

TAZEWELL COUNTY PUBLIC SCHOOLS
209 W. Fincastle, P.O. Box 927, Tazewell, VA 24651-0927

TODAY'S DATE: _____ **FROM:** _____ **at** _____
 (name of person submitting form) (name of school)

NOTE: Please review all instructions on the reverse side of this form before submitting your request for an activity. Complete each form in its entirety (front and back.)

PROFESSIONAL LEAVE

Nature & Location of Meeting: *(Attach any printed information and where you can be reached.)*

- Overnight Stay: Yes No
- Departure - Date: _____ Time: _____
- Return - Date: _____ Time: _____
- Who will pay expenses: (Check one)
 _____ TCPS; _____ Self; _____ Local School; _____ State Dept.; _____ Athletic Dept/VHSL; _____ Other *(Explain)*

SIGNATURE OF PERSON SUBMITTING REQUEST

POSITION

USE OF SCHOOL FACILITIES

FACILITY: _____
 Name of Organization: _____
 Address: _____
 Phone: (w) _____ (h) _____
 Billing Address: _____
 Activity Planned: _____
 Date(s) Facility needed: _____

Beginning Time: _____ Ending Time: _____
 Special Instructions, Requests, Etc: *(attach information)*

NOTE: Principal and party making request for use of facility will be notified by Central Office of determination.

PRINCIPAL VERIFIED ON SCHOOL CALENDAR
FOR CENTRAL OFFICE USE

Use of School: _____
 Custodial Services: _____ *Fee Charged* _____
 No Charge: _____
 Payment Received: _____
 Date Received: _____ TOTAL CHARGES: _____

NOTE: Fees charged do not involve security, protection against vandalism, or destruction of property. Organization or responsible party using the school facility will be held accountable.

 (Signature of Responsible Party)

FUND RAISING ACTIVITY APPLICATION

SCHOOL: _____

ORGANIZATION: _____

- Explain the purpose of your project.

- How will funds be raised?

- How will proceeds be used?

- How is this activity compatible with school division objectives?

- Does the project support school division:
 curricular objectives? _____
 athletic objectives? _____

 (Signature of Responsible Party)

_____ REJECTED _____ APPROVED	_____ PRINCIPAL _____	_____ DATE _____
_____ REJECTED _____ APPROVED	_____ IMMEDIATE SUPERVISOR (CENTRAL OFFICE) _____	_____ DATE _____
_____ REJECTED _____ APPROVED	_____ SUPERINTENDENT / DESIGNEE _____	_____ DATE _____

INSTRUCTION
FUND RAISING BY STUDENTS

A. **GENERALLY** - Fund raising activities by school-related organizations that require and/or encourage students or others to engage in selling or merchandising items commercially available in the community are prohibited. Exceptions may be granted by the superintendent or designee. Soliciting funds in the name of the school is also prohibited. Any other types of fund raising activities must have the prior approval of the superintendent or designee. A request to engage in fund raising activity shall be submitted to the superintendent or designee by the building principal no fewer than 15 days prior to the scheduled activity. The superintendent or designee will consider approval of the request based on:

- 1) the need of the organization for funds
- 2) the use the organization plans to make of the funds
- 3) the name of the fund-raising activity
- 4) the extent to which the activity is compatible with school division objectives

B. **SOLICITING ADVERTISEMENTS** - All school-related organizations must have approval from the superintendent and principal prior to soliciting advertisements from local merchants.

C. **USE OF FUNDS** - No school or school employee may accept funds from any organization that does not follow these guidelines.

INFORMATION REGARDING USE OF SCHOOL FACILITIES

I, the undersigned, acting as the representative of the _____
(group or organization) agree that this group/organization will abide by all rules and regulations of the Tazewell County School Division and will assume full liability for any personal injury, or damage to the facility resulting from the use of the _____ school on the following date(s): _____. I have secured any state or local license(s) required to conduct the activity for which the facility is requested. I further agree that I will be responsible for checking fire exits to ensure they are open and clear of obstruction, making sure that aisles and doorways are not blocked by tables, chairs or other items. The number of occupants will not exceed the posted occupant capacity. No flammable decorative materials will be used for the activity. An audible public announcement, pointing out the fire exits, will be made ten minutes prior to beginning the activity.

Signature: _____ Date: _____

CHARGES – USE OF FACILITY - No charge, except for custodial services, will be made for the use of school facilities by student organizations, recognized teacher or school personnel groups, parent-teacher associations, school-sponsored organizations, or other youth groups approved by the superintendent. A fee of \$15 per hour will be charged all other groups for use of a facility.

CHARGES-CUSTODIAL SERVICES - As a part of this agreement, one responsible full-time employee of the school division shall be designated to open and close the building and remain on duty while the building or premises is occupied. If the services of more than one employee are required, there will be an additional charge. Services will be computed at time and one-half of the regular rate of custodians.

PROCEDURE FOR PAYMENT - **Please do not pay the school or custodian.** You will be billed from Central Office.