
USE OF SCHOOL FACILITIES

I. POLICY

Certain Arlington Public School facilities (buildings and grounds) may be used by other agencies and organizations for educational, recreational, civic and cultural activities pursuant to the Code of Virginia. Procedures shall be established to authorize and set conditions for the use of these facilities. Such use shall not interfere with Arlington Public Schools' instructional programs, student activity programs and ancillary programs sponsored, administered or supported by Arlington Public Schools.

The Thomas Jefferson Middle School and Community Center is governed by the Memorandum of Agreement of March 31, 1988. (Attached)

II. PRIORITY FOR THE USE OF FACILITIES

When space is available at times that do not interfere with Arlington Public Schools' programs, requests for use for activities sponsored by Arlington County Government will have priority. Requests from other groups and organizations will be considered on a first-come, first-served basis in the following order of priority:

Group One:

- Activities sponsored by the Arlington County Government.
- Activities primarily serving youth of the Arlington community and sponsored by nonprofit, recognized civic or service groups or organizations such as scouting organizations, YMCA/YWCA and Arlington Public Schools Parent Teacher Associations.
- Activities of Arlington County Civic Federation members.

Group Two:

- Activities sponsored by Arlington nonprofit groups. For rental group purposes, an "Arlington nonprofit" group shall be defined as a group whose membership includes at least 50 percent Arlington residents.
- Activities sponsored by Internal Revenue Code Section 501(c)(3) organizations whose clientele include more than fifty percent (50%) Arlington residents or whose primary purposes are to serve Arlington residents.

Group Three:

- Political meetings sponsored by Arlington groups to inform the community in nonpartisan formats of the positions of local and state candidates or political meetings required by Virginia State law in order to place issues or candidates on the ballot.

Group Four:

- Activities sponsored by all other groups and organizations. This group includes, but is not limited to, commercial, non-Arlington nonprofit groups, and partisan political events.

III. PRECLUDED ACTIVITIES

Any activity deemed to be an unreasonable safety risk will be denied. Activities sponsored by an individual or personal social activities will be denied. Activities sponsored by groups or organizations that have previously abused the use of school facilities shall be denied. Such abuse includes, but is not limited to, non-payment of financial obligations to Arlington Public Schools, not using the facilities in the manner stated on the application for use, failure to comply with appropriate instructions issued by school employees, failure to comply with procedures established for use of the facilities and/or abuse of the facilities.

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. This precludes the use of a school facility for bingo and other games of chance for fundraising purposes.

IV. THIRD PARTY-CONTRACTS

With the exception of the Arlington County Fair, fun fairs, book fairs and school pictures sponsored by PTAs or equivalent organizations, requests involving third-party contracts will only be granted upon specific action by the School Board. In making a decision to approve a third-party contract, the Board may impose additional conditions, including monetary conditions.

V. FEES AND CHARGES

Fee schedules will be published periodically as attachments to Management Bulletins. Additional fees such as charges for the use of equipment, or technical or supervisory services may be levied. The school system should not absorb the cost, either direct or indirect, of facility use by non-school agencies or organizations. There are two types of fees: charges for custodial support and rental fees. These fees shall be assessed as follows:

	Custodial Support*	Rental Fees** (Percentage of Full Fees)
Group One	None	None
Group Two	None	25%
Group Three	Full Cost	50%
Group Four	Full Cost	100%

* Overtime is paid by all and full cost for custodians includes hourly wages and benefits.

** Rental rates for local universities, colleges and other nonprofit educational groups will be determined separately.

VI. GUIDELINES FOR USE OF FACILITIES BY STUDENT GROUPS

- A. Facilities may be used by student groups whose primary purpose is to foster student interest in political, community service, social or educational activities.
- B. Permission for the use of the facility must be obtained in advance from the building principal or designee.
- C. If so designated, a responsible adult monitor approved by the building administrator must be present. In the case of religious groups, a monitor is required and must be an employee of the School Board. The monitor may not participate in the form, content, or activity of the student religious group.
- D. Non-school personnel may not participate in group activities unless approved in advance by the building principal. Persons whose presence creates an unreasonable risk of danger to the school or to the students shall not be permitted to participate in school group activities.

VII. GUIDELINES FOR THE USE OF FACILITIES BY DEPARTMENTS OF ARLINGTON COUNTY

- A. County Departments should submit program scheduling requests to the appropriate school building principal as follows:
 - by April 15, for programs starting between September 1 and June 15
 - by February 15, for programs starting between June 16 and August 31.
 - Requests received after these deadlines will be processed in the order received.
- B. Procedures will be developed for the processing, scheduling and administering of such requests.

VIII. GUIDELINES FOR USE OF FACILITIES BY OTHER GROUPS AND ORGANIZATIONS

- A. The building administrator, or designee, shall have the right and duty to investigate applicants for the purpose of determining their responsibility to conduct a meeting without unreasonable danger to persons or property or disturbance to others using school buildings or to the neighborhood.
- B. The requesting group or organization must follow all approved procedures and pay all fees in advance of use.

IX. PROCEDURES

- A. Procedures, forms and fee schedules shall be developed by the Department of Finance and made available to all interested parties.
- B. The Department of Finance under the direction of the Assistant Superintendent, Finance, shall be responsible for the administration of the Use of School Facilities program.
- C. Special arrangements or procedures must be approved by the Assistant Superintendent, Finance.

March 1988

MEMORANDUM OF AGREEMENT

March 31, 1988

TO: Members of the School and County Boards
FROM: Arlington Public School Superintendent and the County Manager
RE: Procedures for the Thomas Jefferson Complex

The Arlington Public Schools' Superintendent and the County Manager agree that the procedures outlined below will be followed in the operation of the Thomas Jefferson Complex.

ADMINISTRATION AND OPERATION

1. A Facility Director shall be hired by the School Board after consultation with County staff. The Thomas Jefferson principal shall provide day-to-day supervision for the Facility Director. The principal and the Chief of Recreation Division of the Department of Parks, Recreation and Community Resources (DPRCR) shall meet annually to review prospective goals, objectives, and operational changes for the facility. The annual evaluation of the Facility Director shall be made by the school principal who will seek input prior to the fact from the Recreation Division Chief.
2. The Facility Director shall decide and manage the use of the facility and shall maintain and circulate to staff a monthly calendar with a weekly update of activities.
3. Application and forms for use are as follows:
 - a. Thomas Jefferson Intermediate School and other School Board activities should acquire space by submitting the proper in-house form through designated school administrators.
 - b. Recreation and other County departments or divisions should use "Request For Use of County and School Facilities" form (#2386).
 - c. Community groups wishing to use available space should submit an "Application For Permit To Use School Buildings" (#07-08040).
 - d. All requests for use of the facility should be submitted for approval to the Facility Director.
 - e. All users of the facility will be required to pay any applicable current rental fees, usage fees, and expenses incurred through such usage. (See form #07-08040).
4. The Facility Director shall manage the facility budget; supervise custodial staff; coordinate repairs and maintenance (see matrix of maintenance responsibility); and chair the Operations Committee described below.

OPERATIONS/ADVISORY COMMITTEE

1. The Facility Director, Community Center Supervisor, principal designee, and the Cultural Affairs Technical Director shall form the Thomas Jefferson Operations Committee.

March 1988

2. The Committee shall meet at least twice annually to discuss and recommend allocation and scheduling of space using the present operational priority usage of the facility as stated below:

The following is a listing for the priority use of different areas within and outside the Thomas Jefferson complex. Priority use, however, is not intended to preclude use by another user. It is the responsibility of the Operations/Advisory Committee to develop and recommend a diverse program at Thomas Jefferson to achieve optimum use that minimizes conflict. The primary missions of the Thomas Jefferson community complex are to meet the educational needs of the Thomas Jefferson students and to provide recreational and performing arts opportunities for the community.

Priority use of these areas is scheduled for Monday through Friday from 7 A.M. to 4:30 P.M. and beyond 4:30 P.M. as needed and requested.

<u>Group I</u> <u>Instruction</u>	<u>Group II</u> <u>Recreation</u>	<u>Group III</u> <u>Shared</u>
All classroom areas	Visual Arts Studio	Blue Common
All Industrial Arts shops	Game Room	Room 41
All dining commons	Canteen and Club Room	Theater
Art Studios	Dance Studio	Gym (2/3, 1/3)
Home Economics Area	Recreation Lock Room Space	Athletic Field
Music, Classrooms and Practice Rooms	Designated Recreation storage areas	
Theater, lobby, box office and dressing rooms		
Gymnasium		
Physical Education locker room space		
Designated custodial and maintenance areas and storage rooms		
Outside sports fields, courts, commons areas, and parking lots		

3. The Committee shall make joint recommendations for the Community Activities budget for Thomas Jefferson and capital improvement.
4. Recommendations by the Committee may be forwarded to the Thomas Jefferson principal and the Recreation Division Chief of the Department of Parks, Recreation and Community Resources. If issues cannot be resolved at this level, they shall be referred to the Associate Superintendent and the Director of DPRCR, for resolution.