

**NEIGHBORHOOD AND COMMUNITY SERVICES AND
 PARK AUTHORITY PROGRAMS**

The Fairfax County Department of Neighborhood and Community Services (NCS) and the Fairfax County Park Authority (FCPA) plan and administer leisure-time programs that contribute to the social, physical, educational, cultural, and general well-being of county residents. The Fairfax County Board of Supervisors and the School Board have agreed that, subordinate only to school system use, NCS and FCPA will have the highest priority for use of school facilities for leisure-time programs.

Each citizen of Fairfax County wanting to use Fairfax County Public Schools (FCPS) gymnasiums and/or fields for leisure-time programs will need to file an application to NCS. Organizations scheduled by NCS—but conducting fund-raising activities such as camps or clinics—are required to pay the FCPS rental fees. NCS does not schedule any for-profit use; such use must be scheduled through the Community Use Section of FCPS. Application forms and order of scheduling information are available from NCS or accessible online at www.fairfaxcounty.gov/rec. Applications for use must be received by NCS according to the following schedule:

Field Season Dates	Field Application Deadline	Gym Season Dates	Gymnasium Application Deadline
Spring, Summer: March 1 to July 31	December 1	Spring: March 16 to June 15	December 1
Fall: August 1 to November 15	June 1	Summer: June 16 to the second Saturday in August	April 1
Tournament (all seasons)	October 1	Fall: FCPS opening to November 15	June 1
Winter: December 1 to February 28	September 1	Winter: November 16 to March 15	September 1

If an organization wants to make additions or improvements to FCPS property, a written proposal describing the addition or improvement project must be submitted in writing to NCS or send by e-mail to athleticservices@fairfaxcounty.gov. NCS will be responsible for coordinating approval of an organization's proposal with the school principal, FCPS Office of Design and Construction, or FCPS Office of Facility Management prior to the start of the project. Those individuals contracting to have work completed during the school day should contact NCS for approval to access the fields.

NCS and the FCPA will coordinate use of buildings and grounds with principals and the coordinator, Community Use Section. NCS and the FCPA will provide adequate supervision for activities they conduct or sponsor. Notices and schedules of seasonal use of buildings and grounds will be published by program managers for NCS, FCPA, and FCPS.

To ensure coordination and cooperation between NCS, FCPA, and FCPS in implementing leisure-time programs, a committee of representatives from the three groups will meet as necessary.

Principals' representatives shall be included on this committee.