

PMNorthAnna3COLPEmails Resource

From: Alicia Williamson
Sent: Tuesday, February 19, 2008 5:39 PM
To: Laura Quinn
Subject: Please review 'Facilities Use Application_New--Louisa'
Attachments: Facilities Use Application_New--Louisa.doc

See attached form for Louisa County HS.
Please review the attached document.
The gentleman's name is Doug Straley.
he works at Louisa County HS, 540-894-5436

Hearing Identifier: NorthAnna3_Public_EX
Email Number: 291

Mail Envelope Properties (419623E8C7444444BF132DA3AE69EDA20AE51CF21F)

Subject: Please review 'Facilities Use Application_New--Louisa'
Sent Date: 2/19/2008 5:38:57 PM
Received Date: 2/19/2008 5:38:57 PM
From: Alicia Williamson

Created By: Alicia.Williamson@nrc.gov

Recipients:
"Laura Quinn" <Laura.Quinn@nrc.gov>
Tracking Status: None

Post Office: HQCLSTR02.nrc.gov

Files	Size	Date & Time
MESSAGE	162	2/19/2008 5:38:57 PM
Facilities Use Application_New--Louisa.doc		35392

Options
Priority: Standard
Return Notification: No
Reply Requested: No
Sensitivity: Normal
Expiration Date:
Recipients Received:

**LOUISA COUNTY PUBLIC SCHOOLS
FACILITIES USE APPLICATION**

To the Principal of Louisa County High School (School);

I (We) Alicia Williamson representing the

(organization) US. Nuclear Regulatory Commission

hereby make application for the use of Auditorium (list facility)

under the following conditions:

Date: April 16, 2008

Time: between the hours of 4:00pm and 12:00am

Type of Activity: Public Scoping Meeting

Is the organization non-profit? No If so, provide proof of non-profit status.

Does the organization collect fees for this event? No

Number of people expected to attend: 350 people

Please describe the exact purposes for which the school property will be used, including the exact kind of equipment apparatus or animals to be brought on the property and any special school equipment (piano, PA System, etc.) desired to be used:

The following person(s) will be in charge of the program:

Name Alicia Williamson Telephone No. 301-415-1878

Name Laura Quinn Telephone No. 301-415-2220

Please provide proof of liability insurance policy required by the Facilities Use Regulations:

If security measures are necessary, please describe arrangements that have been made for such services:

NRC will acquire an appropriate number of uniformed officers for the entire meeting.

It is understood and agreed that, if this application is approved, the undersigned and the above organization will adhere to the following rules:

- Pay all user fees required, unless a waiver applies. Agree that a five percent (5%) charge will be added to the fee total if fees are not paid in accordance with applicable facilities use policy and regulations. In the event the collection of fees must be referred to an attorney, the user agrees to pay the School Board for all fees associated with such collection, including the School Board's attorneys' fees;
- Comply with all public law and School Board policies and regulations while on school property;
- Ensure that no unauthorized third party shall be granted permission to use the facility or any portion thereof without prior approval;

- Ensure that the representative specified in the application as responsible for school facilities is present at the scheduled event;
- Ensure that prior approval is received before signs, banners and pennants are erected, and that they do not damage or deface school property;
- Ensure that the number of attendees does not exceed the authorized capacity of the facility or any section of the facility;
- Guarantee that activities shall be orderly and lawful and not of a nature to incite others to disorder, and demonstrate/verify on the application that reasonable security arrangements appropriate for the use have been provided;
- The use of tobacco, alcoholic beverages and illicit drugs is strictly prohibited;
- Ensure that no gambling is permitted;
- Observe approved time limits for use;
- Use will be limited to the spaces or rooms specifically reserved;
- No use of building spaces will be permitted without the presence of a school employee;
- Alterations or substantial rearrangement of facilities and equipment will not be permitted without the advance approval of the principal or building administrator;
- Children must be properly supervised;
- Use of special facilities such as kitchens or libraries will not be permitted without prior consultation with the building administrator who will consult, in turn, with the lead employee who regularly works in that area;
- Parking will be in designated areas only and all safety rules such as free access to pre-exits must be maintained;
- Ensure that the facilities are left in a neat and orderly condition.
- Ensure reimbursement for the cost of damages occurring to school property during use. Specifically, the undersigned (or the organization that he/she represents) shall be liable for any damage to the facilities being used. Moreover, the undersigned (or the organization that he/she represents) shall indemnify and hold harmless the School Board as well as its employees, agents, representatives, and insurers from any and all liability resulting from any injury to person or property sustained by anyone at the facility during the contracted time period of use;
- If the user is an organization, the organization shall provide a certificate of insurance confirming that the organization is insured within the limits established below. If the user is an individual, the Louisa County Public Schools reserve the right to require that the user obtain insurance within the prescribed limits based on the proposed use of the facilities. The insurance limits are:

Liability and Medical Expenses	\$1,000,000
Damages and Rented Property	\$300,000
Medical Expenses (per person)	\$10,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$3,000,000

* The School Division shall not be liable for any direct, indirect or consequential damages, if the facilities are not made available on the dates requested.

Service/Usage Fees

	Estimated	Actual
Charges for use of Facility	_____	_____
Charges for Services:	_____	_____
Deposit Paid: Date _____	_____	_____
Balance Due:	_____	_____
Balance Paid: Date _____	_____	_____

Signed: _____

Address: _____ Telephone No.: _____

Principal's approval of date and time: _____

Superintendent's Signature (or Designee): _____

Approval Date: _____