

The Arlington School Board encourages and allows the use of school buildings and grounds by the community for educational, recreational, civic and cultural activities to the extent possible under the law. The Board believes that school facilities are an important resource in developing and sustaining lifelong learning, in promoting intergovernmental cooperation, and in encouraging citizen participation in community activities.

When space is available at times that do not interfere with Arlington Public Schools' (APS) instructional programs, student activity programs, or ancillary programs sponsored, administered, or supported by APS, including APS Parent Teacher Associations and Arlington County Department of Parks and Recreation (DPR), members of the public may reserve school facilities on a scheduled basis.

Additionally, the Arlington School Board may approve land lease or permit proposals for the placement of telecommunications facilities on school property when determined to be in the best interest of APS. Applications must be consistent with the Arlington County Comprehensive Plan and comply with zoning or other ordinance requirements.

The groupings below provide detail on the different users in each group. The calculation of rental, personnel and special fees is based upon the group into which the user is placed, and in some cases, on the type of use of the facility.

Use of space will be allocated in the following priority order:

1. APS instructional use
2. APS student organizations or APS Parent Teacher Associations
3. Non-profit groups that enter into program partnerships with APS in support of the mission of APS
4. Arlington County government programs and designated program partnerships
5. Other Group One users on a first come, first served basis
6. All other users on a first come, first served basis

Group One

- APS student organizations.
- Non-profit groups that enter into program partnerships with APS in support of the mission of APS.
- Arlington County Government programs and designated program partnerships
- Student groups composed of Arlington County residents with an adult sponsor, sponsored by non-profit groups where the primary purpose of the group is to foster student interest in political, community service, social, recreational, or educational activities as described in the policy implementation manual. If the primary purpose of the function for which the building is being used is to raise funds or produce revenue, then Group Two rental fees apply.
- Arlington County Civic Federation member organizations unless the primary purpose of the function for which the building is being used is to raise funds or produce revenue, in which case Group Two rental fees would apply.

Group Two

- Arlington non-profit groups, to include political events held by such groups. For rental group purposes, an “Arlington” non-profit group is defined as a group whose members include more than 50 percent Arlington residents, or more than 50 percent of the participants being served are Arlington residents.
- Non-profit colleges and universities and other non-profit educational groups.

Group Three

- Non-Arlington, non-profit groups, to include political events held by such groups
- Commercial groups serving the youth of Arlington

Group Four

- All other groups and organizations. This group includes, but is not limited to, commercial and private individual or group events.

A non-profit organization shall be required to provide a copy of its “Letter of Determination”, indicating non-profit status, issued by the IRS, or other reasonable evidence of non-profit status.

The Superintendent or designee has the authority to determine the non-profit organizations that qualify to be program partners with APS in support of the mission of APS. The criteria to be considered includes , but is not limited to: specific benefit to the school division and the citizens of Arlington County, the hardship to the organization of paying rental fees, the amount of space required, the duration of the use and the history of the organization’s use of APS space. Designated program partners will enter into a formal Memorandum of Understanding with APS which will include details of the program partnership.

Fee Structure

Fees charged for the use of APS are based on direct and indirect costs.

	Facility Rental Fees	Other Fees
Group One	None	See Policy Implementation Procedures 40-1.19 and 40-1.19.1 for information on other fees & charges for all groups. These fees include but are not limited to custodial charges, equipment rental, and clean up fees.
Group Two	25% of full fee	
Group Three	50% of full fee	
Group Four	100% of full fee	

All groups outside of APS and DPR are required to pay 100% of fees to use the pool facilities.

All fees (including pool fees) will be updated annually in the Policy Implementation Procedure 40-1.19.1 Use of School Facilities – Fees and Charges.

Request for waivers of fees must be submitted, to the Superintendent or designee, in writing no later than five (5) weeks before the event. Fees for space rentals may be waived only by the Superintendent or designee on the basis of criteria related to school and/or community benefit.

Third-Party Contracts

A PTA or equivalent organization may enter into a third-party contract with Arlington Public Schools for the purpose of sponsoring a fun fair, book fair, school pictures, additional school or PTA-sponsored activities, or the Arlington County Fair when the Arlington Public Schools and/or the PTAs, will receive a portion of the proceeds from the sponsored activity. Any other request to use school facilities under a third-party contract must be approved by the Superintendent or designee. In approving such an arrangement, the Superintendent or designee may impose additional conditions including, but not limited to, the imposition of additional fees to ensure the property and interests of the schools are protected.

As used herein, a "third-party contract" is an arrangement whereby a non-profit organization uses school facilities pursuant to this policy in order to carry out an event or activity where the non-profit organization contracts with the for-profit organization. One example of a third party arrangement is where a non-profit organization sponsors a festival and receives rent from for-profit vendors for use of tables or booths to sell their merchandise during the festival.

Precluded Activities

Applications for use of facilities for any activity deemed by the Superintendent or designee to be an unreasonable safety risk will be denied. Requests for personal social activities will be denied except in the Planetarium, the three high school swimming pools, and in the joint use community centers. The joint use community centers include:

- Thomas Jefferson Community Center
- Gunston Community Center
- Drew Community Center
- Hoffman Boston/Carver Community Center
- Langston Community Center

Bingo and other games of chance, when entry fees are charged or donations are solicited, are only permitted when such events are sponsored by the PTA or by the school and the only purpose is to provide a school activity.

References

Code of Virginia

Policy 10-17 Policies

PIP 40-1.19 Use of School Facilities

PIP 40-1.19.1 Use of School Facilities – Fees and Charges