

Community Use of School Facilities: Rules and Conditions

A. Rules and Conditions

Individuals and organizations may apply for the use of school buildings. Conditions under which school buildings and grounds in the division may be used for non-school activities are the following:

1. No individual or organization may use the buildings or grounds at any time or in such a manner that would interfere with the curriculum of the school.
2. Arrangements must be made at least two weeks in advance for the use of the buildings and grounds and for any special equipment that may be needed before any written agreement for use of same can be final. Requests for reservations will be honored on a “first come, first serve” basis.
3. A check in accordance with the schedule must accompany each application.
4. The school board or its representatives must have free access to all facilities at all times.
5. The right to revoke a permit at any time is reserved by the school authorities.
6. Any individual or organization desiring to move special properties on to the school or into the grounds, including the auditorium, prior to or on the date of rehearsal or performance must obtain permission from the office of the superintendent. All flats, curtains and costumes must be treated for fire.
7. Putting up decorations or scenery or moving pianos and other furnishings is prohibited unless special permission is granted.
8. Permission for bringing equipment such as concession stands or trucks or carnival equipment on to school property must be requested in writing thirty days in advance before a formal agreement can be considered.
9. The parking of automobiles shall be restricted to certain areas.
10. The individual or organization that uses the building and grounds shall be responsible for the conduct of its members.

11. Any damage done to school property shall be compensated for by the sponsoring individual or organization. Police protection must be provided by any individual or organization at its own expense if the board deems it advisable.
12. No smoking shall be allowed in any school building or grounds.
13. Except by special permission, no individual or organization shall be permitted to remain after 12 midnight.
14. Building keys will not be provided to any individual or organization.
15. There will be no use of alcoholic beverages on school property.
16. Liability insurance in the amount of \$1,000,000.00 is required for each use of a school facility, to include premises operation, products liability, contractual liability, and personal injury. The Westmoreland County Public School Board should be identified in the insurance policy as additional insured.
17. Employee fees will be governed by wage and hour regulations.

Legal Reference:

Code of Va. S22 – 164.2 Board may impose specific conditions.

Adopted: August 13, 2001
Amended: April 28, 2014