

FEES FOR USE OF FACILITIES

Fees are based on a minimum four hours use of the facility except for the rehearsal of a scheduled event in the facility, in which case, an additional two hours of use is allowed. Rental of a facility will be pro-rated should it exceed the initial four-hour use.

Category I organizations, other than regularly scheduled school meetings and Parks & Recreation games, must complete a Request for Use of School Facilities (Form 502A), for principal approval, with a copy forwarded to the School Board Office prior to the event. In order for an event to be considered Category I and the group be able to charge admission, fees, or accept donations, all funds must be collected by the Category I organization.

Category II and III organizations must complete and submit for approval Form 502A, full payment, and a certificate of insurance with general liability limits of at least \$1,000,000 and the Botetourt County School Board listed as an additional insured at least two weeks prior to the event.

The request for use of facilities is not considered to be approved until a signed copy of Form 502A has been received by the applicant.

Area of the Facility	Number of Uses	Category II	Category III	Total
Forum / Auditorium		\$160	\$320	
Cafeteria w/o Kitchen Use		\$140	\$250	
Cafeteria w/ Kitchen Use		\$160	\$320	
Auxiliary Gym		\$140	\$280	
Main Gym		\$160	\$320	
Classroom*		\$40	\$80	
Ball Field (elementary)		\$100	\$200	
Stadium (secondary, baseball/softball)		\$195	\$390	
Stadium (football, soccer, and track)		\$320	\$640	
Track only		\$100	\$200	
Total Cost of Rental				

***Classroom space may be rented based upon individual school instructional utilization.**

Protection of School Property

A school custodian and/or a school board employee approved by the principal and who is trained and familiar with the operation of the facility's emergency and mechanical system shall be on duty at all times that the facility is used by outside groups.

If an organization rents a stadium, then the school custodian must be employed to clean and clear the facility of all trash, etc. and restock as needed.

If an organization rents a stadium and plans to use the press box, then a school board employee who is approved by the principal and who is trained and familiar with the operation of the press box shall be on duty at all times that the facility is used by outside groups.

Exterior lighting will not be provided for any Category II or III organizations.

If a school kitchen is to be used, then a school cafeteria worker shall be employed by the outside group to supervise the use of the facility's equipment.

The sponsoring groups shall be responsible for crowd control measures, including the employment of police protection as needed. **The sponsoring organization whose name appears on the application shall be held responsible for any and all damages to school property and equipment. Failure to pay for damages will result in disqualification of any future use of a facility.**

Adopted: November 11, 2010
Revised: January 15, 2015
September 14, 2023