

**CITY OF FAIRFAX, VIRGINIA and  
CITY of FAIRFAX SCHOOL BOARD  
Cooperative Agreement For Use of School Facilities**

**I. PURPOSE**

The City of Fairfax School Board (the "School Board") and the City of Fairfax (the "City"), through its Department of Parks and Recreation (the "Department"), encourages the maximum use of City school buildings and grounds (the "School Facilities") consistent with the educational requirements of each facility. Jointly, the School Board and the City foster youth and civic activities that contribute to the well being of the City and its citizens. To the greatest extent possible, the School Board and the City agree that School Facilities should be made available to the City outside of school hours and school use for community, educational, recreational, civic and cultural activities. It is understood that the School Board and the City share common interests, capabilities and resources.

The School Board and the City support the school/community concept and by this Agreement, the parties will continue such cooperation. By this Agreement, all parties understand that School Facilities will be available for school purposes including all after school activities as a first priority. This Agreement will correspond to Fairfax County Public School Board (FCPS) Policy and Regulation 8420. (Website: [www.fcps.edu/fts/comuse](http://www.fcps.edu/fts/comuse))

**II. PRIORITY USE OF SCHOOL FACILITIES**

The use of School Facilities by the School Board for school and school related activities should be the first priority. School Facilities may be used for other activities according to the following priorities:

1. FCPS instructional and extracurricular programs;
2. School related groups such as parent-and-teacher associations and booster clubs, tutoring; and school business partners operating under special provisions.
3. City of Fairfax Government, City of Fairfax Parks and Recreation Department;
4. Fairfax County Department of Recreation and Community Services, community, youth, civic and other groups when space is available and at times that do not interfere with the previously stated priorities.

Reference Fairfax County Public Schools (FCPS) Regulation 8420 for details pertaining to the above categories.

### **III SCHEDULING OF SCHOOL FACILITIES**

The school shall be responsible for scheduling all indoor facilities during the summer in accordance with the priorities set above in Section II. If FCPS programs are offered at one of the locations, then arrangements shall be made between FCPS, City of Fairfax summer recreation camps and other City recreation activities to coexist.

The City School Board Superintendent will collaborate with FCPS to resolve any facility conflicts.

#### **A. ELEMENTARY SCHOOLS – DANIELS RUN AND PROVIDENCE**

The scheduling of the gymnasiums and cafeterias at the elementary schools after normal school hours will be the responsibility of the Department. The Department through a designated representative of each school will coordinate the scheduling. Use of all other Indoor School Facilities at the elementary schools will be determined and scheduled by the individual school.

The scheduling of outside athletic facilities at the elementary schools after normal school hours will be the responsibility of the Department throughout the year.

#### **B. LANIER MIDDLE SCHOOL**

The scheduling of Lanier Middle School is the same as the scheduling of the elementary facilities and fields. The school will be responsible for scheduling the auditorium at all times through a school designated coordinator.

#### **C. FAIRFAX HIGH SCHOOL**

The scheduling of interior and exterior school facilities at Fairfax High School will be coordinated through the Community Activities Office. All activities scheduled at Fairfax High School – school, extracurricular and community – will be in accordance with the parking requirements and limitations of the City of Fairfax Special Permit, May 2004. See Addendum A for special exceptions to scheduling.

### **IV. PROGRAM SUPERVISION**

The Department will designate a responsible staff member or volunteer supervisor to monitor the use of School Facilities. For unlighted outside athletic fields scheduled by the Department, the Department will not supervise the fields but will periodically check during the times of use. For lighted athletic fields (when the lights are used), the Department will ensure that lights are turned on and off at the required and approved times.

For interior use of School Facilities, the Department agrees to follow the procedures outlined in the Fairfax County Public Schools Policy and Regulation 8420 and in the Community Use of Public Facilities Manual.

#### **V. MAINTENANCE AND ENHANCEMENT TO SCHOOL FACILITIES**

The Department will be responsible for the maintenance, enhancement and improvements to the following School Facilities:

1. Mowing of grass on athletic fields at the elementary schools and Lanier Middle School.
2. Baseball backstops, softball backstops, dugouts for ball fields, fencing around ball fields, bridge at Daniels Run, soccer goals and any other equipment related to athletic fields.
3. Any other structure that is placed on School Board property by the Parks and Recreation Department (i.e. ball field lights and storage facilities).

FCPS is responsible for maintenance of the the following facilities:

1. Playground equipment.
2. FHS Athletic Facilities.

#### **VI. IMPROVEMENTS TO SCHOOL FACILITIES**

Improvements to any school facility suggested by the Department will be submitted in writing to the School Board by October 1 of each calendar year for consideration in the City's five year Capital Improvement Program. The School Board will then accept or reject the requested improvement and notify the Department and the City of its decision.

#### **VII. JOINT PLANNING AND FUTURE DEVELOPMENT**

The School Board and the Parks and Recreation Advisory Board ("PRAB") will meet annually, no later than June 30 of each calendar year, to discuss joint planning of programs or future development of School Facilities that may be mutually beneficial to the school population and the community.

#### **VIII. STORAGE ON SCHOOL BOARD PROPERTY**

The principal at each individual school will determine whether the Department will be permitted to store any City equipment at the school. Should the Department wish to build a facility to store equipment on School Board property, the Department shall follow the guidelines as outlined in sections V and VI of this agreement.

**IX. AMENDMENT OF AGREEMENT AND COMMUNICATION**

This agreement will be reviewed bi-annually prior to the joint planning meeting by a subcommittee consisting of two members each from the School Board and the PRAB. The chairmanship of the joint subcommittee will alternate. The School Board and the City must approve any amendments or changes to this agreement.

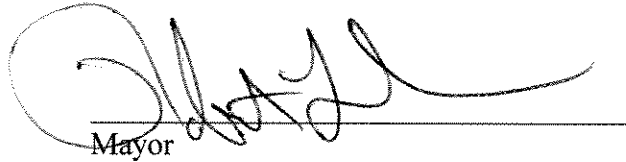
**X. AMENDMENTS**

Any questions regarding the Agreement will be brought forward to the Superintendent of Schools and the Director of the Department.

**XI. DURATION AND CANCELLATION**

This Agreement shall remain in effect unless it is canceled either by the School Board or by the City upon thirty (30) days prior written notice to the Superintendent of Schools on behalf of the School Board or the City Manager on behalf of the City.

Created: June 3, 1991  
Modified: July 26, 2005  
Modified: June 12, 2007



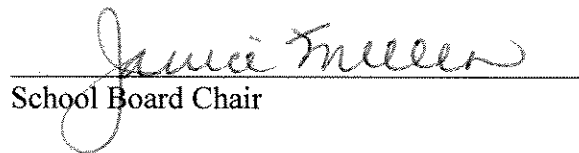
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Mayor

ATTEST:



\_\_\_\_\_  
City Clerk

Modified: September 12, 2005  
Modified: July 2, 2007



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School Board Chair

ATTEST:



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Clerk of the Board

# ADDENDUM A: USE OF HAROLD STALNAKER FIELD AT FAIRFAX HIGH SCHOOL

## I. Purpose

It is the purpose of this addendum to outline the special use agreement of the Harold Stalnakar Football Stadium Field (Turf Field only) at Fairfax High School (hereafter referred to as Stalnakar Field).

## II. Background

In November 2004, the City Council, with agreement from the Fairfax City School Board, approved the installation of synthetic turf for Stalnakar Field. This acquisition was made possible due to a private/public partnership between the City of Fairfax, the Fairfax City School Board, and Fairfax Police Youth Club (FPYC). It was understood that due to this partnership, an addendum would be added to the "City of Fairfax and the Fairfax City School Board Cooperative Agreement" to clarify the use of the field.

## III. Scheduling Priority

Priority for scheduling is as follows:

1. Fairfax High School activities.
2. Fairfax High School sponsored activities.
3. City of Fairfax Parks and Recreation Department (hereafter referred to as the Department or Department of Parks and Recreation).

Scheduling beyond twelve (12) months from the date of application will not be permitted. Priority consideration will be given to the Department for scheduling on Father's Day weekend, July 4<sup>th</sup> and Labor Day weekend. See section IV "Usage" for specific scheduling restrictions in coordination with FHS Coordinator.

## IV. Usage

It is understood that Fairfax High School will have the first priority on use of the field for school activities, as outlined in the "City of Fairfax and the Fairfax City School Board Cooperative Agreement". Specifically, the following guidelines will be followed for the scheduling of the Stalnakar Field.

1. **Fairfax High School**: The school will have exclusive use of the field from Monday through Friday throughout the year for school related functions. Monday through Friday when FHS is not using the field, FHS will release that time to the Department for other recreational use. Notwithstanding the above, unforeseen requirements of the school, e.g., makeup games, shall serve to override other uses, including uses previously approved and scheduled.
2. **City of Fairfax through the Department**: The Department will schedule use on Saturday and Sunday throughout the year for use primarily by FPYC. All unused time will be assigned by the Department. All groups assigned a permit are subject to the rules and regulations regarding field use established by the Department and consistent with Fairfax County Public Schools (FCPS) regulation 8420 for community use.

#### **V. Additional Considerations**

During times the Stalnaker field is scheduled for use by the Department of Parks and Recreation the following conditions will be observed:

1. The scoreboard will be made available at no cost to the department.
2. Requests for the sound system will be made and decided on a case by case basis and in compliance with Fairfax County Public School regulation 8420 exclusive of fees.
3. The use of the field will be granted from 8am until 10pm on Saturdays and Sundays. Use after dark will be considered on a case by case basis. Lighting use by the Department must be in compliance with Fairfax County Public Schools Regulation 8420 exclusive of fees.
4. The snack bar is not available.
5. Field uses will be scheduled in accordance with the parking requirements and restrictions of the City of Fairfax Special Use Permit, May 2004.

#### **VI. Replacement & Maintenance**

A Field Turf Replacement Fund Account shall be established by the Department and monies collected in accordance with table 1 below. All Field fees collected by FHS shall be forwarded to the Department and deposited in a designated Replacement Account which is managed by the Department. Fees collected shall be used for the replacement of the Stalnaker field at FHS, with the exception of 10% of all fees which may be used for maintenance. All monies remaining in the account after replacement will be applied to turf field maintenance.

Routine maintenance of the field will be the responsibility of Fairfax High School; which will entail redistributing the fill material to maintain an even playing field. Repairs or new fill material will be the responsibility of the City of Fairfax, through its Parks and Recreation Department. All

maintenance and repairs to include but not limited to new equipment will be covered through maintenance fees as noted in the above paragraph.

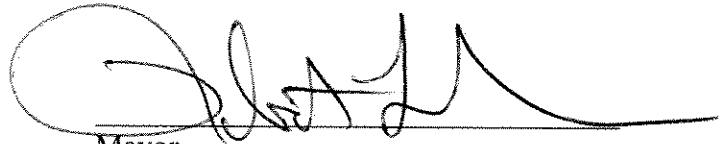
**VII. Point of Contact**

The point of contact for the School Board will be the School Superintendent. The point of contact for the City of Fairfax will be the Director of the Parks and Recreation Department. The point of contact for Fairfax High School will be the Community Activities Director.

**VIII. Duration**

This addendum will be exclusive of the Duration and Cancellation clause in the City of Fairfax, and Fairfax City School Board Cooperative Agreement for Use of School Facilities.

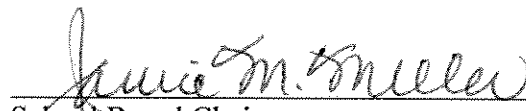
Adopted: July 25, 2005  
Modified: June 12, 2007

  
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Mayor

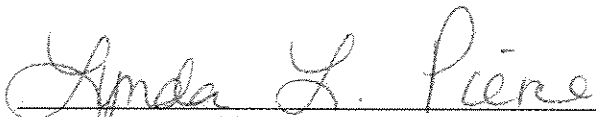
ATTEST:

  
\_\_\_\_\_  
City Clerk

Adopted: September 12, 2005  
Modified: July 2, 2007

  
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School Board Chair

ATTEST:

  
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Clerk of the Board

Proposed Fee Schedule for FHS Turf Field  
Draft 5/8/07 (Table 1)

User	Type of Event	Fee to Replacement/Maintenance Fund
School	All activities <b>(Use scheduled by the school)</b>	No
School Related activities	School activities I.E.: boosters or PTA, Fundraising Activity <b>(Use scheduled by the school and coordinated with the Department)</b>	15% Gross revenue <b>Fees collected by the School &amp; forwarded to the Department</b>
Parks and Recreation Department	All league practice, game or recreational program activities <b>Use scheduled by The Department</b>	No
Parks and Recreation Department CONTRACTED	Non league practice, game or recreational program activities contracted. <b>Use scheduled by the Department</b>	15% of Gross revenue of on site sales <b>Fee collected by the Department</b>
*Private Partner FYPC (No fees)	All activities to include FPYC for league practice and game activities <b>Use scheduled by The Department</b>	No
***Private Partner FPYC (Charging fees)	All activities that are not league practice or play. <b>Use scheduled by The Department</b>	\$70 per hour \$100 per hour with lights +15% of Gross revenue of on site sales <b>Fee collected by the Department</b>
** Non profit ***	All activities <b>regardless of fees</b> <b>Use scheduled by the Department</b>	\$70 per hour \$100 per hour with lights +15% of Gross revenue of on site sales <b>Fee collected by the Department</b>

- Additional fees may be applied to groups to recover costs for City Staff required to work event (security, custodians, set up, clean up, site supervisor, light operator, etc.)
- \*Private Partner is defined as any group that enters into a contract with the Department or School to financially assist with Stalnakar field
- \*\*Non Profit groups are identified as all operating funds spent during the year and they may be required to provide a financial statement to include but limited to 501c3 and Non Profit certificate
- \*\*\*Excluding the Fathers Day and Labor Day tournaments hosted by FPYC for as long as they remain a private partner