School Board Office
8115 Gatehouse Road
Falls Church, VA 22042
October 26, 2026

Standard Operating Procedure
Community Use of School Buildings and Offices

PURPOSE:

To determine a process for Community Use by School Board Members and their team to use School Buildings and Offices within Fairfax County Public Schools.

SCOPE:

School Board Members and their staff may elect to use school buildings or offices for meetings with constituents and/or large town-hall style meetings. When using the facilities within schools, School Board Members are expected to pay the typical Community Use fees. Fees and guidelines for Community Use can be found in Regulation 8420.

When reserving rooms, School Board Members and their staff should use the FSDirect system to reserve rooms. Each year, School Board Members receive a budget through the Community Use, Back to School Night, and Constituent Outreach Fund. School Board Members and their staff will work with the Clerk team and Support Tech II for budgeting.

The School Board Office maintains three spaces that are not available for scheduling through FSDirect and are not paid for through Community Use fees: School Board Conference Room 5427, School Board Library 5404, and GAC Room 1600. These spaces are reserved through an internal calendar or through the School Board Office Administrative Assistant (for Room 1600).

ROLES:

School Board Members and Staff: School Board Members and their staff are responsible for reserving rooms through FSDirect. They are also responsible for reserving GAC Room 1600, the School Board Library, and the School Board Conference Room through the internal School Board Office calendars. Any changes or cancellations for community spaces will be the

responsibility of the School Board Member and their staff. Incoming new School Board Member staff is responsible for signing up for a new FSDirect account. For initial access to FS Direct and general support, contact the Functional Applications Specialist II. For additional information, contact the School Board Deputy Clerks.

Support Tech II: The Support Tech II is responsible for accurately maintaining the Community Use fund for School Board Members. The Support Tech II will work with Community Use to ensure that funding is paid in a timely manner.

Clerk Team: The Clerk team is responsible for the final approval of funds spent for Community Use through the finance process. School Board Members should work with the Clerk team prior to reserving rooms in order to confirm that the fees are covered under the consensus on Community Use.

TIMELINE:

Per Regulation 8420, requests must be submitted to the school of intended use at least 15 business days prior to the proposed event date.

The deadline for requests for additional space or changes to a scheduled event is not less than 10 business days prior to the event.

GUIDELINES:

- Rental fees are based on:

  a. The type of facility requested (elementary, middle, or high school).

  b. The type of room or space requested (cafeteria, auditorium, gymnasium, classroom, or athletic field).

  c. The length of time the facility is used.

- Only such minimal support services such as unlocking doors and turning on lights are included unless additional personnel services are requested and paid for by the user.

- Users will pay for personnel services required to:

  a. Monitor the building during hours when the building is not in normal use (overtime).

b. Set up an area prior to use and clean an area after use. Cleanup fees are mandatory.

c. Help with lighting and audio equipment (qualified student or media technician). Community Use faculty supervisor must be present whenever a student technician is needed.

- Special fees will be assessed for use of school equipment: sound system, microphone, LCD, piano, television/DVD player, etc. The School Board Office has a limited supply of audio and visual equipment that can be used for events without using the school equipment.