



Application for Community Use of Chesapeake Public Schools Facilities and Grounds

This application is available at cpschools.com

All information must be furnished before application can be processed. Application must be filed with the school principal NOT LESS THAN 15 WORKING DAYS BEFORE INTENDED USE. **Note: Only Chesapeake residents may apply.**

1. NEW (Requested School) _____
 RENEWAL _____
 School Requested Now _____ Name of school last used _____

2. Activity Date _____ Day of the Week _____ Building to be Open _____ Closed _____

* Multi Use Dates – Please complete Page 3 and submit with application.

3. Individual/Organization _____
 Athletic Teams will provide a typed official roster to include coaches and players names and city of residence.

Address _____
 (Note: P.O. Box not acceptable) (street)

(city) (state) (zip)

Phone _____
 (cell) (home) (office)

4. Type of Activity _____

5. Will you attend? If not, who will be in charge? Yes No
 (PRINT name) (phone)

6. Is organization a nonprofit type? Yes No
 If yes, include documentation for your non-profit status. [e.g., 501(c)3]

7. Liability Insurance Policy Submitted (see requirements on page 2) Yes No

8. Is there a third-party contract/arrangement with a non-profit-making individual/organization? Yes No
 Name of Individual/Organization _____

9. Will the user collect fees/admissions/donations? Yes No
 Amount: _____

10. Number of people projected to attend _____

11. Requirements (Check each and specify - please note the 4-hr minimum):

Facilities		Personnel	
<input type="checkbox"/> Auditorium _____	<input type="checkbox"/> Cafeteria _____	<input type="checkbox"/> Custodian _____	<input type="checkbox"/> Cafeteria Staff _____
<input type="checkbox"/> Cafeteria w/Kitchen _____	<input type="checkbox"/> Classroom(s) _____	<input type="checkbox"/> Sound Tech. _____	<input type="checkbox"/> Lighting Tech. _____
<input type="checkbox"/> Gymnasium _____	<input type="checkbox"/> Parking/Ground/Water _____	<input type="checkbox"/> Security _____	<input type="checkbox"/> Site Supervisor _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

The undersigned agrees to pay applicable fees assessed and certifies that he or she has read, and will abide by, current Chesapeake School Board Policy to include the regulations on the reverse side of this application form. The undersigned shall be liable for any and all claims or damages resulting from use of the school facility, including, but not limited to, damage to School Board Property by the user, as well as any costs, fees and damages resulting from the user's failure to comply with any federal, state or local law, regulation or other requirements. The undersigned shall ensure the prompt and proper adjustment of all such claims. The undersigned hereby certifies that he/she has checked the 'Sex Offender and Crimes Against Minors Registry' on the Internet at <http://sex-offender.vsp.virginia.gov/sor/index.htm> and that none of the personnel involved with the entity, or the program sponsored by the entity, utilizing Chesapeake Public Schools' facilities and/or grounds appear on the Registry as of this date.

 (Print Name)

 (email)

 (Signature) (Date)

THE SIGNATORY MUST BE 21 YEARS OF AGE OR OLDER.

↓ TO BE COMPLETED BY SCHOOL ↓

1. Custodians (Mon/Fri) _____	Number _____	5. Lighting Tech. _____	Number _____	Classrooms Assigned (List them) _____
2. Custodians (Sat/Sun) _____	_____	6. Security _____	_____	_____
3. Café Staff _____	_____	7. Site Supervisor _____	_____	_____
4. Sound Tech. _____	_____	8. Other _____	_____	_____

FROM: School _____
 Date(s) Clear: Yes No If No, or other concerns please explain _____

Comments _____

Print Name _____

Signature of Principal/Designee _____ Date _____

SEND TO: Supervisor of Building Use/Office of Student Services
Chesapeake Public Schools

↓ OFFICE USE ↓

Four (4) Hours Minimum

Facility Rental

	Hrs.	x	Fee	= \$
1. Auditorium _____	_____	_____	_____	_____
2. Cafeteria _____	_____	_____	_____	_____
3. Cafeteria w/Kitchen _____	_____	_____	_____	_____
4. Classroom(s) _____ (Number Required)	_____	_____	_____	_____
5. Gymnasium _____	_____	_____	_____	_____
6. Parking / Grounds / Water _____	_____	_____	_____	_____
7. Other _____	_____	_____	_____	_____
8. Other _____	_____	_____	_____	_____
Subtotal \$ _____				(per week/per event)

Personnel (Estimated)

	Hrs.	x	Fee	= \$
1. Custodians (Mon/Fri) _____	_____	_____	_____	_____
2. Custodians (Sat/Sun) _____	_____	_____	_____	_____
3. Café Staff _____	_____	_____	_____	_____
4. Sound Tech. _____	_____	_____	_____	_____
5. Lighting Tech. _____	_____	_____	_____	_____
6. Security _____	_____	_____	_____	_____
7. Site Supervisor _____	_____	_____	_____	_____
8. Other _____	_____	_____	_____	_____
(Estimated) Subtotal \$ _____				(per week/per event)

ESTIMATED PAYMENT REQUIRED IN ADVANCE FOR FACILITY USAGE

(INVOICE TO FOLLOW) TOTAL \$ _____

3. IRS Document Declaring Non-Profit Status Submitted [e.g., 501 (c) 3] Yes No

4. Liability Insurance Policy Submitted Yes No
 Chesapeake Public Schools named as insured _____ Expiration Date _____

Approved Disapproved

Comments: _____

Signature of Director or Supervisor of Student Services _____ Date _____

REGULATIONS (R 5-25) GOVERNING THE USE OF SCHOOL FACILITIES
Only Chesapeake Residents May Apply
Failure to comply with the following regulations will void this contract

All Users Shall Observe The Following Regulations:

1. User shall submit this request to the Principal 15 working days prior to intended use.
2. User shall be responsible for all damage or loss of property and equipment. Only those facilities and equipment specified in the request may be used. Only the Superintendent can approve use of equipment.
3. Additional fees will be charged for the use of buildings or facilities beyond the time approved.
4. Users shall conform to policies and regulations established by the School Board and the representatives of the School Board.
5. No alcoholic beverages may be carried or consumed on Chesapeake School property.
6. Smoking or the use of tobacco products is prohibited in school buildings.
7. A representative(s) [custodian(s)] of the school division must be present during use of the facility.
8. Long-term commitments shall be limited to six months for Group III Organizations with renewal to be considered at the general discretion of Chesapeake Public Schools, as per School Board Policy (P 5-25).
9. User agrees that any advertising or promotional material that it wishes to use for a regularly scheduled or special event to be held on School Division property, whether to be placed on School Division property, on a public street, on private property visible to a public street, or in any form of print or electronic media, including social media, must be provided in advance of its intended use or placement to the School Division. The School Division will promptly review any such promotional or advertising material for its consistency with applicable law, school policies and the terms of the Facilities Use Agreement and advise User whether such material(s) may be placed or used in any of the manners described above. The foregoing shall not include distribution of routine scheduling and reminders of scheduled events which appear in User's internal distributions of literature to its members or on its own website. Placing a sign, banner or other device on Chesapeake Public Schools property is allowed no more than (24) hours prior to the beginning of planned event and must be removed at its conclusion.
10. User shall provide a Certificate of Insurability in an amount specified by Chesapeake Public Schools with Chesapeake Public Schools being named as additionally insured for each date of usage. (See "INSURANCE" below)
11. Use of a cafeteria for the preparation and/or serving of food shall be approved, priced, and paid for through the Department of School Nutrition.
12. User agrees to Hold Harmless and Indemnify Chesapeake Public Schools with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to School Board property for which the School Board is liable.
13. User agrees to comply with Safety Regulations and Policies of the Chesapeake Fire and Police Departments.
14. User shall pay for such security personnel as required by Chesapeake Public Schools.
15. User agrees that activities will be orderly and lawful and not of a nature to incite others to disorder, and to maintain supervision and containment of the participants/event to the contracted area.
16. User agrees to conform with the Civil Rights Compliance Act as well as avoiding any activity which would violate local, state, or federal laws.
17. The sale of merchandise, food, and beverages by a non-school group must be approved by the building principal.
18. No pets; with the exception of "service" animals.
19. Written notice of a cancellation must be received by the Office of Student Activities at least five (5) working days prior to the scheduled use or rental fees may be applied.
20. Athletic Teams will provide a typed **official** roster to include coaches and players names and addresses.

A REQUEST MAY BE DENIED WHEN PREVIOUS USAGE WAS UNSATISFACTORY, THE ACCOUNT IS DELINQUENT, THE ACTIVITY IS ESSENTIALLY A PRIVATE GATHERING OR DANCE, OR IT IS JUDGED NOT TO BE IN THE BEST INTEREST OF THE SCHOOL AND COMMUNITY OR WOULD RESULT IN AN UNACCEPTABLE RISK.

*NOTE: 1. WHEN SCHOOLS ARE CLOSED DUE TO INCLEMENT WEATHER, ALL FACILITIES USE IS CANCELLED. USERS ARE RESPONSIBLE FOR NOTIFYING THEIR MEMBERSHIPS.
 2. IN ADDITION, SCHOOLS TYPICALLY WILL NOT BE AVAILABLE FOR RENTAL DURING OFFICIAL SCHOOL HOLIDAYS.*

BILLING AND PAYMENT PROCEDURES

1. Payment of the estimated costs is required prior to usage. Four (4) hour minimum charge.
2. Checks must be made payable to **Chesapeake Public Schools**.
3. Mail to: Director of Building Use, 312 Cedar Road, Chesapeake, VA 23322.

INSURANCE

A standard building use request requires that the group or organization furnish a Certificate of Insurability to show the following:

Commercial General Liability	\$1,000,000	Each Occurrence	Bodily Injury
	\$2,000,000	General Aggregate	Bodily Injury
	\$ 500,000	Each Occurrence	Property Damage

OR

A combined single limit of \$1,000,000

Coverage is to include Products Liability, Personal Injury, and Fire Damage Legal Liability. The Certificate shall certify that the policy has been endorsed to name, as an additional insured, Chesapeake Public Schools with respect to the use of school premises. If the organization has an employee(s), the certificate must also show evidence of Workers Compensation coverage.

These amounts may be adjusted depending upon the rise of exposure factors present.

