



# APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

ALL INFORMATION MUST BE FURNISHED BEFORE APPLICATION CAN BE PROCESSED. APPLICATION MUST BE SUBMITTED TO THE SCHOOL PRINCIPAL NOT LESS THAN 15 WORKING DAYS BEFORE INTENDED USE. WHEN APPLICABLE, AN INVOICE WILL BE CREATED AND SUBMITTED TO THE USER; PAYMENT WILL BE DUE 10 WORKING DAYS PRIOR TO THE EVENT OR A 10% LATE FEE WILL BE ASSESSED. MAKE CHECK PAYABLE TO FAIRFAX COUNTY PUBLIC SCHOOLS AND MAIL TO FCPS COMMUNITY USE SECTION, 8115 GATEHOUSE RD, #3400, FALLS CHURCH, VA 22042.

1. School Requested \_\_\_\_\_

2. Activity Title and Description \_\_\_\_\_

3. Activity Date(s) (Time Includes Set-up & Break-down) \_\_\_\_\_  
Date Start Time End Time Date Start Time End Time  
Date Start Time End Time Date Start Time End Time

4. Will a Fee Be Collected for This Event?  Yes  No

5. Is This Event a Fundraiser?  Yes  No

6. Will Donations Be Accepted at This Event?  Yes  No

7. NUMBER OF PEOPLE PROJECTED TO ATTEND \_\_\_\_\_

8. Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Home \_\_\_\_\_ Office \_\_\_\_\_ Cell \_\_\_\_\_

E-mail (Required) \_\_\_\_\_ **Note:** Invoices(s) will be sent to this e-mail address

9. Name of Contact Person \_\_\_\_\_  
Attending Event \_\_\_\_\_ Home \_\_\_\_\_ Office \_\_\_\_\_ Cell \_\_\_\_\_

10. Number of Chaperones Attending \_\_\_\_\_ (One Required for Every 25 Children)

11. Is Organization Non-profit?  Yes  No IRS Non-profit Determination Letter on File with FCPS?  Yes  No

12. Certificate of Insurance on File with FCPS  Yes  No

13. Is There a Third Party Contract or Arrangement with a For-profit Individual or Organization?  Yes  No

Name of Individual or Organization \_\_\_\_\_

### 14. Requirements:

#### RENTAL

#### PERSONNEL

#### SPECIAL EQUIPMENT or SERVICE

- Auditorium
- Athletic Field/Court/Track
- Auxiliary Gymnasium
- Cafeteria
- Cafeteria w/Kitchen
- Classroom(s) How many \_\_\_\_\_
- Gymnasium
- Multi Purpose Room
- Parking Lot
- Other \_\_\_\_\_

- Activities Supervisor
- Athletic Event Worker
- Cafeteria Staff
- Custodian
- Faculty Supervisor
- Maintenance Technician
- Student Technician
- Other \_\_\_\_\_

- Kitchen Equipment
- LCD
- Microphone(s) How many \_\_\_\_\_
- Piano
- Risers
- Slide Projector
- Spotlights
- Stage Lights
- TV/DVD/VCR
- Overhead
- Other \_\_\_\_\_

### 15. Comments:

The undersigned agrees that he or she is familiar with, and will abide by, the current version of FCPS Regulation 8420. The undersigned also agrees that he or she is authorized to sign below on behalf of any organization listed, and that such organization will be liable for any and all claims, damages, or expenses resulting from use of the school facility, including but not limited to, damages to School Board property and costs, attorneys fees, expenses or damages resulting from the user's failure to comply with this agreement or any federal, state, or local law, regulation or other requirement. The undersigned will be personally liable for such obligations in the event that there is no organization listed, any such organization is not a valid legal entity, or any such organization is otherwise unable to pay. The undersigned shall ensure the prompt and proper adjustment of all such claims. The undersigned also agrees to ensure on-time payment of all invoices incurred by this event. NOTE: When schools are closed for inclement weather, all facilities use is canceled. Users are responsible for notifying their memberships.

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

### Office Use

Signature of Principal \_\_\_\_\_ Date \_\_\_\_\_  Approved  Disapproved

Date Entered in FSDirect \_\_\_\_\_ Schedule Number \_\_\_\_\_ Assigned to Community Use for Invoicing  Yes  No

FSD Contact Initials \_\_\_\_\_ Application Should be Retained by School One Year from Date of Use