

**Orange County Public Schools**  
 Facility Usage Application

<b>Approval Date:</b> _____  <b>Signature:</b> _____
--

Date of Application: \_\_\_\_\_

Organization or Applicant Contact Information:

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Facility Requested:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Orange County High School      | <input type="checkbox"/> Locust Grove Elementary School | <input type="checkbox"/> Locust Grove Primary School             |
| <input type="checkbox"/> Hornet Sports Center           | <input type="checkbox"/> Unionville Elementary School   | <input type="checkbox"/> Gordon-Barbour Elementary School        |
| <input type="checkbox"/> Prospect Heights Middle School | <input type="checkbox"/> Orange Elementary School       | <input type="checkbox"/> Taylor Education Administration Complex |
| <input type="checkbox"/> Locust Grove Middle School     | <input type="checkbox"/> Lightfoot Elementary School    |  |

Area Requested:

- |   |                                  |  |                                  |                              |  |
|---|----------------------------------|--|----------------------------------|------------------------------|--|
| <input type="checkbox"/> Auditorium         | <input type="checkbox"/> Library | <input type="checkbox"/> Cafeteria                       | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Gym | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Classroom(s) _____ |                                  | <input type="checkbox"/> Grounds/Field(s) or Other _____ |                                  |                              |  |

Date Requested to be used: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Sun\_\_\_ M\_\_\_ T\_\_\_ W\_\_\_ Th\_\_\_ F\_\_\_ Sat\_\_\_

Hours requested facility to be used: \_\_\_\_\_

Will you require heating/cooling? \_\_\_ Yes \_\_\_ No

Will you require lights and other electrical services? \_\_\_ Yes \_\_\_ No

Describe fully the nature of the program to be conducted and how will profits (if any) accrue:

---



---

Are you a citizen of Orange County? Yes \_\_\_ No \_\_\_ Total Number of Participants: \_\_\_\_\_  
 (In the event of conflict, preference is granted to Orange residents.) Percent that will be Orange County Residents: \_\_\_\_\_

*(\*Distribution of handbills, circulars, pamphlets, periodicals, newspapers, magazines, books or advertising matter of any kind, relative to this event, must be submitted with this application for approval by the Director of Student Services.*

I hereby agree to protect, indemnify, defend, and save harmless the Orange County School Board, its officers and employees from any and all claims, liabilities, and/or damages, including professional fees, directly or indirectly related to the use of these premises by my group or organization, to the extent allowed by law. I also acknowledge that I have been provided with a copy of Orange County School Board Regulation KG-R1 and I agree to comply with all of the terms and conditions stated therein.

\_\_\_\_\_  
 Applicant Signature Date

**SCHOOL TO COMPLETE BELOW**

Facility available on date(s) requested: Yes \_\_\_ No \_\_\_ IRS Letter submitted: Yes \_\_\_ No \_\_\_ (if applicable)  
 Certificate of Liability Insurance submitted: Yes \_\_\_ No \_\_\_ Advertising material submitted: Yes \_\_\_ No \_\_\_  
 Total Operational Hours: \_\_\_\_\_ Location: \_\_\_\_\_

Anticipated Costs:

Item	Rate	Time	Cost Estimate
Usage Fee			
Utility Fee			
OCPS Personnel			
Anticipated Total Cost			

The applicant will be invoiced after the event or monthly, per reoccurring events, and the amount will be due within 30 days.

<b>Fee Schedule:</b>	<b>Utility Fee (Applicable from 6pm-11pm weeknights and all hours on weekends/holidays)</b>	<b>Usage Fee * (Applicable to all available hours)</b>
Gym	\$10.00/hr.	\$5.00/hr
Cafeteria	\$5.00/hr.	\$5.00 /hr
Kitchen	\$5.00/hr.	\$5.00 /hr
Library	\$5.00/hr.	\$5.00/hr
Auditorium	\$5.00/hr.	\$5.00/hr
Classroom	\$2.50/hr.	\$2.50/hr
Hornet Sports Center	\$15.00/hr.	\$15.00/hr
Grounds/Fields with electricity	\$5.00/hr.	\$5.00/hr
Grounds/Fields without electricity	\$0.00/hr	\$5.00/hr

All groups are responsible for personnel fees during non-work hours:

Personnel Fees (OCPS staff)	\$30.00/hr
-----------------------------	------------

**Note:** Personnel and usage fees are invoiced by the respective Orange County Public School building principal/designee. Non-Exempt employees, under the Fair Labor Standards Act, may waive personnel fees. Charges incurred for safety/security are the responsibility of the user and will be invoiced by the respective organization(s).

The following groups pay applicable personnel fees, but they pay no utility fees or usage fees:

- School-related groups (parent organizations, booster groups, advisory committees, school-business partners, etc.);
- Orange County Parks and Recreation Department (This applies only when the program is organized and operated by the Department. See below for programs that are sponsored by the Rec Department, but which profit a business entity.);
- County Governmental Agencies; and
- Elected officials conducting town meetings for the purpose of constituent services. (See below for meetings related to political campaign meetings.)

The following groups pay applicable personnel and utility fees, but they pay no usage fees:

- Non-school youth-serving groups within the county (4-H clubs, scouts, church youth groups, sports clubs, etc.);

All other groups pay all applicable personnel, utility and usage fees, including but not limited to:

- Non-profit 501(c)3 community service groups that do not qualify for the waiver presented below;
- Elected officials or any other group conducting meetings related to political campaigns;
- Churches intending to use facilities for programs that are not solely youth-serving; and
- Entities conducting for-profit activities, including programs that are sponsored by the Orange County Parks and Recreation Department.

\*Waiver of usage fees:

The facility administrator may recommend a waiver of the usage fee for one-time uses of the school facilities if the outside group provides other "consideration" to the school or school division. Examples of such consideration include, but are not limited to: a donation to the school or school division; provision of scholarships or other benefits to Orange County students; scholarships or awards to faculty members; and other agreements deemed by the school principal to be applicable. The Superintendent (or designee) shall approve or disapprove any such recommendation by a school principal.

\_\_\_\_\_  
Principal or Designee Signature      Date      Director of Administrative Services      Date

\_\_\_\_\_  
Coordinator of Facilities      Date

*The Orange County School Board does not discriminate on the basis of gender, race, color, age, religion, national origin or disability. Compliance inquiries should be directed to the Coordinator of Facilities & Maintenance, 200 Dailey Drive, Orange, VA 22960 or by phone at 540-661-4550.*