials, agents and employees is additionally insured with respect to activities offered by “NAME OF VENDOR”. Vendors who do not have insurance coverage may obtain coverage under the Arlington Public Schools Tenant User Liability Insurance Program for a reasonable fee. Contact the Arlington Public Schools Risk Manager at 703-228-7740 for additional information.
2. Hold Arlington Public Schools and if applicable, the Arlington Public Schools PTA or PTO sponsoring the vendor harmless in the event of any legal action arising out of the Vendor’s activities.
3. Be cleared by a criminal background check. This applies to any vendor or volunteer who engages directly with Arlington Public Schools students while not under the supervision of an Arlington Public Schools staff. The vendor or volunteer is responsible for obtaining the background check at his or her own expense prior to commencing any services or activities with Arlington Public Schools students. For example, anyone who provides after-school enrichment classes or activities to Arlington Public Schools students outside of the regular class day must be cleared by a criminal background check.
4. The parent(s) or guardians of an enrolled Arlington Public Schools student who volunteers to offer classes or other student enrichment activities (and does not receive remuneration for the services) will be required to undergo the same background check provided to all Arlington Public Schools employees. For these parent volunteers, the background check will be provided at no charge.

B. PTA Sponsored Third-Party Contracts

A PTA may enter into a third-party contract with a vendor for the purpose of sponsoring activities, when the Arlington Public Schools and/or the PTAs, will receive a portion of the proceeds or otherwise benefit from the sponsored activity. As used herein, a "PTA third-party contract" is an arrangement whereby a PTA uses school facilities pursuant to the policy and PIPs in order to carry out an event or activity where the nonprofit organization contracts with another organization, which may be a non-profit or a for-profit organization to provide support to, or carry out, the activity. One example of a third party contract is where a PTA sponsors a festival and receives rent from for-profit vendors for use of tables or booths to sell their merchandise during the festival.

A PTA sponsored third-party contract will adhere to the requirements to use Arlington Public Schools facilities listed above and in addition, will contain the following elements:

1. If a background check is required (see above – Requirements 3 and 4) and the PTA does not conduct the background check, the PTA will maintain copies of evidence of such background checks.
2. The vendor will share revenue earned with the PTA as a result of this activity in the following manner:

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- a. Percent of total revenue received
 - b. Flat amount
 - c. None (PTA must be specific on how the activity will benefit the school and why they are not receiving any proceeds.
- 3. The vendor further agrees that it will provide the PTA or Arlington Public Schools a full accounting of all receipts and costs of the activity, if asked.
- 4. In addition, the PTA agrees that it will do the following with respect to any permission or contract for a vendor to provide an activity on Arlington Public Schools property:
 - a. Sponsoring a vendor will not result in direct or indirect financial benefit to a PTA official or family member.
 - b. If there is any connection between a PTA official and a vendor, that PTA official may not participate in the decision to contract with the vendor.
 - c. PTA officials will not accept anything of value (*e.g.* tips, sports tickets) in exchange for doing business or agreeing to do business with a vendor or other third party. Rebates, discount coupons or other in-kind benefits provided in the normal course may be received on the PTA's behalf but must be promptly reported and provided to the Treasurer;
 - d. The PTA will make all financial records and other documents pertaining to the activity available to Arlington Public Schools on request.
- C. Religious and Cultural Organizations
 - 1. Religious and cultural organizations serving Arlington County citizens may be granted use of school facilities. Rentals for these purposes begin each year on July 1, and may be approved up to six (6) months at one time.
 - a. Since churches are nonprofit organizations not required by the IRS to apply for an IRS determination, churches are assumed to be nonprofit. Churches are required to provide an insurance certificate showing liability coverage for the attendees and the facilities being used.
 - b. Posting of signs on school property is limited to the period of use and must be removed after each use.
 - c. No religious organization will be discriminated against in the application of this Policy Implementation Procedure, and each religious organization will be treated in the same manner as any cultural organization.
- D. Employee Profit Prohibited

No employees of Arlington Public Schools may use school facilities for personal profit.

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. Applicants may be denied use of school facilities based on past abuse. “Abuse” includes, but is not limited to, failure to pay Arlington Public Schools; not using the facilities in the manner or for the purposes stated on the application for use; failure to comply with appropriate instructions issued by school employees; failure to comply with procedures established for the use of the facilities; and physical damage to the facilities, furniture, or equipment.

Bingo and Games of Chance

Bingo and other games of chance, when entry fees are charged or donations are solicited, are only permitted when such events are sponsored by the PTA or by the school and the only purpose is to provide a school activity. All such activities shall be conducted in accordance with Virginia law.

References

Code of Virginia §22.1-131 & 132; §24.2-506; and §24.2-521
Gunston Memorandum of Agreement 1996
Jefferson Memorandum of Agreement 1988
Langston Memorandum of Agreement 2005
Drew Memorandum of Agreement 2002
Hoffman-Boston Memorandum of Agreement 2002
W-L Stadium/Field Memorandum of Agreement 2005
APS & PRCR Inclement Weather MOU 2004
School Board Policy K-7 Financial Management – Use of School Facilities
Policy Implementation Procedure K-7 PIP-2 Financial Management –Use of School Facilities - Fees and Charges

Policy Implementation Procedure Adoption and Revision History

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