

King William County Public Schools

Kitchen Usage Protocols and Procedures

- State regulations require the District to maintain food service facilities in compliance with all sanitation and health standards as stated in the Virginia Department of Health Food Regulations. And pursuant to Code VAC 5-421-70, "Persons unnecessary to the food establishment operation are not allowed in the food preparation, food storage, or warewashing areas". Therefore, NON King William School Nutrition Staff members are NOT permitted use of any kitchen equipment, prep areas, serving lines, ovens, utensils, pots/pans, etc.
- If the event requires use of kitchen equipment, food prep areas, service lines, etc., a King William School Nutrition Staff member MUST be obtained at the Catering rate of \$21.53 per hour. This rate includes the \$20.00 hourly rate plus FICA tax of \$1.53 per hour. If the event requires more than one staff member to accommodate all needs, additional KW School Nutrition Staff must be obtained at the Catering rate of \$21.53 per hour. Once request for use is submitted to the Director of School Nutrition, a determination will be made as to how many staff members will be needed to staff the event.
- The user group will be invoiced by the King William School Nutrition Department and payment for services will be due 30 days from invoice date. The user group must provide a business or individual contact name of responsible party, mailing address, and phone number. Payments must be made in the form of check, money order or cashier's check.
- Costs for District School Nutrition Staff assigned by the District shall be borne by the user group, shall be no less than 4 hour increments.
- Request for KW School Nutrition Staff to work an event MUST be submitted to and approved by the Director of School Nutrition PRIOR to approval of the Facility Usage Form.
- All paper products, such as saran wrap, aluminum foil, plates, gloves, utensils, napkins, etc... must be provided by the user group.
- Receiving a Facility Usage fee waiver does NOT include the cost of kitchen catering services.
- Failure to comply with stated Kitchen Usage Protocols and Procedures will void the contract and the event may be cancelled by the District.

User Group Signature

Date

Director of School Nutrition Signature

Date

KING WILLIAM COUNTY PUBLIC SCHOOLS FACILITIES USE APPLICATION
CONDITIONS OF USE

I have reviewed and read the Facilities Use Requirements. Further, I hereby agree to observe and enforce all rules and regulations of the School Board governing the use of public school property. I agree to protect, indemnify and hold harmless, the School Board of King William County, its officers, and employees from any and all claims, liabilities, damages or right of action directly or indirectly growing out of the use of the premises. I am providing a certificate of liability insurance in the amount of \$1,000,000, with the School Board of the County of King William named as an "additional insured." Any deposit and/or usage fees due will be paid upon receipt of the Facilities Use Approval Form.

PLEASE COMPLETE ALL ITEMS:

Date Submitted: _____

Name of Organization: _____ Non-Profit: _____ No _____ Yes (Please attach proof of status)

(Majority of the participants must be residents of King William. All meetings, activities, and events must be open to the general public.)

Address of Organization: _____

Name of Applicant: _____

Mailing Address: _____

Phone Numbers: (Day) _____ (Eve) _____ (Fax) _____ (Cell) _____ (E-mail) _____

Person Responsible for Program/Event Coordinator (if different from applicant): _____

Mailing Address: _____

Phone Numbers: (Day) _____ (Eve) _____ (Fax) _____ (Cell) _____ (E-mail) _____

School/Facility Requested: _____

Describe the Nature of Program/Activities To Be Conducted: _____

Specific Indoor/Outdoor Areas To Be Used:	Specific Dates To Be Used: (Attach Master Schedule If More Than Seven (7) Dates)	Times To Be Used: (Including Set-Up)

Indoor Usage - Entrance To Be Used: _____

Specific Equipment/Services Requested for Indoor Usage (Please Check)

Podium Sound System _____ Other Equipment (list)
 Tables Piano _____
 Chairs Kitchen (Personnel Required) _____
 Risers Custodian/Supervisor _____

Specific Equipment/Services Requested for Outdoor Usage of King William High School (Please Check)

Outdoor Restrooms Outdoor Concession Stand Outdoor Lighting Public Address System

Open to Public? Yes No Approx. Number of Participants/Guests: _____

Admission Charge? Yes No If yes, amount? _____ Profits Will Be Used For: _____

Insurance Information: (Certificate must be attached to application.)

Company: _____ Policy No.: _____ Expiration Date: _____

Signature of Applicant: _____ Citizen of King William? Yes No

SCHOOL PRINCIPAL IS TO COMPLETE THE FOLLOWING: CAPACITY OF FACILITY REQUESTED: _____
 FACILITIES REQUESTED ARE AVAILABLE? YES NO _____

 PRINCIPAL'S or DESIGNEE'S SIGNATURE
 COMMENTS: _____

**KING WILLIAM COUNTY PUBLIC SCHOOLS
FACILITIES USE FEE SCHEDULE**

INDOOR USAGE - ALL SCHOOLS (per 4 hour time blocks)

Cafeteria	\$100
Gymnasium	
<i>Base Charges:</i>	
Cool Spring Primary	100
Acquinton Elementary	100
Hamilton Holmes Middle	150
King William High	250
<i>Additional Options:</i>	
Bleachers Out	75 (per side)
Floor Covered (<u>Required for all non-athletic events</u>)	150
Sound System Hook-up*	100
Scoreboard Use*	100
Concession Stand Use	100
Scoring Table	100
Folding Chairs (per 100)	50
Piano	50
Podium (pedestal)	50
Kitchen (personnel services required) Must be negotiated with King William Schools Food Service	N/A
Classroom	\$30
Media Center (<u>personnel services may be required</u>)	\$75
Computer Lab	\$75
Conference Room	\$30

*Training Required

OUTDOOR USAGE - KING WILLIAM HIGH SCHOOL

Stadium to include restrooms and concession* (personnel services required)	\$250.00 per day
Stadium lighting for usage after dark	\$50.00 per hour
Baseball, softball, practice baseball/softball, practice football/boys soccer, and field hockey/girls soccer fields	
Other events	\$250 per day

(Field usage at other schools is free of charge; requests should be submitted to the appropriate school(s) for approval/coordination.)

* Concession usage must be approved by the school administrator, as well as the concession coordinator.

DAMAGE DEPOSITS FOR USAGE (DUE TWO WEEKS PRIOR TO USAGE)

Damage deposit - Stadium \$500.00 per application/Gymnasium \$200 per application
(Deposits will be returned following usage and satisfactory inspections)

PERSONNEL

** Personnel fees will be billed at \$25.00 per hour \$50
Minimum

Personnel fees will include:

- Supervisory and/or custodial services
- Kitchen or computer lab services
- Sound system and/or stage lighting services

- 2) The applicant is responsible for the observance of all applicable School Board policies, as well as all national and state laws, local ordinances, and rules of the police and fire departments regarding public assemblies.
 - The use or possession of alcohol or illegal drugs is strictly prohibited in or on school property.
 - The possession or use of a firearm whether loaded or unloaded, operative or inoperative, on any school property or during any school activity is prohibited and will be prosecuted by the school division unless specifically authorized by school officials. Possession not only includes bringing a firearm onto school property but also includes storing it in a vehicle, locker, or other receptacle. Firearms include pellet guns, BB guns, air pistols, stun guns, paint ball guns and any other device that meets the definition of firearm in the Code of Virginia.
 - Smoking or the use of any tobacco products is strictly prohibited in or on school property.
 - The applicant must provide sufficient fire and/or police protection and security, if recommended by school or county officials.
- 3) The applicant will provide a designated event coordinator from their group who will serve as the official representative of the organization. This person shall ensure that the usage conforms to all King William County Public Schools policies, procedures, and guidelines.
- 4) Applicants will be limited to the specific areas requested on the application. No area should be used for any activity for which it was not requested (i.e., playing baseball in a gymnasium).
- 5) Any special requirements for facility usage shall be communicated to the event coordinator by the facility administrator prior to usage (i.e., soft-soled shoes on gym floors).
- 6) All meetings, activities, and events must end by 11:00 p.m.
- 7) No pianos, scenery, or other heavy equipment is to be moved into the building, unless special permission is granted. Scenery and other equipment provided by the user must be removed from the building promptly after the usage.
- 8) At no time should modifications or alterations be made to the circuitry or structure of any facility.
- 9) Any usage of sound or lighting equipment must be coordinated with the School Administrator at least two (2) weeks prior to the event.
- 10) All payment arrangements shall be made with the school offices prior to the event(s). At no time will payment be made directly to any employee. Checks should be made payable to King William County Public Schools.
- 11) Outdoor restroom and concession facilities are included in with the usage of the King William High School stadium and football, baseball, and softball fields; however, concession usage will require prior approval from the appropriate administrator, athletic director, and concession coordinator. Placement of portable toilets must be approved by the school. Organizations using these facilities are responsible for proper supervision, and must ensure that the facilities are left in proper condition.
- 12) The School Board is not liable for injuries suffered by any party attending the user's activity.
- 13) Custodians will not be required to transport or erect special equipment or furniture. In addition, they will not be required to supervise any activities.
- 14) Games of chance may not be played on the premises.
- 15) Only soft soled athletic shoes may be worn on the gymnasium floors. Street shoes are prohibited.

For All Users:

Before submitting your application to the specific school facility being requested, please complete the following:

- Verify availability with the school principal or designee.
- Complete the application, and include a contact person/event coordinator for your organization, and all telephone numbers (day, evening, fax, and cell), and e-mail address, if applicable.
- Enclose a current certificate of insurance in the amount of \$1,000,000, naming the School Board of King William County as an "additional insured."
- Provide a complete schedule of events to include days and hours to be used. Please do not forget to include set-up time, if applicable.

HOW MUCH WILL MY RENTAL COST?

- 1) Rental costs and any applicable damage deposits will be determined based on the attached fee chart.
- 2) Activities must have an approved supervisor employed by King William County Public Schools. Groups will be billed in four (4) hour increments based on the attached fee chart. If the activity requires custodial services, groups will be billed a two (2) hour minimum or actual hours worked (whichever is greater), based on the attached fee chart.
- 3) Kitchen and computer lab usage is restricted and requires special authorization. Designated staff must be present when these areas are used. Groups will be billed in four (4) hour increments based on the attached fee chart. These charges will be in addition to the required supervisory and/or custodial services costs.
- 4) There are supplemental charges associated with usage of a piano, public address system, bleachers, etc. Additional charges may also apply for usage of sound or lighting equipment. Please refer to the attached fee chart.
- 5) Organizations meeting certain criteria may be considered for an exemption from usage fees (personnel costs are not subject to exemption). Exemptions will be considered based upon the following criteria and process:

Fee Exemption Criteria:

- Only non-profit 501 (C)-3 qualified organizations are eligible for fee exemption consideration. Proof of 501 (C)-3 status must be attached to the application.
- A majority (51%) of the participants must be students of King William County Public Schools.
- Event must be open to the public, with no admission charge.
- Consideration will be given regarding the overall educational value of the event.

Fee Exemption Process:

- Only organizations meeting the above criteria will be considered.
- Organizations requesting an exemption of user fees must do so in writing at the time of their application. This must be received at least 45 days prior to the scheduled usage.
- The School Administrator will review requests for waivers, and consider the above criteria when making a determination.

WHAT ARE MY RESPONSIBILITIES AS A USER?

King William County Public Schools requires users of school facilities to carry a commercial general liability insurance policy with a limit per occurrence of \$1,000,000. This requirement affords both the user and the school division with appropriate protection. The applicant must furnish a certificate of insurance with the School Board of King William County named as an "additional insured" at least two (2) weeks prior to the event. Even though a facility may temporarily be reserved for dates requested, final approval will not be made until the completed application and the required certificate of insurance are received.

****King William County Public Schools subscribes to VACORP Insurance that provides inexpensive, short-term liability insurance for individuals and groups seeking to hold events or conduct organized activities on King William County Schools' property. The TULIP program, as this is called, provides \$1,000,000 in liability coverage for the named insured (purchaser) for the event AND it protects the school division. The school division is listed as an additional insured.**

Those wishing to obtain liability insurance using the TULIP program can go to https://www.vacoins.org/vacorp/vacorp_home.aspx, go to Partner Sites across the top application bar, click on TULIP, and follow the directions on that webpage. You may, also, e-mail Carol Jordan at carol@vacoins.org or call her at (888) 822-6772.

- 1) The applicant assumes responsibility and liability for any loss or damage to school property.
 - Users are responsible for reporting problems, deficiencies, or damages to the facility prior to their usage.
 - If problems or damages occur during use, users should immediately notify the designated facility supervisor. A delay or failure to report may cause difficulty in assessing the cause and/or responsible party, and may result in future denial of usage.
 - Users should ensure that all areas are left in the same condition as found, and that all trash or debris is picked-up and deposited in appropriate trash containers. If the facility is not in proper condition before usage, please notify the designated facility supervisor immediately. If the facility is not left in a satisfactory condition, the applicant will be billed for the clean up and/or repair.
 - Unless permission is granted in advance, no vehicles, tractor-trailers, or heavy equipment shall be driven on any field or athletic area. Users will be required to repair or pay for any damage to fields and/or property if damage occurs.
 - Vandalism of property will not be tolerated, and will jeopardize future use of the facilities by the organization.

KING WILLIAM COUNTY PUBLIC SCHOOLS

FACILITIES USE

Revised
October 2018

On behalf of the King William County School Board, welcome to the King William County Public Schools. Our school division is supported by the people of the county, and responsible use of school facilities is encouraged. The following represents the administrative regulations governing the indoor and outdoor use of facilities as provided by School Board policy, and explains in detail how groups may utilize the schools.

WHO MAY USE SCHOOL FACILITIES?

Indoor and outdoor school facilities may be used for activities of an educational, cultural, civic, social, recreational, governmental, and general political nature, which are sponsored by responsible local persons, organizations, agencies, or institutions. Individuals making applications must be residents of King William County. Activities must be open to the general public, and the majority of the participants must be residents of King William.

1) Indoor and outdoor usage will be scheduled based on the following priority:

1st -- > School-sponsored or school-related groups (i.e., PTAs and Booster Clubs)

2nd -- > Community-based groups, non-profit organizations, colleges, universities, and alumni groups.

Non-profit organizations are those with a purpose or mission that includes activities which are charitable, civic, or educational.

2) The following activities are prohibited:

- Usage by for-profit organizations, unless through contractual arrangements with the School Board;
- Personal or private celebrations, such as anniversaries, private parties, receptions, or any activities to which the general public is not invited;
- Car washes;
- Any activity that may be injurious to the buildings, grounds, or equipment; and,
- Activities for private, personal, or commercial gain, to include raffles, lotteries, and gambling. This includes fundraising campaigns, except as permitted by Board policy or special action of the Board.

WHAT IS REQUIRED TO USE A SCHOOL FACILITY?

All individuals or groups must submit an application to use a school facility. Applications may be obtained from the school offices. Applicants must supply a certificate of liability insurance in the amount of \$1,000,000, with the School Board of King William County named as an "additional insured."

IS THERE A CHARGE FOR USE?

Fees depend upon the nature and specific facility needs of the planned activity. Organizations or individuals must submit an application for usage to the specific school facility being requested. Additional information follows to assist you with your facilities use request.

HOW DO I MAKE APPLICATION FOR RENTAL OF INDOOR AND/OR OUTDOOR FACILITIES?

1) Applications for facilities use rentals must be submitted to the specific school facility at least two (2) weeks prior to the planned activity or event.

- Rental applications should not be submitted more than six months prior to the desired rental date.
- Applications and/or approvals for usage shall not be considered a lease, are non-transferable, and may be revocable, as determined by the administration.
- Users must have a copy of the approved application available at all times during the period of facilities use.

2) Should the user wish to cancel a reserved date, the requested school must be notified by at least 12:00 noon of the last workday before the day of requested use. If no notice is received, the user must pay for scheduled personnel, for a two (2) hour minimum, as well as the operating costs (if any) for the scheduled use.