

COMMUNITY USE OF SCHOOL FACILITIES

The Bristol Virginia School Board believes that the use of school buildings, playgrounds, and equipment as community centers encourages character building activities conducive to improved citizenship and the strengthening of the home and community. Citizens who, as taxpayers, are contributing to the cost of the school facilities, believe that they should be available for non-school uses which contribute to community objectives. Board policies and regulations are required, however, to insure that such uses do not interfere with school and school-related activities. They are also needed to cover the added costs for custodial services, utilities, and losses which result from such use.

It is the intent of the Bristol Virginia City School Board that the buildings, playgrounds, and equipment under their jurisdiction be used primarily for activities under the sponsorship of a particular school or school group related to the educational program.

Users of the school facilities will be divided into three groups, and the determination of approval requests for use of the facilities and the fee associated will be made with this grouping system in mind.

Group I: Bristol Virginia School-Related Groups and Functions

There will be no charge for use of facilities for any school related function or organizations. A partial listing includes:

1. Student Activities
2. Parent-Teacher Organizations
3. Athletic - Boosters & Student Organizations
4. Teacher-Student Organizations

Group II: Non-Profit Groups or Functions

There will be a charge for the use of facilities by these organizations, plus a fee equal to the extra cost created by opening and use of the facilities must be paid in full in advance to the school principal. Such groups include:

1. Service clubs
2. Civic Clubs
3. Boys, Girls Clubs, Scouts
4. Industrial or Commercial Recreation (no admission charge)
5. Other School Divisions or Colleges

Group III: Other Public or Private Users

Such users include responsible organizations or persons desiring use for private gain. School officials reserve the right to refuse usage for activities which could be detrimental to the facilities or educational program.

See "Schedule of Fees" for charge to users in Group III.

The buildings, playgrounds, and equipment of the school system shall be available for community use under conditions prescribed and in accordance with adopted policy and procedure of the Board of Education.

1. Renting of school facilities will be handled through the principal's office of the respective schools, and any detail not covered in these rules will be clarified by the superintendent of schools.
2. School facilities are available for community use at no expense to recognized school related groups, provided that:
 - a. The building's use is scheduled for the hours it is normally opened and staffed (8:00 a.m. - 3:00 p.m.). Otherwise, a fee must be paid equal to the extra costs created by opening and use of the facility, provided that school employees agree to work the additional time required.
 - b. The request for use of buildings for designated purpose is approved by the principal.
3. School facilities are available on a rental basis to recognized local civic and citizen groups (non-profit organization) provided: a fee is paid in advance equal to the extra costs created by opening and use, and school board employees agree to work the additional time required (see schedule of fees). No admission is charged, collected, taken, or that other attempts are made to raise money.
4. An organization or group wishing to use the services and facilities of a school must obtain approval from the principal's office, at which time the fees must be paid in full. The individual obtaining the approval shall be responsible to the Board of Education for any damages which occur during the time covered by the approval.
5. Conditions under which rental of school facilities are made:
 - a. Any user will be responsible for damage that might occur during the time covered by the approval and agrees to hold Bristol Virginia Public Schools harmless from any liability to the user or any third persons for any claims, injury or damage arising in conjunction with the use of the facilities.
 - b. Stage scenery, curtains, and other items of equipment are not to be removed or taken down without written permission from the school principal, and then the expense of such, and complete restoration, will be borne by the user. Any changes will be made under the supervision of a school employee, and an additional charge made for his/her time.
 - c. Users are not to tamper with or wire around or through any electrical outlet and/or boxes. Changes of light bulbs shall not be permitted. If changes are desired, they must be made by school personnel and conform to regulations approved by the Bristol Virginia Maintenance Department. Any electricians assisting with a production must be approved by the school system.

- d. The use of the school facilities by outside groups will not in any way interfere with the activities and/or classwork of the school. Use of school facilities by other school groups must be cleared with the principal at least fifteen (15) days before date of use.
- e. The Bristol Virginia Board of Education, acting through the superintendent of schools, reserves the right to determine the purposes for which these facilities can and will be used. The Bristol Virginia Board of Education, acting through the superintendent, reserves the right to cancel any performances that are not in accordance with these policies.
- f. It shall be the responsibility of the user to provide adequate fire protection, police protection, and security for vehicular and pedestrian traffic control.
- g. No performance shall be presented that will be in violation of local or state fire codes.
- h. The use of all tobacco products, including cigarettes, cigars, pipes, chewing tobacco, and snuff, is prohibited on all school property. Such prohibition shall apply at all times, day or night, and to all students, employees, visitors, volunteers. The provisions of this policy shall not apply to visitors attending outdoor athletic events.
- i. Concession rights other than the sell of programs will be retained by the Bristol Virginia Schools.
- j. Nails are not to be driven into any part of the floors, walls, or trim. No painting is to be done on floors, curtains, or walls. The use of or display of any animals will be cleared with the superintendent of schools prior to use or display.
- k. Cafeterias and kitchen facilities will not be rented to outside groups unless they agree to pay the one and one-half of the hourly rate listed for cafeteria employee, provided the individual will agree to be present during the time stated on the approval.
- l. In the event any user has need to use school facilities after regularly scheduled work hours of the school employees, they will pay time and one-half (regular wages of employees) per hour or fraction thereof.
- m. A school custodian will be on duty and shall have instructions and jurisdiction to see that the building and equipment are properly cared for and used. Individuals or groups who fail to conform to the directions of the custodian will not be permitted to use facilities again.
- n. Persons participating in physical activities or athletic events in gymnasiums will wear approved gymnasium shoes. Use of dressing rooms and rest rooms within the gymnasium are available for these events. However, rest rooms in other parts of the building are not to be used.

- o. All equipment brought in will be loaded and unloaded at stage loading zone.
 - p. All equipment will be out of the building by noon the day following the performance.
 - q. The City of Bristol Virginia does not assume responsibility for damages due to personal injury or property loss under any condition.
 - r. These regulations are subject to change by Bristol Virginia Board of Education.
6. **Schedule of Fees.** Building and facilities are available to recognized citizen groups in accordance with the schedule of fees adopted by the Board of Education. The Bristol Virginia School Board and/or Superintendent has the right to waive any and all fees.

GROUP II

Non-Profit Groups or Rehearsals	Rental Fees	Extra Charge for Custodial Services
Individual Classroom	10.00 +	When school facilities are to be used at times other than the regularly scheduled hours for the custodial staff to be on duty, the user shall pay an amount in addition to the regular rental fee.
Elementary Gym	50.00	
(Van Pelt Gym)	60.00	
VA Middle School	75.00	
VA Middle Auditorium	75.00	
VA High Auditorium	250.00	
VA High Gym (Old)	50.00	
VA High Gym (New)	250.00	
VA High Virtual Reality Lab	250.00 *	
CO Board Room	50.00	
Cafeteria Only	25.00	
Cafeteria & Kitchen	50.00	

When chairs are required to be used by the rental organization, a nominal charge may be added to the rental charges.

Organs and/or pianos or audio-visual equipment are not usually furnished for rental organizations. If this is done, a fee of \$100.00 per item, plus tuning charges, when applicable, may be made by the respective schools.

*In addition to rental charge, a \$50 per hour fee will be charged to compensate the Virtual Reality Lab teacher for being on site and managing the lab.

GROUP III

Other Public or Private Users

Individual Classroom	10.00 +	Custodial staff will be on duty at least thirty (30) minutes before the hour of the performance and at least thirty minutes after the performance. This permits the building to be checked before and after the performance.
Elementary Gym	50.00	
(Van Pelt Gym)	60.00	
VMS Gym	125.00	
VMS Auditorium	125.00	
VHS Gym (Old)	100.00	
VHS Auditorium	500.00	
VHS Gym (New)	500.00	
VA High Virtual Reality Lab	500.00 *	
CO Board Room	75.00	
Cafeteria Only	50.00	
Cafeteria & Kitchen	75.00	

*In addition to rental charge, a \$50 per hour fee will be charged to compensate the Virtual Reality Lab teacher for being on site and managing the lab.

Requests which are exceptions to or are not covered by the above provisions shall be brought to the attention of the Board of Education for action.

Adopted: by the Bristol Virginia School Board on January 18, 1999.

Revised: by the Bristol Virginia School Board on September 4, 2012.

Revised: by the Bristol Virginia School Board on October 3, 2016.

Revised: by the Bristol Virginia School Board on November 7, 2022.
