



Charles Houston Recreation Center



T.C. Williams High School



## Shared Facility Use & Outdoor Maintenance Agreement

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Alexandria City Public Schools & City of Alexandria

2018

# Shared Facility Use & Outdoor Maintenance

## Background

**In** 1997, the City of Alexandria's (City) City Manager and Alexandria City Public Schools' (ACPS) Superintendent adopted a Memorandum of Understanding (MOU), which outlined shared maintenance roles and responsibilities for the two entities.

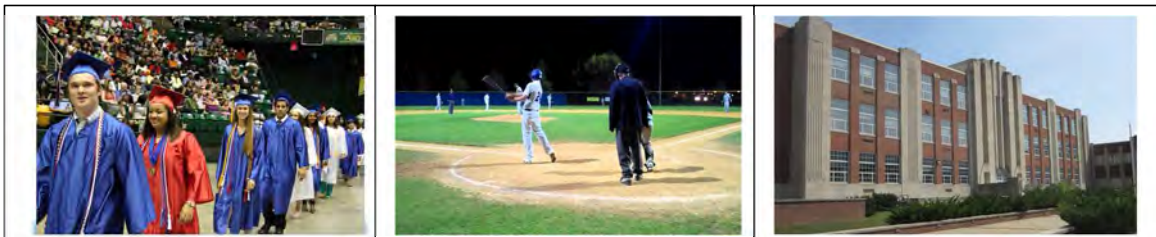
In 2006, during the City Council Budget Hearings, City Council proposed changes to ACPS's existing maintenance responsibilities addressing many duplicate services and efforts; both organizations mutually agreed that the 1997 MOU contained numerous ambiguous areas. The proposal focused on developing an improved communications system between the Department of Recreation, Parks & Cultural Activities (RPCA), Transportation & Environmental Services (T&ES), General Services (DGS) and ACPS.

In 2007, an internal City workgroup developed a plan enabling ACPS to reassign their current grounds maintenance employees to the City, reducing ACPS's obligation to grounds maintenance. By working with ACPS, the City gained additional efficiencies and enabling provision of a higher level of maintenance for each school site. In 2012, the City and ACPS adopted a revised and updated MOU. In early 2013, staff from RPCA, T&ES, the Department of General Services (DGS), and ACPS formed a new workgroup with the goal of addressing the 2012 MOU's omissions, errors, and inconsistencies.

The 2018 MOU reflects efforts to eliminate discrepancies, update property descriptions with new data, incorporate fixes for omissions and deficiencies, and establish procedures to ensure continual upkeep reflecting actual changes in field conditions or in administration. The MOU also updates service levels, service indicators, triggers, benchmark measures and budgetary roles, and responsibilities and procedures.

The MOU Agreement herein, requires a biannual review and will be updated and modified as necessary to continue in accuracy and functional operation. The 2018 MOU builds upon the 2014 MOU template with improvements. This document addresses each facility as a whole, while broadly detailing the maintenance responsibilities of RPCA and ACPS for each facility. In addition, the 2018 MOU reestablishes and redefines roles and responsibilities of RPCA, DGS, and T&ES along with ACPS, while incorporating aspects of the Eco-City Charter. Finally, the 2018 MOU also incorporates improvements with RPCA's Recreation Services' Shared Facility Use Programming.

### ACPS/CoA MOU Review Committee



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6. MOU Agreement Review Committee
  - a) City and School Shared Facility & Outdoor Maintenance Agreement Committee (MOU Review Committee) shall be charged by the City and ACPS in role with responsibilities described herein.
  - b) MOU Review Committee shall address facility shared use, outdoor grounds maintenance, and other services such as snow removal, trash pickup and capital maintenance and resolve all discrepancies to mutual agreement of City and ACPS.
  - c) Periodically during scheduled review sessions, the MOU Review Committee shall address identified communication failures, providing remedy to said failures by maintaining a direct channel of communication between RPCA designee and ACPS designee. ACPS shall prohibit ACPS principals and school community organizations from directly contacting the City designee (one City staff is designated for grounds maintenance matters and another staff is designated for shared use matters).
  - d) MOU Review Committee shall meet at maximum two year intervals beginning at date of latest convened meeting. Additional supplemental meetings may be convened as required to resolve issues deemed merited by agreement of both City designee and ACPS designee and subject to no limit of occurrence.
7. The official current Memorandum of Understanding Agreement supersedes all previous versions rendering same void – the current MOU shall be posted on the City’s official website.
8. ACPS shall be responsible for electrical and water costs associated with each ACPS facility site.
9.
  - a) ACPS shall be responsible for litter pickup immediately following conclusion of ACPS sponsored or organized events; RPCA shall be responsible for litter pickup immediately following conclusion of RPCA sponsored or organized event.
  - b) The T&ES is responsible for emptying City trashcans at each site and daily litter pick up of entire property grounds; however, City shall sustain to the extent possible a coordinated and concerted effort between T&ES, ACPS, & RPCA to maintain clean grounds. Private or community organizations or entities sponsored or organized by City or ACPS, shall be informed of similar responsibility.
  - d) If additional City cleaning or trash services are requested for ACPS sponsored or organized events, the total cost of such services shall be paid by ACPS in prerequisite to the event.

## **II ADMINISTRATION OF THE AGREEMENT**

1. The Alexandria City Manager and ACPS Superintendent, and their respective designees are responsible for the use, supervision, and maintenance of public facilities under their control, as temporarily assigned and/or as owner agency, in accordance with this agreement; however, this agreement shall not nullify or abridge previous agreements or City policy, regulation, or procedure.

2. Shared-Use Annual Meeting
  - a) ACPS School Principals and RPCA's Division of Recreation Services' designee will jointly and separately review current conditions and guidance for shared-use facilities and other shared assets related to facilities at an annual review meeting to occur no sooner than March 1<sup>st</sup> but not later than the last working day of March, annually.
  - b) At any time during the year, if ACPS or RPCA discover potential safety issues or other urgent matters requiring attention, it shall disclose same to respective agencies having responsibility for remedy.
6. The City Manager and Superintendent of ACPS may endorse and establish the particular rental fee schedule for respective facilities and services subject to review and approval by the ACPS School Board and City Council, in accord with established City procedures and policy.

### **III USE OF FACILITIES AND GROUNDS**

1. This document identifies facilities currently available for shared use. The addition of facilities to the list of actively shared use facilities shall be presented to the MOU Review Committee for review prior to acceptance. Pre-approval may be granted on a temporary status pending conditional approval by the staff designee of both ACPS and RPCA Recreation Services.
2.
  - a) During the normal school day, ACPS is primary user of school facilities, including outdoor field use and gymnasium use. The normal school day begins at school starting time and ends at close of formal classroom instruction plus one additional hour. During same one-hour period ACPS shall retain priority use of the school facility, except areas preassigned and preauthorized to afterschool care programs provided by RPCA.
  - b) During this time, ACPS shall make a good faith effort providing alternate space for RPCA use, in the event conflicts arise regarding mutual request of said space. Additionally, RPCA programs shall have priority regarding recreation facility spaces not identified as shared use in this MOU Agreement.
  - c) ACPS agrees to initiate safeguards to assure preassigned RPCA space is provided per schedule, including prohibition of preemptive use by Campagna or other private entities, or quasi-private entities.
3.
  - a) ACPS and RPCA shall file an official use-request form specifying desired indoor and outdoor facility use and scheduled for the upcoming fiscal year. This form shall be completed by both ACPS and RPCA prior to the first working day of March annually. ACPS and RPCA official form shall include site location,

- time-frame (month, day, and start/stop times) and description of proposed program or sport activities.
- b) Approvals of official forms staff designee of ACPS and RPCA Recreation Services Division shall be submitted before close-of-business on last working day of March, annually. Rejections, approvals, or requests for additional information shall be issued by the offering agency in accord with established precedence or as otherwise cited above.
  - c) Each requesting agency shall submit final practice and game schedule to the offering agency before close-of-business on last working day of March, annually, or maximum of forty-five (45) business days prior to the beginning of the annual school season.
4. The following is the list of agencies or organizations in descending order of priority for granting shared-use of ACPS Facilities. This MOU agreement establishes priority of ACPS and RPCA use over community, private or quasi-private agency's shared-use.
- Level I Organizations:
- 1) ACPS sponsored or organized activities and programs.
  - 2) RPCA's Division of Recreation Services' sponsored or organized activities and programs.
  - 3) Community request for shared space established in the Official ACPS Community Use of School Facilities document.
  - 4) Scheduling of the ACPS and RPCA play areas, sports fields, and courts shall be coordinated under the guidelines described below.
5. RPCA Recreation Services Division shall not schedule use of ACPS play areas, sports fields, and courts during school days in the school year. RPCA use shall be coordinated and scheduled to occur beginning at end of the one hour period following normal classroom time, and on weekends throughout the school year including summer months. During summer months shared use to agencies or organizations other than ACPS or RPCA shall be granted at discretion of RPCA's Recreation Services Division.
6. a) ACPS shall schedule shared use for play areas, and sports fields, and courts located at T.C. Williams High School; however, ACPS shall grant share use scheduling for RPCA and other City agencies shared use where and when no conflict with ACPS use exists. RPCA sponsored or organized activities and programs and all other shared use shall be compliant with existing ACPS School's field use requirements and other requirements set forth by ACPS.
  - b) RPCA shall schedule City owned and operated play areas, sports fields, and courts reserving first priority to itself throughout the year; however, RPCA shall grant use to ACPS where and when ACPS demonstrates real need in support of ACPS sponsored activities and programs (usually occurring at City property adjacent to ACPS school facility).

- c) ACPS shall identify school campuses with reoccurring needs for shared use at City play areas, sport field and courts activities. An updated list shall be reviewed, amended annually, and submitted in advance for approval to RPCA's Recreation Services Division. Submittal must be made at least thirty (30) days prior to start of the school year. RPCA reserves the right to withhold shared uses when and where a conflict exists with RPCA's sponsored or organized use; otherwise, RPCA shall grant priority to ACPS throughout the school year.
- 8. City's granted shared use of school classroom space shall not include ACPS owned or leased instructional equipment or related specialty fixtures without prior approval from ACPS principal.
  - 9. Conclusion of all indoor activities and programs shall be promptly at 10:00 p.m., or extended if mutually agreed beforehand in writing by the organizer-sponsor and owner-operator subject to compliance with City ordinances and policy.
  - 11. Scheduled shared use between City and ACPS Schools shall be monitored by City and Schools designees and biannually reviewed MOU Committee for updates and modifications.

#### **IV. RESPONSIBILITY**

- 1. Whenever a City or ACPS School facility is being used for sponsored or organized activities or programs, the user group shall be responsible for providing:
  - a) ACPS Security monitors shall be provided by ACPS for City or other agencies at events and activities on ACPS shared use campuses or in ACPS shared use facilities.
  - b) City Staff monitors shall be provided by RPCA for RPCA or other agencies at events and activities on RPCA shared use grounds or in RPCA shared use facilities.
  - c) Prohibition of illegal substances or alcohol shall be strictly enforced on school campuses and facilities and within all property 1,000 feet from said school or school campus in accordance with the Safe and Drug Free Schools Act (Drug Free Zone). Smoking is prohibited on all school property.
  - d) Prohibition of illegal substances or alcohol shall be strictly enforced on RPCA campuses and facilities in accordance with City ordinance and State Laws. Smoking is prohibited on all RPCA property.
  - e). Prohibition of all weapons (including knives) shall be strictly enforced on City and school campuses and facilities in compliance with Federal and State Laws.
- 2. Agency Stewardship: Operations and maintenance  
City and ACPS custodial service and maintenance services will be provided as described in the following:
  - a) ACPS shall provide custodial responsibility for all school buildings, except full operating recreation centers adjoining ACPS School facilities or campus, where said services shall be provided by City.

- b) City's fully operating recreation centers and afterschool care centers shall receive adequate heating, ventilation, and air conditioning service during regularly planned programs at night, on weekends (exceptions at specific centers), and on holidays. Temperatures shall be in proscribed ranges in accord with City DGS standards.
  - c) Advance notice shall be provided to General Services at least two calendar weeks or ten business days in advance for programs scheduling to exceed normal operating hours or days.
  - d) The City and ACPS herein acknowledge continual need for maintaining and upgrading the outdoor facilities and grounds in support of safety for all asset users and in support of sustaining cost-effective stewardship; therefore: The MOU Review Committee at their biannual meeting, shall review and update, along with other task items, a long-term schedule (ten fiscal years period) for Capital Improvement Projects remedying deficiencies or safety issues at ACPS outdoor facilities and grounds. The City shall provide technical support and expertise to development ACPS' above cited schedule. Budgetary and funding matters shall be sourced through ACPS.
  - e). Each property owner will be responsible for incidental or wear and tear damages, vandalism and unforeseen accidents during use of their property. If damage occurs while being used by the other agency, the using agency will provide funding or material assistance for full restoration or as agreed upon by the Directors of the respective agencies.
3. Supplemental Clauses, 2017 MOU Update:  
The following clauses are provided under separate heading and incorporated into the MOU:
- a) Scheduling of ACPS team and organized sports field-use, including Varsity and Junior Varsity programs by ACPS, shall be updated annually by ACPS modifying dates and times to reflect actual use. Schedule shall be provided to RPCA Recreation services before every first business day of September, annually.
  - b) ACPS schedule shall be reviewed annually, as cited above, by RPCA. Both agencies shall work together towards a finalized schedule providing alternates for mitigation of potential schedule conflicts or resolution of impasse.
  - c) Grounds Maintenance and Shared-Use issues concerning the new Patrick Henry Recreation Center and Patrick Henry Elementary School are herewith directed to an interim and separate MOU, for later inclusion as revision and update to this MOU Agreement herein.
  - d) Where asset or site maintenance or replacement responsibilities are disputed or lacking established precedence, RPCA on behalf of City is designated default provider and responsible for maintenance or replacement. Asset and features include the following:

- i) RPCA shall provide maintenance and enforcement of parking requirements and regulations at shared parking facilities, including resolution of ownership disputes.
  - ii) Snow Operations Maps shall be updated and added to this MOU annually or as they are made available by the City. Limits to areas of responsibility for the responsible City agencies during snow and ice mitigation operations shall follow in accord with said maps. No additional or supplementary work-tasks shall be considered without consent of the City's Snow Operations' Managers in T&ES and RPCA.
  - iii) RPCA provides athletic courts' maintenance and fixed equipment replacements, including shared-use at Basketball and Tennis courts under undefined or ownership dispute. Fixed assets include replacement of nets, goals, benches, signs, surface treatments, and court markings, unless in specific conflict with an existing agreement outside this MOU or established through precedence.
  - iv) Natural Turf Athletic Fields:  
Annual inspections for RPCA owned and maintained natural turf fields and joint inspections for ACPS natural turf fields shall be scheduled and provided by RPCA (ACPS fields portion shall be funded by ACPS).
  - v) RPCA shall establish inspection for shared-use playgrounds and play courts areas under undefined or ownership dispute, unless in specific conflict with an existing agreement outside this MOU or established through precedence.
  - vii) George Mason School and associated propertied assets are recognized as under ownership of ACPS; however, RPCA will maintain tennis court and repair or replace fencing, hitting boards, and damaged or defective court surface.
- e) ACPS and RPCA agree in good faith to resolve issues related to the above described responsibilities. When an unresolved dispute, conflict, or undefined issue arises, the same shall be forwarded for resolution to the attention of the RPCA or ACPS designee on the MOU Review Committee. If a decision is reached with mutual agreement of designees the issue will be considered resolved establishing precedence.

## V. FUNDING

1. Grounds Maintenance Services:  
Grounds Maintenance Services shall be provided by RPCA and divided into three *Care Categories* as follows (refer to care levels at the matrices beginning on page no. 16.):
  - a) Turf Landscape Maintenance (includes natural turf athletic fields),
  - b) Horticultural Maintenance, and
  - c) Tree Care,The above are described and graphically ordered within specific matrices in the following pages of this MOU Agreement.


2. Permanent or temporary upgrades raising the level of service shall be made in one of the following two ways:
  - a) At any time in exercise of this agreement, if ACPS determines a need potentially requiring permanent or temporary upgrade to assigned level of service for an ACPS propertied asset regarding one of above three Care Categories, a formal *Request for Modification* shall be prepared in writing by ACPS schools designee and submitted to RPCA designee for review. Upgrade or rise in level of service requires pre-approval under ACPS budgetary process prerequisite to permanent adoption of any modifications in services.
    - 1) Temporary raise in Care Category services shall be defined as an increase in services limited to one year duration or single occurrence, after which the service will default to original level. ACPS funding is required for temporary raise in service.
2. a) ACPS Schools acknowledges RPCA's routine grounds maintenance (mowing and occasional cultural practices) may eliminate certain natural turf deficiencies for athletic fields; however, Capital Improvement Project (CIP) funding is determined necessary for implementation of specific practices and work to prevent fields from future deterioration and in sustainable maintenance of established standards for end-user safety. Potential renovations requiring CIP funding may include but not limited to:
  - 1) Blanketed heavy top dressing application (surface correction),
  - 2) Sod replacement and repair,
  - 3) Leveling,
  - 4) Top soil amendments,
  - 5) Major irrigation installation or repair (pump replacement, redesign, and construction),
  - 6) Surface and sub-surface drainage control, and
  - 7) Other systems' rescue or restoration practices.
- b) Funded Capital Improvement Projects shall be based on the designated level of use for the field under consideration. RPCA recommends ACPS schedule capital improvement funding for field improvement over six (6) years for high-use fields, increasing to a ten (10) year interval for moderate use fields; and low-use fields assessed on basis of need. High-use fields support regularly scheduled organized team activities and may be subject to compliance under governing athletic organizations and other organization regulations and standards. RPCA shall provide technical assistance to ACPS's Operations and Maintenance Director in development of targeted project scopes and budget estimates per each school facility site, and in accord with priorities determined by ACPS Schools. ACPS shall initiate, process, fund, and administrate proposed Capital Improvement Projects.
- c) The Use of ACPS Schools and City's Facilities by outside community, private, and quasi-private organizations and groups shall be governed through official ordinance enacted by the School Board and by the City Council for granting of permits for said use. Refer to additional requirements set forth elsewhere in this MOU Agreement.

VI. ADDITIONAL TERMS AND SIGNATURES

This agreement, made on this \_\_\_\_ day of March 2018, between Superintendent of the Alexandria City Public Schools, and the City Manager of Alexandria, VA, formalize procedures and practices for Shared Use of City and ACPS School facilities, and assignment of responsibilities for best stewardship practices in maintenance and upkeep of City and ACPS facility and property assets.

The Use of School and City Facilities by outside community groups or organizations shall remain governed by regular procedure of the Alexandria City School Board and the City of Alexandria Council in granting permits allowing use of facilities compliant with the laws of the Commonwealth of Virginia.

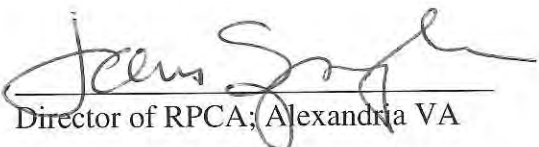
This Agreement shall cover a term of two years commencing on April 1, 2018, subject to updates and modifications by an MOU Review Committee within that term; however, either party to this Agreement may terminate Agreement with one-hundred (100) days advanced written notice delivered to the other party of this Agreement.


  
 \_\_\_\_\_  
 City Manager, Alexandria, VA

  
 \_\_\_\_\_  
 Superintendent, Alexandria City Public Schools

Date: 12-26-18

Date: 12/21/18


  
 \_\_\_\_\_  
 Director of RPCA; Alexandria VA

  
 \_\_\_\_\_  
 Director of Facilities; ACPS, Alexandria VA  
 Chief operating officer

Date: 1-17-2019

Date: 12/21/2018

Date 1/8/2019 approved to form: Assistant City Attorney

Approve as to Form  
  
 \_\_\_\_\_  
 Assistant City Attorney

## Non-site Specific Responsibilities

### **Asphalt and Concrete Repairs**

Asphalt and concrete repairs include minor patches to existing asphalt and concrete infrastructure, filling potholes, and emergency repairs. These repairs are quick fixes and are not expected to last longer than a year. This type of maintenance does not include repairs to the subgrade or re-milling of the existing surface. Sidewalks, curbs, and gutters within street right-of-way will be maintained by T&ES. Each agency is responsible for repairs needed on its property.

Maintenance of concrete and asphalt on ACPS property is the responsibility of ACPS; maintenance of concrete and asphalt on RPCA property is the responsibility of RPCA and T&ES. ACPS and RPCA sites are included in the City's pavement management system.

### **Athletic Courts**

Athletic courts, such as basketball and tennis courts, within ACPS' property boundaries are under RPCA's landscape responsibilities, all other maintenance is under the responsibility of ACPS. Athletic courts should always be in a safe and usable condition.

### **Capital Improvement Projects**

ACPS is responsible for providing CIP funding for the improvement of ACPS fields and courts as determined through a mutual agreement between ACPS and RPCA. These agreements are to be made with the intention of preventing field condition deterioration that could potentially compromise user safety.

### **Custodial Services and Supplies**

Custodial services include the regular cleaning, supply, and upkeep of the facility and custodial services needed for set up and take down of special events. The level of service must meet the program capacity engaged at the facility. Green cleaning methods are to be employed in the cleaning of facilities.

### **Exterior Building Envelope**

The exterior envelope is defined as the structural components of the building, these include the roof, walls, doors, hardware, windows, foundation, ceilings, insulation, electrical system, plumbing, HVAC, roof drainage systems, and exterior lighting fixtures attached to the building.

### **Horticulture Services**

RPCA will provide maintenance to landscaped areas per selected level of service indicated below (refer to aerial images of each facility and pages 13-14). Any increase to landscaped areas or additional services (such as new plantings) requested by ACPS above that which is documented in this MOU will be separately funded by ACPS.

### **Hydrants and Fire Lines**

T&ES is responsible for the maintenance of all street right-of-way hydrants. Any and all inspections, maintenance and repairs, and hydrant testing located on ACPS and RPCA property is the responsibility of the respective agency (ACPS or RPCA). All private secondary lines are the responsibility of the corresponding agency (ACPS or RPCA).

**Interior Building Envelope**

The interior envelope includes: floors, drywall, paint, interior fixtures, gymnasium furnishings (goals, nets, rims, wall padding), casework, appliances, duct work, sound systems, shades, doors, hardware, alarm systems, and IT systems.

**Interior and Exterior Graffiti Removal**

Interior and exterior graffiti removal involves the removal of graffiti on interior and exterior surfaces of facilities and playgrounds. Refer to the Maintenance Responsibilities graphic for each facility and agency's responsibilities.

**Leaf Collection**

Leaf collection occurs from mid-November until the end of December with additional cleanup during January and February and is the responsibility of RPCA. Leaf collection will be conducted according to the level of service assigned to each site. However, leaf collection shall not occur more than two times per year. Every attempt shall be made to not disrupt school activities.

**Level of Service**

Level of service is designated by a number between one and five, where one is the highest level of service and five is the minimum level of service. RPCA and ACPS have mutually agreed upon a specific level of service for each of RPCA's three "care" categories: 1) Turf Landscape Maintenance, 2) Horticultural Maintenance, and 3) Tree Care. Refer to pages 12-15 for Level of Services matrices.

**Life and Safety Systems**

Sprinkler and fire alarm systems, where stand alone, shall be maintained by the corresponding agency. Where systems serve both facilities, refer to individual facility pages in this document.

**Litter Clean-up**

Litter clean-up involves the removal and disposal of trash, debris, and items left after events that take place at shared facilities. It is the user's responsibility to clean areas of daily litter, after special events, sports groups, and other users.

**Mowing Operations**

Mowing operations are dependent on weather and individual site conditions. School sites will be mowed at frequencies prescribed by their assigned level of service from April through October. Every attempt should be made to conduct mowing operations before the school day begins.

**Sanitary Sewer**

T&ES is responsible for the sanitary sewer system to the service connection. GS and ACPS are responsible for all sanitary sewer lines out to the main line connection, including taps, for their respective buildings.

**Shared Use Spaces**

Shared use spaces are the ACPS and RPCA facilities spaces and fields that have been formally requested and scheduled for use by the non-owning agency. Each shared use space is managed by the owner of the space (See forms at end of this document).

**Site Lighting**

Site lighting maintenance is the necessary upkeep of all lighting associated with the facility that is not owned by Dominion Power, this maintenance includes bulb replacement, fixture repair, painting, and replacement if necessary. Lighting maintenance responsibilities is assigned to DGS, ACPS, or T&ES as per the Maintenance Responsibilities Chart provided in this document. The responsible agency is listed under each facility listing.

**Snow Removal**

RPCA is responsible for City's snow removal in accordance with the City's Snow Plan. ACPS is responsible for all interior sidewalks on their property. Winter maintenance programs occur from December through February, and when winter weather is forecasted.

The snow removal plans for each school are depicted within the document. Parking areas are to be maintained in accordance with the 1997 City and School Facilities Use and Maintenance & Service Agreement or its successor. Refer to the City's most current Snow Plan for policies and procedures describing storm ranking descriptions, area prioritization (including ACPS sites), and other information.

**Solid Waste and Recycling**

T&ES is responsible for the removal of solid waste and recycling. Solid waste and recycling includes the removal of trash and recycling items from dumpster areas to the appropriate disposal location.

**Stormwater Facilities and Best Management Practices**

Each agency is responsible for Best Management Practices maintenance on its own property. T&ES will assist with the assessment of all stormwater facilities and Best Management Practices. Attachment A contains a list of ACPS maintained and City maintained Best Management Practices.

**Synthetic Fields**

Synthetic turf field maintenance procedures are complex and vary from field to field because of specific manufacturers and selected systems. Because of this complexity, synthetic field maintenance is addressed in a separate agreement between ACPS and RPCA.

**Tree Services**

RPCA will provide pruning and tree maintenance in response to requests and subsequent priority assessments. Refer to the Tree Care Matrix provided in this document located on page 15.

After storm events, storm damage clean up at schools will be assigned a priority status depending on damage. Any damage that inhibits school operations will be assigned top priority; all other storm damage will be attended to as soon as possible.

## Service Level: Turf Landscaping Maintenance

Department of Recreation, Parks, and Cultural Activities  
Division of Park Operations  
**TURF LANDSCAPING MAINTENANCE**  
**LEVELS OF SERVICE**

LEVELS	Turf Care				Fertilizer	Irrigation	Litter Control	Repairs	Inspections
	Mowing	Aeration	Reseeding	Weed Control					
<b>One (1): Premium<sup>1</sup></b>	@ min. 5 days: Varies per species.	Min. 4/year	As needed	Max spread: 1%	As needed	Automatic	7 days/week <sup>2</sup>	As needed	Daily
<b>Two (2): High<sup>3</sup></b>	@ 10 days	Min. 2/year	As needed	Max spread: 5%	As needed	Automatic	5 days/week	As needed	Per RPCA service visit
<b>Three (3): Moderate<sup>4</sup></b>	@ 10 days	Per RPCA inspection	Per RPCA inspection	Required removal: noxious weeds	Per RPCA inspection	Per climate <sup>5</sup>	2-3 days/week	As needed: Per RPCA inspection	1/week
<b>Four (4): Standard<sup>6</sup></b>	@ 12-18 days	None	None	Required removal: noxious weeds	None	None	Max. 1/week	Per safety requirements only	1/month
<b>Five (5): Minimum<sup>7</sup></b>	None or min. per species	None	None	Required removal: noxious weeds	None	None	Per complaint order	Per safety requirements only	1/month

**\*Applies to Athletic Fields only.**

1 Mowing every five days; no more than 1% of surfaces have weeds; athletic fields are pristine; trees and shrubs are pruned monthly; beds are changed frequently. State-of-the art maintenance applied to a high-quality diverse landscape. Associated with high-traffic urban areas, such as public squares, malls, government grounds, or university campuses.

2 Sweeping and cleaning frequency as such that at no time does accumulation of debris distract from look or safety of the area, includes surfaces.

3 Mowing every ten days; no more than 5% of surfaces have weeds; athletic fields are done weekly; trees and shrubs are pruned seasonally; beds are changed twice a year. High-level maintenance. Associated with well-developed public areas, malls, government grounds, or university campuses. Recommended level for most organizations.

4 Mowing every ten to fifteen days; no more than 15% of surfaces have weeds; athletic fields are done as needed for athletic events. Moderate-level maintenance. Associated with locations that have moderate to low levels of development or visitation, or with localities that cannot afford a high level of maintenance.

5 Climate dependent. Areas with more than twenty-five inches of annual rainfall rely on natural rainfall. Areas with less than twenty-five inches of annual rainfall rely on supplemental irrigation, normally two to three times per week.

6 Mowing every twelve to eighteen days; weed control limited to legal requirements for noxious weeds; athletic fields are done as needed for athletic events; trees and shrubs are pruned on an as-needed basis for safety; no beds are updated, maybe wild flowers. Moderate to low-level maintenance. Associated with locations that cannot afford a high level of maintenance.

7 Turf Care: Low-frequency mowing schedule based on species. Low growing grasses may not be mowed; high grasses receive periodic mowing; weed control limited to legal requirements for noxious weeds.

## Service Level: Horticultural Maintenance

Department of Recreation, Parks, and Cultural Activities  
Division of Park Operations  
**HORTICULTURAL MAINTENANCE**  
**LEVELS OF SERVICE<sup>i</sup>**

LEVELS	Site Visits					Mulching <sup>ii</sup>	Pruning <sup>iii</sup>	Leaf Removal <sup>iv</sup>	Enhancements <sup>v</sup>
	Frequency	Cleanliness <sup>vi</sup>	Weed Control <sup>vii</sup>	Density <sup>viii</sup>	Neatness <sup>ix</sup>				
<b>One (1): Premium<sup>x</sup></b>	@ 10 – 14 days	No visible trash	FOS: No weeds (upon work completion)	100%	High	August & April-May	2/year	2/year	Watering, IPM, fertilizing, containers
<b>Two (2): High<sup>xi</sup></b>	@ 10 – 14 days	Limited trash/litter pickup	90% weed free	70%	High-moderate	August	1/year	2/year	None
<b>Three (3): Moderate<sup>xii</sup></b>	@ 15 - 21 days	Limited trash/litter pickup	80% weeds free	Partial	Moderate	August	1/year	1/year	None
<b>Four (4): Standard<sup>xiii</sup></b>	@ 22 - 45 days	Limited trash/litter pickup	70% weeds free	Partial	Moderate-low	August	Per RPCA inspection	1/year	None
<b>Five (5): Minimum<sup>xiv</sup></b>	Per safety/health requirement	Per complaint	NA	NA	NA	None	Per safety/health requirements	None	None

1 RPCA is only responsible for the areas defined as “Front of School” on associated aerial maps included as part of this MOU. The standards below apply to “Front of the School” and shall represent the conditions upon completion of each site visit.

2 August mulching includes the following: 1) beds edged, 2) old mulch is removed, 3) A new 2-3” layer of shredded pine bark mulch is added, and 4) new mulch is gently tamped down. April/May mulching only includes: 1) addition of 0.25”-0.50” of new mulch for color and appearance, 2) no bed edging, and 3) no removal of old mulch, 4) no tamping.

3 Pruning includes: All shrubs and hedges at the front of the school will be pruned at the number of times per year defined by the Level of Service Matrix. The amount of growth pruned from the plants and the timing of the pruning will vary depending upon the Level of Service Matrix. Selected species of ornamental trees are to receive annual pruning to stimulate flowering.

4 Leaf removal: “Fall cleanup” includes: 1) mid-November until the end of December, all fallen leaves removed, 2) Additional leaf removal shall occur from January through February.

5 Enhancements include: 1) seasonal Color changes, especially in the Spring, Fall, and Winter, 2) addition of containers with seasonal color changes, 3) more detailed pruning, 4) higher density of plantings, 5) fertilizing and watering as needed, 6) additional mulching (two times per year), 7) IPM = Integrated Pest Management used.

6 Cleanliness refers to: 1) trash and litter pickup. 2) no trash visible in the front of the school, 3) no trash visible within twenty-five feet of any door on the sides or back of the school, and 4) no more than one piece of trash along a one hundred foot site line, or in a twenty-five by twenty-five foot area.

7 Weeds: Weed coverage is determined by the Level of Service contracted upon the completion of a site visit. There should not be any weedy vines overtaking ornamental plants following any site visit.

## Service Level: Horticultural Maintenance Cont'd

- 1 Density: Density of plant coverage is determined by the Level of Service contracted upon the completion of a site visit. Plants shall be full and healthy, with any dead plants removed.
- 2 Neatness includes: 1) beds edged, 2) sight lines clear, and 3) no shrubs or tree branches blocking walkways or entrances.
- 3 Level 1: 1) 100% weed free landscaped beds that are mulched twice per year, 2) site visits every ten to fourteen days, weeds should not be more than two to three inches tall between visits, and 3) full, densely planted landscaped beds with seasonal color changes.
- 4 Level 2: 1) clean, weed free landscape beds that are mulched once per year, and 2) site visits every two weeks, weeds should not be more than three to four inches tall between visits.
- 5 Level 3: 1) 80% weed free landscape beds that are mulched once per year, and 2) site visits every fifteen to twenty-five days, weeds will often attain heights of eight to twelve inches between
- 6 Level 4: 1) 70% weed free landscape beds that are mulched once per year, and 2) site visits every twenty-two to forty-four days, weeds will often be taller than twelve inches between visits.
- 7 Level 5: 1) No landscape maintenance, and 2) often are Native Plant Conservation Zones or areas with limited public access.

## Service Level: Tree Care Maintenance

Department of Recreation, Parks, and Cultural Activities Division of Park Operations <b>TREE CARE<sup>i</sup></b> <b>LEVELS OF SERVICE</b>					
LEVELS	Tree Assessment <sup>ii</sup>	Emergency Hazard Response <sup>iii</sup>	Tree Removal <sup>iv</sup>	Selective Tree Maintenance <sup>v</sup>	Five-Year Rotational Maintenance <sup>vi vii viii</sup>
<b>One (1): Premium</b>	1/year	Per request: For public safety only	1/year	Per request: For public safety only	Per 5 year cycle
<b>Two (2): High</b>	1/year	Per request: For public safety only	1/year	Per request: For public safety only	NA
<b>Three (3): Moderate</b>	1/year	Per request: For public safety only	1/year	NA	NA
<b>Four (4): Standard<sup>ix</sup></b>	NA	NA	NA	NA	NA
<b>Five (5): Minimum<sup>x</sup></b>	NA	NA	NA	NA	NA

1 It is the intent of this MOU to provide tree maintenance services in areas near buildings, parking lots, athletic fields, walkways, and other activity areas. Tree maintenance services (including those described in item 7 below) will not be provided in wooded and natural areas, low-maintenance zones, Native Plant Conservation Zones, or similar areas.

2 Tree Assessment: 1) an evaluation of all trees within the area covered by the MOU will be completed in order to identify the presence of hazards that need to be resolved, and 2) determine the need for other tree maintenance activities that are to be performed in accordance with the contracted Level of Service.

3 Emergency and Hazard Response: RPCA will provide removal of safety hazards and downed trees and limbs which block access to facilities or traffic flow at all schools. Emergency response at schools will be prioritized in coordination with other RPCA emergency response requirements (Levels 1, 2, and 3).

4 Tree Removal: Trees which are dead or in severe decline and are located in areas commonly used near buildings or activity areas will be removed from each school site annually. Trees which present a low risk hazard due to their location away from high activity areas will not be removed (Levels 1, 2, and 3).

5 Selective Tree Maintenance: RPCA will perform necessary maintenance to provide clearance for pedestrian or vehicular traffic, or to address tree-related maintenance issues (such as safe buffer distances between trees and structures) (Levels 1 and 2).

6 Five-Year Rotational Maintenance: RPCA will perform maintenance activities to improve the health, structure, and appearance of all trees within the area covered by the MOU (except as noted in #1 above), on a pro-active five-year rotation cycle. A schedule of school sites whose trees are to be maintained each year shall be developed by ACPS and RPCA, so that each site is maintained once every five years, and may include: 1) crown cleaning, 2) crown thinning, 3) crown raising, 4) crown reduction, and shaping, and/or 5) crown restoration, as defined within this MOU (Level 1).

## Service Level: Tree Care Level Cont'd

7 Maintenance pruning activities shall be performed in accordance with ANSI A300 (Part 1) standards. (ANSI A300 = American National Standard for Tree Care Operations - Tree, Shrub, and Other Woody Plant Maintenance - Standard Practices, 2008<sup>viii</sup> Planting of new trees, maintenance of new trees, watering, fertilization, or any other services not specified as the responsibility of RPCA through this MOU, may be provided only through a separate agreement between ACPS and RPCA, at an additional cost to be mutually agreed upon.




8 Level 4: Secluded areas, undeveloped areas, or areas with restricted or limited public pedestrian access, but not classified under Level 5

(below). 9 Level 5: Native Plant Conservation Zones, and Natural Resource Areas.

## Charles Barrett Elementary School (grades K-5) and Chick Armstrong Recreation Center

1115 Martha Custis Drive



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

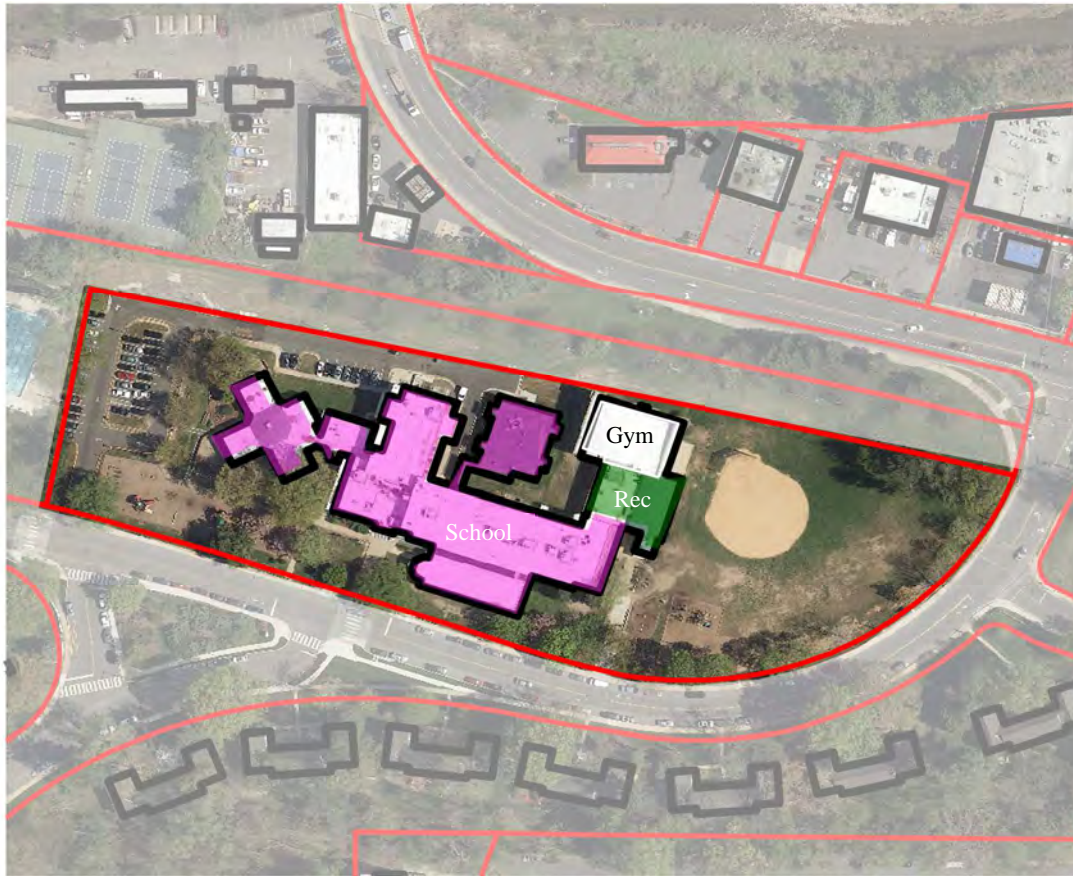
RPCA Service	Level
Horticultural	2
Turf	3
Trees	2

RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.



## Charles Barrett Elementary School (grades K-5) and Charles Barrett Recreation Center

### Building Envelope and Facilities Maintenance Responsibilities



**Facility Details:**

ACPS Square Footage:  
70,038

RPCA Square Footage:  
8,447

Shared Area Managed  
By: ACPS

Shared Area Activities:  
RPCA has priority use by  
request for regular  
recreation center  
activities, summer  
programs, school  
holidays, and winter and  
spring breaks

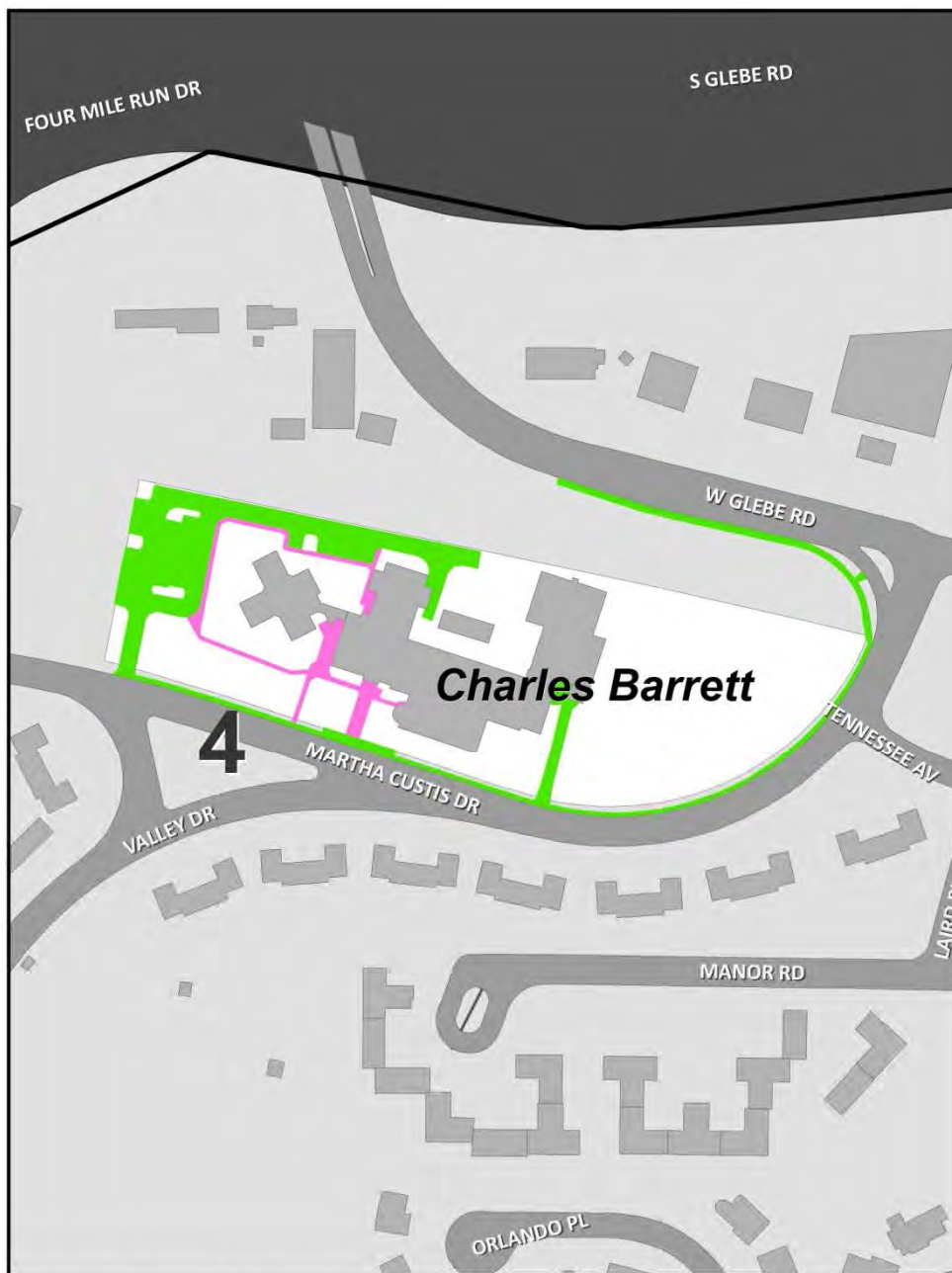
Responsibility	RPCA	School	Shared
Interior Building Envelope	RPCA/GS	ACPS	RPCA/GS**
Exterior Building Envelope	GS	ACPS	ACPS
Custodial Services	RPCA	ACPS	RPCA
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	ACPS	COMBINED*
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	ACPS	RPCA
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	ACPS	ACPS	ACPS

\*Activity user cleans up litter after each use and shares responsibility for graffiti removal.

\*\*Interior Building Lighting is ACPS' responsibility.

## Charles Barrett Elementary School (grades K-5) and Charles Barrett Recreation Center

### Snow Removal Responsibilities



Snow Removal Responsibilities: Charles Barrett Elementary School

**Responsibilities**

- SCHOOL
- RPCA
- GS
- TES

- Snow Plow Zones
- Buildings
- School Areas

Map Produced:  
05/2014

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Map Scale: 1:10,000

Map Data: City of Alexandria GIS Data




Map Date: 05/2014

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## Cora Kelly School for Math, Science, and Tech (grades K-5) and Cora Kelly Recreation Center

3600 Commonwealth Avenue and 25 West Reed Avenue



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

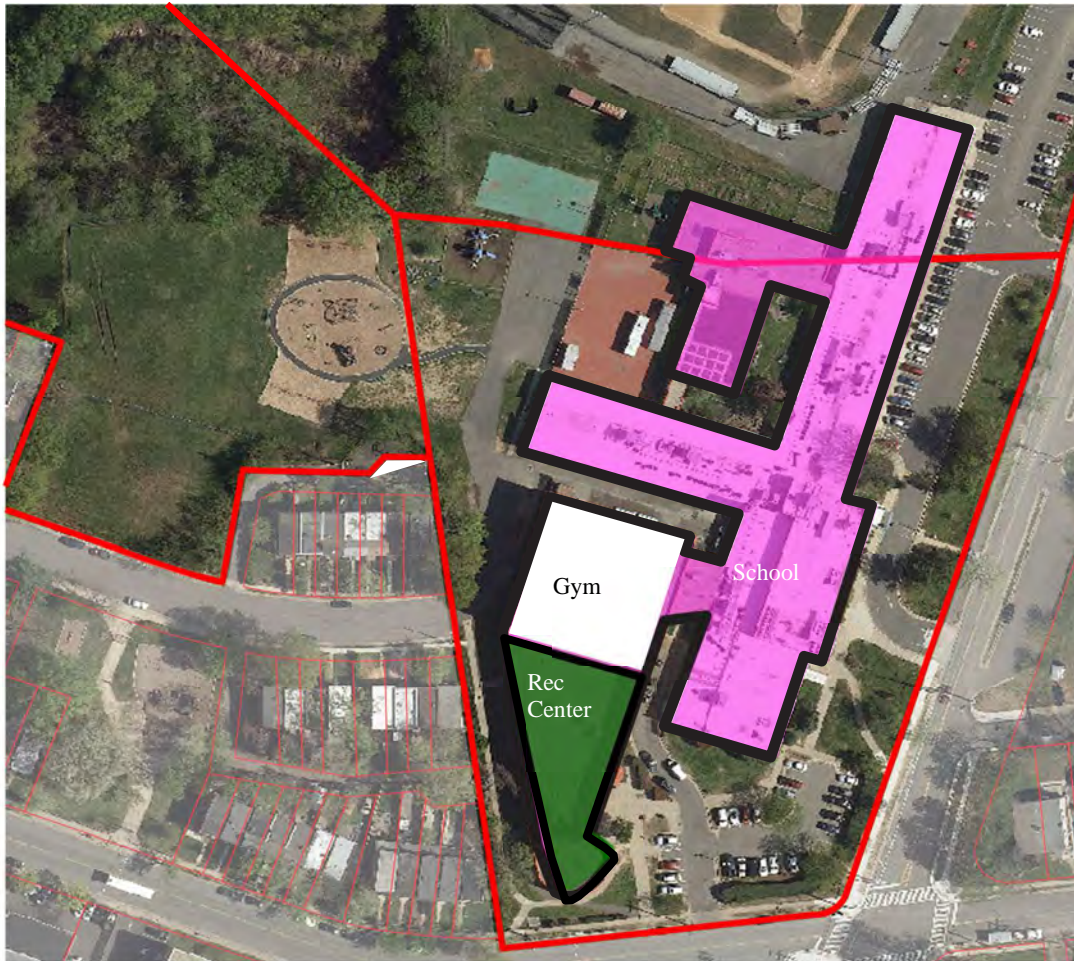
RPCA Service	Level
Horticultural	2
Turf	3
Trees	2

RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.



## Cora Kelly School for Math, Science, and Tech (grades K-5) and Cora Kelly Recreation Center

### Building Envelope and Facilities Maintenance Responsibilities



#### Facility Details

ACPS Square Footage: 69,000

RPCA Square Footage: 27,310

Shared Area Managed By: RPCA

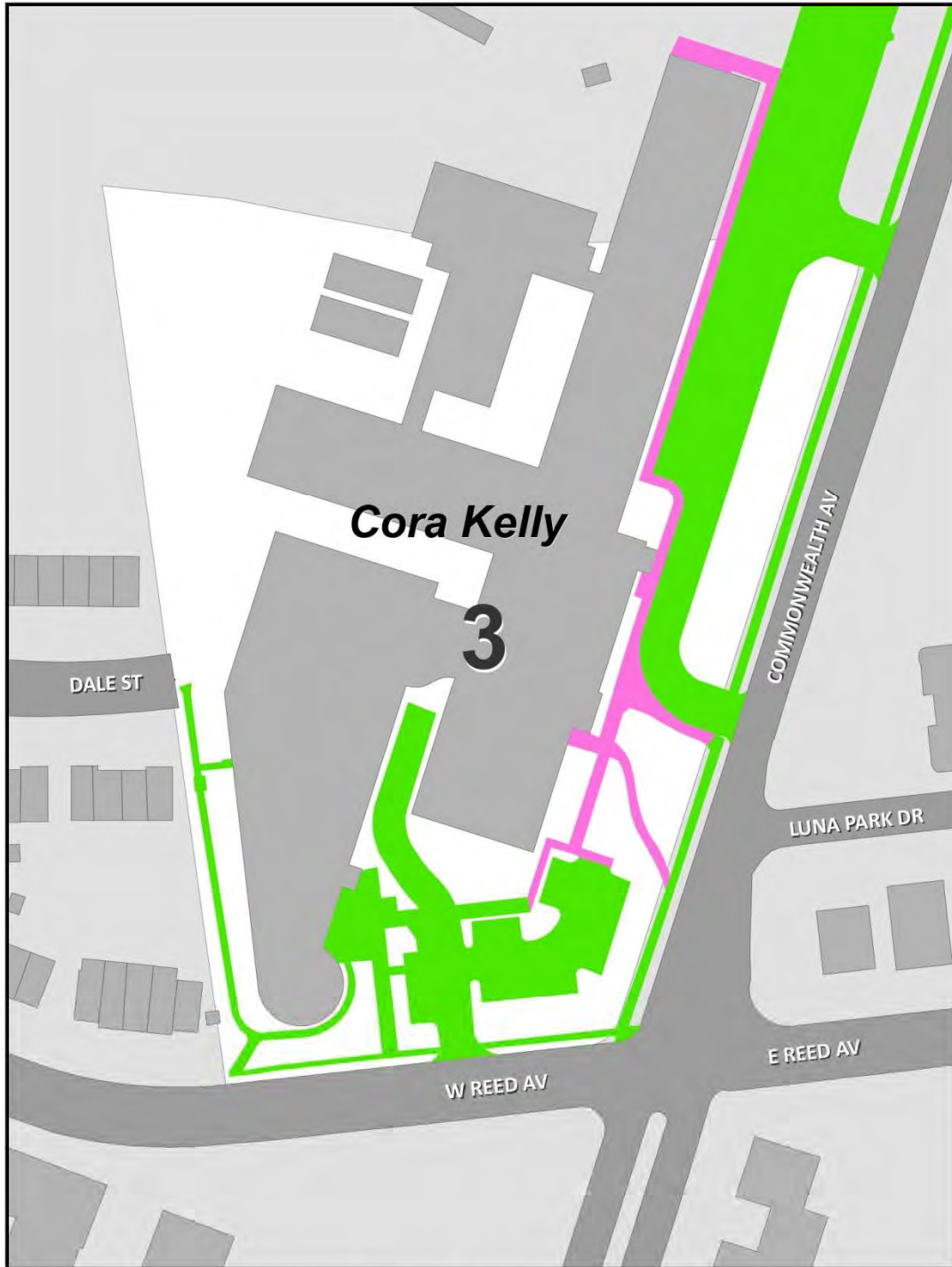
Shared Area Activities: ACPS uses the gym during school hours only.








Responsibility	RPCA	School	Shared
Interior Building Envelope	RPCA/GS	ACPS	RPCA/GS
Exterior Building Envelope	GS	ACPS	RPCA/GS
Custodial Services	RPCA	ACPS	RPCA
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	ACPS	COMBINED*
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	ACPS	RPCA
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	ACPS	ACPS	ACPS



\*Activity user cleans up litter after each use and shares responsibility for graffiti removal.

## Cora Kelly School for Math, Science, and Tech (grades K-5) and Cora Kelly Recreation Center

### Snow Removal Responsibilities



Snow Removal Responsibilities: Cora Kelly Elementary School			
<b>Responsibilities</b>			
	SCHOOL		GS
	RPCA		TES
	Snow Plow Zones		Buildings
	School Areas		

Map Produced:  
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Map Data:  
Aerial imagery: Google Earth  
Street names: OpenStreetMap  
Map data: ESRI

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# Dee Campbell Rowing Center

One Madison Street



-  Parcel Lines
-  ACPS Responsibility
-  RPCA Responsibility

**RPCA Service**  
Horticultural

**Level**  
2

RPCA preforms routine care of existing planters only. No mowing services are included.



## Dee Campbell Rowing Center

### Building Envelope and Facilities Maintenance Responsibilities



#### Facility Details

ACPS Square Footage:

RPCA Square Footage: N/A

Shared Area Managed By: N/A








Shared Area Activities: N/A



## Dee Campbell Rowing Center

### Snow Removal Responsibilities

Dee Campbell Rowing Center



Snow Removal Responsibilities: Dee Campbell Rowing Center	
<b>Responsibilities</b>	
 SCHOOL	 GS
 RPCA	 TES
 Snow Plow Zones	 Buildings
	 School Areas

MAP PRODUCED:  
05/2014

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## Douglas MacArthur Elementary School

1101 Janey's Lane



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

RPCA Service	Level
Horticultural	2
Turf	3
Trees	2

RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.

Refer to Synthetic Turf MOU for maintenance of synthetic turf athletic field.



## Douglas MacArthur Elementary School

### Building Envelope and Facilities Maintenance Responsibilities



**Facility Details:**

ACPS Square Footage:  
70,038

RPCA Square Footage:  
8,447

Shared Area Managed  
By: ACPS

Shared Area Activities:  
RPCA has priority use by  
request for regular  
recreation center  
activities, summer  
programs, school  
holidays, and winter and  
spring breaks

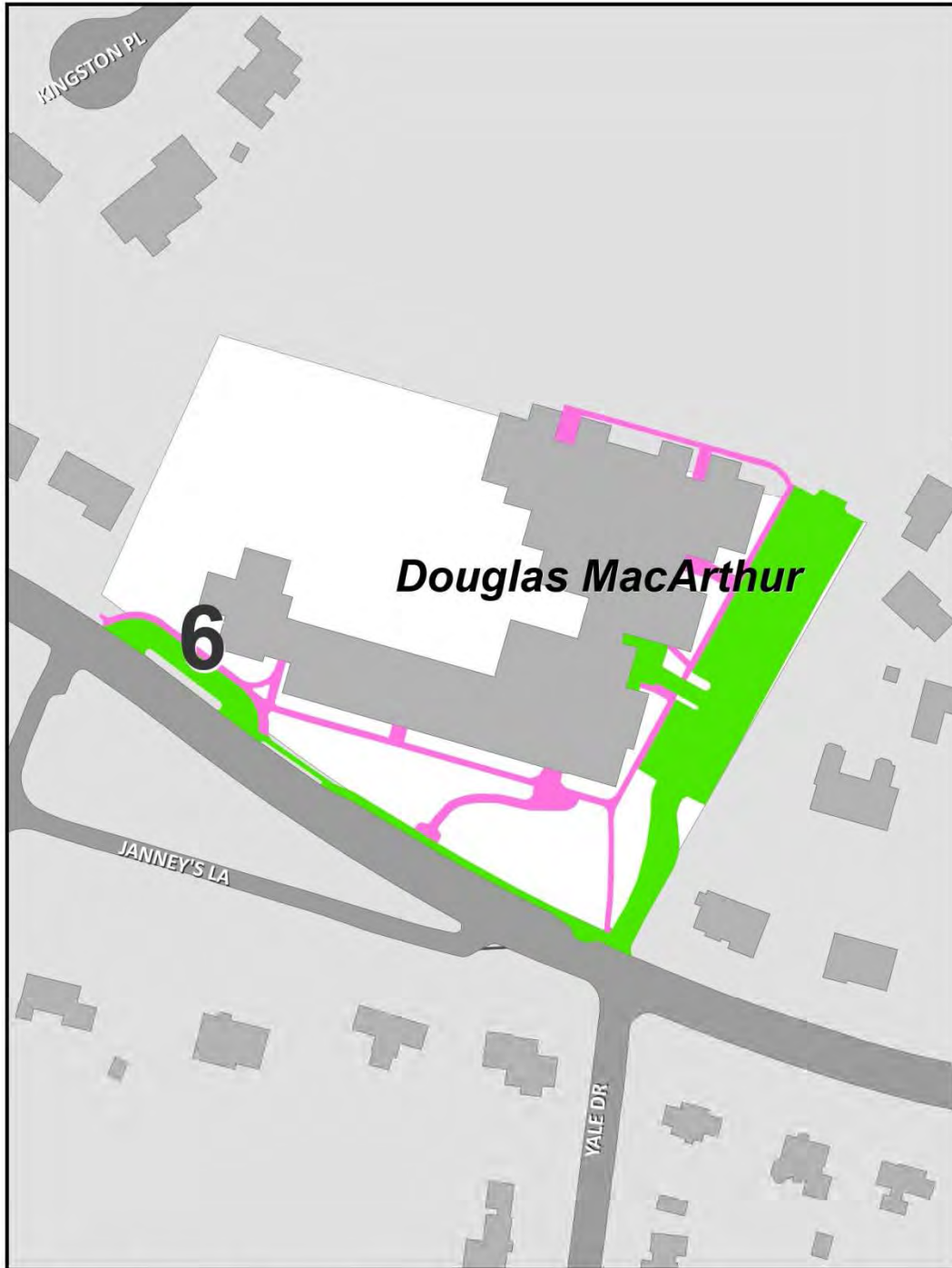
Responsibility	RPCA	School	Shared
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	COMBINED*
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

\*Activity user cleans up litter after each use and shares responsibility for graffiti removal.

\*\*Interior Building Lighting is ACPS's responsibility.

Douglas MacArthur Elementary School

Snow Removal Responsibilities



Snow Removal Responsibilities: Douglas MacArthur Elementary Schools

Responsibilities

- SCHOOL
- RPCA
- GS
- TES

- Snow Plow Zones
- Buildings
- School Areas

Map Produced:  
05/2014

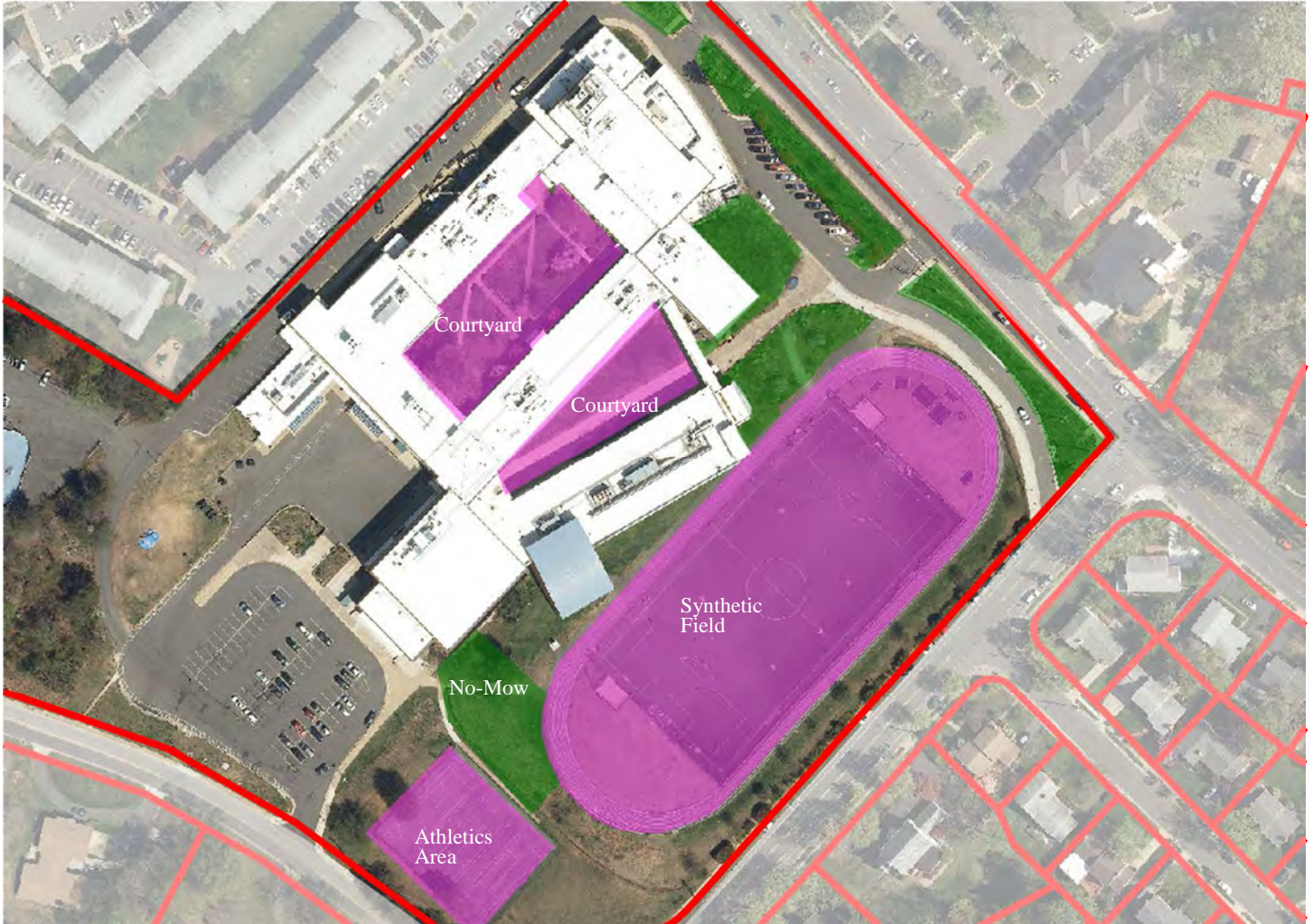
This map was produced by the GIS Division of the Department of Planning and Zoning, City of Alexandria, Virginia




Map Data Sources:  
Geographic Information System (GIS) Data from the City of Alexandria, Virginia  
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## Francis C. Hammond Middle School (grades 6-8) Upper Portion

4646 Seminary Road



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

RPCA Service	Level
Horticultural	2
Turf	3
Trees	2

RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.

Refer to Synthetic Turf MOU for maintenance of synthetic turf athletic field.



## Francis C. Hammond Middle School (grades 6-8) Lower Portion

4646 Seminary Road

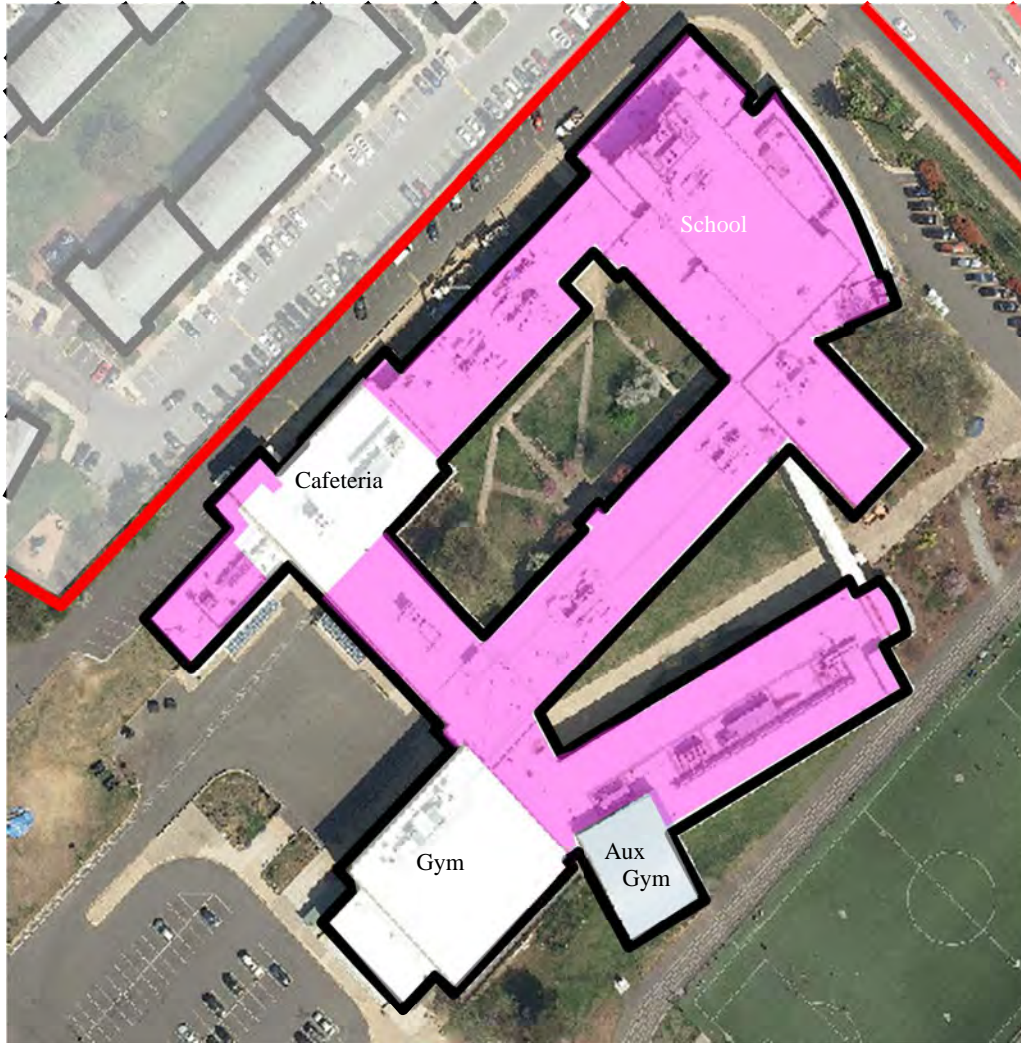


RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.



## Francis C. Hammond Middle School (grades 6-8) Upper Portion

### Building Envelope and Facilities Maintenance Responsibilities



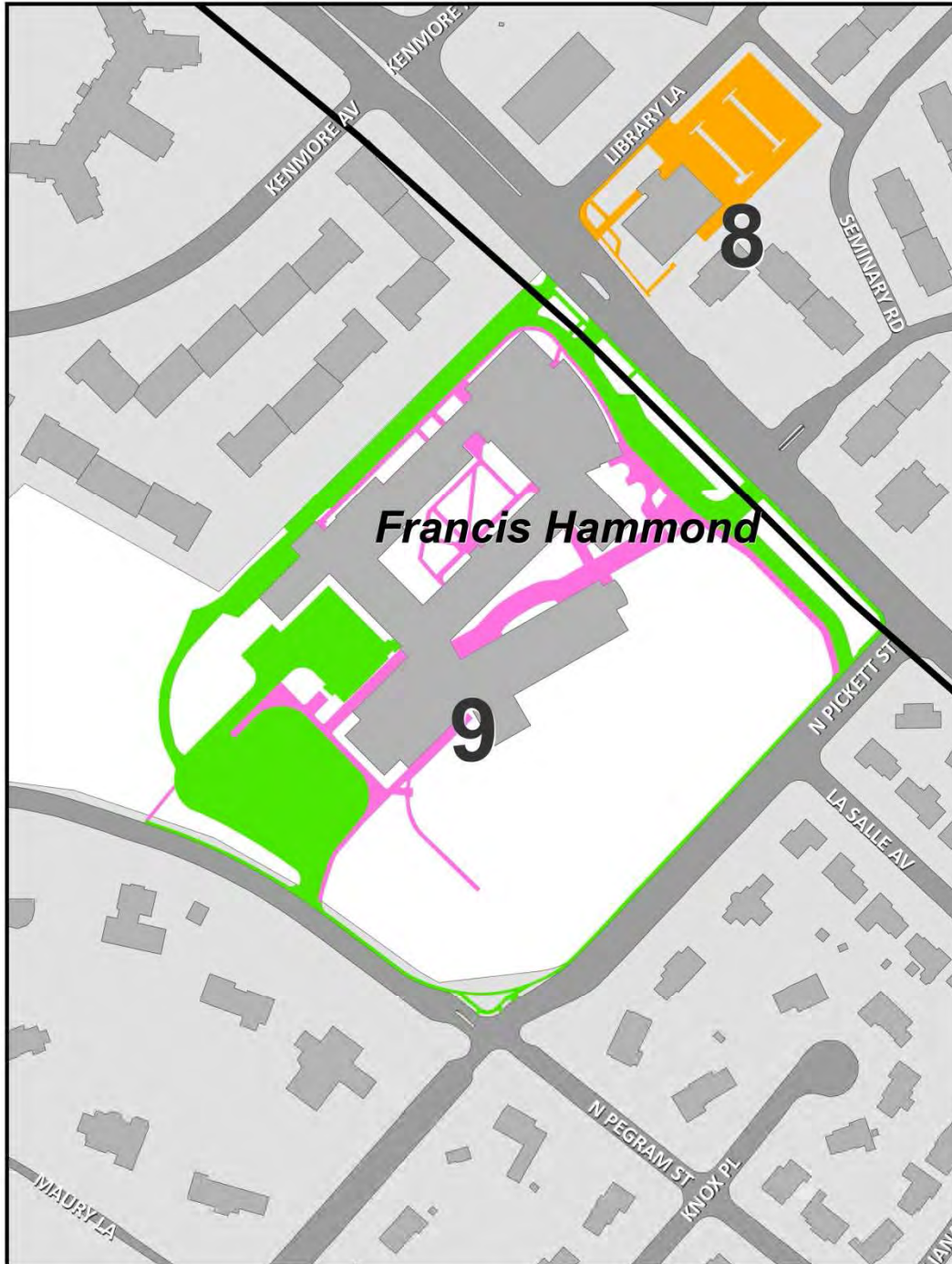
**Facility Details**  
 ACPS Square Footage: 236,125  
 RPCA Square Footage: N/A  
 Shared Area Managed By: ACPS  
 Shared Area Activities: RPCA has priority use by request for youth and adult basketball, and after school programs.

Responsibility	RPCA	School	Shared
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	COMBINED*
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

\*Activity user clean up litter after each use and shares responsibility for graffiti removal.

## Francis C. Hammond Middle School (grades 6-8)

### Snow Removal Responsibilities



Snow Removal Responsibilities: Francis Hammond Junior High School

**Responsibilities**

- SCHOOL
- RPCA
- GS
- TES

- Snow Plow Zones
- Buildings
- School Areas

Map Produced:  
10/20 14

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George Mason Elementary School (grades K-5)

2601 Cameron Mills Road



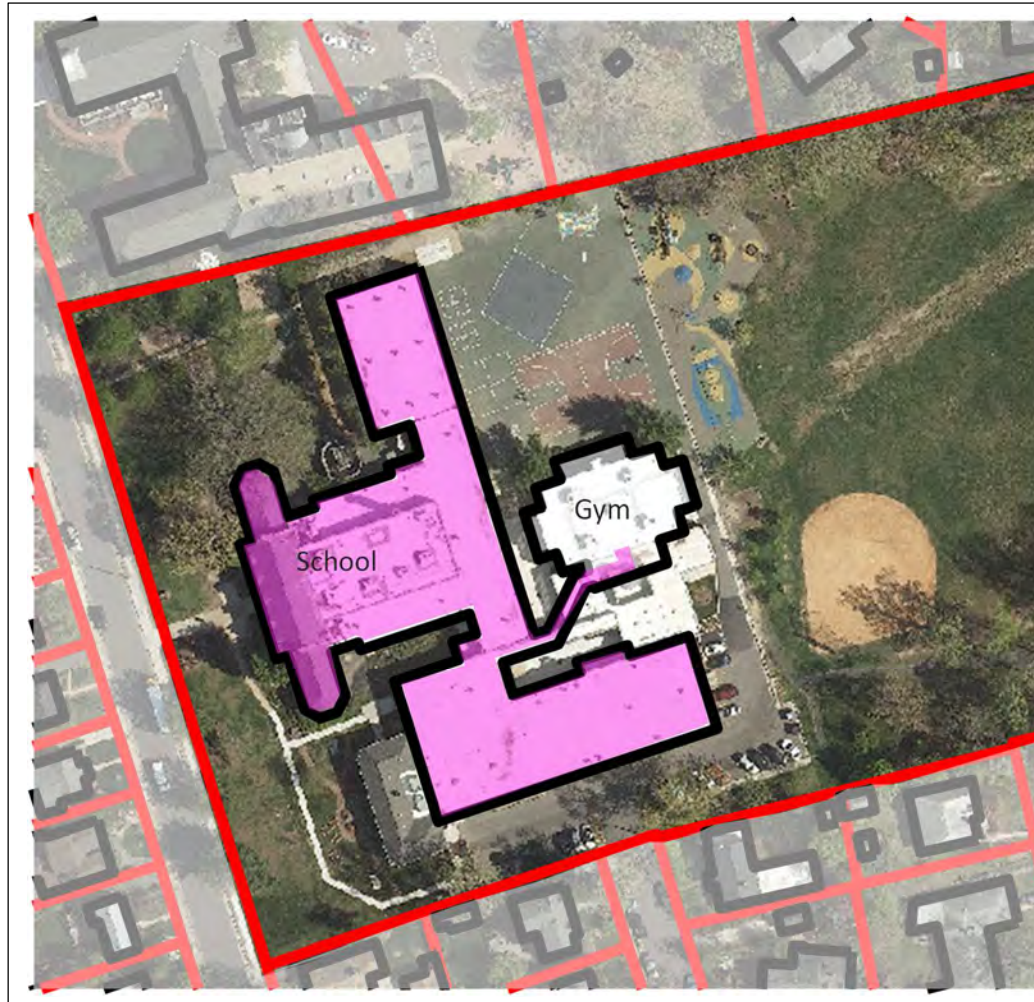
RPCA Service	Level
Horticultural	2
Turf	3
Trees	2



RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.

## George Mason Elementary School (grades K-5)

### Building Envelope and Facilities Maintenance Responsibilities



#### Facility Details

ACPS Square Footage:  
50,935

RPCA Square Footage: N/A

Shared Area Managed By:  
ACPS

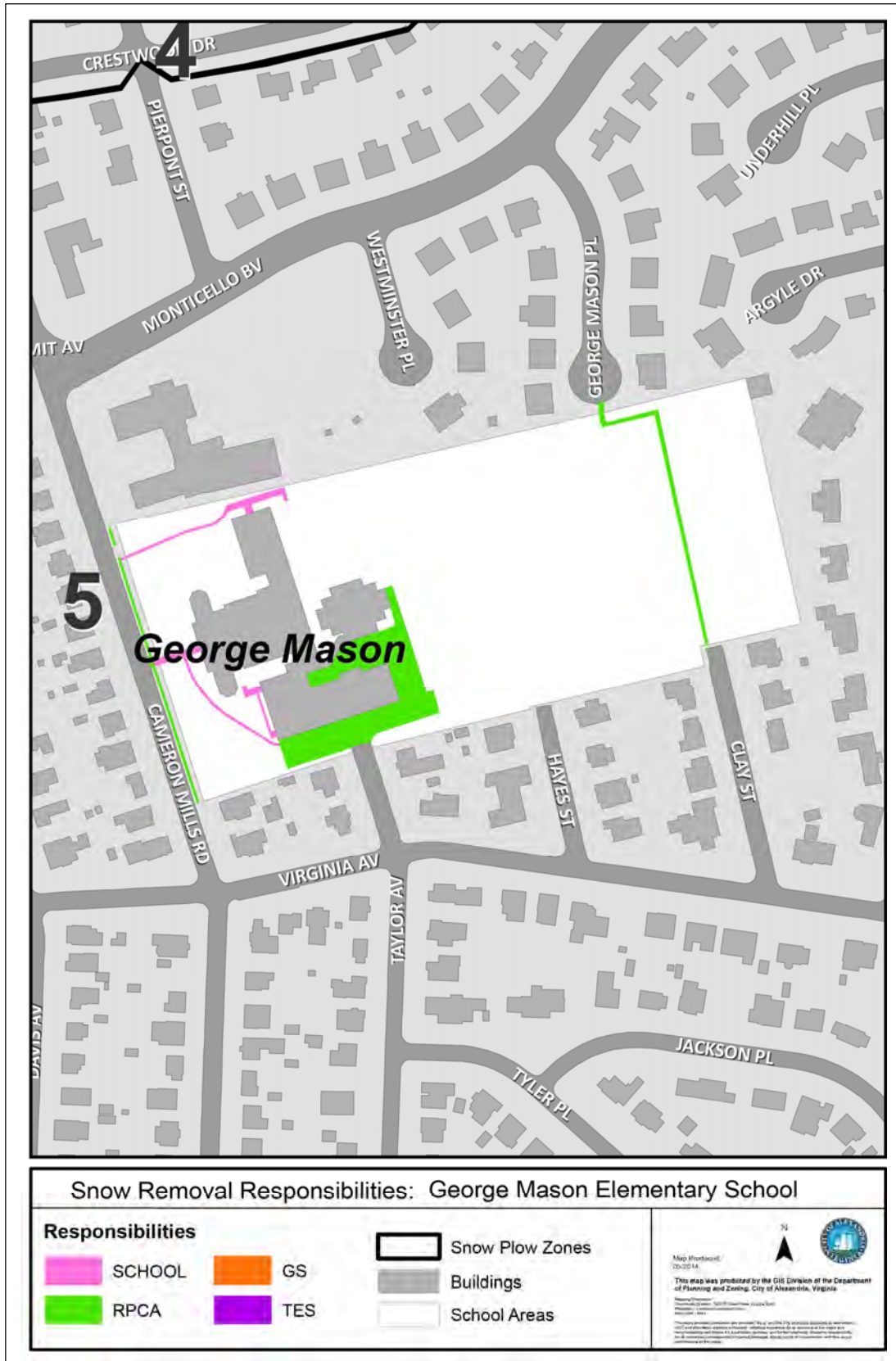
Shared Area Activities:  
RPCA has priority use by request for after school programs, youth basketball, and day camps.

Responsibility	RPCA	School	Shared
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	COMBINED*
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

\*Activity user cleans up litter after each use and shares responsibility for graffiti removal.

George Mason Elementary School (grades K-5)




Snow Removal Responsibilities



## George Washington Middle School (grades 6-8)

1001 Mount Vernon Avenue



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

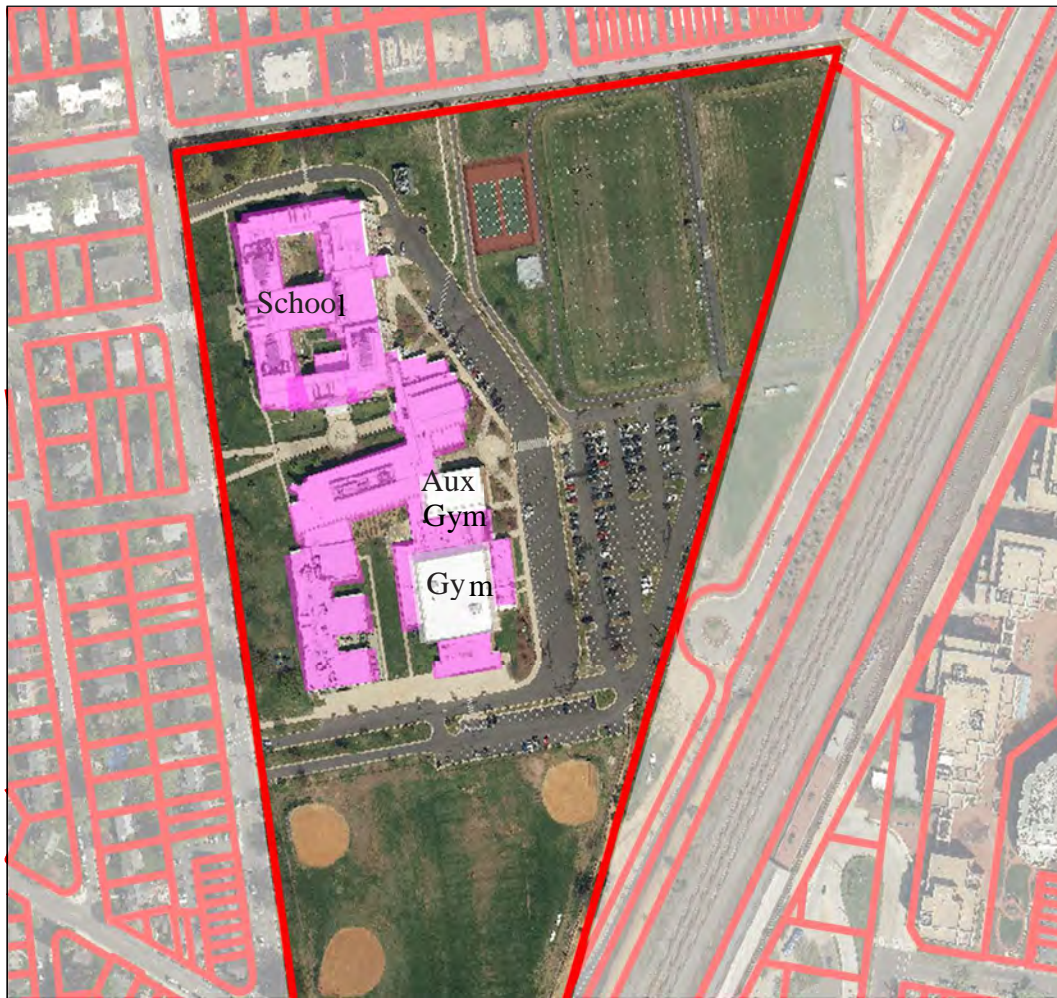
RPCA Service	Level
Horticultural	2
Turf	3
Trees	2

\*RPCA is responsible for maintenance of engineered fields.



## George Washington Middle School (grades 6-8)

### Building Envelope and Facilities Maintenance Responsibilities



#### Facility Details

ACPS Square Footage:  
237,332

RPCA Square Footage:  
N/A

Shared Area Managed  
By: ACPS

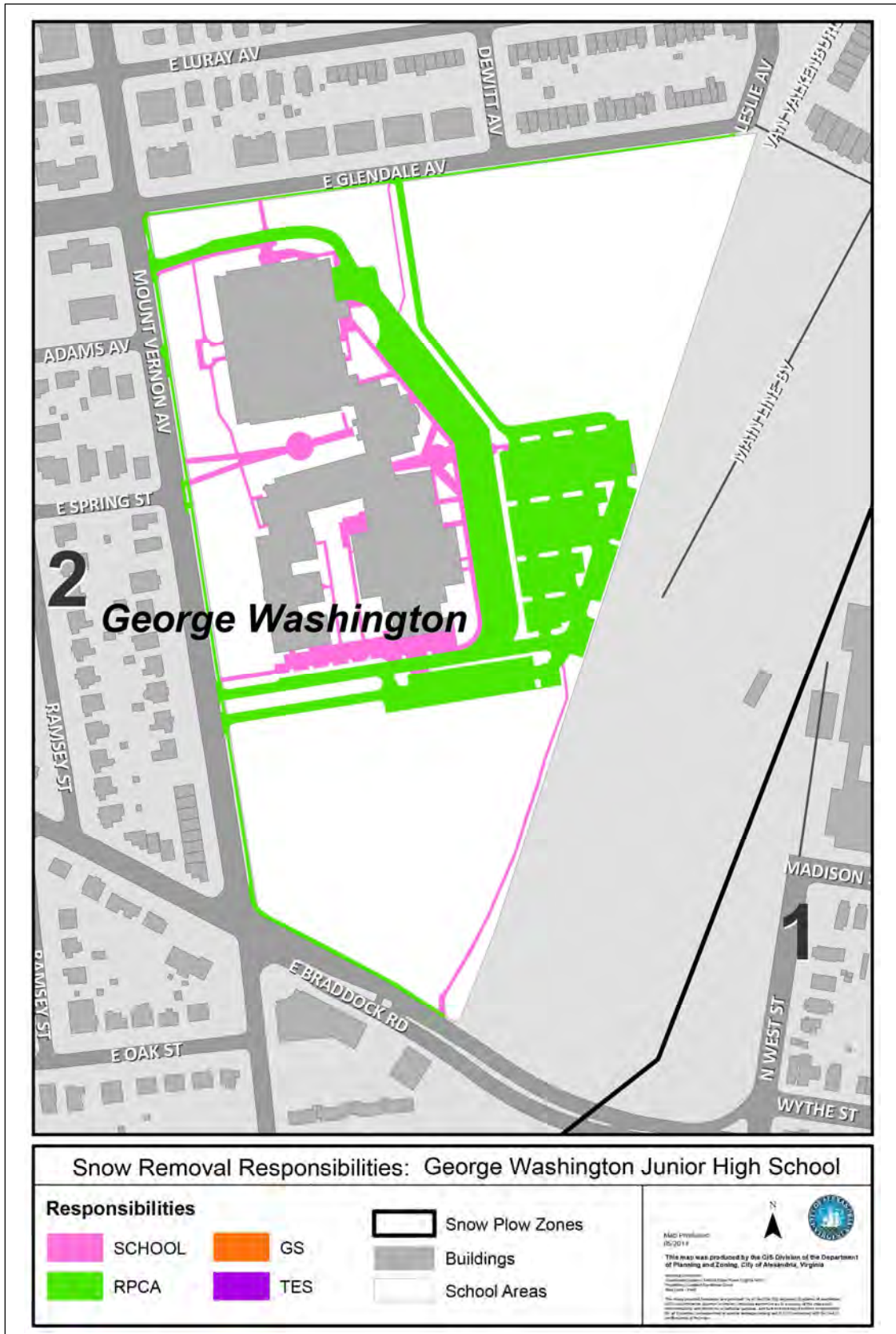
Shared Area Activities:  
RPCA has priority use by youth basketball, adult sports, after school programs, and summer camp programs.

Responsibility	RPCA	School	Shared
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	COMBINED*
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

\*Activity user cleans up litter after each use and shares responsibility for graffiti removal.

George Washington Middle School (grades 6-8)




Snow Removal Responsibilities



## James K. Polk Elementary School (grades K-5)

5000 Polk Avenue



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

RPCA Service	Level
Horticultural	2
Turf	3
Trees	2

RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.



## James K. Polk Elementary School (grades K-5)

### Building Envelope and Facilities Maintenance Responsibilities



#### Facility Details

ACPS Square Footage:  
74,423

RPCA Square Footage:  
N/A

Shared Area Managed  
By: ACPS

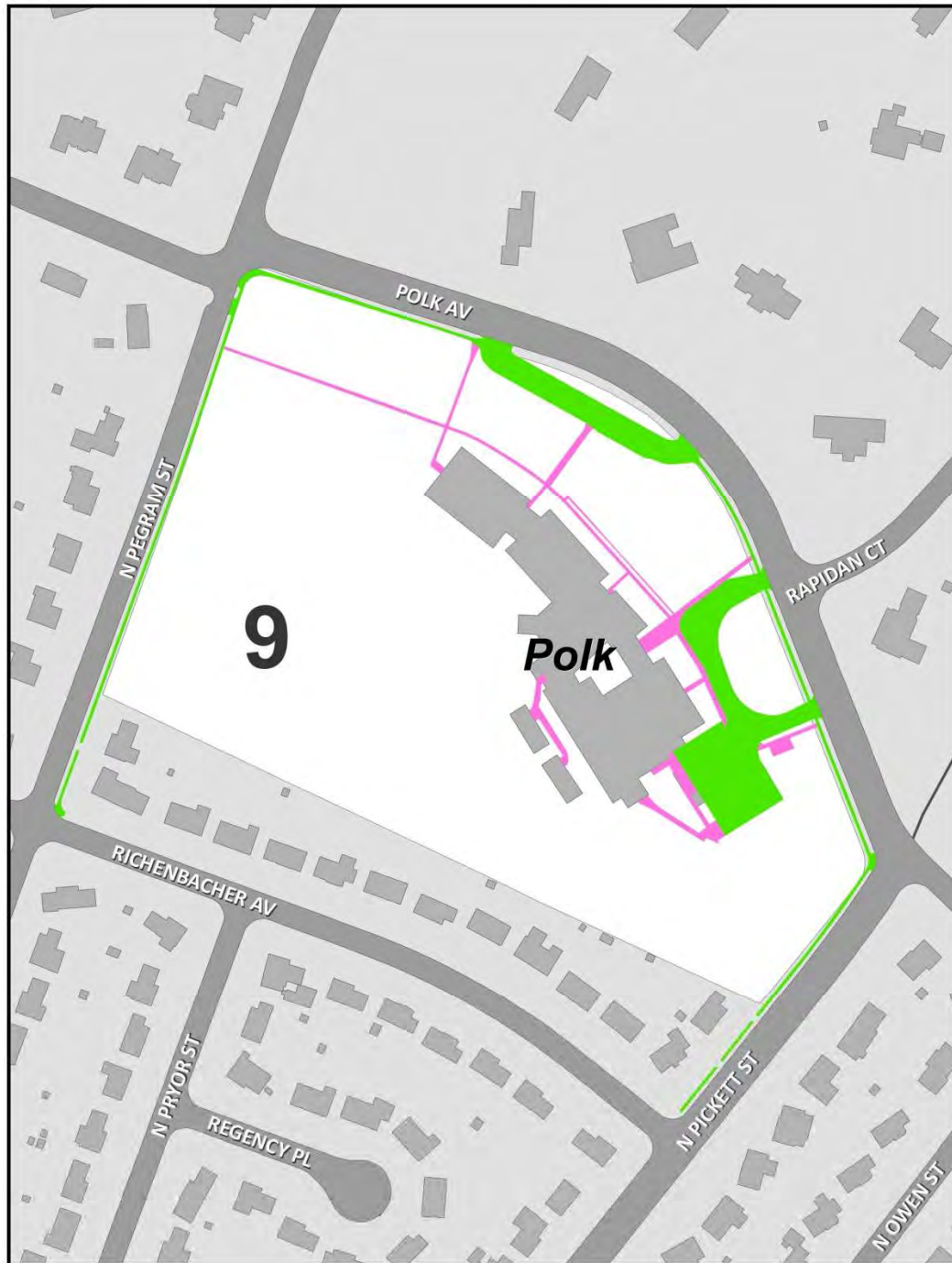
Shared Area Activities:  
RPCA has priority use by  
request for youth sports  
programs and general  
activities.

Responsibility	RPCA	School	Shared
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	COMBINED*
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

\*Activity user cleans up litter after each use and shares responsibility for graffiti removal.

James K. Polk Elementary School (grades K-5)

Snow Removal Responsibilities




Snow Removal Responsibilities: James K. Polk Elementary School

**Responsibilities**

- SCHOOL
- GS
- RPCA
- TES

- Snow Plow Zones
- Buildings
- School Areas

Map Produced:  
05/2014



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Mapping Details:  
Coordinate System: NAD83 State Plane Virginia South  
Projection: Lambert Conformal Conic  
Map Scale: 1:2000

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## Jefferson-Houston School (grades K-8)

1501 Cameron Street



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

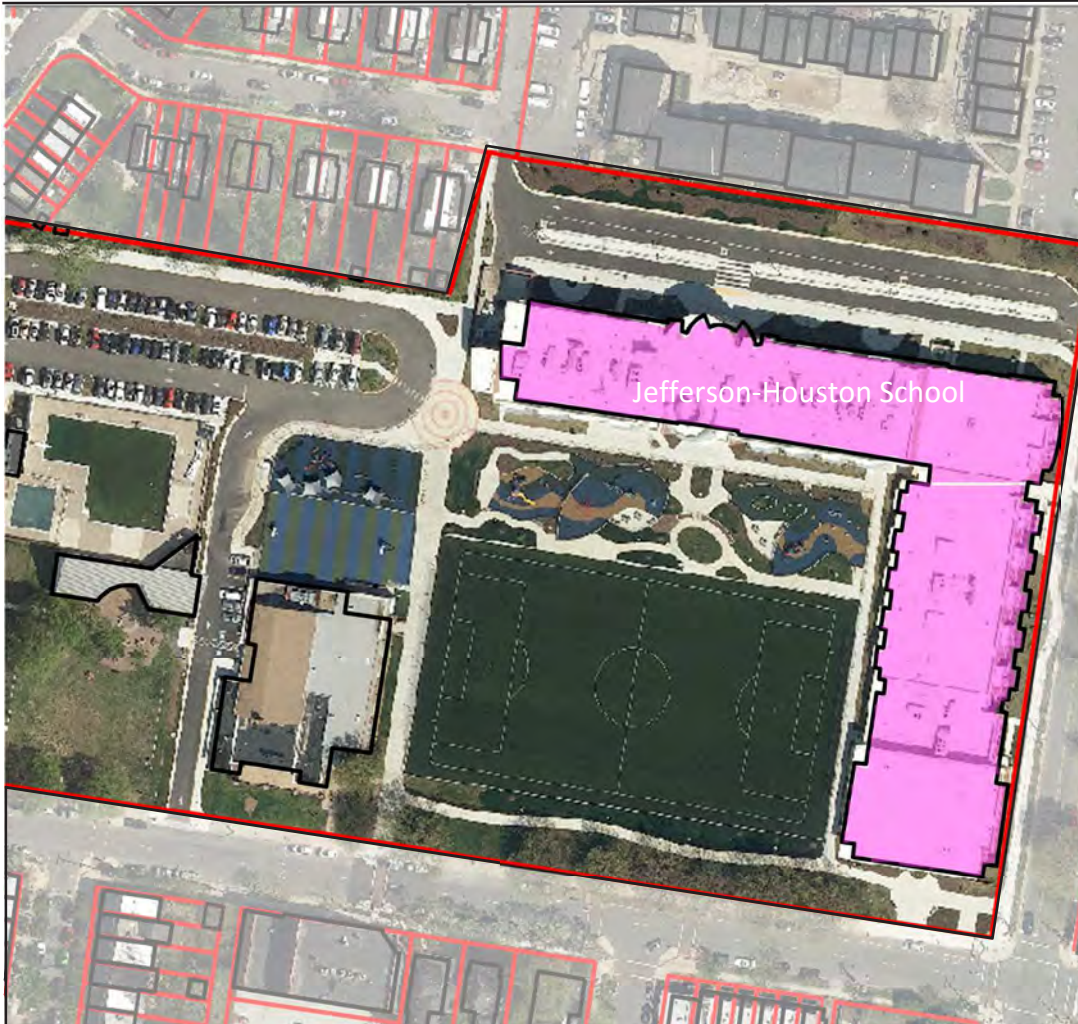
RPCA Service	Level
Horticultural	2
Turf	3
Trees	2

School Campus grounds are maintained by ACPS under separate vendor contract.  
 \*RPCA is responsible for maintenance of engineered fields.



## Jefferson-Houston School (grades K-8)

### Building Envelope and Facilities Maintenance Responsibilities



#### Facility Details

ACPS Square Footage:

RPCA Square Footage:

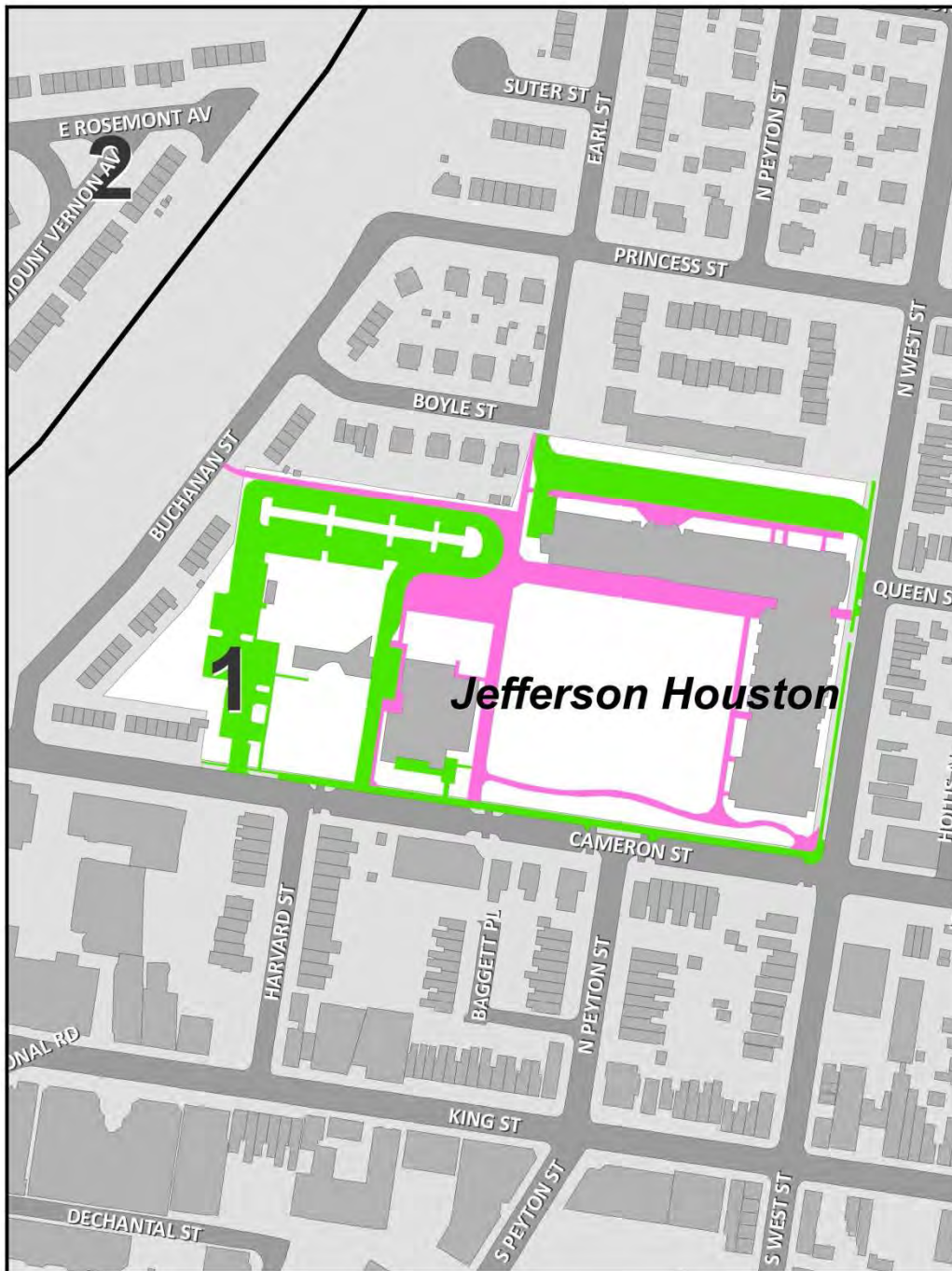
Shared Area Managed By:

Shared Area Activities

Responsibility	RPCA	School	Shared
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	COMBINED*
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

Jefferson-Houston School (grades K-8)

Snow Removal Responsibilities



Snow Removal Responsibilities: Jefferson-Houston Elementary School

Responsibilities

- SCHOOL
- RPCA
- GS
- TES

- Snow Plow Zones
- Buildings
- School Areas

Map Produced:  
05/2014

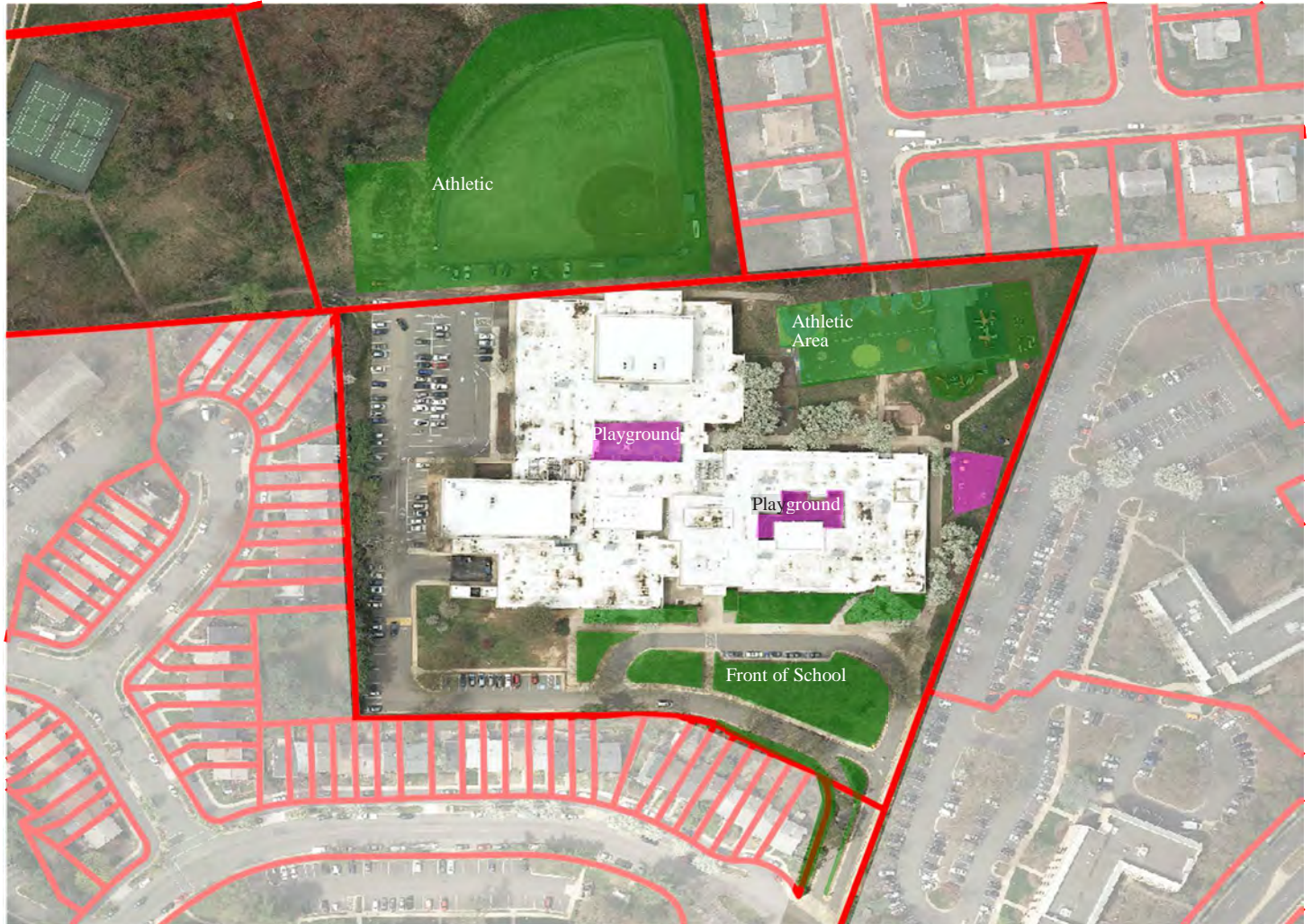
This map was produced by the GIS Division of the Department of Planning and Zoning, City of Alexandria, Virginia




Map Data:  
 Base Data: ESRI  
 Imagery: GeoEye/GeoEye/GeoEye  
 Map Data: ESRI

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## John Adams Elementary School (grades K-5)

2601 Cameron Mills Road



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

RPCA Service	Level
Horticultural	2
Turf	3
Trees	2

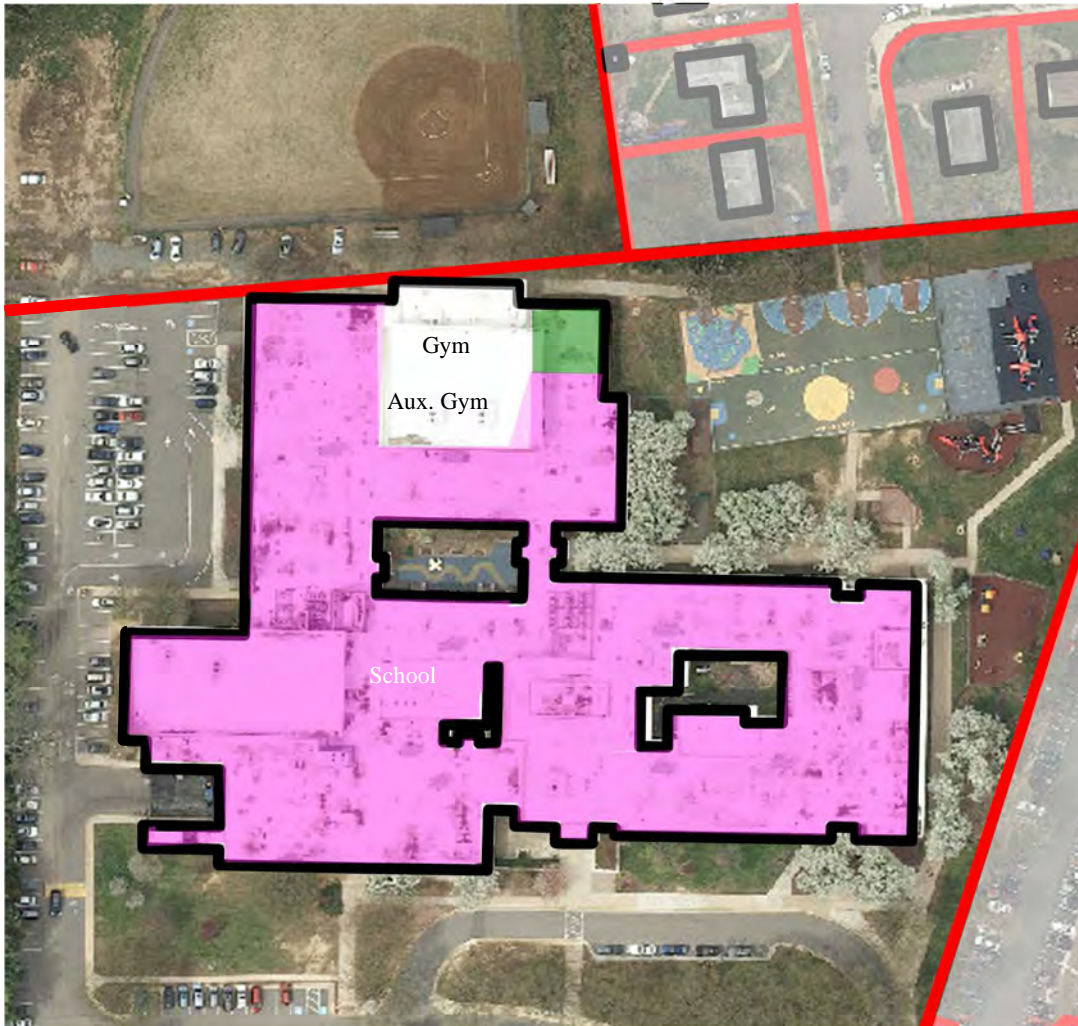
RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.

RPCA is responsible for landscape related care only at areas cited above in green.



John Adams Elementary School (grades K-5)

Building Envelope and Facilities Maintenance Responsibilities



**Facility Details**

ACPS Square Footage:  
50,935

RPCA Square Footage: N/A

Shared Area Managed By:  
ACPS

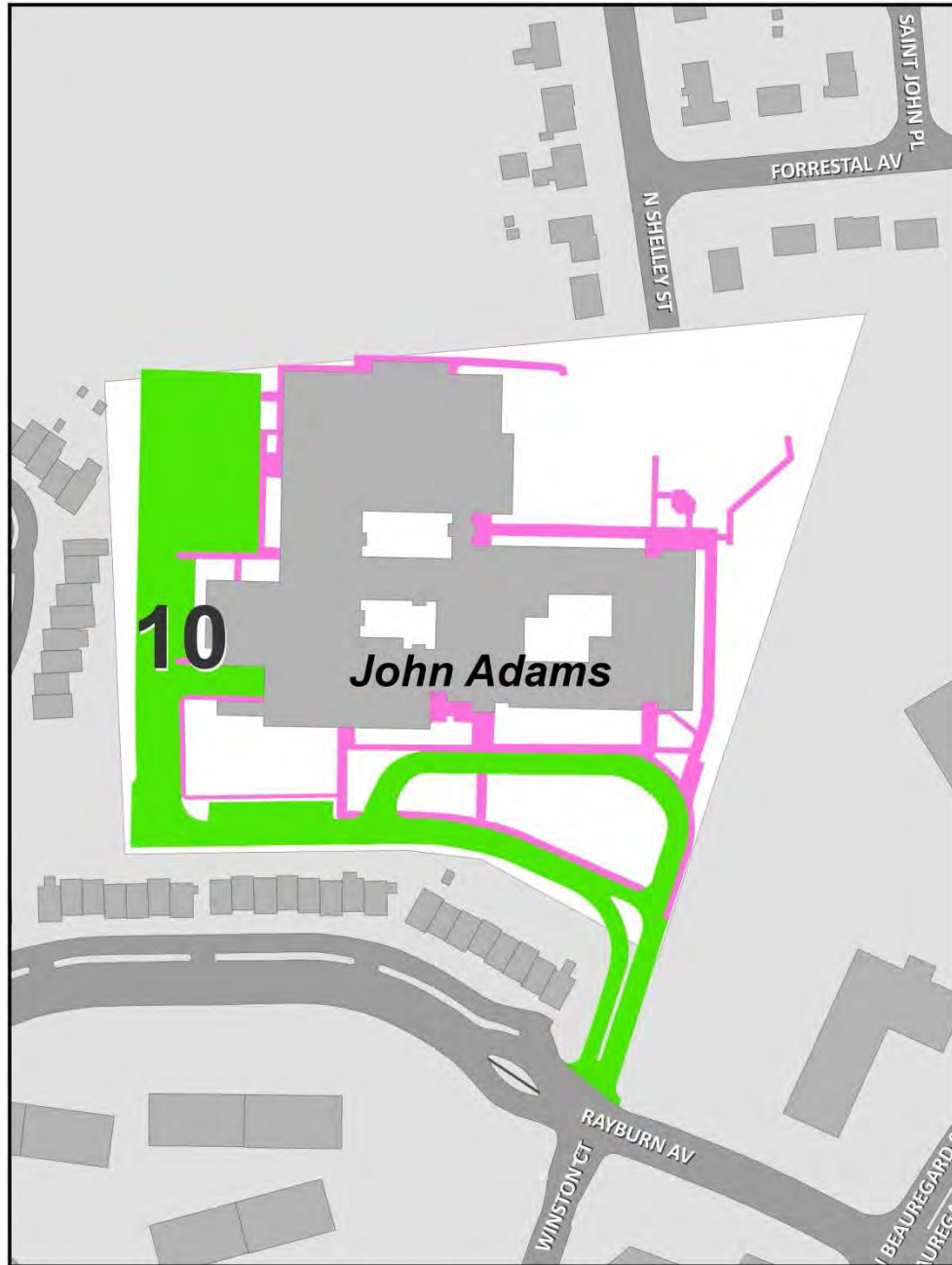
Shared Area Activities:  
RPCA has priority use by request for after school programs, youth basketball, and day camps.

Responsibility	RPCA	School	Shared
Interior Building Envelope	RPCA	ACPS	ACPS
Exterior Building Envelope	ACPS	ACPS	ACPS
Custodial Services	RPCA	ACPS	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	ACPS	COMBINED*
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	ACPS	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	ACPS	ACPS	ACPS

\*Activity user cleans up litter after each use and shares responsibility for graffiti removal.

John Adams Elementary School (grades K-5)

Snow Removal Responsibilities




Snow Removal Responsibilities: John Adams Elementary School

**Responsibilities**

- SCHOOL
- GS
- RPCA
- TES

- Snow Plow Zones
- Buildings
- School Areas



Map Produced  
05/2014

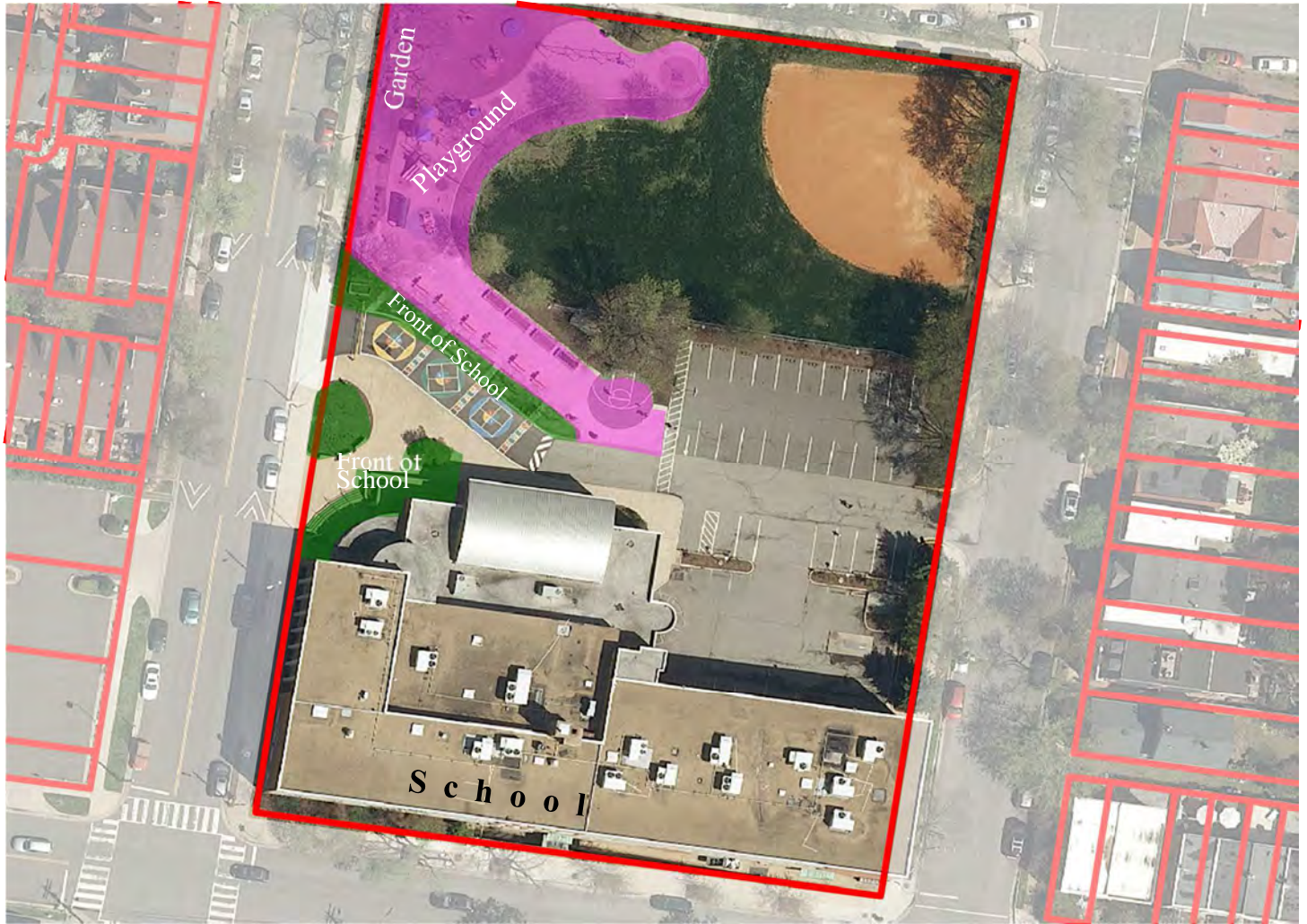
This map was produced by the GIS Division of the Department of Planning and Zoning, City of Alexandria, Virginia.




Map Scale: Feet

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Lyles-Crouch Traditional Academy (grades K-5)

530 South Asaph Street



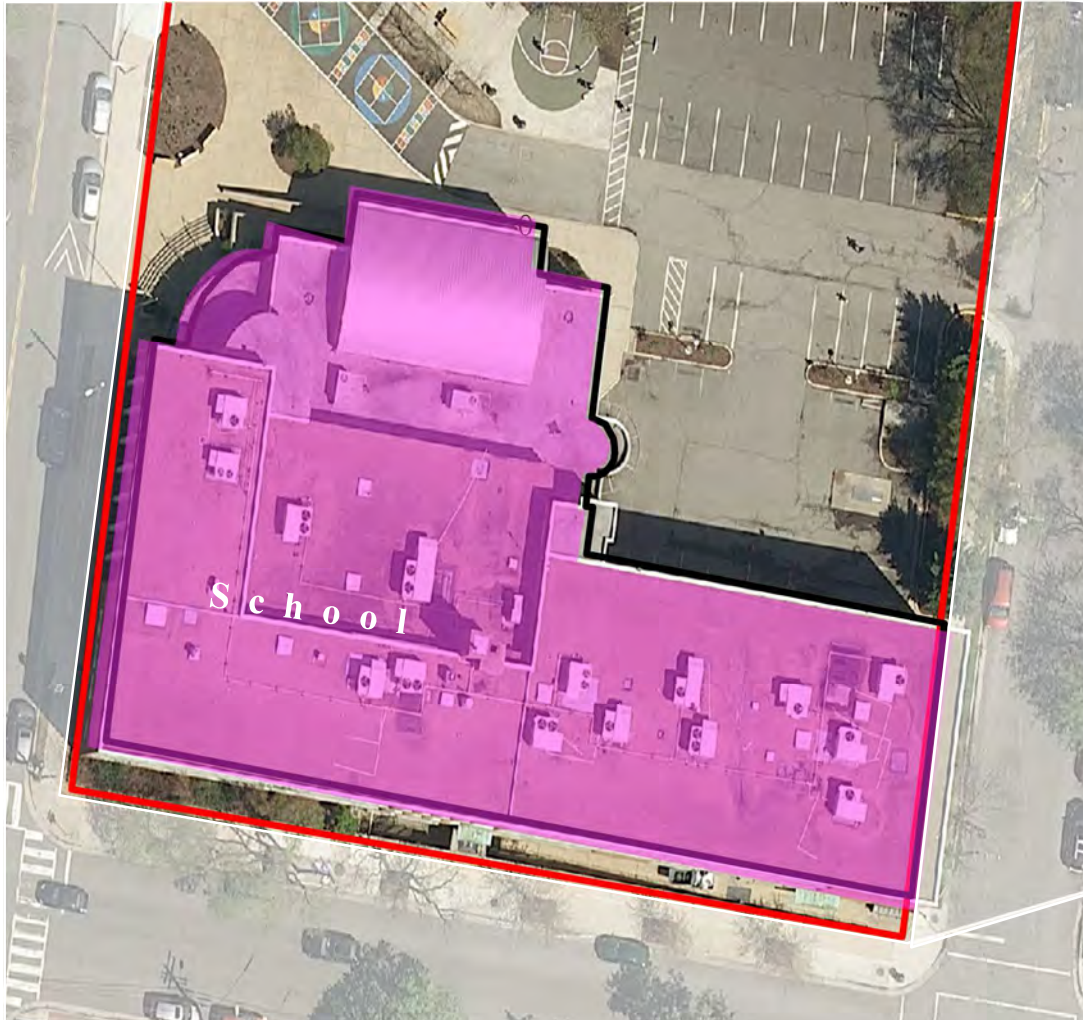
-  Parcel Lines
-  ACPS Responsibility
-  RPCA Responsibility

RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.



Lyles-Crouch Traditional Academy (grades K-5)

Building Envelope and Facilities Maintenance Responsibilities



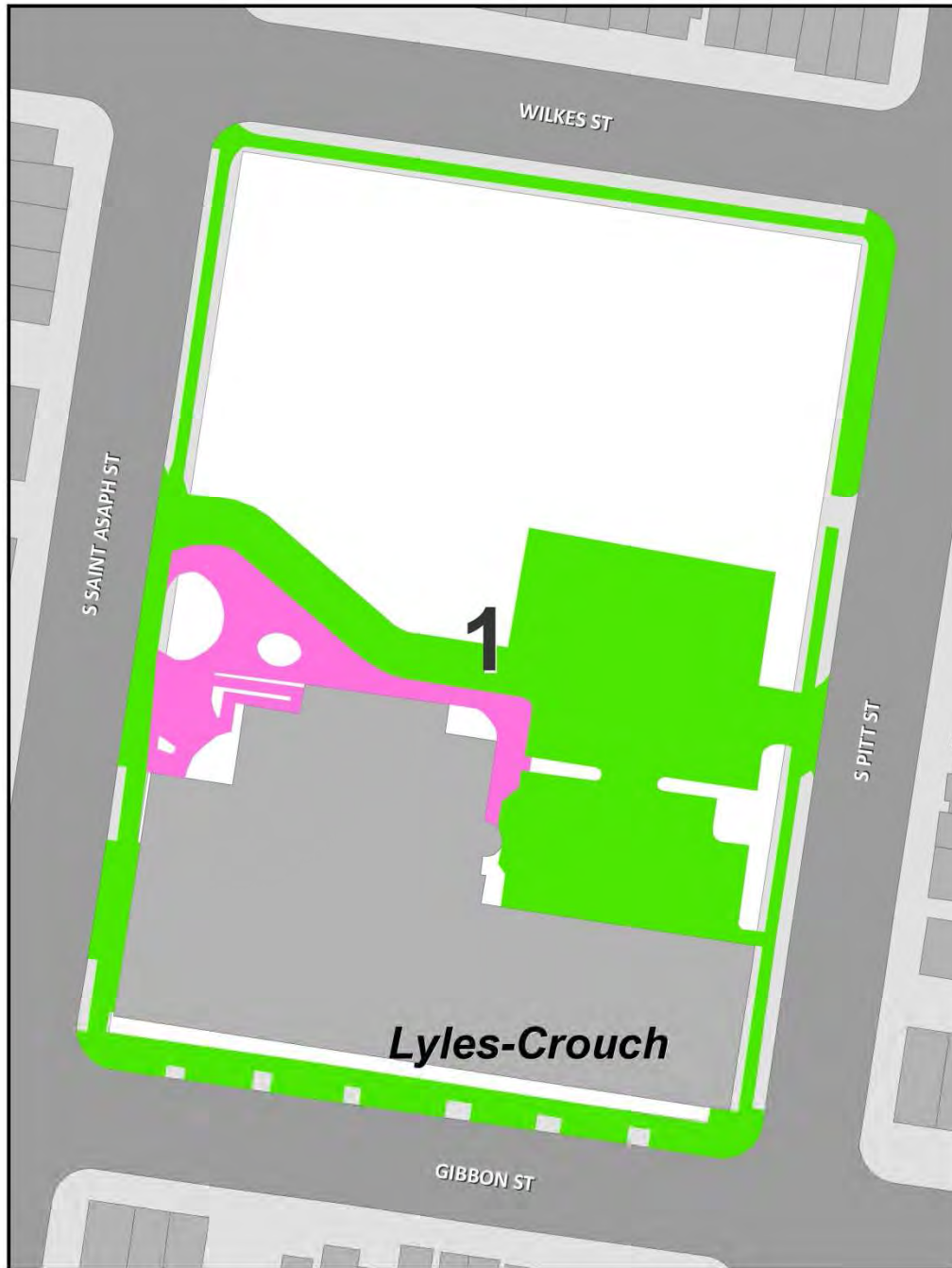
Facility Details	
ACPS Square Footage:	65,645
RPCA Square Footage:	N/A
Shared Area Managed By:	N/A
Shared Area Activities:	N/A

Responsibility	RPCA	School	Shared
Interior Building Envelope	RPCA	ACPS	ACPS
Exterior Building Envelope	ACPS	ACPS	ACPS
Custodial Services	RPCA	ACPS	ACPS
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	ACPS	COMBINED*
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	ACPS	ACPS
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	ACPS	ACPS	ACPS

\*Activity use cleans up litter after each use and share responsibility for graffiti removal.

Lyles-Crouch Traditional Academy (grades K-5)

Snow Removal Responsibilities



Snow Removal Responsibilities: Lyles-Crouch Elementary School

Responsibilities

- SCHOOL
- GS
- RPCA
- TES

- Snow Plow Zones
- Buildings
- School Areas

Map Produced:  
05/2014

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Map Scale: None




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## Matthew Maury Elementary School (grades K-5)

600 Russell Road



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

RPCA Service	Level
Horticultural	2
Turf	3
Trees	2

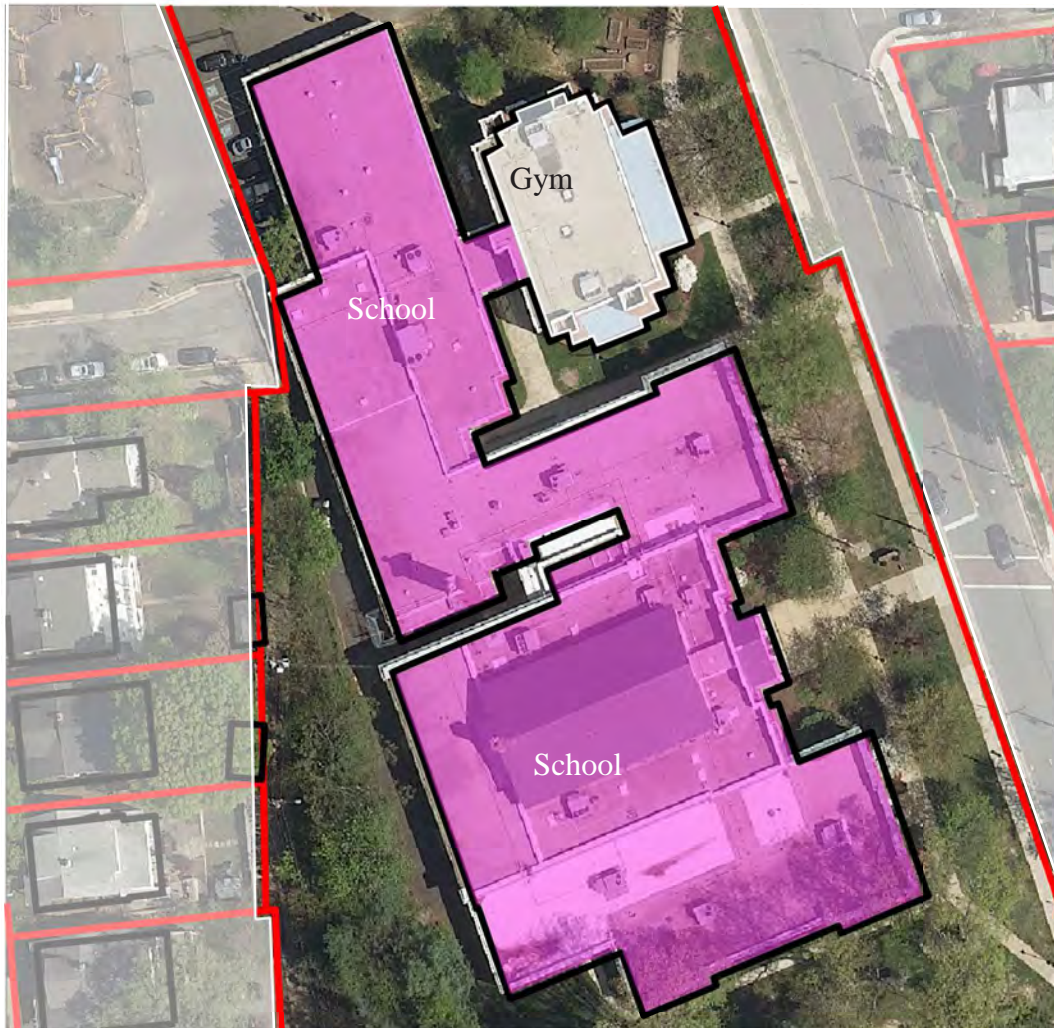
RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.

\*Playground east of Johnson place is owned and maintained by ACPS.



## Matthew Maury Elementary School (grades K-5)

### Building Envelope and Facilities Maintenance Responsibilities



#### Facility Details

ACPS Square Footage: 51,800

RPCA Square Footage: N/A

Shared Area Managed By:  
ACPS

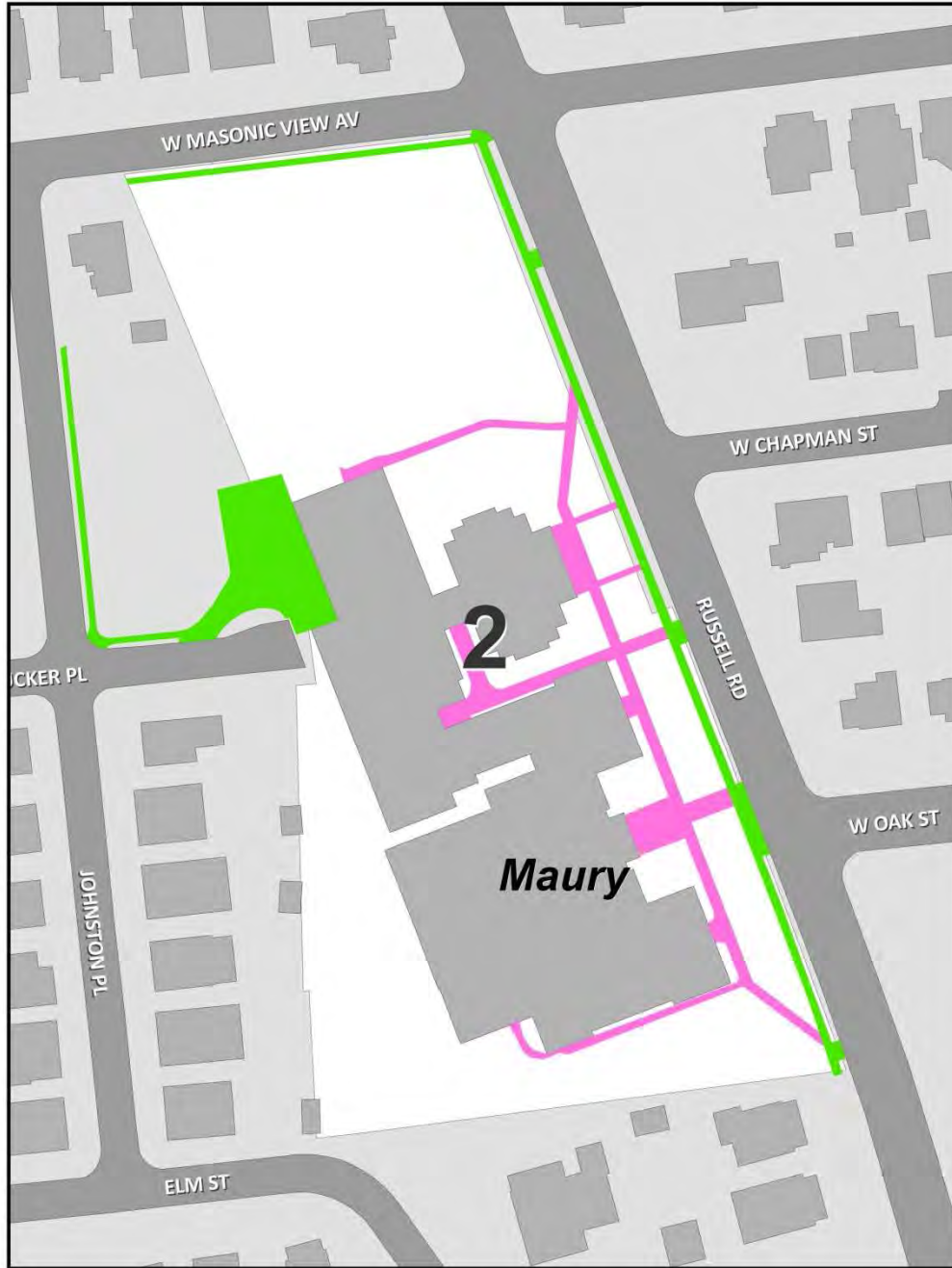
Shared Area Activities: RPCA has priority use by request for after school programs and youth basketball.

Responsibility	RPCA	School	Shared
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	COMBINED*
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

\*Activity use cleans up litter after each use and share responsibility for graffiti removal.

Matthew Maury Elementary School (grades K-5)

Snow Removal Responsibilities



Snow Removal Responsibilities: Maury Elementary School

**Responsibilities**

- SCHOOL
- RPCA
- GS
- TES

- Snow Plow Zones
- Buildings
- School Areas

Map Produced: 05/2014

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Map Data Sources: Aerial Imagery, 2010; Open Street Map, 2010; City of Alexandria GIS Data, 2010

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## Minnie Howard Campus of T.C. Williams High School K-5)

3801 West Braddock Road



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

RPCA Service	Level
Horticultural	2
Turf	3
Trees	2

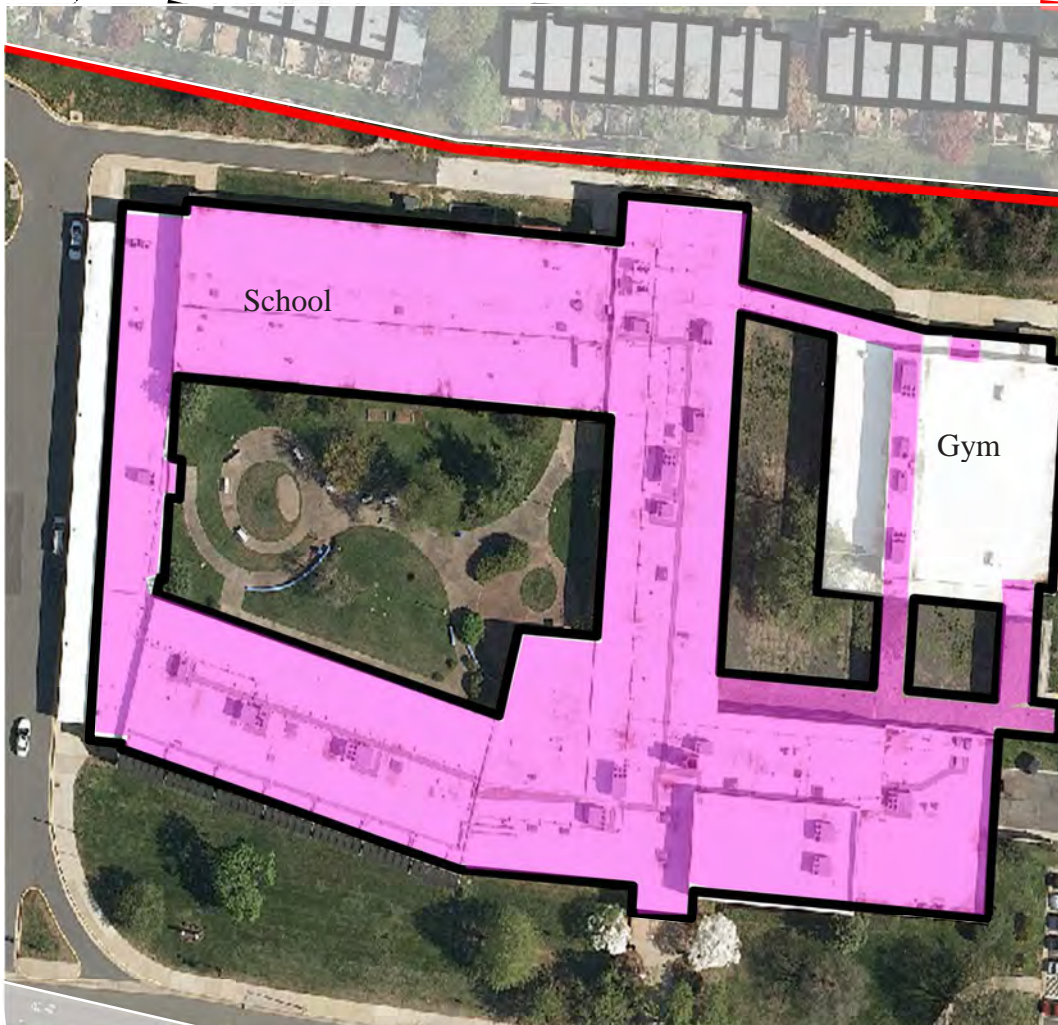
RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.

\*Playground east of Johnson place is owned and maintained by ACPS.



## Minnie Howard Campus of T.C. Williams High School K-5)

### Building Envelope and Facilities Maintenance Responsibilities



#### Facility Details

ACPS Square Footage:  
130,435

RPCA Square Footage: N/A

Shared Area managed By:  
ACPS

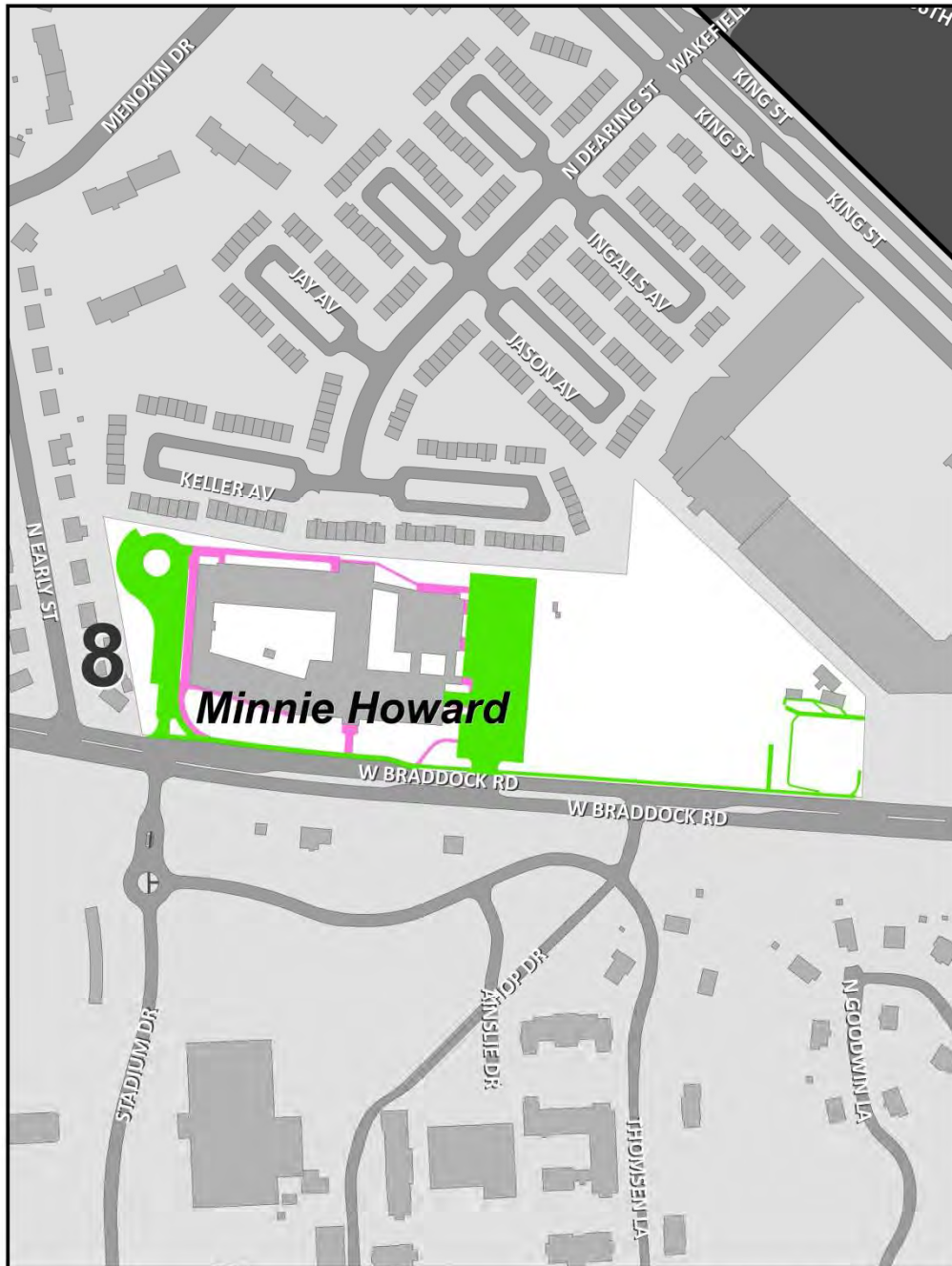
Shared Area Activities: RPCA has priority use by request for youth and adult volleyball, and adult basketball.

Responsibility	RPCA	School	Shared
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	COMBINED*
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

\*Activity user cleans up litter after each use and shares responsibility for graffiti

Minnie Howard Campus of T.C. Williams High School K-5)

Snow Removal Responsibilities






Snow Removal Responsibilities: Minnie Howard Ninth Grade School

<b>Responsibilities</b>		Snow Plow Zones	 Map Produced 05/2014 This map was produced by the GIS Division of the Department of Planning and Zoning, City of Alexandria, Virginia. Mapping Department, 5000 Hunter Place, Virginia Beach Planning, Zoning, and Code Enforcement Map scale: 1:10000 This map is provided for informational purposes only and the City assumes no liability for any errors, omissions, or inaccuracies. It is not intended to be used for any legal or financial purposes.
SCHOOL	GS	Buildings	
RPCA	TES	School Areas	

## Mount Vernon Community School (grades K-5) & Mount Vernon Recreation Center

2601 Commonwealth Avenue



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

RPCA Service	Level
Horticultural	2
Turf	3
Trees	2

RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.



## Mount Vernon Community School (grades K-5) & Mount Vernon Recreation Center

### Building Envelope and Facilities Maintenance Responsibilities



#### Facility Details

ACPS Square Footage:  
112,730

RPCA Square Footage:  
18,084

Shared Area Managed By:  
RPCA

Shared Area Activities: ACPS  
uses the gym during school  
hours only.

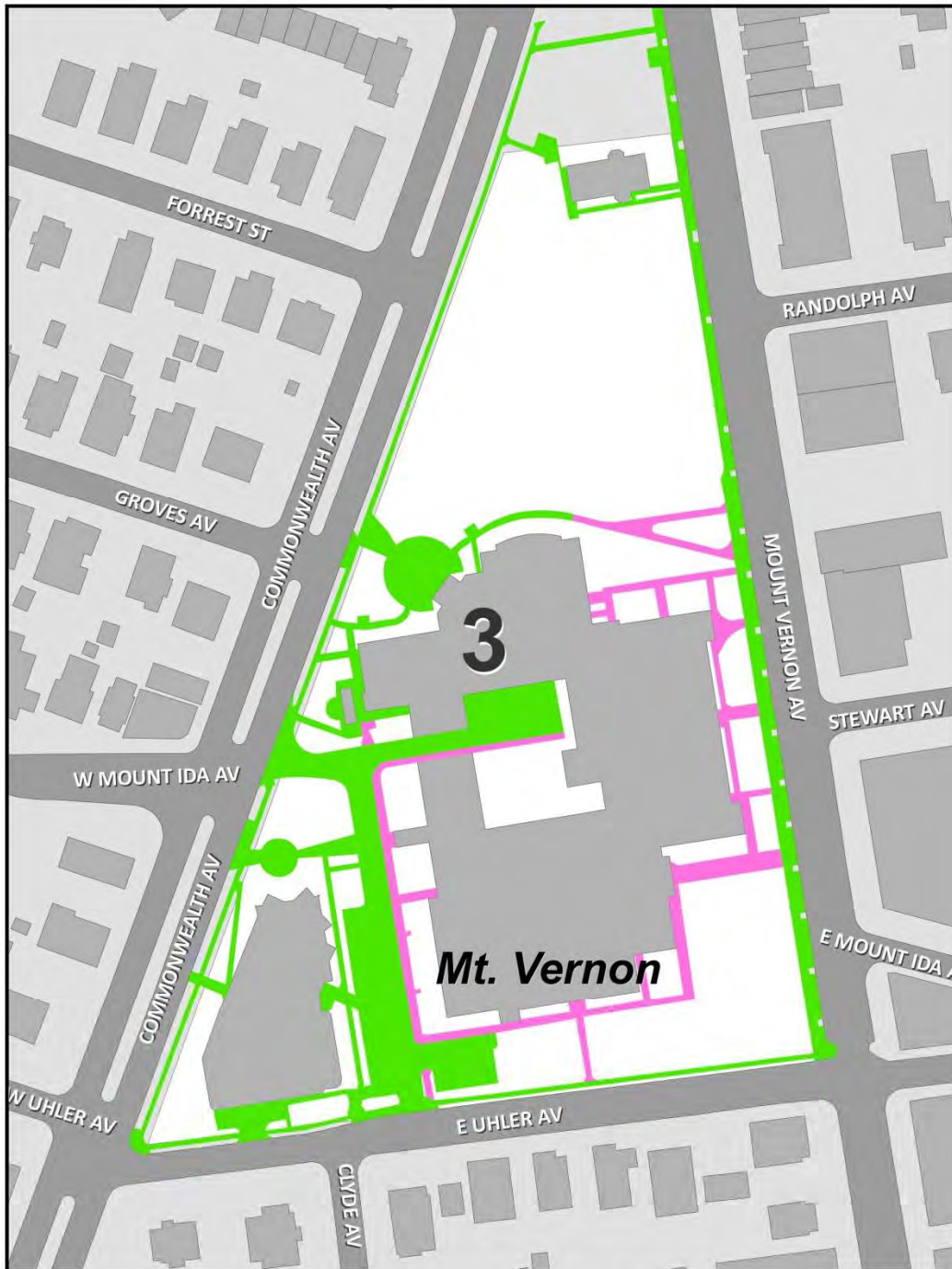
Responsibility	RPCA	School	Shared
Interior Building Envelope	RPCA/GS	ACPS	RPCA/GS
Exterior Building Envelope	GS	ACPS	RPCA/GS**
Custodial Services	RPCA	ACPS	RPCA
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	ACPS	COMBINED*
Grounds Lighting	RPCA	ACPS	ACPS
Interior Graffiti Removal	RPCA	ACPS	COMBINED <sup>8</sup>
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	ACPS	ACPS	GS

\*Activity user cleans up litter after each use and shares responsibility for graffiti removal.

\*\*Metal Roof Portion = GS; Flat Roof Portion = ACPS

Mount Vernon Community School (grades K-5) & Mount Vernon Recreation Center

Snow Removal Responsibilities



Snow Removal Responsibilities: Mount Vernon Elementary School

**Responsibilities**

- SCHOOL
- GS
- RPCA
- TES

- Snow Plow Zones
- Buildings
- School Areas

Map Produced:  
05/2014

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Mapping Data:  
Coordinate System: NAD 83 StatePlane Virginia East  
Coordinate Units: Feet  
Map Scale: Feet

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## Patrick Henry Elementary School (grades K-5) & Paattrick Henry Recreation Center

4643 Taney Avenue

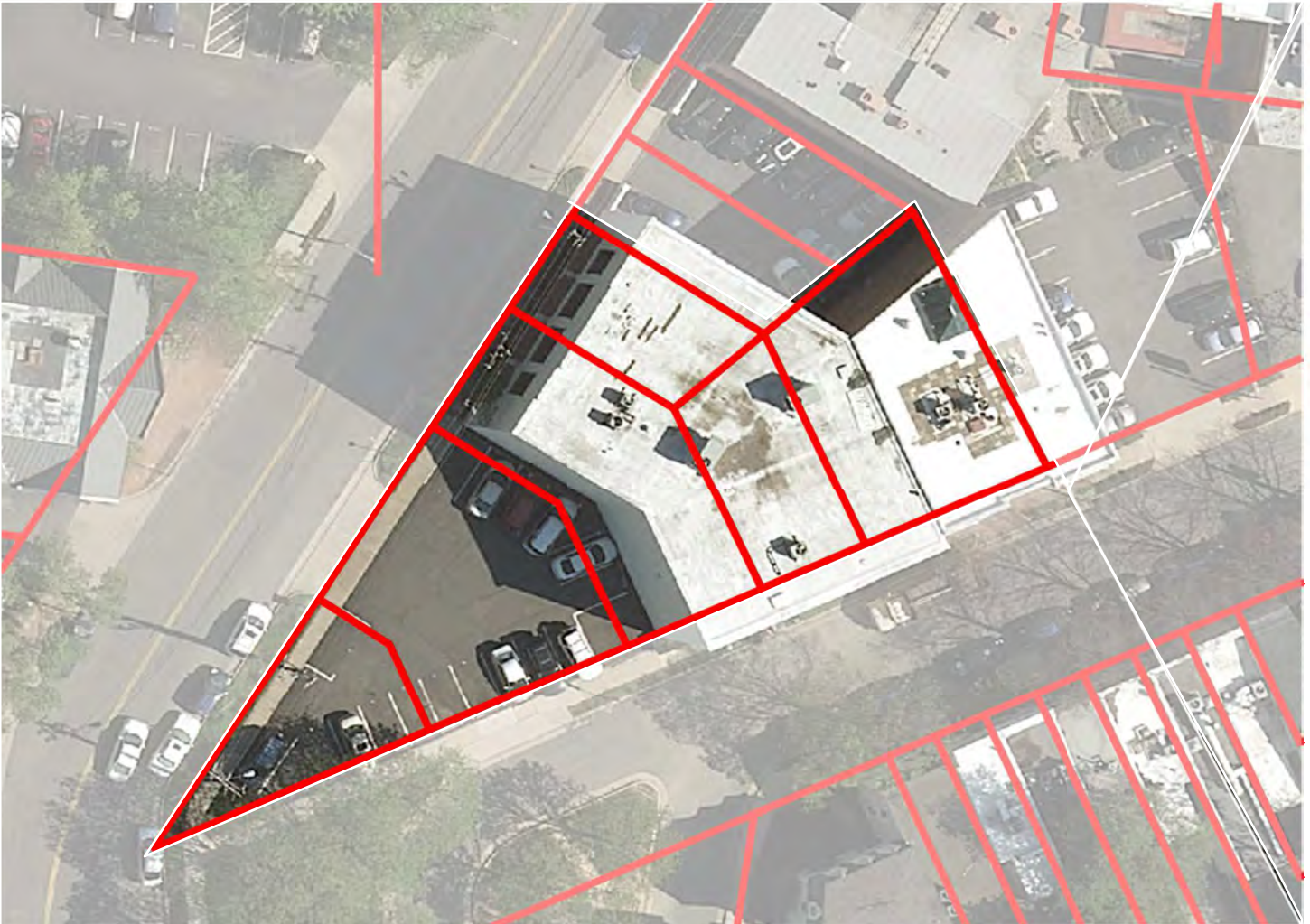


At time of this document' update, Patrick Henry Elementary School (grades preK-5) & Patrick Henry Recreation Center were under new construction for comprehensive replacement of building facilities with new facilities' in configuration shown above. Please refer to existing separate, interim Memorandum of Understanding between ACPS and City/RPCA for outdoor maintenance responsibilities. In addition, please refer to the existing Synthetic Field MOU for responsibilities concerning the Synthetic Athletic Field. Snow Removal Responsibilities shall adhere to existing City protocol per City Snow Plan.



# Peyton Street Building

216 South Peyton Street



T&ES preforms routine recyclable trash pickup. All other services are provided by ACPS.




\*Activity user cleans up litter after each use and shares responsibility for graffiti removal.



## Samuel W. Tucker Elementary School (grades K-5)

435 Ferdinand Day Drive



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

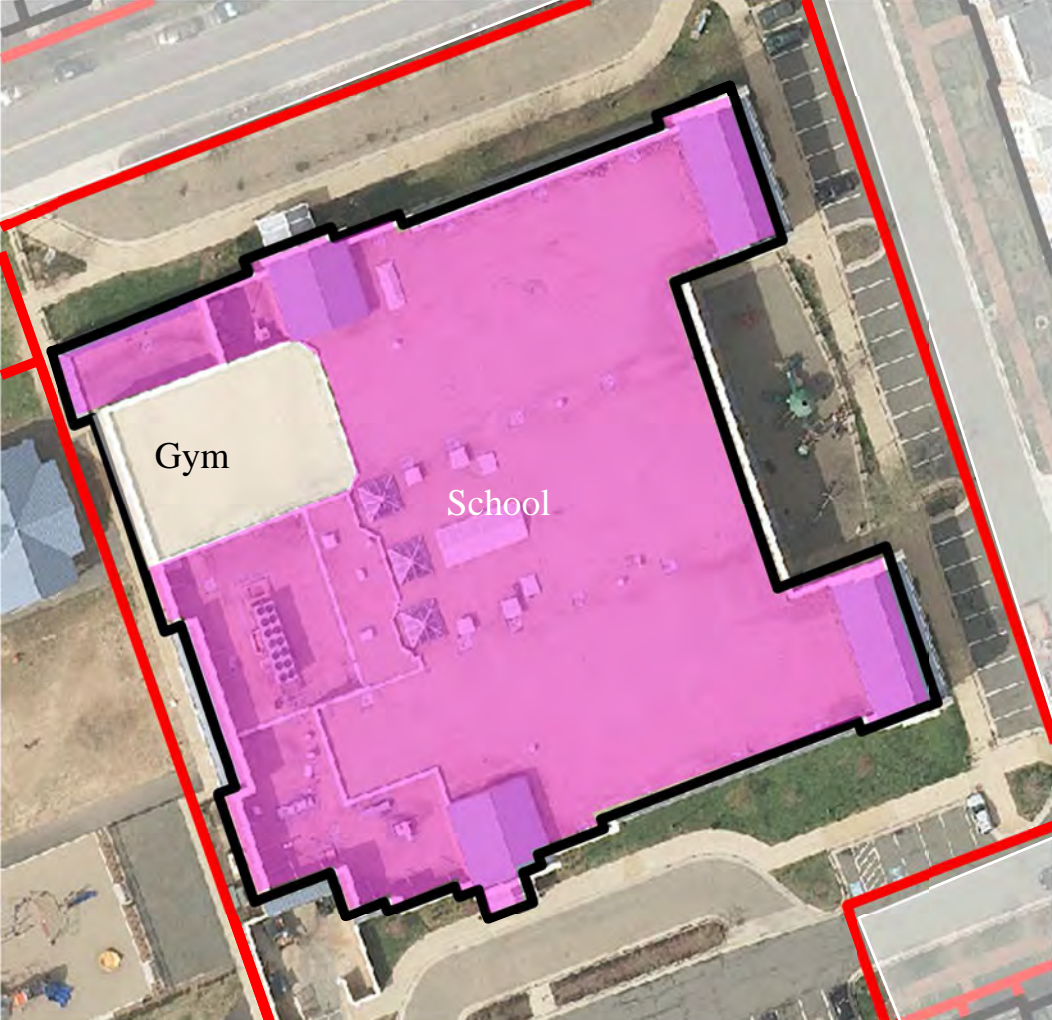
RPCA Service	Level
Horticultural	2
Turf *	3
Trees	2

RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.



## Samuel W. Tucker Elementary School 1(grades K-5)

### Building Envelope and Facilities Maintenance Responsibilities



**Facility Details**

ACPS Square Footage:

RPCA Square Footage:

Shared Area Managed By:

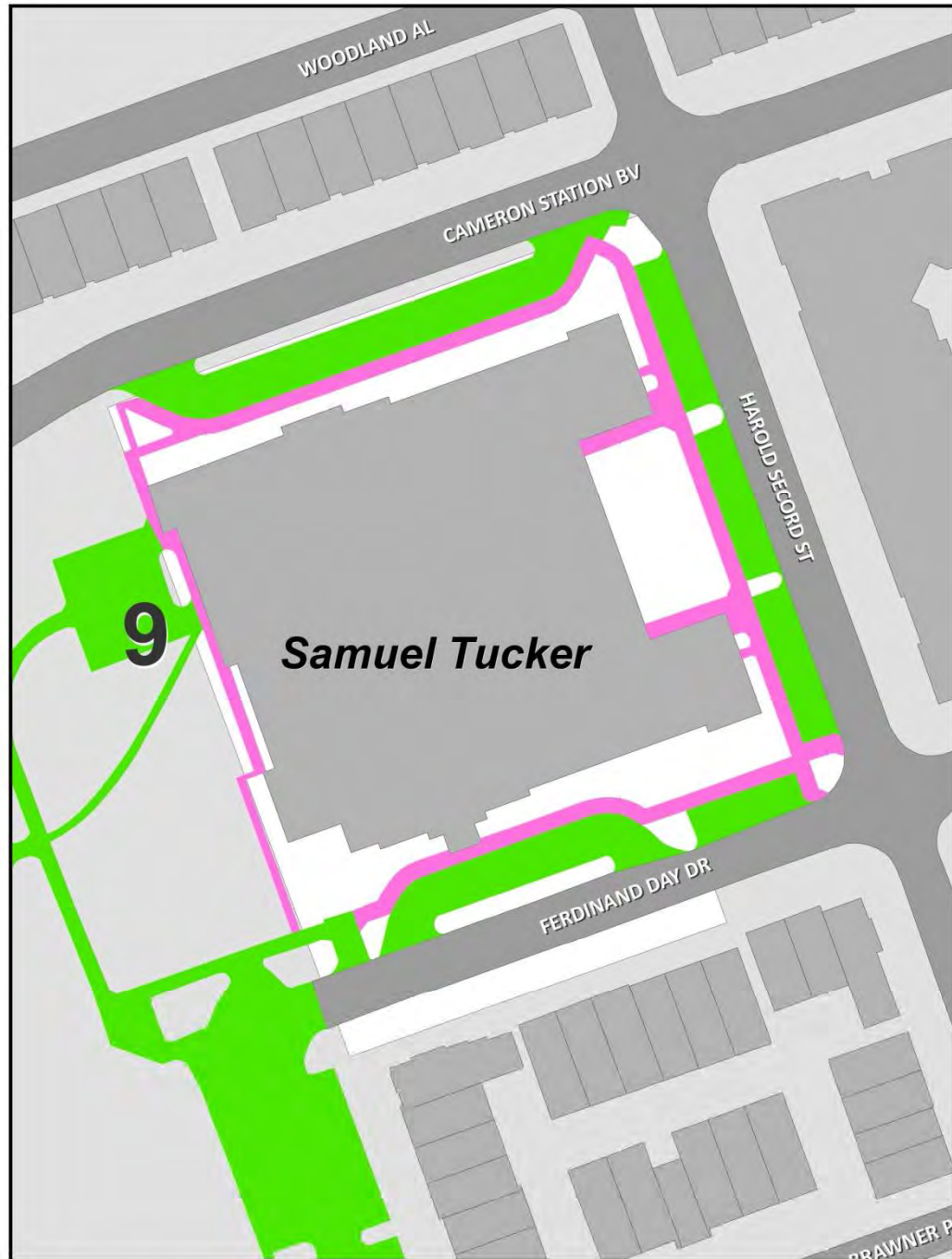
Shared Area Activities

Responsibility	RPCA	School	Shared
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	COMBINED*
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS

\*Activity user cleans up litter after each use and shares responsibility for graffiti removal.

## Samuel W. Tucker Elementary School (grades K-5)

### Snow Removal Responsibilities



**Snow Removal Responsibilities: Samuel Tucker Elementary School**

Responsibilities		Snow Plow Zones	
<span style="display: inline-block; width: 15px; height: 15px; background-color: #FF00FF; border: 1px solid black;"></span> SCHOOL	<span style="display: inline-block; width: 15px; height: 15px; background-color: #FFA500; border: 1px solid black;"></span> GS	<span style="display: inline-block; width: 15px; height: 15px; border: 2px solid black;"></span> Snow Plow Zones	<span style="display: inline-block; width: 15px; height: 15px; background-color: #808080;"></span> Buildings
<span style="display: inline-block; width: 15px; height: 15px; background-color: #00FF00; border: 1px solid black;"></span> RPCA	<span style="display: inline-block; width: 15px; height: 15px; background-color: #800080; border: 1px solid black;"></span> TES	<span style="display: inline-block; width: 15px; height: 15px; background-color: #FFFFFF; border: 1px solid black;"></span> School Areas	

Map Produced: 05/2014

This map was produced by the GIS Division of the Department of Planning and Zoning, City of Alexandria, Virginia

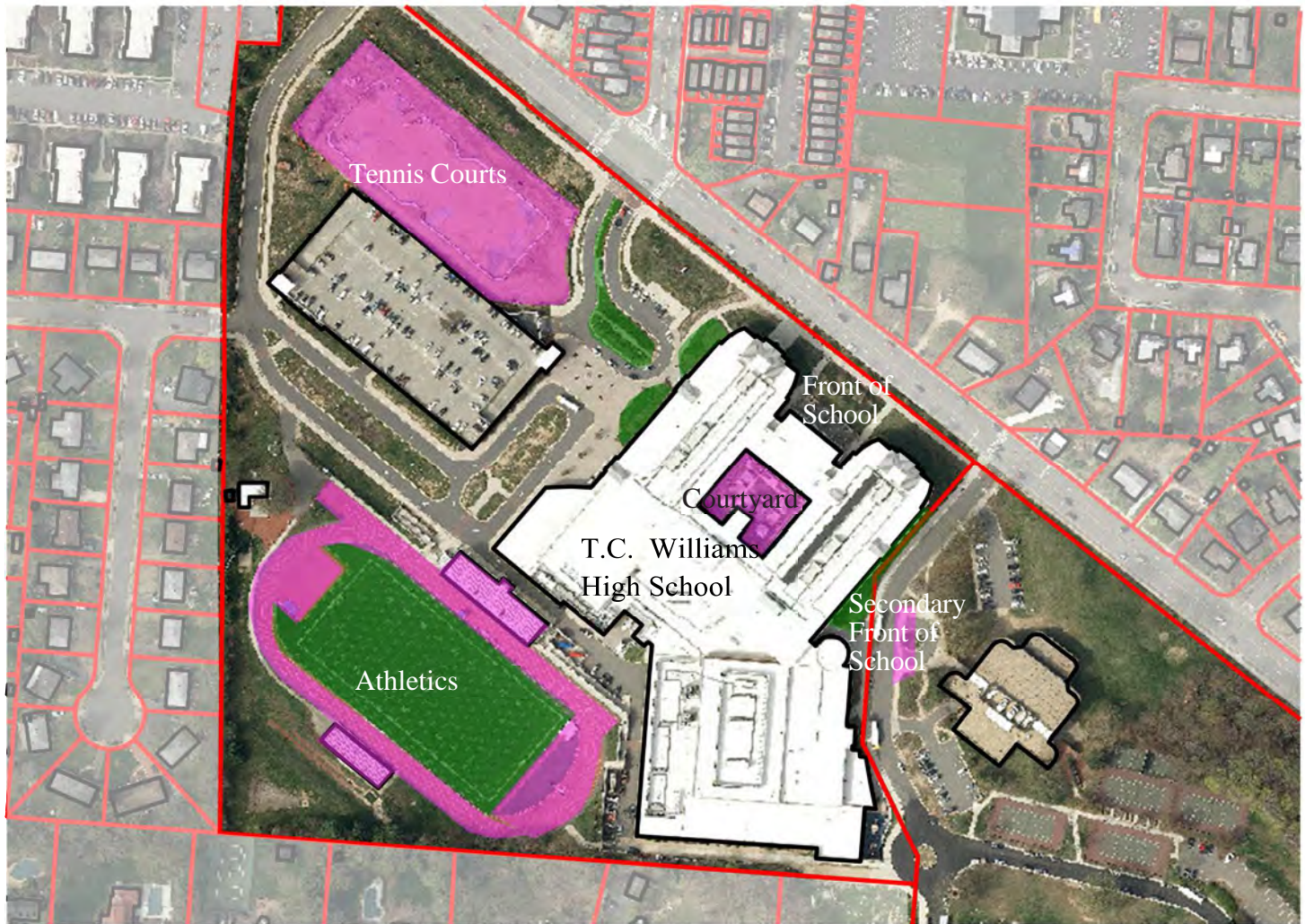
Map Data Provided: GIS/Map Services, Alexandria, Virginia




Map Date: 05/2014

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## Thomas Chambliss (T.C.) Williams High School 1(grades 9-12)

3330 King Street



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility




RPCA Service	Level
Horticultural	1
Turf *	2
Trees	2

RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.



## Thomas Chambliss (T.C.) Williams High School (grades 9-12)



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

RPCA Service	Level
Horticultural	2
Turf *	3
Trees	2

RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted..

The property shown here is owned by ACPS.



## Thomas Chambliss (T.C.) Williams High School (grades 9-12)

### Building Envelope and Facilities Maintenance Responsibilities

**Facility Details**

ACPS Square Footage: 61,470

Square Footage: N/A

Facility Managed By: ACPS

Shared Area Activities: RPCA requests use for track club, youth basketball practice, youth baseball, and cheerleading competitions

Other: Parking deck maintained by ACPS.

\*Activity user cleans up litter after each use and shares responsibility for graffiti




Responsibility	RPCA	School	Shared
Interior Building Envelope	N/A	ACPS	ACPS
Exterior Building Envelope	N/A	ACPS	ACPS
Custodial Services	N/A	ACPS	ACPS
Solid Waste	N/A	TES	TES
Litter Clean-Up	N/A	ACPS	ACPS
Grounds Lighting	N/A	ACPS	ACPS
Interior Graffiti Removal	N/A	ACPS	ACPS
Exterior Graffiti Removal	N/A	RPCA	RPCA
Life Safety Systems	N/A	ACPS	ACPS



## William Ramsay Elementary School (grades preK-5) & Williams Ramsay Recreation Center & Jerome "Buddie" Ford Nature Center

5700 Sanger Avenue



	Parcel Lines
	ACPS Responsibility
	RPCA Responsibility

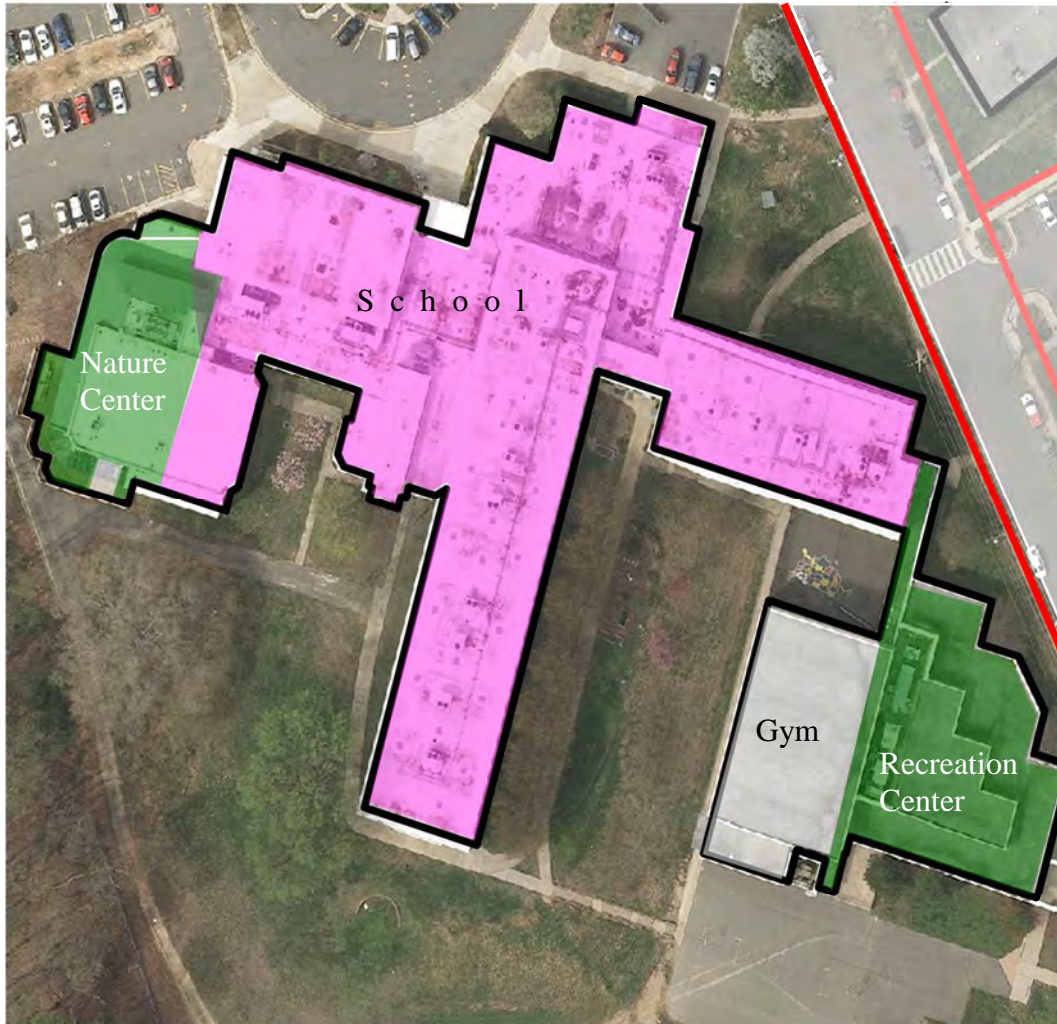
RPCA Service	Level
Horticultural	1
Turf *	2
Trees	2

RPCA is responsible for daily grounds maintenance, including litter removal, leaf pick-up and mowing in natural turf areas that are not color-shaded, unless otherwise noted.



## William Ramsay Elementary School (grades preK-5) & Williams Ramsay Recreation Center & Jerome “Buddie” Ford Nature Center

### Building Envelope and Facilities Maintenance Responsibilities



#### Facility Details

ACPS Square Footage:  
87,650

RPCA Square Footage:  
18,270

Nature Center Square  
Footage: 6,500

Shared Area managed By:  
RPCA

Shared Area Activities:  
ACPS uses the gym during  
school hours only, and shared  
Nature Center classroom is  
scheduled by request.

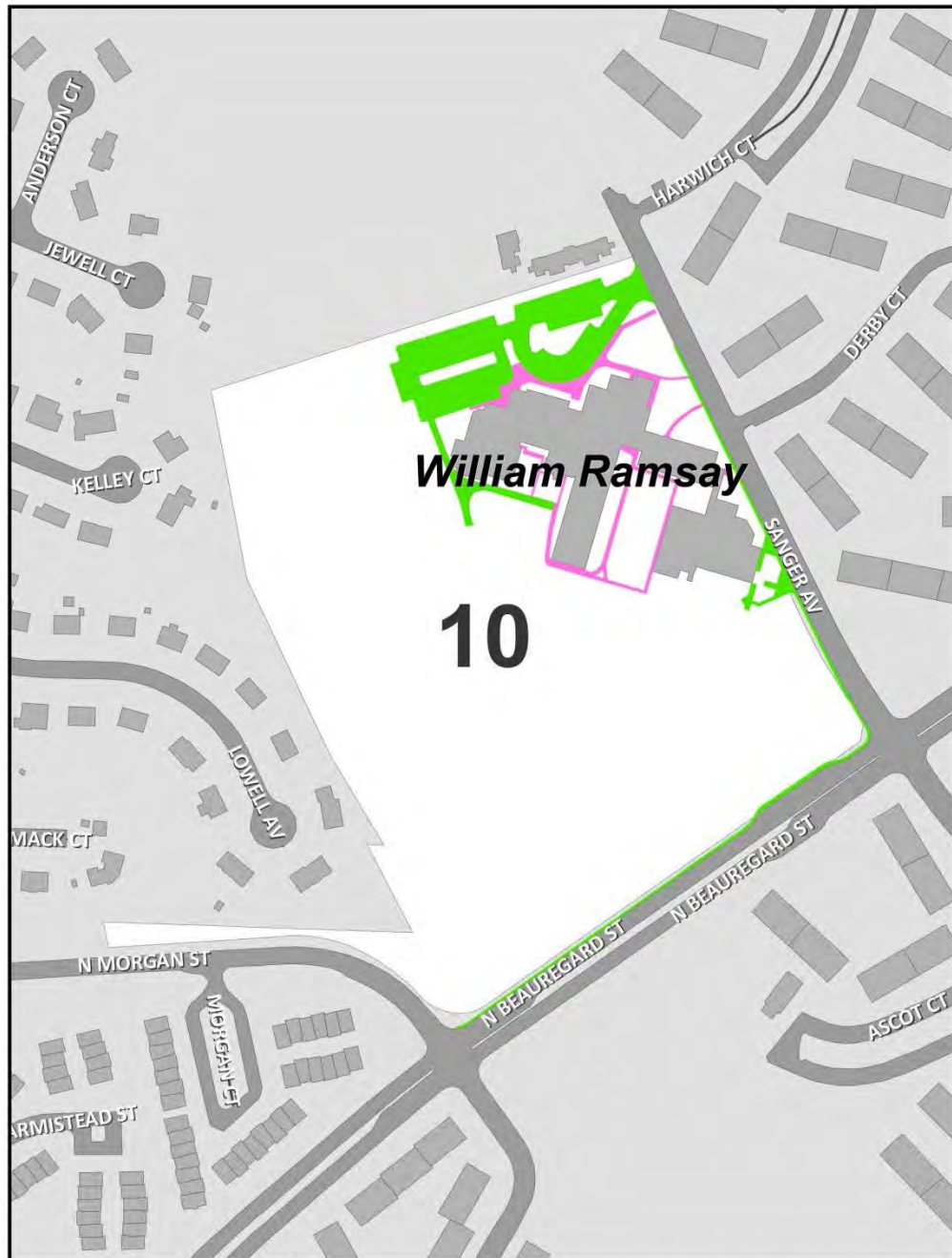
Responsibility	RPCA	School	Shared
Interior Building Envelope	RPCA/GS	ACPS	RPCA/GS
Exterior Building Envelope	GS	ACPS	GS**
Custodial Services	RPCA	ACPS	RPCA
Solid Waste	TES	TES	TES
Litter Clean-Up	RPCA	ACPS	COMBINED*
Grounds Lighting	RPCA	ACPS	RPCA
Interior Graffiti Removal	RPCA	ACPS	RPCA
Exterior Graffiti Removal	RPCA	RPCA	RPCA
Life Safety Systems	GS	ACPS	GS

\*Activity user cleans up litter after each use and shares responsibility for graffiti removal.

\*\* Buddie Ford Nature Center: ACPS is responsible for roof and HVAC. DGS is responsible for greenhouse and its HVAC.

## William Ramsay Elementary School (grades preK-5) & Williams Ramsay Recreation Center & Jerome "Buddie" Ford Nature Center

### Snow Removal Responsibilities



**Snow Removal Responsibilities: William Ramsey Elementary School**

<b>Responsibilities</b>		Snow Plow Zones
SCHOOL	GS	Buildings
RPCA	TES	School Areas

Map Produced  
05/2014  
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Map Data:  
OrthoImage Layer: 2008 State Plane Virginia North  
Map Style: Default  
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RPCA Athletic Field and Outdoor Court Use Request

Sample Forms

ALEXANDRUA DEPARTMENT OF RECREATION, PARKS & CULTURAL ACTIVITIES  
 School Request – September 1, 2016 – August 31, 2017

School: \_\_\_\_\_

Activity	Start/End Dates	Days/Hours	Facilities Requested	Supervisor on Duty

Submitted by \_\_\_\_\_

Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

## RPCA Athletic Field and Outdoor Court Use Request

### Sample Forms



**CITY OF ALEXANDRIA**  
**RECREATION, PARKS AND CULTURAL ACTIVITIES – SPORTS SECTION**  
 Lee Center, 1108 Jefferson Street, Alexandria, Virginia 22314  
 Phone: 703.746.5402 Fax: 703.746.5585  
 Web Site: [www.alexandriava.gov/recreation](http://www.alexandriava.gov/recreation)

#### ATHLETIC FIELD AND OUTDOOR COURT REQUEST FORM

This Athletic Field and Outdoor Court application must be submitted to the Department of Recreation, Parks and Cultural Activities – Sports Office (Youth & Adult) **no less than fifteen (15) calendar days before the date of request use**. Completed applications should be sent to [mac.slover@alexandriava.gov](mailto:mac.slover@alexandriava.gov) or [marvin.elliott@alexandriava.gov](mailto:marvin.elliott@alexandriava.gov) by e-mail, fax or mail to the Sports Office – c/o Athletic Field/Court Permit Request at the above address. Alexandria City sponsored programs/activities will receive priority over non-City program/activities.

**Teams/leagues requesting the use of facilities must submit rosters, proof of liability insurance and practice/game schedules.** Failure to provide these will cause the request to be disapproved. Facility rentals will not be guaranteed until all rental fees are paid in full, proof of insurance and schedules received and facility permit issued.

- Fees will be assessed based upon request. \* Fees may include - *field rental fee, Youth Sports user fee, non-residents fee, staffing cost and field lights cost.*
- If damage that occurs to field or court during the rental period, the Organization/League/Team will be assessed further fees to cover the cost of repair.
- If the permittee cancels permit up to 30 days prior to the rental, 25 percent of the facility reservation cost will be refunded. Otherwise, there will be no refunds.

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

League/Organization Name: \_\_\_\_\_ Team Name: \_\_\_\_\_

Type of Activity: Sport: \_\_\_\_\_ Practices \_\_\_\_\_ Games \_\_\_\_\_ Tournament \_\_\_\_\_ Other(Specify) \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Organization/League/ Team's Business Address: \_\_\_\_\_  
 (Must Include City, State and Zip Code)

Liability Insurance:  Yes  No If yes, Give Name of Carrier: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
 (Policy must include the City of Alexandria as second insured and certificate holder with address of City of Alexandria above)

Organization/League/ Team Web Site: \_\_\_\_\_

Organization/League/Team Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Number of teams in League/Request: \_\_\_\_\_ Number of Participants on Field/Court Request: \_\_\_\_\_ Number of Spectators \_\_\_\_\_  
 #City of Alexandria Residents \_\_\_\_\_ # of Non-Alexandria Residents \_\_\_\_\_

Age Groups: \_\_\_\_\_ 5 & under \_\_\_\_\_ 6-12 Years \_\_\_\_\_ Teens (13 – 17) \_\_\_\_\_ Adults (18 – 55) \_\_\_\_\_ Seniors (55 & over)  
 (Check Appropriate Age Groups)

Facility Requested: (1<sup>st</sup> Choice) \_\_\_\_\_ (2nd Choice) \_\_\_\_\_

Date(s) Requested: Start \_\_\_\_\_ End: \_\_\_\_\_ Day(s): MON TUE WED TH FRI SAT SUN  
 (Circle Days That Apply)

Program Time(s): \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

\_\_\_\_\_  
 Applicant's Signature Date

.....  
 Approved  Disapproved Total Fee Charged: \$ \_\_\_\_\_

Facility(s) Used: \_\_\_\_\_ Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_  
 Proof of Liability Insurance:  Yes  No Practice/Game Schedules:  Yes  No

\_\_\_\_\_  
 Field Coordinator's Signature Date



## ACPS Permit for Use of School Facilities

□

### Sample Forms

**APPENDIX B**



**Permit for Use of School Facilities**

**FILE: KG-R**

Application must be submitted to the SCHOOL PRINCIPAL, no less than 14 days before event. All fees and other required information must be received 7 days prior to the event. Send to Alexandria City Public Schools Attn: Facilities Department, 1340 Braddock Place, Alexandria, Virginia 22314. Tel. 703-619-8038, Fax 703-619-8987, facilitiesuse@acps.k12.va.us

1. School/Facility requested \_\_\_\_\_

Name of person in charge of event \_\_\_\_\_

Address \_\_\_\_\_  
(street) (city) (state) (zip code)

Phone \_\_\_\_\_  
(office) (alternate)

2. Individual or Organization \_\_\_\_\_

3. **Specific Space Requested:**

<input type="checkbox"/> Auditorium <input type="checkbox"/> Other <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gym <input type="checkbox"/> Kitchen <input type="checkbox"/> Classroom <input type="checkbox"/> Multi-Purpose Room	<p style="text-align: center;"><b>Service Personnel</b></p> <input type="checkbox"/> Building Engineer <input type="checkbox"/> Custodian <input type="checkbox"/> Food Services <input type="checkbox"/> Lights/Sound Operator <input type="checkbox"/> Police
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**Equipment Request**  
\_\_\_\_\_

4. Activity date(s)

Date _____	Hours(Beginning) _____	Hours (Ending) _____
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**Any individual who works with ACPS students on School Board property must complete the Volunteer Application and Screening Process.**  
<https://alexandria.keepntrack.com/apply>

5. Type of activity \_\_\_\_\_

6. Is the organization a non-profit?  
 Yes       No

7. Will the user collect fees?  
 Yes       No

8. Number of people projected to attend \_\_\_\_\_

9. Does the organization have General Liability Insurance Coverage?  
(Proof of Coverage Required)  
 Yes       No

10. Is use of an inflatable structure being requested?  
 Yes       No

The undersigned certifies that he/she is familiar with the Alexandria School Board regulations and responsibilities of renters as stated on the Community Use of School Facilities Regulations Agreement. And that he/she is the legally authorized representative to act for and accept such responsibility for the organization. **Final Approval of this permit is contingent upon receipt of this permit by the applicant duly appointed and signed by the Building Principal and Educational Facilities Office**

_____ Signature	_____ Date
<input type="checkbox"/> Approved _____ <input type="checkbox"/> Disapproved _____ Signature of Principal	<input type="checkbox"/> Approved _____ <input type="checkbox"/> Disapproved _____ Signature of Educational Facilities