



**Office of Business and Finance**  
1 Franklin Street · Hampton, Virginia 23669-3570 · (757) 727-2335

## Facility Rental Application

- 1) Complete all of **Part I**, read, sign, and date the Facility Procedures and Regulations in **Part II**.
- 2) Complete and return one application for each school requested to the Office of Business and Finance at least 14 calendar days prior to the event. The Office of Business and Finance will notify the organization as to the status of the application and to make arrangements for payment of fees and receipt of insurance documents.
- 3) Remit appropriate fees at least 10 calendar days prior to the event. Make checks payable to Hampton City Schools for all rental and utility fees.

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### Part 1

School/Site Requested: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Non-Profit Tax ID#: \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose for use of space/describe event in detail: \_\_\_\_\_

#### Space Requested:

- Auditorium       Main Gym       Auxiliary Gym       Cafeteria  
 Cafetorium       Athletic Field       Parking Lot (only)       Other

#### Utility Requested:

- Air Conditioning       Heat

Day(s) Week (M-Su)	Beginning Date	Ending Date	Set Up Start Time	Take Down End Time	Total Hours

- 1) Are you a neighborhood serving organization registered and in good standing with the Hampton Neighborhood Commission?  
(If yes, proceed to question 3)       No       Yes
- 2) Have you retained liability insurance?       No, coverage must be obtained prior to event.       Yes, please provide the certificate.
- 3) Will participants be charged a fee?       No       Yes, amount \$ \_\_\_\_\_
- 4) Will spectators be charged a fee?       No       Yes, amount \$ \_\_\_\_\_

## Part II Facility Procedures and Regulations

Applications for community use will be completed through the Office of Business and Finance. An electronic application will be forwarded to the school of choice for approval or denial. Rentals are subject to the availability of staff as determined by GCA Services.

The Office of Business and Finance will notify the organization as to the status of the application and to make arrangement for payment of fees and insurance documents. Payment of fees at least two weeks prior to the date of use is required. Documentation of non-profit status must be provided. Hampton City Schools retains the right to deny applications filed with the principal less than fourteen days before the requested date of the use of property. Non-sufficient returned checks are subject to a \$35.00 fee.

Organizations renting division facilities will be required to carry premises liability insurance for bodily injury limit per occurrence of \$1,000,000, and property damage limit per occurrence of \$50,000 in order to afford some protection for citizens who might be injured on school premises while attending or participating in functions by non-school groups. A certificate of insurance coverage will accompany the application and the Board will be named as an additional insured. Certificates of insurance must be submitted to the Office of Business and Finance on an annual basis.

The contracting party agrees:

1. To maintain, keep and leave the premises or areas, including any property adjacent to the school, in a clean, presentable condition free from weeds, debris or other matter detrimental to the appearance of an educational institution.
2. To not discriminate on the basis of race, color, national origin, sex, disability, age or other protected class in its activities.
3. To maintain proper safety measures and to prevent injury to any person or property as a result of the property use, and to save the City of Hampton and the School Board harmless and free of damages by reason of that use, and to provide insurance by a company licensed to do business in the State of Virginia. The contracting party will provide liability insurance for all personal injury, property damages and claims with regulatory agencies including, but not limited to, the U.S. Department of Education, Office of Civil Rights, resulting from property use.
4. No permanent structure or equipment will be installed or removed, nor will there be placed or taken from the area any material unless the written permission of the Superintendent is obtained.
5. To under no circumstance operate specialized equipment, such as lightening in the auditorium, as it is to be operated solely by the named contact at the school.
6. Should the contracting party not follow all of the above covenants, the Board may cancel the agreement. The decision of the Board is final.

In the event that schools close due to weather all community uses will be cancelled. The building principal reserves the right to deny or terminate an application. Hampton City Schools reserves the right to terminate a contract if a violation of any local, state, or federal law occurs.

**I have read and agree to abide by the rules and regulations governing facility use in Hampton City Schools. I agree to be billed for any incidental expenses that are utilized but not listed on this contract. If heating or air conditioning is requested the organization will be required to pay an hourly fee beginning 30 minutes prior to occupancy.**

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Request Approved; no school function has been or will be planned that interferes with this rental request.

Request Denied, Give Explanation: \_\_\_\_\_

Principal or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff members responsible for the event:

Name(s): \_\_\_\_\_

GCA Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Book	Hampton City Schools Policy Manual
Section	K - School-Community Relations
Title	COMMUNITY USE OF SCHOOL FACILITIES
Code	KG
Status	Active
Legal	Code of Virginia, as amended, § 15.2-2824 Code of Virginia, as amended, § 22.1-79.3 Code of Virginia, as amended, § 22.1-130.1 Code of Virginia, as amended, § 22.1-131 Code of Virginia, as amended, § 22.1-132 20 U.S.C. 4071 et. seq. 20 U.S.C. 7905
Adopted	July 21, 1959
Last Revised	December 14, 2022

**Community Use of School Facilities**

The School Board of the City of Hampton encourages community use of school facilities such as auditoriums, cafeteriums, gymnasiums, and outside grounds by reliable community groups and responsible individuals representing civic, cultural, and recreational purposes when such use will not impair the efficiency of the school. Rental of classrooms is prohibited. Use of school property for fund-raising activities will be limited to those activities whose funds will be used for educational, charitable, civic or community purposes. No money or funds collected or raised will result in private or commercial gain.

Implicit in the availability of any school building is the requirement that non-school use place no greater burden, including financial costs, on Hampton City Schools (HCS) than would routine school use.

HCS views expenses related to the use of buildings by public interest groups (as defined by HCS) as inherent in the cost of operating the school division. Public interest groups generally fall into three categories.

Public Interest Group Category	Category Description
Group 1	PTAs, school booster clubs, school alumni associations, school business partners, and school-sponsored activities
Group 2	Government agencies engaged in functions such as polling stations for elections conducted by authorized officials, parks and recreation programs, and state agencies
Group 3	Not-for-profit (must have active 501(c)3 status) groups based in or operating in Hampton.

Neighborhood organization registered and in good standing with the Hampton Neighborhood Commission.
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Expenses associated with facility usage outside of the normal operating schedule by all other groups (not listed above) are not considered inherent in the cost of operating the school division. The appropriate daily facility rental fee will be charged based on the daily rental fee schedule as determined by the Office of Business and Finance.

When the requested use requires facility security, custodial services, or the presence of an HCS employee, all groups shall be charged these labor costs. Costs for facility security (i.e. School Resource Officers) will be charged by the Hampton Police Department.

If a group requests the use of a facility on a weekday (after normal operating hours) in which school is in session, custodial service fees may be reduced or not charged.

All groups must carry insurance coverage as specified on the facility use request form used to reserve the facility. The insurance coverage must be liability insurance for bodily injury limit per occurrence of \$1,000,000, and property damage limit per occurrence of \$50,000 in order to afford protection for citizens who might be injured on school premises while attending or participating in functions by non-school groups. A certificate of insurance coverage will accompany the application and the School Board will be named as an additional insured.

If the School Board permits the use of its facilities by members of the community or the distribution of literature on school property or at school functions, it will permit such use or such distribution by the Boy Scouts of America and the Girl Scouts of the USA and other youth-oriented, community organizations, and their volunteers and staff to the same extent and in the same manner as all other persons or groups. The same access will be afforded to official recruiting representatives of the military forces of the Commonwealth and the United States. Any such access provided during the school day shall not conflict with instructional time. Such access may also include after-school sponsored activities such as "Back to School" events, where it can be reasonably accommodated.

An organization/group may not rent any school facility on Saturdays or Sundays for a period longer than one year without a break of at least six months unless evidence is given that the organization has a building under construction or has a signed lease for another building which will be occupied within sixty (60) days. The break is not required if it is a city agency renting the facility. Facilities may be rented for a daily fee.

## **Applications**

Applications for community use (SBO Form No. 172) will be completed through the Office of Business and Finance at least fourteen (14) calendar days prior to use. For events that may require security provided by the Hampton Police Department, applications must be submitted at least twenty-one (21) calendar days prior to use. Facility Rental Application may be located at the following website: <http://www.hampton.k12.va.us/departments/finance/SBO172.pdf>. The Office of Business and Finance will forward the electronic application to the school of choice for approval or denial. Rentals are subject to the availability of staff as determined by the building administrator. The Office of Business and Finance will notify the organization as to the status of the application and to make arrangements for payment of fees and receipt of insurance documents. Payment of fees is required at least five (5) calendar days prior to the date of use. Hampton City Schools retains the right to deny applications filed less than fourteen (14) calendar days before the requested date of the use of property. Events for which no insurance certificate has been provided to Hampton City Schools at least five (5) business days in advance of the event are subject to cancellation. Failure to provide the insurance certificate and payment of fees will result in the automatic cancellation of the use of the facility.

## **Responsibility**

When school property is utilized, the organization using the property shall designate a responsible representative who will be present at all times. The building administrator/designee of the school may enter at any time for the same purpose. The outside representative must contact the school representative no less than two days prior to use to verify the needs of the requestor and the condition of the property. The two representatives will check the building and equipment together after the event.

## **All Alcohol, Illegal Substances, Illegal Weapons Prohibited**

Neither alcoholic beverages, except for wine when used by religious congregations for sacramental purposes only, nor illegal substances are to be brought, consumed or used on school property. Possession or use of any weapon not permitted on HCS property by federal or state law is prohibited. Violators will be reported to the proper authorities.

**All Tobacco Use Prohibited**

All tobacco use as defined in Policy GBK/JFCG/KO, Tobacco-Free School Division for Staff, Students and Visitors, including, but not limited to, the use of electronic smoking devices is prohibited in schools and in and on all school division facilities, grounds, school buses, and so forth, as required by Va. Code § 15.2-2824 and 22.1-279.6.

**Cafeterias/Cafetoriums**

The school cafeteria/cafetorium may be used to serve meals prepared off premises. The dining area of the cafeteria may be utilized, but access to the kitchen and kitchen equipment is not permitted unless catered by the Hampton City Schools Food and Nutrition Services Department.

**Sale of Food**

Sale or consumption of food, goods and drinks at appropriate locations (excluding any auditorium or gymnasium) on school premises for fundraising events is permitted.

**Termination of Contract**

In the event that schools close due to weather, all community uses will be canceled. The building administrator reserves the right to deny or terminate an application. Hampton City Schools reserves the right to terminate a contract if a violation of any local, state, or federal law occurs.

Adopted:  
7/21/1959

Revised:  
10/1/61, 6/21/68, 1/10/71, 2/7/79, 3/1/86, 8/19/87, 2/3/93, 12/1/10 (effective 1/1/11), 10/3/12, 5/18/16, 6/21/17, 12/14/22

- CROSS REF.:
- [GBAC](#) – STANDARDS OF CONDUCT
  - [GBK](#) – TOBACCO-FREE SCHOOL DIVISION FOR STAFF, STUDENTS AND VISITORS
  - [IGDA](#) – STUDENT ORGANIZATIONS
  - [JFCG](#)– TOBACCO-FREE SCHOOL DIVISION FOR STAFF, STUDENTS AND VISITORS
  - [KA](#) – GOALS FOR SCHOOL-COMMUNITY RELATIONS
  - [KF](#) – DISTRIBUTION OF INFORMATION/MATERIALS
  - [KGA](#) – PUBLIC SALES ON SCHOOL PROPERTY
  - [KGB](#) – PUBLIC CONDUCT ON SCHOOL PROPERTY
  - [KG-R](#) – COMMUNITY USE OF SCHOOL FACILITIES – DAILY RENTAL FEES
  - [KJ](#) – ADVERTISING IN SCHOOLS
  - [KO](#)– TOBACCO-FREE SCHOOL DIVISION FOR STAFF, STUDENTS AND VISITORS

Hampton City Schools, Hampton, Virginia



Book Hampton City Schools Policy Manual  
 Section K - School-Community Relations  
 Title COMMUNITY USE OF SCHOOL FACILITIES - DAILY RENTAL FEES  
 Code KG-R  
 Status Active  
 Adopted July 21, 1959  
 Last Revised December 14, 2022

<b>Facility Space: Monday - Thursday</b>	<b>Nonpublic Interest Group (Daily Rate)</b>	<b>Public Interest Group (Daily Rate)</b>
Cafetorium - Elementary Schools	\$175.00	No charge
Auditorium/Gymnasiums - Middle Schools/PK-8	\$275.00	No charge
Cafeteria - High Schools/Middle Schools/PK-8	\$175.00	No charge
Auxiliary Gymnasiums - High Schools	\$200.00	No charge
Auditoriums/Gymnasiums - High Schools	\$325.00	No charge
Band Room/Choral Room	\$60.00	No charge
Classroom	\$40.00	No charge

<b>Facility Space: Friday - Sunday</b>	<b>Nonpublic Interest Group (Daily Rate)</b>	<b>Public Interest Group (Daily Rate)</b>
Cafetorium - Elementary Schools	\$200.00	No charge
Auditorium/Gymnasiums - Middle Schools/PK-8	\$300.00	No charge
Cafeteria - High Schools/Middle Schools/PK-8	\$200.00	No charge
Auxiliary Gymnasiums - High Schools	\$225.00	No charge
Auditoriums/Gymnasiums - High Schools	\$350.00	No charge
Band Room/Choral Room	\$60.00	No charge
Classroom	\$40.00	No charge

<b>Custodial Coverage</b>	<b>Nonpublic Interest Group (Hourly Rate)</b>	<b>Public Interest Group (Hourly Rate)</b>
Minimum 2 hour charge	\$25.00	\$25.00

Adopted:  
7/21/1959

Revised:  
10/1/62, 2/7/79, 9/17/82, 8/19/87, 12/1/10 (effective 1/1/11), 5/18/16, 12/14/22

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