

## SUPPORT SERVICES

### COMMUNITY USE OF FACILITIES

#### **REGULATION**

##### §6-27      Use of School Facilities

##### A.            Application and Approval

Organizations desiring to use school facilities shall make application with the building principal. The principal shall explain School Board policy and administrative regulations to the applicant. If the applicant is willing to abide by the applicable policies and regulations, an Application for Use of School Buildings and Grounds by Non-School Users shall be completed by the applicant and signed by an officer of the organization or other person accepting responsibility. The principal shall act on this application promptly, approving it only if he/she is satisfied that the organization is an eligible user and will be responsible for meeting conditions for use. If the principal has any doubts as to the organization's eligibility or responsibility, he/she shall refer the matter to the Division Superintendent. An organization seeking repetitive or regular use of any school facility must renew its application for each calendar year, not later than 45 days in advance of its anniversary of first use.

##### B.            Conditions Governing Use

1.      The principal shall see that an employee of the School Board is on duty whenever a using organization uses a school building. The employee shall report any damage or misuse of school facilities or equipment or any noncompliance with policies and regulations governing use to the principal.
2.      The principal shall revoke the approval of any organization or group that does not comply with applicable policies and regulations.
3.      School facilities may not be used by non-school groups if the use would interfere with any school activity or program. If students are still in school, the principal shall see that they are adequately supervised.
4.      If school is closed because of snow or other emergency conditions, any scheduled use of the facility may be rescheduled by the principal.

(continued)

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§6-27      Use of School Facilities (continued)

5. No using group or organization may, under any circumstance, adjust or change the setting of any electrical switch or control, including lighting, heating, cooling systems, without approval of the principal.
6. No facility shall be considered reserved until the application for use has been approved.
7. The use of any facility shall be restricted to the part or parts of the facility approved by the principal.
8. Kitchen equipment may be used only under the direct supervision of the cafeteria manager or other member of the cafeteria staff.
9. Showers and locker rooms may be used only with specific approval of the principal.
10. The person designated by the using group to be present and responsible for supervision shall be at the facility during the entire time the facility is in use. If that person is not present, the principal or other school employee in charge shall tell the group to leave and shall close the facility.
11. Principals may specify rules for the use of special rooms or facilities.
12. Open-flame cooking (such as gas or charcoal grills) is prohibited on school property except for staff-supervised school activities.

(continued)



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### COMMUNITY USE OF FACILITIES

#### **REGULATION**

§6-27     Use of School Facilities  
Procedures for Requesting Approval of Alterations to School Buildings and Sites (continued)

7.     Name the individual who will secure all applicable permits and compliance with current zoning and code requirements.
8.     Submit copies of all permits received to the office of the Assistant Superintendent of Support Services, followed by certification of occupancy and/or final inspection when received upon completion of the project.
9.     The Business Office of Loudoun County School will review all applications to determine if additional insurance will be required.
10.    Signature of school principal and the president of the community organization, or head of agency initiating the request to alter building or site.