



Fairfax County Gym Allocation Policy:

Community Use of Fairfax County Public Gyms Policy and Procedures



(Revised NCS September 2016)



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I. Purpose

- A. This document establishes the policies and procedures that govern allocation and use of Fairfax County athletic gyms, with the goal of fair and equitable distribution of community use hours among all users. Specifically, the policy outlines who is eligible to receive permitted use of Fairfax County public athletic gyms and the process used to allocate and schedule gyms, athletic leagues/organizations, individuals, groups and corporate applicants.
- B. Two assumptions formed the basis for the development of the policy. First, the rules for scheduling enable the largest number of county residents to have access to public athletic gyms. Second, the gym scheduling process is designed to maximize use of available resources in a fair and equitable manner.

II. Scope of Authority

- A. The Fairfax County Department of Neighborhood and Community Services (NCS) shall implement the policy, comply with these regulations, and provide equal access to these facilities in accordance with the requirements of the allocation policy.
- B. The NCS director (“Director”) has the authority to make changes to the allocation formula, season dates, primary/secondary sport designations, practice/game allocations, and fee charges as usage and gym availability change, and to interpret and determine appropriate procedures for implementation of the policy. Additionally, the Director has the authority to deny or terminate the use of a gym to any person or organization at any time, and/or to impose a penalty, to include but not limited to forfeiture of permits, for any user, group, or organization not complying with this policy and its rules and regulations. The inclusion in the scheduling process of gym amenities will be at the discretion of the Director, in consultation with Fairfax County Public Schools, and subject to any memoranda of understanding or community use agreements.
- C. The Fairfax County Athletic Council (FCAC), acting as a Board of Supervisor appointed community representative, shall recommend policy, procedural, and planning guidance to NCS and Fairfax County Public Schools (FCPS), and review usage conflicts and make recommendations for resolution. At least once every five years, the FCAC shall review the policy and identify needs for updates and changes based upon the current usage environment.
- D. All FCPS policies apply as appropriate to scheduling of the gyms. These policies can be found at the following link: [FCPS Facility Scheduling](#)

III. Definitions

- A. Acronyms:
 - 1. NCS – Fairfax County Department of Neighborhood and Community Services
 - 2. FCAC – Fairfax County Athletic Council
 - 3. FCPS – Fairfax County Public Schools
 - 4. BOS – Board of Supervisors
- B. Adult Sports: Groups of players, 19 years of age or older, who participate in athletic competitions with other adults.
- C. Amenities: Bleachers, playing surface, concessions, indoor restrooms, etc.
- D. Applicant: Any sports organization, group of teams, or individual formally requesting community use of Fairfax County public athletic gyms.
- E. Athletic League/Organization: A local youth or adult athletic group that maintains an organizational structure governing the management of the group. The group registers participants, schedules games, and has sufficient membership to schedule competitive play.

- F. Building Director: Individuals that are trained and certified by NCS to act as a NCS representative monitoring the use of the gym and surrounding areas during community use time
- G. Business Activity License: A business activity license is a permit issued by FCPS giving permission for any activity that uses FCPS property for the purpose of generating revenue, including but not limited to selling items such as concessions or merchandise, collecting fees for an event, requesting/soliciting donations and holding camps or clinics.
- H. Certified Athletic League/Organization (CAO): An organization that has submitted the required organizational documentation to and verified by NCS. CAO status will be reviewed every two years.
- I. Designated Contact: Single primary contact for each applicant sport that deals with gym applications and assignments for that sport; may be the same or separate individuals for each sport within a multi-sport organization.
- J. Director: The director of the Fairfax County Department of Neighborhood and Community Services or other individual designated by the county executive.
- K. Fairfax County Athletic Council: The FCAC acts as a community representative appointed by the Board of Supervisors and recommends policy, suggests procedures, and offers planning guidance to FCPS and NCS. It also reviews usage conflicts and makes recommendations for their resolution.
- L. For Profit: A sports organization that makes a profit for individual personal gain that may include a fee for admission for games; assessing unusual or non-customary fees on the player, club, or team; or using semi-pro or paid players. Any organization that does not have non-profit status recognized by the IRS, for example a 501(c) status, may be recognized as a “for-profit” organization.
- M. Group of Individuals: Individuals who informally have joined together to play or participate in a sport or activity, who are not associated with an organization and who do not meet the requirements of an athletic league/organization.
- N. Gym Sports: All sports identified as occurring primarily indoors in gyms such as badminton, basketball, cheerleading, volleyball, and wrestling.
- O. In Good Standing: An applicant (group, organization or individual) that has no outstanding bills from the county or is fulfilling obligations under a payment plan with the county; has no pending criminal or court injunctions against the league/organization or organization officials; and/or has no NCS rules violations within the past 12 months.
- P. New Organization: A new sports group independently established for competitive play.
- Q. New Sports: Organized sports not previously receiving community use allocation from NCS. A sport is considered “new” until receiving gym allocations from NCS for one year.
- R. Non-profit: Any organization, group, or corporate sports team that has been categorized as non-profit by a federal or state regulatory agency.
- S. Non-Resident: Any individual not residing in Fairfax County, Fairfax City, or the Towns of Clifton, Herndon, or Vienna.
- T. Non-traditional sport: Any sport not currently recognized in the gym allocation policy.
- U. Primary Season Sport: County official designated season for a particular sport.
- V. Program Expansion: A sport is added within an organization and meets all the requirements for allocation of gyms.
- W. Secondary Season: A season not designated as a primary season for a particular sport.
- X. Tournament: Competitive play involving at least four teams that may require additional gyms beyond an organization’s allocation and/or is not part of the regular playing season.
- Y. Use Agreements: FCPS (“Friends of the Gym”) have written community partnership programs designed to maintain and/or improve the quality of a gym, as described in the information found at the following link: <http://www.fcps.edu/fts/comuse/friendofgym.pdf>

- Z. Youth Sports: Groups of players the members of which are 18 years of age or younger and participate in athletic competition with other youth.
- AA. Waiver of Fees: Out-of-county fees may be waived when the team provides to the sponsoring county organization the equivalent of at least 50% of its use space in their “home” jurisdiction (not Fairfax County). For example, if an out-of-county team plays 10 games in a league sponsored by a Fairfax County organization, the out-of-county fees may be waived for that team if the team contributes to the Fairfax County organization at least 5 game slots in a comparable location in their “home” jurisdiction.
- BB. Periodic (in reference to background checks): Organizations must perform background checks at least every two years.

IV. Limitations on Facility Use

- A. Use of county gyms by organizations and individuals can only be permitted during those periods designated for community use and for those activities which NCS is responsible for scheduling. For users to be guaranteed access to gym space, they must have a permit. A copy of the permit must be on-hand at all times while the gym is in use.
- B. Community use hours in FCPS gyms shall be defined as from 5 p.m. to 10:15 p.m. Monday through Friday, and 8 a.m. to 10:15 p.m. on Saturday and Sunday. Fairfax County Government holidays may be scheduled for community use from 5 p.m. to 10:15 p.m. provided that FCPS gyms are open.
- C. The actual hours and dates of availability of individual gyms may be restricted by FCPS or NCS to reflect FCPS use or other restrictions. Use of gyms is not permitted on FCPS 12-month employee holidays and during the winter and spring vacation periods.
- D. A request for a particular gym does not guarantee availability or assignment to a specific organization or individual.
- E. Requests by for-profit organizations, and non-profit organizations fee-based camps, clinics, tryouts, fundraisers; and any activity with an admission fee are not scheduled by NCS, but must be scheduled by FCPS and may be subject to use agreements and fees imposed by FCPS. Such programs, including paid coaches and third-party trainers, are acceptable use of NCS-allocated space if the services are available only to registered members of the organization and not for an additional fee (e.g., camp registration).
- F. Gyms taken out of service (e.g. for renovation or maintenance) by FCPS will not be permitted for use. NCS will be responsible for notifying historical users of impending projects prior to each scheduling season.
- G. Assigned facilities shall only be used for the activities for which they were assigned by NCS.

V. Eligibility Requirements

- A. An individual or group of individuals using the gym for personal nonprofit use or a non-profit sports organization in good standing is eligible to apply for seasonal use of gyms. The following conditions apply:
 - 1. Adult Sports:
 - a. At least 75% of participants in an adult organization must be Fairfax County residents.
 - b. At least 67% of participants from a single team must be Fairfax County residents.
 - 2. Youth Sports:
 - a. At least 90% of participants in a youth organization must be Fairfax County residents.
 - b. At least 75% of participants from a single team must be Fairfax County residents.
 - 3. The residency requirement, but not the fee, will be waived for teams whose membership is 100% full-time employees of corporations or other businesses located in Fairfax County. Any such

business must submit a list of all roster names as written verification. This list must be on company letterhead and signed by a representative of the business who is not on the team as a player or manager.

4. Applicants commit to producing proofs of residency upon request by NCS staff.
 5. All organizations are required to have liability insurance and must provide a written certification from the organization attesting that it has a policy in place requiring appropriate and periodic background checks for all adults acting in any capacity on behalf of the youth organization (administrative staff, paid staff, coach, volunteer, trainers, etc.) in accordance with all applicable county, FCPA, and FCPS policies.
 6. Reciprocity: The Fairfax County residency requirement does not prohibit organizations from having non-county teams participate in their leagues; however, organizations will receive facility allocations from NCS based only on the Fairfax County teams. Non-county teams shall obtain facility allocations from their local jurisdictions and the organizations shall add those non-county facilities to their total league allocation.
- B. Any applicant applying as a Certified Athletic League/Organization must meet all of the eligibility requirements listed above and submit the following organizational documentation. There will be a one-year probationary period before Certification will be awarded.
1. Copy of organization's bylaws.
 2. A roster of elected or appointed officials (with term dates as applicable) and paid administrative staff with contact information to be updated annually.
 3. Proof of insurance. There is a minimum requirement of \$1,000,000 liability coverage and the policy must name Fairfax County School Board and the BOS as a co-insured and they must be specifically listed as additional insured party.
 4. IRS non-profit number or other written documentation supporting non-profit status as categorized by a federal or state regulatory agency.
 5. Copy of organization's written code of conduct for athletes, spectators, and coaches that stresses the importance of good character and specifies ethical obligations and sportsmanship expectations. All individuals associated with the organization must be informed of and have access to the code of conduct. The code of conduct should be presented to participants as soon as possible (e.g., at registration).
 6. Copy of organization's policy delineating established progressive disciplinary procedures for addressing behavioral problems of athletes, coaches, officials and spectators who are in violation of the code of conduct. The discipline policy must include:
 - a. Consequences that grow more severe as the number or severity of violations of the code of conduct increase. No violation should carry a penalty greater than a one-year suspension, except in extreme circumstances or when established by precedent.
 - b. Clearly established processes and procedures for receiving and investigating code of conduct violations.
 - c. Clearly defined processes for the resolution of any violation and steps, including an appeals process, to be taken if the violation cannot be resolved at the organization level. Appeals processes should include multiple pre-defined steps at the organization level.
 - d. Clearly defined processes for informing participants of the discipline policy and making it available. The discipline policy should be presented to participants as soon as possible (e.g., at registration).
 - e. Any additional information required by FCPS and/or NCS.
- C. Individual teams or groups may not apply for space if they are allocated space from their parent organization receiving space from NCS. Winter applications for conditioning activities from teams that

are part of an organization are required to be submitted by the parent organizations and will only be considered on a space available basis.

VI. Application Requirements

- A. Deadlines for filing applications. A separate application is required for each sport and tournament each season. Applications may be submitted at any time, but no applications will be processed prior to application due dates.

Table 1 – Deadline for Filing Applications

Application Due Date	Season
June 1	Fall gym use
September 1	Winter gym use
December 1	Spring gym use
March 1	Summer gym use

- B. Expansion programs or new sports organizations submitting applications for gyms for their first season must submit the application 6 months prior to the application date.
- C. Individual tournament applications must be submitted separately from applications for regular season play or practice. Applications may be submitted at any time, but will only be considered for the subsequent 12 month period from date of the application and are subject to available space.

VII. Order of Gym Allocation

FCPS gyms are allocated as follows:

- A. School instructional activities and FCPS sports practices and events.
- B. School support groups (PTA/PTO/Boosters).
- C. Sport group applicants will receive practice and game allocations in the following order:

Allocation Order

1	CAO	Youth	Primary season	games	Non-profit
2	CAO	Youth	Primary season	practices	Non-profit
3	CAO	Youth	Secondary season	games	Non-profit
4	CAO	Youth	Secondary season	practices	Non-profit
5	Non-CAO	Youth	Primary season	games/practices	Non-certified athletic leagues and groups or individual team, not affiliated with an organization
6	Non-CAO	Youth	Secondary season	games/practices	
7	CAO	Adults	Primary season	games	Non-profit
8	CAO	Adults	Secondary season	games	

9	Non-CAO	Adults	Primary season	games	Non-certified athletic leagues and groups or individual team, not affiliated with an organization
10	Non-CAO	Adults	Secondary		

- D. Sport group tournaments with a local sponsor, responsible for organizing, promoting, and running the event. (Youth tournaments will be scheduled prior to scheduling for adult tournaments).
- E. First primary season of new sports programs, if application is not submitted 6 months prior to regular application deadline.
- F. One-time use of FCPS gyms (e.g., family reunions, major organization annual events, but not tournaments). If any fees are charged or profit anticipated, this type of event should be scheduled by FCPS.
- G. Sports groups late applications up until season starts
- H. Adult practice slots.
- I. Field Sports/Conditioning Groups. Permitted start dates may be delayed up to 45 days from NCS season start dates.
- J. Organizations, groups, or individuals not meeting the Fairfax County residency requirements set forth herein.
- K. Scheduling of for-profits and tournaments without a local sponsor will only be considered after non-profits and CAO-sponsored tournaments are scheduled, and only on a space-available basis. For-profits are scheduled directly by FCPS.

VIII. Allocation of Gym Time

- A. Permitted entities and individuals may not redistribute space to another entity or individual. Violations may result in loss of permit. Gyms provided by NCS and FCPS are allocated for community use.
- B. Some permitted entities receive additional community use time from the following sources, and that time will be included as part of the organization's allocation.
 - 1. Other gyms funded through tax dollars including other local governmental resources
 - 2. Other municipal facilities outside of Fairfax County
- C. Allocation Criteria
 - 1. Space will be allocated equitably among primary sports in their primary season.
 - a. Each applicant will receive a preliminary allocation based upon previous year's permit registration information using actual number of teams permitted.
 - b. Each applicant will receive a final permit only after the requesting organization has submitted its current rosters, game and practice schedules, and application and non-county fees; these submissions have been reviewed; and the applicant has no outstanding fees or obligations.
 - 2. Allocation is based on the number of team rosters per organization which meet the minimum roster size as defined in Table 2 for each sport at each given age level.

Table 2 – Team Sizes*

Sport	Age Group	Team Size	Minimum Roster Size*
Badminton	All ages	4	5
Basketball	All ages	5	7
Cheerleading	All ages	8	10
Volleyball	All ages	6	8
Wrestling	All ages	Meets Only	Meets Only
Field Sports/Other Uses	All ages	10	13

**To be considered for a permit a team must meet the minimum roster size. This number uses the size of an official team multiplied by a factor of 1.3. Table numbers subject to annual review by NCS.*

3. The minimum number of teams by sport that are assigned to practice in a gym at the same time is designated by NCS, and may be adjusted either up or down as the available resources in relationship to the level of demand warrant.
4. Gyms received from other local government entities (Town of Vienna, City of Fairfax, etc.) and quasi-government entities will be counted in the allocation for those applicants.
5. The County will make every effort to continue allocating adopted gyms through the Friend-of-the-Gym agreements, but does not guarantee exclusive use or permanent assignment of those gyms.
6. Where possible, sports organizations shall be assigned gyms within their community
7. Practices and games are allocated by sport and age, as designated.
8. Allocation of games for sports in their primary season will take precedence over allocation of practices.

Table 3 – Primary Seasons*

Seasonal Scheduling Dates	Primary Season Sports
Spring: March 16 through June 15	Youth Basketball – Spring Travel, Youth Volleyball – House
Summer: June 16 through 2 nd Saturday in August	Emerging sports and sports that are not identified in another season
Fall: Monday after Labor Day through November 15	Cheerleading, Badminton
Winter: November 16 through March 15	Youth Basketball – House, Youth Basketball – Winter Travel, Youth Volleyball – Club, Wrestling, Adult Basketball, Adult Volleyball

**Sports and seasons not accommodated by “Seasonal Scheduling Dates” may request an extended season; written requests will only be considered with written justification, and only on an individual basis for a specific timeframe.*

Table 4 – Primary Season Allocation*

Sport	Age Group	Practice Hours per team per week	Game Hours per team per week	Teams per Gym - Practice	Teams per Gym - Game
Youth Badminton	6 - 18 year olds	1 ¼	1	2	2
Youth Basketball	7 and under	1	1	2	2
Youth Basketball	8 & 9 year olds	1 ¼	1	2	2
Youth Basketball	10 & 11 year olds	1 ½	1 ¼	2	2
Youth Basketball	12 & 13 year olds	1 ½	1 ¼	1	2
Youth Basketball	14 - 18 year olds	1 ½	1 ¼	1	2
Youth Cheerleading	6 - 18 year olds	1 ½		2	
Youth Volleyball	8 and under	1 ¼	1	2	2
Youth Volleyball	9 - 12 year olds	1 ½	1 ¼	1	2
Youth Volleyball	13 - 18 year olds	1 ½	1 ¼	1	2
Youth Wrestling	7 - 18 year olds	Meets Only			
Adult - League	19 years and older		1 ½		2
Adult – Group of Individuals	19 years and older		1 ½		1
Field Sports/Conditioning	All ages		1		2

*Table numbers subject to annual review by NCS. Adult allocations are for gym sports only, all adult non-gym sports fall under Field Sports/Conditioning.

9. The following process will be used when there are insufficient resources to meet the seasonal demands of primary sports.
 - a. The resources will be allocated to sports in their primary season, in proportion according to each sport's percentage of the aggregate number of teams.
 - b. Within each primary sport, space will be allocated to organizations in proportion according to their percentage of the aggregate number of teams for that sport.
10. Secondary Season Allocation Criteria (on a space available basis)
 - a. For youth and 1 game period for adults
 - b. Future adjustments to these allotments will be made based upon availability of resources and competing needs.

D. Organizations are required to return to NCS any allocated gyms and/or gym use hours that the organization does not use.

IX. Permit Requirements

A. Each applicant should anticipate a preliminary allocation based upon last year's registration information.

B. All applicants must submit the following documentation in order to receive a final permit.

1. A roster of individual players by team. Rosters must include team name, player name, player age (youth sports only), player address, including zip code and county of residency.
2. A designated contact individual per sport who is responsible for dealing with gym applications and assignments.
3. Copy of current season game and practice schedules.
4. Notification of any registration fees, equipment fees or other fees charged to participants or participating teams.
5. List of private gyms being used (including name of owner) and any other jurisdiction's gyms being used by the requesting organization.
6. Payment of any application or facility use fees.
7. Any additional information deemed necessary by NCS.

X. Tournaments

A. Application Requirements: Tournament applications must be submitted prior to the seasonal application deadlines outlined in Table 1.

B. Once a tournament has been scheduled, the tournament sponsor is required to submit:

1. List of team names
2. Game Schedule
3. Facility User Agreement/Tournament Checklist- (per facility, due 10 business days prior to the first games)
4. Team application fees

C. Order of Gym Scheduling: Tournaments will be scheduled in the following order:

1. Scheduling of league play will take precedence over tournaments
2. Tournaments with a local sponsor, responsible for organizing, promoting and running the event.
 - a. Youth tournaments
 - b. Adult tournaments
3. Tournaments without a local sponsor will be considered on a space available basis.

D. Tournament Applications and Scheduling

1. Tournament applications must be submitted prior to the seasonal application deadlines outlined in Table 1.
2. Tournament allocation requests are submitted separately from practice/game requests.
3. The applicant completing the Tournament Request Form must prioritize the tournaments, if requesting more than one tournament.
4. Applicants conducting tournaments must agree to pay for any damages to the facilities used.
5. A tournament checklist must be signed by the user group representative and returned to NCS for processing 10 business days prior to the first game of the tournament. FCPS will return the signed tournament checklist to NCS one week prior to the first game of the tournament. NCS will return a copy of the completed checklist to FCPS and the user group representative 72 hours prior to the first game.
6. Every attempt will be made to schedule the applicant's top priority tournament dates, but in the event of a schedule conflict, the tournaments will be equally divided among requested dates.

7. Gym allocations for tournaments are dependent upon available resources, and may be modified to provide required resources for primary season games.
8. Tournament applications must include information regarding the anticipated number of participants and spectators. Tournament requests may be denied if available facility capacity (including, but not limited to, parking and spectator space) cannot accommodate the event.
9. A permit for any sales during the tournament is required by the FCPS. Other permits may also be required per FCPS regulations.
10. The availability of on-site parking will be a factor used when determining whether to permit a tournament.
11. CAO sponsored tournaments are best scheduled around three or four day weekends to minimize the potential impact on regular season play.

XI. Rules and Regulations Governing Use of Gyms

- A. Applicants agree to support and enforce the NCS rules, regulations and procedures set forth in this policy, and those of FCPS and other regulatory bodies as appropriate.
- B. Permits are not transferable, and all users will ensure that no unauthorized third party is granted permission to use the gym or any portion thereof without NCS approval.
- C. FCPS may cancel or postpone any non-school use of a school gym when such use is in conflict with a school event. The conflict must be one in which the two events cannot occur simultaneously due to space, parking, or other verified restrictions. NCS will notify the affected organizations as soon as the cancellation information is received and will attempt to locate alternate facilities.
- D. Postponement, cancellation or discontinuation of use of any gyms or facilities by the applicant must be reported to NCS as follows:
 1. On weekdays – at least (twenty-four) 24 hours before the first event
 2. On weekends – at least (seventy-two) 72 hours before the first event
- E. Failure to notify NCS by these deadlines, except in the event of inclement weather, may result in fines, custodial fees or loss of permitted space.
- F. In no case shall anyone enter the facility by force, or other than through the designated doors until opened by the appointed FCPS official.
- G. Food and drink are not permitted in the gyms with the exception of water in plastic containers.
- H. A Building Director must be on duty during all NCS scheduled use of a school gym. FCPS reserves the right to require a paid NCS staff building director or facility supervisor.
- I. All managers, coaches, or persons in charge of a group using the gyms will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. NCS reserves the right to suspend or expel any organization, group of individuals or individual from use of county athletic facilities, if their use of the gyms causes or may cause damage to the facility or harms or threatens to harm any individual.
- J. Groups are responsible for picking up all trash and placing the trash in the appropriate receptacles. The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of county property resulting from the permitted activity. Failure to comply will result in the permit holder being billed for any additional cost and may result in loss of allocation. The gym and surrounding school area shall be clean when permitted use is completed.
- K. Preparation for a game or event is the responsibility of the user and is required to be coordinated with school personnel to include:
 1. Raising and lowering basketball goals and opening and closing bleachers are under the direction of school personnel and may require user assistance.

2. Setting up scoring tables, volleyball/badminton standards/nets and wrestling mats are the responsibility of the user.
 3. Approved floor marking tape (non-residual rubber backed tape) can be used but must be removed at the end of the day's allocation.
 4. All equipment, including mats, must be returned to its original location.
- L. There will be no modification or physical changes to any gym or facility unless specific written permission is received from FCPS.
- M. Users must agree to:
1. Ensure the safety of the players by termination of play if unsafe gym conditions exist.
 2. Strictly observe allocated start and end times for their gym usage and restrict their use to assigned areas.
 3. Comply with a "hands off" policy on school property located in the gym and surrounding areas, including equipment, bulletin boards, posters, mats, etc.
 4. Any warming up or practice for a game must be done in the gym and in a manner that is not dangerous to spectators, individuals or the facility.
 5. Ensure that prior approval from FCPS and any appropriate county government agency is received before signs, banners, and pennants are erected, and that they do not deface school or other public property.
 6. Provide adequate chaperones for children and youth activities (in no event less than one adult per twenty-five (25) children or youths).
 7. Groups having established their nonprofit status may sell merchandise (other than food) in school facilities only to support or benefit FCPS programs or the nonprofit organization. Only the school booster club or PTA is authorized to operate food concessions on school grounds, unless a specific written agreement has been completed by the PTA or booster club and the community organization and approved by the Community Use Section. In exchange for the waiver of concession rights, the PTA or booster club can receive no more than 15 percent of the concession sales for the event.
 8. Change clothing in restrooms or locker rooms only.
 9. Guarantee that activities shall be orderly and lawful and not of a nature to incite others to disorder.
 10. Ensure that alcoholic beverages and tobacco products are not served or consumed in buildings or on grounds.
 11. Park automobiles or other motor vehicles in the designated parking areas only.
 12. Comply with safety regulations and policies of the Fairfax County School Board, the Fairfax County Fire Department, and other Fairfax County agencies.
 13. Comply with all federal, state and local laws, regulations and licensing requirements.
 14. Hold harmless and indemnify the Fairfax County School Board, the County of Fairfax, the Board of Supervisors of Fairfax County, Virginia, the and all of their officials, officers, employees or agents, with respect to any injury or property damage caused by user or user's employees or agents, including damage to FCPS property or other public property.
- N. Field sports using gym space must adhere to the policies set forth in the FCPS "Outdoor Sports Using Indoor Facilities" policy.
- O. Any group responsible for damaging, destroying or defacing school or other public property may be excluded from further use of the gym or facility and shall be held responsible for such damage. The group shall ensure reimbursement for the cost of damages occurring during use. Groups may forfeit

some of their assigned gyms in order to compensate other groups that may have been affected as a result of the damage.

XII. Denials and Terminations

- A. The Director shall have the right to deny the use of a gym to any person or organization at any time, and/or impose a penalty for any user, group, or organization not complying with this policy and its rules and regulations. The Director administers and interprets the policy governing use of public gyms and determines the appropriate procedures needed for implementation. The Director has the right to deny the privilege of continued use of gyms to any user who does not comply with all the regulations.
- B. NCS may deny an applicant scheduled use of gym space or terminate use if it determines that substantial evidence exists that one or more of the following has occurred:
 - 1. Required documentation is not submitted.
 - 2. Fees (including but not limited to application and non-county resident) are not paid within the specified time frame.
 - 3. A history of facility damage, regulation violations, or inadequate supervision of attendees.
 - 4. Discrimination because of race, religion, color, gender, national origin, age, disability, or any other basis prohibited by state or federal law.
 - 5. Participants have demonstrated dangerous or violent behavior towards others or among themselves, and/or has literature/stated philosophy that promotes hatred and/or violence.
 - 6. Progressive disciplinary measures to address spectator, coach, official, or athlete behavioral problems are not established and followed.
 - 7. Violates regulations as identified in XI.M.7 regarding concessions, advertising and profit-making resulting from the use of gyms, charging admission fees for games in gyms, or scheduling use of public school gyms for semi-pro or paid players.
 - 8. Assigned gyms are sublet or re-allocated without prior approval from NCS.
 - 9. Failure to meet the residency requirements as identified in Section V.A.

XIII. Fees

- A. The county will identify the following existing fee amounts each year within one week of approval of the county's annual budget.
 - 1. An application fee will be applied per participant per season; per team, per tournament, and one time use.
 - 2. A building director fee for any organization using school gyms when do not have their own designated volunteer building director. FCPS reserves the right to require a paid NCS staff building director or paid faculty supervisor. Any organization refusing to assign a volunteer building director or pay for a staff building director will forfeit its use of a gym.
 - 3. A custodial fee for organizations using a gym during hours when a custodian is not regularly on duty will be charged for the cost of the custodian to be present in the facility. Additional custodial staff and clean up fees may be required for tournaments.
 - 4. A non-resident fee established by the Board of Supervisors, or in-kind reciprocal use of facilities, will be charged for all adult and youth players, per sport, per season, per team.
 - 5. Additional Fees: Additional fees may be assessed by FCPS for camps, clinics, tournaments, damages and/or cleanup.
 - 6. Custodial fees may be subsidized for weekend usage according to current custodial fee subsidy guidelines administered and interpreted by the Director.

- B. Fees due based upon a bill received from Fairfax County are due by the date specified on the bill.
- C. All outstanding fee balances must be paid prior to receiving new seasonal permits.
- D. Out-of-County Team(s), Scheduling, Fees and Reciprocity

Application and out-of-county fees may be waived when the team provides to the sponsoring county organization the equivalent of at least 50% of its use space in their "home" jurisdiction (not Fairfax County). For example, if an out-of-county team plays 10 games in a league sponsored by a Fairfax County organization, the application and out-of-county fees may be waived for that team if the team contributes to the Fairfax County organization at least 5 game slots in a comparable location in their "home" jurisdiction.

XIV. Allocation Review Process

- A. Any applicant may file a request for an allocation review. To be eligible for an Allocation Review, applicants must meet at least one of the following criteria:
 - 1. Application was denied.
 - 2. Gym assignments were less than 90% of the minimum number of authorized hours in accordance with the policy for sports during their primary season.
 - 3. Usage conflict that cannot be resolved by the affected parties.
- B. To request an Allocation Review, applicants must submit a request in writing to the Director of NCS within 10 work days of the release of gym permits/schedules, or as conflict arises. The written allocation review request shall contain:
 - 1. An explanation of the situation from the viewpoint of the organization,
 - 2. Any new information that may clarify the issue and, if appropriate,
 - 3. A suggested alternative solution to the decision.
- C. All organizations/groups of individuals that may be affected by the decision may be asked to attend a review meeting.
 - 1. All involved organizations/groups of individuals will be required to bring:
 - a. Actual registrations
 - b. Game and practice schedules
 - c. Any other information deemed necessary by NCS.
 - 2. The actual registration numbers (at the time of the scheduled meeting) or the estimated registration numbers reported on the applicant's initial application (whichever is lower) will be used to calculate the organization's appropriate allocation.
- D. Members from the FCAC and NCS will form a review committee to provide recommendations for resolutions to the Director.
- E. In the event a satisfactory resolution cannot be found, any organization or individual aggrieved by the decision of the Director may appeal such decision within ten (10) days, in writing, to the County Executive. The decision of the County Executive shall be final and binding.