



Use of Facilities Applicants:  
July 1, 2025

Thank you for your interest in using one of our facilities for your event. Our School Board holds a strong belief that our facilities are community facilities and wishes to allow the use of our facilities when they are not needed for our regular educational programs. Enclosed are certain restrictions and requirements to the use of our facilities to protect our public-school property and to protect the funding provided exclusively for educational programs.

The School Board's Policy Article 11, Sections 10-11.1 and 10.11.2 are enclosed. Applications must be submitted online via <https://www.gofmx.com/login/>. **The application must be received by the principal's office no later than 21-days prior to the event date. Any applications submitted later than 21 days prior to the event will be denied.**

If the application is received by the principal at least 21 days prior to the event, the principal will then determine whether the requested space is available and whether the required staff is available to monitor the building/equipment during the event. The principal may deny the use of the facility if the requested space is not available or if the required staff is not available. Principals are instructed to allow the use of facilities for events that benefit the community. We cannot allow the use of facilities for private events, such as weddings, wedding receptions, birthday parties, anniversaries, family reunions, baby showers, or similar activities.

Once building approval is obtained, an estimate will release in gofmx and you must accept the estimate to proceed to the generation of an invoice. All invoices must be paid prior to the event to finalize approval of event. If you would like to apply for a waiver of fee discount, please submit the application found on our website.

**Rental fee (2-hour minimum), custodial overtime charges, cafeteria worker over time charges, audio technician/equipment costs, and security costs are payable 2 weeks prior to the event.** The user will be billed additional overtime charges if the principal requires the custodian/cafeteria worker, audio technician, or security to work longer than originally expected. If less time is required, a refund check will be issued.

The following location resources require additional approval from the Athletic Director after Principal Approval: parking lots, gymnasium, natural grass practice fields, stadium (includes track and artificial turf playing field)

The following location resources require additional approval from AVL Technician and a completed AVL Form: Cafetorium's, Auditoriums, Stadium, Little Theater.

School Stadiums and Gymnasiums may require athletic personnel and security. Events requiring crowd control of more than 200 attendees require Suffolk Police presence at the expense of the requestor.

Concessions for Stadium and Gymnasiums – Must be operated by Suffolk Public Schools and school booster clubs. All proceeds from concession will go towards the high school's funding.

Weekend events and events held on days and times that Suffolk Public Schools is closed will require custodial fees that are non-waivable.



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A certificate of insurance is required to create a log-in for <https://www.gofmx.com/login/> Once you upload your certificate of insurance, call Purchasing at 757-925-6762 immediately to finalize your account.

The certificate of insurance must provide at least the following coverage:

\$1,000,000 each occurrence (Bodily Injury)

\$2,000,000 general aggregate (Bodily Injury)

\$3,000,000 each occurrence (Property Damage)

Or

\$1,000,000 combined single limit

Coverage is to include Products Liability, Personal Injury, and Fire Damage Legal Liability. **The certificate must list Suffolk Public Schools, 100 N. Main Street, Suffolk VA 234334 as the certificate holder and must state that Suffolk Public Schools is named as the additional insured. Listing the school as the certificate holder and/or additional insured will not be accepted. If the organization has one or more employees involved in the event, the certificate must also show evidence of workers' compensation coverage.**

**Please refer to the attached policy and regulations for additional requirements.** If all requirements are not met on time, the principal will be instructed to deny access to the space requested. While using the facility, any problems should be reported to the custodian who will inform the principal and/or maintenance personnel. Thank you again for your interest in Suffolk Public Schools.