



COUNTY of FREDERICK

Parks and Recreation Department

540/665-5678

Fax: 540/665-9687

E-mail: fcprd@fcva.us

www.fcprd.net

MEMO

To: Jay Tibbs, Deputy County Administrator for Human Services
From: Jason L. Robertson, Director, Parks & Recreation Dept.
Subject: Parks and Recreation Commission Action
Date: October 5, 2016

The Parks and Recreation Commission met on October 4, 2016. Members present were: Randy Carter, Christopher Fordney, Natalie Gerometta, Gary Longerbeam, Ronald Madagan, Guss Morrison, Charles Sandy, Jr., Amy Strosnider and Blaine Dunn (Board of Supervisors' Non-Voting Liaison).

Items Requiring Board of Supervisors Action:

1. Sherando Park North Master Plan – Ms. Gerometta moved to endorse the Sherando Park North Master Plan with the addition of a restroom in area 3 next to playground, second by Mr. Sandy, motion carried (7-1). The revised plan is attached.

Submitted for Board Information Only:

1. Buildings and Grounds Committee – PATC Property – The Buildings and Grounds Committee recommended to not accept the property offered as a donation to Frederick County from Potomac Appalachian Trail Club due to its remote location and cost to maintain, second by Mr. Sandy, carried unanimously (8-0).
2. Buildings and Grounds Committee – Rose Hill Property – The Buildings and Grounds Committee recommended to request \$124,200 to purchase playground equipment for Rose Hill Park, and a top dresser and paint machine for Sherando Park, second by Mr. Carter, motion carried unanimously (8-0). Request will be forwarded to the Finance Committee for review at their next meeting.
3. Buildings and Grounds Committee - Closed Session: Mr. Madagan moved to convene into closed session Under Virginia Code 2.2-3711A(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, second by Mr. Sandy, motion carried unanimously (8-0).

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4. The Parks and Recreation Commission was advised of the attached Cooperative Use Agreement revision between the Frederick County Public Schools and Frederick County Parks and Recreation Department. No action taken. Please see agreement attached.

Attachments (2)

cc: Gary Longerbeam, Chairman
Blaine Dunn, Board of Supervisors' Non-Voting Liaison

SHERANDO PARK NORTH MASTER PLAN

PREPARED FOR:



FREDERICK COUNTY
PARKS & RECREATION

PREPARED BY:



21515 Ridgetop Circle, Suite 310
Sterling, VA 20166

In Association with:



AUGUST 25, 2016

T A B L E O F C O N T E N T S

BACKGROUND

SITE ANALYSIS

PUBLIC INVOLVEMENT

FINAL CONCEPT

ATTACHMENTS

A - COST ESTIMATE

(prepared by Land Planning and Design Associates Inc.)

B - GEOTECHNICAL REVIEW AND SUMMARY

(prepared by ECS Mid-Atlantic, LLC)

C - TRAFFIC AND ENVIRONMENTAL SUMMARY

(prepared by Anderson Associates)

D - NEPA REPORT

(prepared by Environmental Data Resource inc.)

BACKGROUND

Beginning in July of 2015, LPDA Inc., along with its sub-consultants ECS Mid-Atlantic, LLC and Anderson Associates, worked with the Frederick County Parks and Recreation Department to begin gathering GIS mapping information of the Sherando Park North park site to create a suitable base map to begin our on-site analysis and inventory of the property.

The consultant team, as well as Frederick County representatives, toured the park site to gather information on the existing site conditions to develop an opportunity and constraints map that would help guide the master planning process. The Sherando Park North park site is divided into quadrants due to the existing environmental features of the stream, which runs east and west through the center of the park, and the forest stands which border the western edge and run north and south. LPDA along with Frederick County Parks and Recreation determined it would be best to allow these environmental features divide the site and help with the master planning process. The quadrants were identified as “input areas” to help the steering committee and the public comment and recommend design changes throughout the process.



Sherando Park Site Analysis

SITE ANALYSIS

After gathering existing site information an existing site conditions map was created. The final park site analysis graphic was adopted by the steering committee in September of 2015. The final analysis graphic depicts the current park facilities, planned park elements, as well as all of the existing environmental conditions influencing the master plan concepts.

Input Area 1, located in the north west corner of the site, currently has detailed development plans in place. There is an approved plan to provide a park entrance along Warrior Drive; additional parking, restrooms, a picnic shelter, a playground and an open play area. There are existing mountain bike trails that run through the tree stand in this input area. The remainder of the 50 acre quadrant is an open field bordered by trees, currently used as a radio controlled airplane flying field.

The next quadrant to the east is Input Area 2; which is not developed. This area does however surround a residence which was taken into account when developing the master plan concepts. The site conditions for this input area are mostly open rolling fields leading down to the stream that runs through the property. This area is also bordered by tree stands on all sides providing an excellent buffer for the park from the existing residential area to the north of the park.

Directly to the south of Input Area 1 is Input Area 3. This area is currently not developed with the exception of mountain biking trails running through the tree stands and an existing paved trail running along the edge of the park property.

The final input area is Input Area 4. This area is currently the most developed of all of the areas and contains the main entry point from Rt.277, Fairfax Pike. Within this area there are two baseball fields, a concession building, two open grass fields being used for soccer, a large parking lot and a disc golf course. The fields being used for soccer are planned to become softball fields.

PUBLIC INVOLVEMENT

After presenting the Site Analysis and discussing the process with the County residents, an online and Public survey and comment forum was opened to feedback on what elements should be included in the master plan design concept for the north park. LPDA was provided these comments to include into the plan. This list included the following items:

- Rectangular fields
- Trails
- Mountain bike trails
- Softball/baseball fields
- Picnic shelters
- Disc golf
- Playgrounds
- Outdoor fitness
- Open space
- Wooded areas
- Concessions
- Restrooms
- Park benches
- Shade trees
- Dog park

KEY

- ADULT FITNESS PARK
- SMALL SHELTER
- LARGE SHELTER
- RESTROOM
- CONCESSIONS STAND
- PLAYGROUND
- BIKE PUMP TRACK
- MAINTENANCE BUILDING
- TRAFFIC CONTROL



FINAL MASTER PLAN CONCEPT

Once the program for Sherando Park North was finalized; LPDA worked with the Parks and Recreation Department to develop the final concept plan meeting the needs of the County and its residents.

Entering Sherando Park North from Fairfax Pike is Area 4 and the first requested park program item; softball field complex. As mentioned in the Site Analysis section, two of the softball fields are already constructed and in use as well as a press box/concession facility located in the center of the softball complex. This final concept plan transforms two of the soccer fields into the planned softball fields and includes an additional parking lot to the north. This parking lot will help serve the softball complex and the existing disc golf course which will remain in its current location. Also located in this area are additional hiking and mountain biking trails. The parking lot can act as a trailhead guiding visitors to the trails and other areas of the park.

Continuing north along the entrance road is Area 3. Located in this area are additional rectangular fields; two will replace the fields from Area 4 and two will be additional fields for the park. A natural playground, additional hiking/biking trails and a new maintenance building are also included. The intent of the natural playground versus the typical structure playground is to encourage nature/free play to promote the development process of children. The parking lot located in the center of this area will serve the rectangular fields, playground and act as a trailhead for the hiking/biking trails, similar to area 4. Also located in this area is a new maintenance building and storage yard. Due to the scale of Sherando Park North an additional maintenance area may be needed to ensure staff access to maintenance equipment and storage.

Area 2 which is located in the north east corner of the property includes mostly passive activities including hiking and mountain biking trails running near the stream and existing tree canopy. The additional trails work with the topography making them interesting for the users and providing a unique experience from other trails located in the park. Along the hiking/mountain biking trails and located near the stream are picnic shelters a large pavilion and a restroom facility. These picnic areas can be accessed from the hiking trail, the mountain bike trails and the parking lot. The remaining space located within Area 2 is left as non-programmed open space for users to determine the activities.

Area 1 is located along Warrior Drive and will become the second entrance to the park. To prevent this park road from being a cut through road when completed, traffic control devices will be installed along it to discourage through traffic use. Located at the entrance of Warrior Drive is a new parking lot, adult fitness park and a bicycle pump track. These are all unique program elements intended to meet residents needs. The natural features in this area divide the site to enable non-related uses close to each other. Located within the existing tree line and by the stream is a second natural playground. This playground could be focused on more natural elements due to its location. Another program item meeting identified need are the two dog parks located to the north of the playground in Area 1. These dog parks are divided into a large dog park and a small dog park. The classification of the dogs can be based on size and/or weight. Surrounding the dog park and the natural playground area is a new hiking trail. The trail surrounding the playground and the southern dog park is approximately a half mile. This trail could have markers along it for distance measurements for exercise users. There is an additional loop that adds a quarter-mile bringing the total length to $\frac{3}{4}$ of a mile.

CONCLUSION

Overall this final concept takes into account identified resident and County needs and locates them based on the natural features already existing on the site. The existing vegetation provides areas for picnic shelters, trails, benches, and playgrounds with shade. The existing vegetation also provides a boundary marker for phased development/implementation of the plan.

Sherando Park - North Master Plan - Estimate of Probable Cost					Attachment A	
Frederick County, Virginia						
Prepared by: Land Planning & Design Associates, Inc.					9/28/2016	RB
Limits of Work: 206.80 acres						

Small Dog Park (54,000 sf)					
Fencing		LF	1,024.0	\$30.00	\$30,720.00
Washed Stone Millings		SF	2,500.0	\$2.50	\$6,250.00
Benches		EA	4.0	\$900.00	\$3,600.00
Trash Receptacle		EA	1.0	\$800.00	\$800.00
Water Fountain		EA	1.0	\$3,500.00	\$3,500.00
				Subtotal	\$44,870.00
Large Dog Park (60,000 sf)					
Fencing		LF	1,200.0	\$30.00	\$36,000.00
Washed Stone Millings		SF	2,500.0	\$2.50	\$6,250.00
Benches		EA	4.0	\$900.00	\$3,600.00
Trash Receptacle		EA	1.0	\$800.00	\$800.00
Water Fountain		EA	1.0	\$3,500.00	\$3,500.00
				Subtotal	\$51,950.00
Bike Pump Track					
Modular	Modular	LS	1.0	\$94,000.00	\$94,000.00
				Subtotal	\$94,000.00
				Section Subtotal	\$190,820.00
				AREA 1 TOTAL	\$2,410,316.00

Mobilization, Permits, etc.		LS	1.00	\$125,000.00	\$125,000.00
On-Site Earthwork		CY	5815.139	\$0.00	\$40,521.11
Parking Lots		CY	3301.09		
Parking Lot Access Roads		CY	1815.4		
Other		CY	529		
Haul Cut Earthwork		CY	11179.0278	\$15.00	\$17,445.42
Misc. Erosion Control	Entrances, Check Dams, etc.	LS	1	\$5,000.00	\$5,000.00
Testing and Inspections	Geotech testing for subgrades, pavements, etc.	LS	1	\$3,750.00	\$3,750.00
				Subtotal	\$208,366.53
Storm Water Management					
SWM Earthwork		CY	1150	\$8.00	\$9,200.00
Bioretention		EA	5	\$20,000.00	\$100,000.00
				Subtotal	\$109,200.00
				Section Subtotal	\$317,566.53
10' Asphalt Trail (9,435 lf x 10' w)					
2" Thick Asphalt		TON	1,100.0	\$175.00	\$203,000.00
Stone	4" inches	TON	2,094.5	\$70.00	\$146,615.00
Fine Grading		SY	10,483.5	\$1.32	\$13,838.22
				SubTotal	\$363,453.22
Mountain Bike Trail (8,195 lf)					
		LF	8,195.0	\$5.00	\$40,975.00
				Subtotal	\$40,975.00
Parking Lot Access Road (1,183 lf x 24' w)					
8" Thick Asphalt	Includes 4" base, 2" surface	TON	1,052.0	\$175.00	\$184,100.00
Stone	8" VDOT 21A compacted	TON	1,577.0	\$70.00	\$110,390.00
Geotextile Fabric	Non-woven	SY	2,155.0	\$3.00	\$6,465.00
Pavement Markings - Lane Divider		LF	1,183.0	\$0.44	\$520.52
				SubTotal	\$304,475.52
Parking Lots (300 lf x 120 lf) x (2 lots)					
4" Thick #21A Gravel - For Phase I Parking		TON	1,598.0	\$70.00	\$111,860.00
4" Thick Asphalt		TON	1,776.0	\$175.00	\$310,800.00
Geotextile Fabric		SY	8,000.0	\$3.00	\$24,000.00
Precast Concrete Parking Bumpers - 6" x 10" x 6"		EA	200.0	\$66.00	\$13,200.00
Parking Stall Paint - Based on per stall cost		EA	200.0	\$10.30	\$2,060.00
				SubTotal	\$461,920.00
				Section Subtotal	\$1,170,823.74
Restrooms					
Includes Men's, Women's and Family Restrooms	~20 x ~20', includes plumbing, electrical, pad, etc. (operational)	EA	1.0	\$150,000.00	\$150,000.00
				Subtotal	\$150,000.00
Large Picnic Pavilions					
Shelter	30'x44' Lam-Wood Gable Shelter	EA	6.0	\$62,100.00	\$373,060.00
Concrete Pad	4" of 3000 psi, incl. agg. Base	SF	1,320.0	\$6.00	\$7,920.00
				Subtotal	\$381,000.00
Small Picnic Shelter					
Shelter	20'x28' Lam-Wood Gable Shelter	EA	1.0	\$30,220.00	\$30,220.00
Concrete Pad	4" of 3000 psi, incl. agg. Base	SF	560.0	\$6.00	\$3,360.00
				Subtotal	\$33,580.00
				Section Subtotal	\$514,580.00
Proposed Landscaping					
Large Deciduous Tree		EA	30.0	\$450.00	\$13,500.00
Ornamental Tree		EA	0.0	\$375.00	\$0.00
Evergreen Tree		EA	0.0	\$450.00	\$0.00
Shrub		EA	0.0	\$30.00	\$0.00
				Subtotal	\$13,500.00
Site Seeding					
Tractor Spread - Turf Mix 4:		MSF	16.0	\$20.50	\$328.00
				Subtotal	\$328.00
				Section Subtotal	\$13,828.00
				AREA 2 TOTAL	\$2,056,798.27

Mobilization, Permits, etc.		LS	1.00	\$125,000.00	\$125,000.00
On-Site Earthwork		CY	7482.475	\$8.00	\$59,859.80
Entrance Road		CY	3275.4		
Parking Lots		CY	2515.97		
Parking Lot Access Roads		CY	1010.85		
Culvert Inlet Protection		EA	0	\$200.00	\$0.00
Drain Inlet Protection		EA	0	\$250.00	\$0.00
EC-2 Matting		SY	1550	\$3.00	\$10,000.00
Misc. Erosion Control		LS	1	\$5,000.00	\$5,000.00
Testing and Inspections		LS	1	\$3,750.00	\$3,750.00
				Subtotal	\$28,737.23
Underdrain Gravel		CY			
Soil		CY			
Bioremediation Mix		SF			
				Subtotal	\$105,200.00
				Section Subtotal	\$335,907.23
Pavement					
10' Asphalt Trail (1,887 ft x 10' w)					
2" Thick Asphalt		TON	232.0	\$175.00	\$40,600.00
Stone	4" inches	TON	418.9	\$70.00	\$29,323.00
Fine Grading		SY	2,094.7	\$1.32	\$2,767.64
				SubTotal	\$72,690.64
Entrance Road (1,474 ft x 28' w)					
6" Thick Asphalt		LS	1.0	\$127,000.00	\$127,000.00
				SubTotal	\$127,000.00
Parking Lot Access Road (648 ft x 24' w)					
6" Thick Asphalt	Includes 4" base, 2" surface	TON	776.0	\$175.00	\$100,800.00
Stone	8" VDOT 21A compacted	TON	884.0	\$70.00	\$61,480.00
Geotextile Fabric	Non-woven	SY	15,552.0	\$3.00	\$46,656.00
Pavement Markings - Lane Divider		LF	638.0	\$0.44	\$281.12
				SubTotal	\$208,221.12
Parking Lots (300 ft x 120 ft) + (150 ft x 120 ft)					
4" Thick #21A Gravel - For Phase I Parking		TON	1,199.0	\$70.00	\$83,930.00
4" Thick Asphalt		TON	1,322.0	\$175.00	\$231,350.00
Geotextile Fabric		SY	8,000.0	\$3.00	\$24,000.00
Precast Concrete Parking Bumpers - 6" x 10" x 6"		EA	150.0	\$63.00	\$9,450.00
Parking Strip Paint - Based on per stall cost		EA	150.0	\$10.30	\$1,545.00
				SubTotal	\$346,475.00
				Section Subtotal	\$754,216.76
Baseball Fields (13,867 SY) x (2)					
Fine Grading		SY	27660	\$1.32	\$36,511.20
Infield Mix and Turf		LS	2	\$10,000.00	\$20,000.00
Chain Link Fence		LF	2280	\$10.00	\$22,800.00
Backstops - 30' Wide, 12' High & 1 Overhang		EA	2	\$4,300.00	\$8,600.00
Aluminum Bleachers - 4 Rows		EA	12	\$2,000.00	\$24,000.00
Dugouts		EA	4	\$1,000.00	\$4,000.00
Lighting (4 independent, 2 shared, per field)		EA	10	\$25,000.00	\$250,000.00
Scoreboard - Maximum		EA	2	\$4,475.00	\$8,950.00
				Subtotal	\$374,861.20
				Section Subtotal	\$774,861.20
Proposed Landscaping					
Large Deciduous Tree		EA	15.0	\$450.00	\$6,750.00
Ornamental Tree		EA	0.0	\$375.00	\$0.00
Evergreen Tree		EA	0.0	\$400.00	\$0.00
Shrub		EA	0.0	\$50.00	\$0.00
				Subtotal	\$6,750.00
Site Seeding					
Tractor Spreader - Turf Mix 4#		MSF	14.0	\$20.50	\$287.00
				Subtotal	\$287.00
				Section Subtotal	\$0.00
				AREA 4 TOTAL	\$1,472,192.16
				TOTAL of Development for Areas 1-4	\$7,876,449.34
				Engineering and Approvals @ 12%	\$945,173.99
				10% Contingency	\$787,644.93
				GRAND TOTAL of Development for Areas 1-4	\$9,609,268.33



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generally consisting of carbonates, sandstones and shales. Structurally, the Shenandoah Valley is within the Massanutten Synclinorium, flanked by the Blue Ridge Province to the east and the Allegheny Mountains to the west. Numerous anticline/syncline fold pairs have been mapped in the region and immediate area of the project site. Structural orientations typically strike northeast with dips to both the southeast and northwest, with common overturned beds.

The Sherando Park site specifically is underlain by the Ordovician Age Martinsburg Formation, typically described as a bluish-gray to yellowish-brown fissile clay shale, dark brown thinly laminated siltstone and black calcareous shale with interbedded sandstone lithologies. These lithologies are typically highly fractured, moderately to severely weathered and generally underlie residual soil profiles at depths less than approximately five (5) feet. The Martinsburg Formation is stratigraphically bounded by the underlying undivided Edinburg, Lincolnshire and New Market Limestone and the overlying Oswego Formation.

Soil Mapping Summary

Based on review of on-line National Resources Conservation Service soil maps, predominant soils within the project site are of the Berks, Blairton, Clearbrook, and Weikert-Berks soil series. These soils are typically channery silt loams, encountered on varying slopes of 2 to 15 percent. Depths to restrictive features are typically 10-inches to 40-inches to lithic bedrock. These soils are typically considered moderately to well drained with a medium to very high runoff classification. Depths to water table are reported to range from 6-inches to over 80-inches, depending on site characteristics, slope and elevations.

In limited areas of the stream alignment of Wrights Run, Pagebrook silt loam will likely be encountered associated with the floodplain landform with 0 to 5 percent slopes. These soils are typically greater than 80-inches in depth, moderately well drained with a medium runoff classification. Depths to water table are reported to be 24-inches to 48-inches.

Geotechnical Considerations

Primary geotechnical considerations for development of the site will be the shallow rock depths that may be encountered within excavations. Anticipated depths to the underlying shale bedrock are in the range of 5± feet to 15± feet below existing site grades. The subsurface conditions and residual soils that develop upon the weathered shale bedrock are usually consistent and generally consist of low to medium plasticity Lean CLAY (CL) and SILT (ML) with varying amounts of weathered rock fragments. The percentage of rock fragments increases with depth and gradually transitions to Clayey and Silty GRAVEL (GC, GM) classifications due to the weathered rock fragment content. These soils gradually become stiffer/denser until weathered rock and shale bedrock are encountered. Isolated areas of high Fat CLAY (CH) are occasionally encountered that may require selective over excavation, but these are typically limited areas and are not considered an elevated concern for sites underlain by the Martinsburg Shale.

Another geotechnical consideration is the area for the potential dam location across the alignment of Wrights Run. This area is likely underlain by deeper residual soils and limited areas of alluvial soils that may extend to depths greater than 6± feet to 10± feet below existing grades. Additionally, the alignment and linear nature of Wrights Run is such that this may be a zone of bedrock fracture concentration. Groundwater levels are likely elevated in these areas and seepage rates through the unconsolidated alluvial sediment, natural soils and above the bedrock are anticipated to be high. Therefore, seepage below the embankment may occur within the rock in this area. Detailed subsurface exploration is considered necessary for the potential dam location, and will require the use of angled drilling operations and the use of pressurized water testing in the boreholes to determine the effect of the transmissivity of the water in fractures in the bedrock. This testing will assist in determining the need for a possible grout curtain operation in the bedrock beneath the dam in order to reduce seepage. While the cost of these operations is unknown, we expect drilling and grouting operations could double or triple the subsurface exploration and construction budget that would normally be necessary to meet the standard of care for similar design and construction projects.

Embankment stability will be paramount in the overall design of the dam and will require additional analysis and laboratory testing of embankment materials and subsurface conditions. Soils derived from site excavations, or nearby borrow sources for soils, suitable as a low permeability core in an earthen dam is generally not available. Higher construction costs should be anticipated for off-site borrow sources required for the dam core construction.

New buildings, shelters and roadway foundations bearing on the residual soils derived from the Martinsburg Formation are considered good to excellent, with soil bearing capacity recommendations often exceeding 2,500 pounds per square foot (psf). Shallow spread foundations are routinely utilized on these soils. Grading operations that expose deeper levels of the weathered shale bedrock can exhibit much higher bearing capacities. California Bearing Ratio (CBR) values, utilized for pavement design parameters, usually range from 9 to 15 and are considered very good to excellent for pavement section support.

Re-use of the excavated residual soil and weathered shale as engineered fills is considered excellent. These materials exhibit very good engineered fill material qualities provided larger rock fragments are reduced to acceptable sizes and moisture levels are maintained at or near optimum.

While the region is characterized by limestone and shale lithologies, and is known for karst and sinkhole risks, the project site is reported to be entirely underlain by the Martinsburg Formation and is not considered susceptible to karst development conditions.

Closing

The conclusions outlined in this review summary are based on available publications, on-line resources and previous professional experience in the geographic area. The site generally appears suitable for the design and construction of the proposed improvements as depicted on the provided sketches.

We appreciate this opportunity to be of service to Land Planning and Design Associates, Inc. during the design phase of this project. If you have any questions regarding the information contained in this summary, please contact one of the undersigned.

Sincerely,

ECS MID-ATLANTIC, LLC

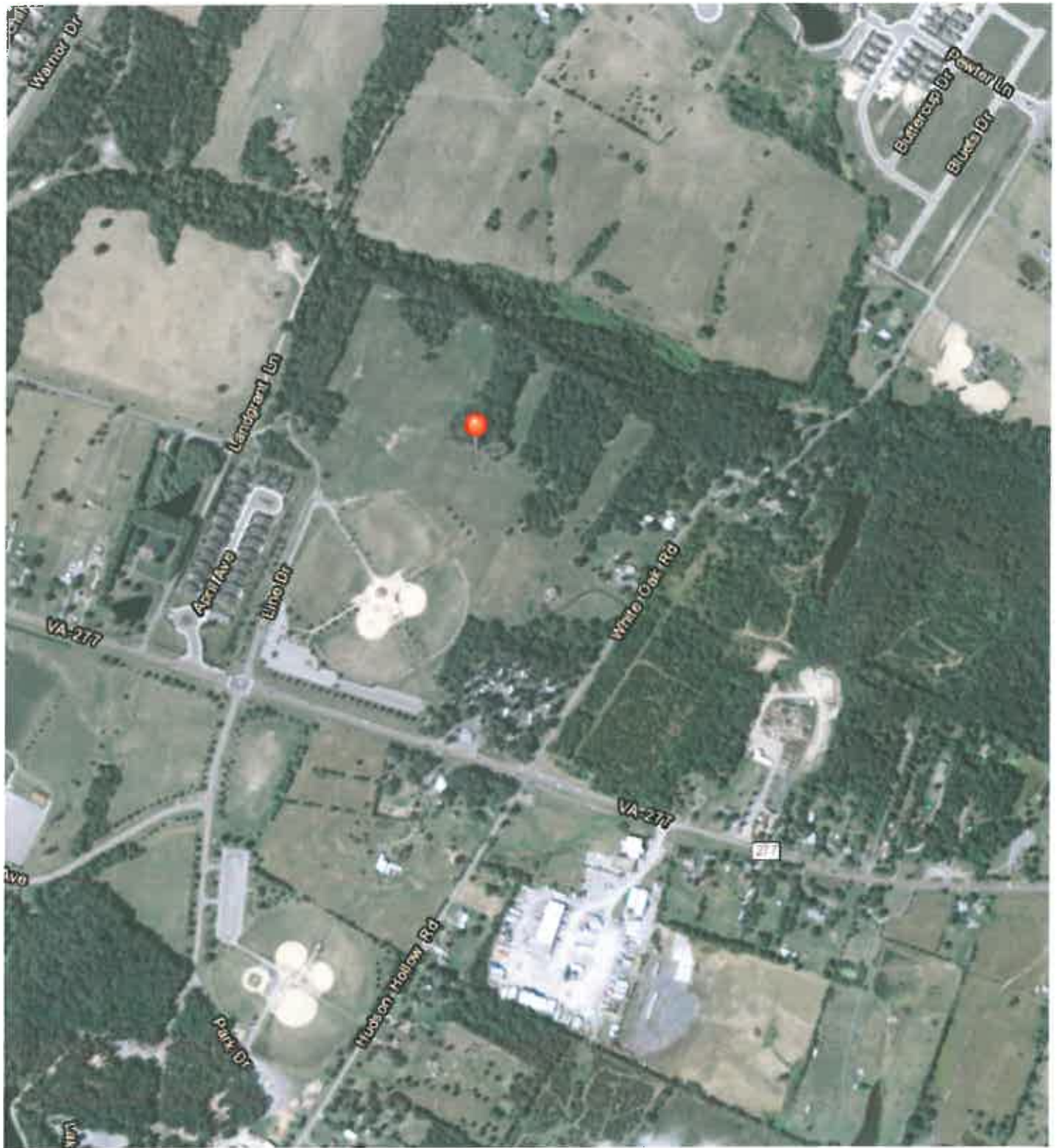
A handwritten signature in black ink, appearing to read "Joshua W. Holloman".

Joshua W. Holloman, C.P.G., M.Sc.
Senior Geologist

A handwritten signature in blue ink, appearing to read "Andrew R. Shontz".

Andrew R. Shontz, P.G., M. Eng.
Principal Engineering Geologist

Attachments: Site Location Diagram



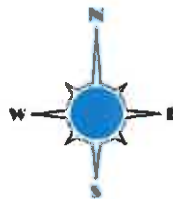
SOURCE: WORLD TRANSPORTATION MAP;USGS

SCALE: 1 INCH = 600FT

9/10/2015



SITE LOCATION DIAGRAM
 CHANTILLY OFFICE
 14026 THUNDERBOLT PLACE
 SUITE 100
 CHANTILLY VA 20151-3232



ECS PROJECT NO.01:25080
SHERANDO PARK DESKTOP GEOTECHNICAL LETTER
REPORT
STEPHENS CITY VA

Attachment C

Environmental Site Visit Observations

On September 9th, 2015, Thom Leedom, an Environmental Scientist working as a sub-consultant to Anderson & Associates, Inc., visited the Sherando Park property to provide a “walk through” evaluation of the potential for channels, streams and/or wetlands that exist within the tract of land located to the north side of Route 277. In the “walk through” Leedom observed numerous drainage features, waterways, and intermittent, perennial, and ephemeral channels, as well as wetland areas. Those features have been so noted on the LPDA’s Sherando Park Site Analysis map – dated 8-28-15.

No stream and/or wetland assessment forms were utilized to determine the exact nature of these features, as this was only a preliminary overview of the property. However, a quick visual observation of each feature’s characteristic was documented on the map – with the notation of W (wetland), P (perennial stream), I (Intermittent stream), E (Ephemeral channel), and U (Upland channel/feature). It should be noted that while these are labeled as a specific type of features, it cannot be presumed that any notes or labels are 100% accurate, without the proper on-site evaluation of the appropriate wetland and/or stream assessment forms being completed and subsequently verified by the U.S. Army Corps of Engineers.

In order to clarify the labels, the labels are further defined as follows:

Wetlands - those areas that are inundated or saturated by surface or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs and similar areas.

Perennial – channels that normally have continuous flow in parts of its stream bed all year round during years of normal rainfall.

Intermittent – channels that normally cease flowing for weeks or months each year.

Ephemeral - channels that flow only for hours or days following rainfall.

During unusually dry years, a normally perennial stream may cease flowing, becoming intermittent for days, weeks, or months depending on severity of the drought. The boundaries between perennial, intermittent, and ephemeral channels are indefinite, and subject to a variety of identification methods adopted by local governments, academics, and others with a need to classify stream-flow permanence.

Constructing a Dam

The environmental review process for gaining approval to construct a dam on the stream within the Sherando Park property would depend on the impacts to the stream and wetlands. The first step would be to determine the elevation to which the water would pond and then delineate the amount of stream and wetlands that would be impacted. Following the delineation, you would begin a permitting process that would likely involve the US Army Corps of Engineers (USACE) and the Virginia Department of Environmental Quality (VADEQ). There are thresholds within the regulations that determine how involved the permitting process would be. If the stream impact is

less than 300 linear feet and/or the wetlands impact is less than 0.1 acres, the process is fairly straightforward. However, if either of these thresholds are exceeded, mitigation would be required. Mitigation is usually quite costly and could cause the project to become economically unfeasible. Another part of the permitting process is justifying the need for creating the pond. The agencies would likely require the county to justify the stream and wetlands impacts, regardless of the amount.



Traffic / Entrances

Two site entrance locations are noted on the LPDA Sherando Park Site Analysis Map. One entrance is an existing entrance from Route 277 (Fairfax Pike) at the location of existing soccer and softball facilities, and the other is a proposed entrance (currently a gravel pull-off area) off of the east side of Warrior Drive, across from Montgomery Circle.

The existing entrance from Route 277 is across from Lakeview Circle, and the road into the park is named Line Drive. The exact date of the design and construction of this entrance is unknown; however Google Earth images indicate that the construction took place prior to 1997. The configuration of the entrance includes a right-turn lane into the park, but there is not a left turn / storage lane. Depending on the number of projected trips generated by the proposed park facilities, a left turn / storage lane may be required under current VDOT standards. This will need to be evaluated during future design work.

The proposed entrance location from Warrior Drive appears to be the appropriate location as it lines up with the road intersection on the opposite side of Warrior Drive (Montgomery Circle). It was noted that the existing subdivision street intersections and commercial entrances along Warrior Drive have both right and left turn lanes. It is anticipated that this future entrance into the park will require an upgrade to have both turn lanes when the park is further developed and this entrance is opened.

Site Utilities

Sherando Park is currently served with water and sewer from the Frederick County Sanitation Authority (FCSA). Available connection points for water are via a 12" main along the Fairfax Pike road frontage and an 8" line that currently ends near the cul-de-sac on April Avenue. The ballfield area is served by an 8" gravity sewer line. There is also a sewer lift station located in the western end of the park. A force main from the station extends to the south and crosses Fairfax Pike. The Assistant Director with the FCSA has stated that he anticipates no capacity issues with these systems.

Cooperative Use Agreement



*County School Board of Frederick County, Virginia
and
County of Frederick, Parks and Recreation Department*

September 2016



**COUNTY SCHOOL BOARD OF FREDERICK COUNTY, VIRGINIA
AND
COUNTY OF FREDERICK, PARKS AND RECREATION DEPARTMENT
AGREEMENT OF COOPERATION**

THIS AGREEMENT, superceding all prior cooperative use agreements, dated as of _____, by and between School Board of Frederick County, Virginia for all schools (the School Board) and the County of Frederick, Parks and Recreation Department (the Parks and Recreation Department) recites and provides:

RECITALS

WHEREAS, it is the desire of the School Board and the Parks and Recreation Department to encourage the maximum use of school facilities consistent with the educational requirements of each school, in order to foster youth and civic activities and to contribute to the well-being of Frederick County; and

WHEREAS, to the greatest extent possible, school facilities should be made available outside of school hours for worthwhile after-school, community, educational, recreational, civic and cultural activities; and

WHEREAS, to the greatest extent possible, park facilities and professional expertise should be made available outside of park use for worthwhile educational and maintenance activities; and

WHEREAS, the School Board and the Parks and Recreation Department share these common interests and possess capabilities for the sharing of resources of each agency; and

WHEREAS, the use by each party for specified purposes of properties belonging to the other is lawful and is in the public interest by virtue of resulting economics in the use of space and of public monies; and

WHEREAS, the past actions of the School Board and the Parks and Recreation Department have supported the school/recreation concept and each party desires to pursue an even higher level of cooperation;

NOW, THEREFORE, for and in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree to the following practices concerning:

1. Use of school facilities by county-approved activities and parks and recreational facilities for all school-approved activities;
2. Use of school facilities by the parks and recreation basicREC program;
3. The maintenance of school grounds and new transportation facility by the Parks and Recreation Department; and;
4. Other specific items.

I. Use of School and Park Facilities

The use of school property is in accordance with school board policy, and the use of parks and recreation property is in accordance with parks and recreation department policy. A list of all facilities by school and parks included in this agreement is shown in Appendix A.

A. Scheduling of School and Park Facilities

1. Planning Timetable

The following facilities' planning timetable for scheduling indoor facilities and outdoor facilities will be as follows:

a. Planning deadlines

By July 1 - Agencies send lists of activities and facilities needed to each other for the months of September, October, November and December.

By Nov. 1 - Agencies send lists of activities and facilities needed to each other for the months of January, February and March.

By Jan. 1 - Agencies send lists of activities and facilities needed to each other for the months of April and May.

By Mar. 1 - Agencies send lists of activities and facilities needed to each other for the months of June, July and August.

By July 20, November 20, January 20, and March 20 –

Parks and Recreation will send a list to the School Principal of the scheduled dates, times, and groups using school facilities.

Concurrently, the School Board office will send a list to the Parks and Recreation Department of all scheduled dates, times, and groups using park facilities. Each month an updated list will be sent to the Principal or Program Supervisor.

b. Changes due to inclement weather or emergencies

When schools are closed early or closed during the day for inclement weather, emergency, etc., selected Parks and Recreation activities or programs such as before and after school programs and community centers may remain open. Parks & Rec staff shall notify school personnel when park facilities are not available due to inclement weather.

Snow removal at Parks & Rec.'s community centers will be at the discretion of Director of Facilities Services or designee.

If all after-school activities are canceled, buildings are closed to all but BasicRec and community centers. Circumstances may warrant the canceling of certain Parks & Recreation events, which will be discussed between the two organizations when they develop.

c. Scheduling priorities

If an event must be canceled and rescheduled on the night of the other's activity for reasons of emergency, acts of God, etc., the school principal will contact the Parks and Recreation Department as soon as possible, and vice versa.

In the scheduling of said school facilities, school events and programs, as defined by school board authority and action, shall have first priority; and recreation programs established by the Parks and Recreation Department shall have second priority; and any other events by other groups or agencies shall have third priority. Any activities scheduled outside of the timetable shall be mutually agreed on by the Parks and Recreation Department and the School Principals.

In the scheduling of park facilities, park and recreation programs and their youth sports partners shall have first priority; school activities shall have second priority and all other groups third priority, with the exception of specified soccer and softball fields at Sherando Park (SHS Softball will have access to one field after 5 p.m.) during pre, post, or regular season play where the schools shall have first priority.

2. Normal Hours of Operation*

a. School Facilities

1. Indoor Facilities

The use of the school for recreation programs will be Sunday through Saturday. Normal daily operations shall be from the dismissal of school, which includes after-school programs, or after the school athletic program until 11:00 p.m. weekdays (with the exception of Section II below), Saturdays & Sundays - 8:00 a.m. to 11:00 p.m.

Summer Hours

Monday - Sunday - 8:00 a.m. - 11:00 p.m.

Maintenance of all facilities and school programs will take priority when scheduling the use of these facilities.

2. Outdoor Facilities

(a) Lighted Fields

Weekdays - From the end of school functions until 11:00 p.m.

Weekends - 8:00 a.m. - 11:00 p.m.

(b) Unlighted Fields

Weekdays - From the end of school functions until dark.

Weekends - 8:00 a.m. - Dark

Summer Hours

Monday - Sunday - 8:00 a.m. - Until Dark

b. Designated Parks & Recreation areas located in certain schools

1. Sherando Community Center—office space, community rooms, racquetball courts, and weight room; 8:00 a.m. – 11:00 p.m. daily.
2. Orchard View Elementary School—office space; 8:00 a.m. – 11:00 p.m. daily; Gymnasium—3:30*--11:00 p.m. daily, 8 a.m.-11:00 p.m. Sat./Sun.
3. Evendale Elementary School—Parks & Rec. area (activities room, demo lab, multipurpose room, office, lobby); 8 a.m.—11 p.m. daily; Gymnasium—3:30*--11:00 p.m. daily, 8 a.m.-11:00 p.m. Sat./Sun.
4. Gainesboro Elementary School— Parks & Rec. area (activities room, demo lab, multipurpose room, office, lobby); 8 a.m.—11 p.m. daily Gymnasium—3:30*--11:00 p.m. daily, 8 a.m.-11:00 p.m. Sat./Sun.
5. Greenwood Mill Elementary School— Parks & Rec. area (activities room, demo lab, multipurpose room, office, lobby); 8 a.m.—11 p.m. daily Gymnasium—3:30*--11:00 p.m. daily, 8 a.m.-11:00 p.m. Sat./Sun.

Facilities that host the Parks & Rec. 's BasicRec program may have extended morning hours.

**Time may fluctuate due to the conclusion of scheduled after-school programs.*

c. Parks and Recreation Facilities

1. Indoor Facilities

The use of park buildings for school programs will be Sunday through Saturday 8:00 a.m. - 11:00 p.m.

- d. Any exception to these guidelines must be approved by the designees of the School Board and the Parks and Recreation Department. In the event of conflicts or the need for additional facility use by either party, the two agencies will work together to resolve any

potential situations.

3. Maintenance and Improvements of School and Park Indoor Facilities

Maintenance of all school facilities will be the responsibility of Frederick County Public School's (FCPS) personnel. In facilities that have a Parks & Recreation area, FCPS's staff will be responsible for heavy floor maintenance (buffing, stripping, and finishing) in the Parks and Recreation area. All other custodial services (cleaning) will be completed by Parks and Recreation staff. FCPS Facilities Services Department will supply cleaning equipment and chemicals for use by Parks & Recreation's staff. No chemicals will be used unless approved by FCPS Facilities Services Department. In all other facilities, the school custodial staff assigned to the facility shall perform routine maintenance and cleaning use and shall be available for service during use.

II. basicREC, Summer basicREC and basicRec ASE (After School Extras)

- A. During the school year, Parks & Recreation provides a recreational extended day school age program in designated schools where community need and interest are established. During the summer, Parks & Recreation offers a similar program for school-age children.
- B. School facilities listed in Appendix B will be made available for before and after school use during the school year and certain sites for the summer program. Certain elementary schools, upon the agreement of the current administrator, will host the basicRec ASE program in the afternoon. There will be no charge to the Parks & Recreation department for space or utilities associated with these facilities.
- C. The school board shall provide snow removal of the parking lots and walkways of the schools-at the discretion of the Director of Facilities Service or designee, where a basicREC program is operating a snow day camp (8 a.m.-6 p.m.). Fees for snow removal will be invoiced.
- D. Access to Frederick County Public Schools' facility will be scheduled through the principal. In emergency situations, the School Principal will notify the Superintendent of Schools' designee so accommodations can be made.

III. Maintenance of School Grounds by the Parks and Recreation Department

The athletic field maintenance classifications herein are addressed in Appendix D. Maintenance and preparation of all outdoor facilities on both park and school property will be the responsibility of the Parks & Recreation Department except as identified.

A. Grounds Maintenance

Parks and Recreation will maintain all designated outdoor facilities year-round. This includes general grounds and maintenance field preparation for high school athletic events, and maintenance and operation of automated in-ground irrigation systems. (See Appendix C). Clean up of all outside events will be the responsibility of the agency using the fields. If additional cleanup is needed by FCPS staff, the agency hosting the event will be invoiced.

- B. Mechanical and electrical repairs will be handled by the agency owning the property. This does not preclude the exchange of expertise and knowledge in these instances.

- C. Snow removal from school property will be handled by school personnel. Snow removal from park facilities will be handled by the Virginia Department of Transportation, or by mutual written agreement.
- D. Improvements - Any new additions or changes that require new funding will be handled as described below.
 - 1. Outdoor Facilities - Improvements of turf and hard surface courts will be agreed upon and dealt with on a case-by-case basis at budget time between the Parks and Recreation Department and the School Board.
 - 2. Indoor School Facilities - Will be the responsibility of the School Board with the exception of the community use facilities which will be reviewed by both agencies.

IV. Other Specific Items

A. Utilities

- 1. Parks and Recreation will be responsible for utility costs for all park facilities included in [Appendix A](#).
- 2. School Board will be responsible for utility costs for all school facilities.

B. Damages (Indoors and Outdoors)

- 1. Damage caused by any activities shall be reported to the building Principal or Park Manager as soon as possible.
- 2. The facility owner (School Board or Parks and Recreation Department) will make necessary repairs in a timely manner so as not to interrupt scheduled activities..
- 3. Direct costs will be billed to the agency causing the damage. All conflicts regarding responsibility for repair will be resolved by the Parks & Recreation Director and the Superintendent of Schools or their designees.

C. Equipment

Arrangements for the use of school equipment or the use of outside equipment brought on site shall be made in accordance with Policy and Regulation 721, *Equal Access to School Facilities, Students and Staff*, by the Parks and Recreation Department personnel through the principal/designee. Arrangements for the use of Parks and Recreation equipment shall be made by school personnel through the Program Supervisor.

D. Planning, Review, and Coordination

The Parks and Recreation Department and the School Board will share information pertaining to improvements, changes, and updates relating to planning for facility improvement. This channel of communication should be between the Superintendent of Schools (or designee) and the Director of Parks and Recreation (or designee).

E. Evaluation

After the effective date of this Agreement, the agencies will develop an annual evaluation schedule.

F. Cost Determination

The Parks and Recreation department agrees to pay for the use of facilities charges as outlined in school board policy and regulation # 721 Equal Access to School Facilities, Students, and Staff (Appendix G), as well as any school personnel costs associated with an event. The school board agrees to pay for any indoor use of park facilities as outlined in Parks and Recreation Fee Schedule (Appendix F). A quarterly invoice will be prepared by the facility owner and submitted to the scheduled party for payment. For timely accounting entry for the fiscal year end, the quarterly invoices shall follow the schedule listed below:

- 1st quarter – June 1 through August 31
- 2nd quarter – September 1 through November 30
- 3rd quarter – December 1 through February 28
- 4th quarter – March 1 through May 31

EXCEPTION: As noted under Section II, there is no charge for the space and utilities associated with the basicREC program.

G. Information Dissemination

In order to keep youth aware of the opportunities available to them, the school system shall develop guidelines for the effective distribution of Parks and Recreation literature/information to school-age youth which shall have minimal interference into school operations.

H. Storage

Where feasible, the school system will provide storage space for Parks and Recreation equipment and supplies, the details of which shall be agreed upon by the Principal and Parks and Recreation Director. Future school development will consider the addition of storage space dedicated to Parks and Recreation use.

I. Insurance

Frederick County Public Schools and the Frederick County Parks and Recreation Department shall each carry appropriate coverage through their respective governing bodies for property, theft, and liability for all sites owned by that entity.

Frederick County Parks and Recreation (FCPRD) shall furnish to the Frederick County Public Schools (FCPS) a certificate of insurance for liability for all Parks and Recreation activities conducted on school property. In turn, FCPS shall do the same for FCPRD.

From time to time, FCPRD may authorize a third party to conduct a FCPRD-sponsored program or activity on school property, or authorize a third party to use school property to conduct their own program or activity. In all cases involving medium to high risk potential, FCPRD will require the third party to have insurance coverage as described below. If the activity is determined by FCPRD to be a low risk activity, FCPRD may authorize and exempt the third party from the insurance requirement. Low risk activities are those that present minimal risk of personal injury, illness, property damage, and/or financial loss. Examples include meetings, speeches, presentations, film showings. When appropriate, liability waivers from the participants are encouraged.

FCPRD agrees to collect and ensure the third party's certificate of insurance, which shall name both FCPRD and FCPS as additional insured, demonstrates coverage for public

liability of not less than \$1 million per occurrence for bodily injury and \$2 million annual aggregate. Coverage for property damage of \$200,000 for any one accident and an aggregate of \$500,000 is also required. This coverage requirement can be met by a policy with either separate limits as stated above or by one with a Combined Single Limit (CSL). The coverage policy of the third party shall be underwritten by a company licensed to do business in the Commonwealth of Virginia and cannot be cancelled without a 30-day notice of commitment to FCPS and FCPRD.

Additionally, FCPRD agrees to require the third party to protect, indemnify, and defend and save harmless, the School Board of Frederick County, its officers and employees, and Board of Supervisors of the County of Frederick, its officers and employees, from any and all claims, liabilities, and damages, including professional fees, directly or indirectly related to the use of the premises by the third party.

J. Communication

The Superintendent of Schools and the Director of Parks and Recreation will each appoint a designee that will work to resolve and interpret any problems or differences that occur as a result of the agreement.

K. Supervision

The Parks and Recreation Department will be responsible for all FCPRD sponsored activities scheduled for both indoor and outdoor facilities and the School Board will be responsible for all school sponsored activities scheduled for both indoor and outdoor facilities.

L. THE EFFECTIVE DATE OF THIS AGREEMENT IS _____.

This Agreement was approved by the County School Board of Frederick County, Virginia and the County of Frederick, Parks and Recreation Department on _____.

Superintendent, Frederick County Public Schools

County Administrator, County of Frederick

Chairman, School Board of Frederick County

Chairman, Frederick County
Board of Supervisors

Neither party shall have the right to assign this contract to another party without first obtaining the written consent of the other party. Any addendums to this contract will require the same signatures that were required to enact it.

Facilities Available for Use

High Schools-MHS, JWHS, SHS		Elementary Schools-APR, AES, BHES, EES, GES, GMES, IHES, MES, OVES, RRES, SES	
Areas	Schools	Areas	Schools
Auxiliary Football Practice Field	MHS	PE Field (Baseball)	AES, MES, OVES, RRES, SES
Auxiliary Gym	All High Schools	PE Field (Soccer)	AES, MES, OVES, RRES
Baseball Practice/Football Practice Fields	JWH, MHS	PE Fields	EES, GES, GMES, IHES, SES
Baseball Stadium Field	All High Schools	PE Lower Field	BHES
Cafeteria	All High Schools	PE Upper Field (Soccer)	BHES
Classrooms	All High Schools	Soccer Field	EES, GES, GMES
Commons Area	MHS, SHS	Track	AES, BHES, IHES, OVES, RRES, SES
Football Stadium Field *	All High Schools		
Lower Football Practice Field	JWHS		
Main Gym	All High Schools		
Outdoor Basketball Courts	SHS	Clearbrook Park	
Practice Fields	SHS	Areas	
Soccer/Multipurpose Field	JWHS, MHS	Cole Field	
Softball/Practice Football Field	JWHS, MHS	Franklin Field	
Stage/Auditorium	All High Schools	Frey Field	
Tennis Courts	All High Schools	Field #4	
Track	All High Schools	Log Cabin	
Wrestling Room	All High Schools	Picnic Shelters	
Middle Schools-ABMS, FCMS, JWMS, REAMS		Swimming Pool	
Art Room	REAMS	Beach Volley Court	
Cafeteria	All Middle Schools	Sherando Park	
Classrooms	All Middle Schools	Areas	
Football Field *	All Middle Schools	Fields: #1, #2, #4, #5, #6, #7, #8	
Gym	All Middle Schools	Bennington Field	
Open Field along Aylor Road	REAMS	Soccer Fields: #1, #2, #3, #4	
Physical Education Field	FCMS, JWMS	Picnic Shelters	
Practice Area (Modular Classroom)	REAMS	Swimming Pool	
Practice Area East	REAMS	Beach Volleyball Court	
Practice Fields	AREBMS	Disc Golf Court	
Track	All Middle Schools	Community Center	
Wrestling Room	All Middle Schools	Areas	
Elementary Schools-APR, AES, BHES, EES, GES, GMES, IHES, MES, OVES, RRES, SES		Office	
Cafeteria	All Schools	Courts; #1, #2	
Elementary Schools-APR, AES, BHES, EES, GES, GMES, IHES, MES, OVES, RRES, SES		Community Center	
Cafeteria/Stage	RRES	Areas	
Gym	OVES, RRES	Weight Room	
Gym/Cafeteria	EES, GES, GMES,	Multipurpose Room	
Gym/Stage	APR, AES, IHES, MES, SES	Kitchen Side	
		Mirror Side	

basicREC and Summer basicREC sites

(which include teacher workdays and scheduled/unscheduled snow days):

Apple Pie Ridge Elementary (APR)
Armel Elementary (AES)
Bass-Hoover Elementary (BHES)
Evendale Elementary (EES)
Gainesboro Elementary (GES)
Greenwood Mill Elementary (GMES)
Indian Hollow Elementary (IHES)
Middletown Elementary (MES)
Orchard View Elementary (OVES)
Redbud Run Elementary (RRES)
Stonewall Elementary (SES)

basicRec ASE

Certain elementary sites of which the current building administrator has agreed to allow Parks and Rec. to use their facility for this program.

Grounds Maintenance Overview

Planned Maintenance Tasks:

Grass cutting of all areas
Reseed athletic fields as needed
Lime athletic fields as needed
Aeration of athletic fields as needed
Fertilizing athletic fields as needed
Deep-tine aeration and top dressing soccer, football, and baseball fields as needed
In-Field Preparation; Daily dragging when needed, field-lining for high school games
Operating Irrigation Systems
Weed control on concrete/asphalt areas

Maintenance Tasks do not include the following:

Site/Field Renovation or Improvements
Snow Removal
Parking Lot Maintenance
Utilities Maintenance
Fence Maintenance (unless damaged by agency)
Bleacher Maintenance
Running Track Maintenance
Storm Water Management Systems
Building Maintenance
Playgrounds Maintenance Mulching/pruning of trees and shrubs

Areas Not Included in Grounds Maintenance Proposal:

Support Facilities West, Facilities Services, and NREP (Smithfield)

Facility Field Inventory

See Appendix E for class definitions and maintenance.

Facility	Description	Use	Proposed Maintenance Program
Dowell J. Howard Center	Grass Open Area		Class B Turf
JWHS-Football Stadium	Football Field Soccer Field	JWHS Football; JWHS Soccer	Class A Turf (Athletic Field)
JWHS-Baseball Stadium	Baseball Field	JWHS Football; All Baseball	Class A Turf (Athletic Field)
JWHS-Soccer/Multipurpose	Soccer Field	JWHS Physical Ed.; JWHS Soccer; Recreation Soccer	Class A Turf (Athletic Field)
JWHS Baseball field Practice Field	Baseball Practice Field	JWHS Physical Ed.; JWHS Football Practice; All Baseball	Class A Turf (Athletic Field)
JWHS Softball Field	Softball	JWHS Physical Ed.; JWHS Football Practice; All Baseball	Class A Turf (Athletic Field)
JWHS Practice Field	Football Field	JWHS Physical Ed.; JWHS Football	Class A Turf (Athletic Field)
MHS-Football Stadium	Football Field Soccer Field	MHS Football; MHS Soccer	Class A Turf (Athletic Field)
MHS-Varsity Baseball	Baseball Field	MHS Baseball; All Baseball	Class A Turf (Athletic Field)
MHS-Baseball Practice Field	Baseball Practice Field	MHS Physical Ed.; MHS Football Practice; All Baseball	Class A Turf (Athletic Field)
MHS-Varsity Softball	Softball Field	MHS Softball; All Softball	Class A Turf (Athletic Field)
MHS-Practice Field	Softball Field	MHS Physical Ed; All Softball	Class A Turf (Athletic Field)
MHS-Practice Field #1	Football Practice	MHS Physical Ed.; MHS Football	Class A Turf (Athletic Field)
MHS-Practice Field #2	Football Practice	MHS Physical Ed.; MHS Football	Class A Turf (Athletic Field)
MHS-Practice Field #3	Football Practice	MHS Physical Ed.; MHS Football	Class A Turf (Athletic Field)
SHS Football Stadium	Football Practice	SHS Physical Ed.; SHS Football	Class A Turf (Athletic Field)
SHS Practice Field #1	Football Practice	SHS Physical Ed.; SHS Football	Class A Turf (Athletic Field)
SHS Practice Field #2	Football Practice	SHS Physical Ed.; SHS Football	Class A Turf (Athletic Field)
SHS Baseball Field	Baseball Practice	SHS Baseball	Class A Turf (Athletic Field)
Senseny Road/NREP	Grass Open Area		Class B Turf
ABMS.-Football Field	Football Field	ABMS Football; ABMS Track/Field	Class A. Turf (Athletic Field)
ABMS Physical Ed. Field	Physical Ed. Field	ABMS Physical Ed. BRYSA Soccer	Class B. Turf (Athletic Field)
FCMS-Physical Ed. Field	Physical Ed. Field	FCMS Physical Ed.; BRYSA Soccer	Class A. B Turf (Athletic Field)
FCMS-Football Field	Football Field	FCMS Football; FCPRD	Class A Turf

APPENDIX D

Facility	Description	Use	Proposed Maintenance Program
JWMS Physical Ed. Field	Physical Ed. Field	Physical Ed Football; Baseball; Soccer	Class B Turf (Athletic Field)
JWMS Football Field	Football Field	Football; Track/Field	Class A Turf (Athletic Field)
REAMS Area by Modular Classroom	Field by Modular Classroom	Physical Ed.; Soccer	Class B Turf (Athletic Field)
REAMS Football Field	Football Field	Football; Track/Field; Physical Ed.	Class A Turf (Athletic Field)
REAMS Softball Field	Softball Field	Physical Ed.; Baseball	Class B Turf (General Grounds)
Apple Pie Ridge Elementary School	Grass Open Area	Physical Ed.	Class B Turf
Armel Elem. Soccer Field	Soccer Field	Physical Ed.; Soccer	Class B Turf (Athletic Field)
Bass-Hoover Physical Ed. Field	Upper (south) Physical Ed. Field	Physical Ed.; Soccer; Baseball	Class B Turf
Bass-Hoover Physical Ed. Field	Lower (north) Physical Ed. Field	Baseball	Class B Turf
Evendale Elem. Soccer Field	Soccer Field	Physical Ed.; Soccer	Class B Turf
Gainesboro Elem.	Baseball Field		Class B Turf
Gainesboro Elem. Soccer Field	Soccer Field		Class B Turf
Greenwood Mill Elem.	Soccer Field		Class B Turf
Indian Hollow Elem.	Baseball Field	Physical Ed.; Soccer; Baseball	Class B Turf
Middletown Elem. Baseball	Baseball Field	Physical Ed.; Baseball	Class B Turf
Middletown Soccer	Soccer Field	Physical Ed.; Soccer	Class B Turf
Orchard View Elem. Softball	Softball Field	Physical Ed.	Class B Turf
Orchard View Elem. Soccer 1	Soccer Field	Physical Ed.	Class B Turf
Orchard View Elem. Soccer 2	Soccer Field	Physical Ed.	Class B Turf
Redbud Run Elem. Baseball	Baseball Field	Redbud Run Physical Ed.; All Baseball	Class A Turf (Athletic Field)
Redbud Run Elem. Soccer	Soccer Field	Physical Ed.; Soccer	Class B Turf (Athletic Field)
Stonewall Elem.	Baseball Field	Physical Ed.; Baseball	Class A Turf (Athletic Field)
James Wood HS	Detention Pond		Class C Turf
Bass-Hoover	Detention Pond		Class C Turf
Orchard View	Detention Pond		Class C Turf

ATHLETIC FIELD & GROUNDS MAINTENANCE STANDARDS

SCOPE OF WORK

This work shall include all labor, materials, equipment, supplies and services necessary to maintain the athletic turf, grounds and landscaping at the school sites included in this report.

GENERAL INFORMATION

Class A Turf – Athletic facilities that are used for games.

Class B Turf – High traffic areas/parking lots

Class C Turf - Detention Ponds/Rough Areas

MOWING – CLASS A & B TURF

Grass shall be cut to a height of 2 inches and at no time will the height be above 3 inches. FCPRD reserves the right to change mowing heights based upon weather conditions.

Class B Turf will be cut to a height of 3"and will not be above 4".

Equipment used to cut turf areas will be sufficiently sharp enough to cut the grass plant cleanly without damaging or pulling it up.

Clippings are to be removed from mulched areas, sidewalks, or roadways.

FCPRD will take whatever steps necessary to ensure that no tire marks, grass stains, oil or gas stains are left on any sidewalks or curbs.

FCPS will remove trash and debris from the site before mowing and trimming begin.

Class C Turf will be cut one time per year with a rotary cutter.

TRIMMING – CLASS A & B TURF

Grass will be trimmed around all trees, fences, playground equipment, benches, landscape timbers, drop inlets and manhole covers to the same height as the lawn areas surrounding them.

Trimming will be done after each mowing or FCPRD may opt to use a non-controlled commercial herbicide (i.e. Round Up).

Herbicide will be applied in accordance with the manufacturers' recommendations and only when the ambient temperature is within 60 degrees and 85 degrees.

Spraying will not be done when the vegetation is wet or rain is expected within the next 6 hours and the equipment used will not exceed an operating pressure of 30 lbs./sq. inch. If spraying is used, vegetation will be controlled no more than 6" away from either side of fences or around any plants or structures.

AERATION – CLASS A TURF

Class A turf will be shallow-tine aerated as needed during the spring and fall growing seasons. Deep tine aeration will be completed at least once every four years or when renovation plans are implemented.

Aeration plugs will be dragged within 48 hours of the completed aeration process.

FERTILIZATION AND LINING – CLASS A TURF

Turf areas will be fertilized according to soil testing results with at least 4 lbs. of nitrogen /1000 sq. feet being applied annually.

OVERSEEDING – CLASS A TURF

Class A Turf will receive cool season grass overseeding on an as needed basis and at least one time per year.

Class A Turf will receive a grass seed blend of Kentucky Bluegrass and Perennial Rye grass.

Class B Turf will receive a grass seed blend of Turf Type Tall Fescue and Kentucky Bluegrass on an as needed basis.

LIMING – CLASS A TURF

Lime will be applied in such a manner as to avoid damage to playground equipment, trees, shrubs, and other structures and provide for an even and uniform distribution.

Pulverized agricultural limestone may be substituted for pelletized if weather conditions are such that adjoining properties are not affected.

HERBICIDES/ INSECTICIDES/ FUNGICIDES

Class A turf will receive treatments of herbicides, insecticides, and fungicides when athletic field programming and weather condition permit. The application of these pesticides will be completed when the condition of the turf would dictate their usage in accordance to established best management policies.

**Frederick County Park and Recreation
Fees and Charges**

FY 2016-2017

	Resident	Non-resident	
Baseball and Softball Fields			
Practice	\$10	\$15	<i>per hr</i>
Game	\$20	\$25	<i>per hr/ 2 hr min</i>
Tournament (9am-11pm)	\$150	\$190	<i>per reservation</i>
Lights	\$15	\$15	<i>per hr</i>
Soccer Fields			
Sherando 1-4	\$25	\$40	<i>per hr</i>
Sherando	\$15	\$25	<i>per hr</i>
Open Space			
Per acre	\$62	\$93	<i>per day</i>
Disc Golf Course	\$103	\$155	<i>per day</i>
Paddleboat-30 minute ride	\$2	\$2	<i>per person</i>
Racquetball Courts	\$7	\$7	<i>per hr</i>
Weight Room	\$2	\$2	<i>per hr</i>
Gymnasium	\$25	\$40	<i>per hr/2hr min</i>
Greenwood/Gainesboro/Evendale			
Activity Room	\$15	\$30	<i>per hr/2hr min</i>
Gainesboro/Evendale			
Wooden Floor Room	\$12	\$27	<i>per hr/2hr min</i>
Sherando			
Activity Room w/Kitchen	\$20	\$35	<i>per hr/2hr min</i>
Swimming Pool			
Under 3	Free	Free	
3 and older	\$4	\$4	<i>entry</i>
Last Hr.	\$1	\$1	<i>entry</i>
Rent Entire Pool	\$200	\$250	<i>2hr rental</i>

**Frederick County Park and Recreation
Fees and Charges**

FY 2016-2017

Shelters			
30 Capacity			
Lock Gazebo (SH)	\$41	\$56	per day
Lawrence Shelter (CB)	\$41	\$56	per day
75 Capacity			
FFA (SH)	\$52	\$68	per day
Abex (SH)	\$52	\$68	per day
Key Club (SH)	\$52	\$68	per day
JW Colonel (CB)	\$52	\$68	per day
Rubbermaid (CB)	\$52	\$68	per day
Antique Car (CB)	\$52	\$68	per day
Brill (CB)	\$52	\$68	per day
150 Capacity	\$63	\$79	per day
Ruritan (SH)	\$63	\$79	per day
Sandy (SH)	\$63	\$79	per day
Kiwanis II (CB)	\$63	\$79	per day
Lions Club (CB)	\$63	\$79	per day
200 Capacity			
Lions Club (SH)	\$74	\$91	per day
Kiwanis I (CB)	\$74	\$91	per day
Discounts			
20% off for 50 or more hours rented of baseball/softball/soccer or gymnasium			
20% off 10 or more visits for weight room or racquetball court			
Fees effective January 1, 2016			

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Equal Access to School Facilities, Students, and Staff

Student Use of School Facilities

A. School Clubs

Frederick County Public Schools does not sponsor or recognize student social clubs. However, schools may sponsor clubs that are an outgrowth of the curricula and programs. Time may be designated for these clubs to meet.

Each school-sponsored (curriculum-related) club must have a set of by-laws, objectives, program of work or activities, budget, list of members, and list of officers. The information is due in the office of the school principal by the announced date each year.

B. Clubs Not Sponsored by the School

Under the supervision of the principal or designee, school student groups/clubs¹ not sponsored by the school (non-curriculum related) may use school facilities in accordance with the Federal Equal Access Act and other applicable law. For purposes of this regulation, the school board adopts a limited public forum² so that non-curriculum related student groups may use school facilities during non-instructional time with the following conditions.

1. All secondary (grades 6 – 12) non-curriculum related and student groups will be granted equal access to or an opportunity to conduct meetings at school facilities without regard to the religious, political, philosophical, or other content of the speech at such meetings.
2. Meeting requests shall be submitted at least five (5) school days in advance to the principal or designee.
3. Meeting requests shall be approved on a first-come, space available basis.
4. Meetings shall be voluntary, student-initiated and student directed. The meetings may not be directed, controlled, conducted, or regularly attended by non-school persons. School officials shall attend the meetings only for non-participatory, custodial purposes. Designated custodial adults shall be School Board employees.
5. Meetings may not interfere with other educational activities. The principal or designee retains authority to maintain order, discipline, and to protect the well-being of students and faculty.

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Equal Access to School Facilities, Students, and Staff

6. For purposes of this regulation the following definitions will be used.

“Non-curriculum related student group” means any student group¹ that does not directly relate to the body of courses offered by the school. For example, the subject matter of the group actually is not taught or soon will be taught in a regularly offered course; the subject matter of the group does not concern the body of the courses as a whole; if participation in the group is not required for a particular course; or participation in the group does not result in academic credit.

“Non-instructional time” is the time set aside by the school immediately before actual classroom instruction begins or immediately after actual classroom instruction ends.

II. Community Use of School Facilities

A. Eligible Organizations

Responsible, recognized, local persons, organizations, agencies, and institutions are eligible to apply for use of school facilities.

Requirements of the regular school program shall receive first consideration in the use of school facilities. After these requirements are met, school-related organizations (see Appendix A) and events shall have first priority; Frederick County Parks and Recreation Department activities and organizations shall have second priority; and other organizations and events shall have last priority.

Curriculum-related organizations shall have priority over non-curriculum related organizations, and approved child and youth groups shall have priority over adult groups.

In the event of a local emergency or disaster, school officials will cooperate with local, state, and federal authorities as well as disaster relief organizations in making school facilities available for shelters.

B. Use of School- and Non-school-owned Equipment

School equipment may be lent to responsible community groups of a worthy educational, civic, or charitable purpose when the following conditions are met:

1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession;

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2. The equipment is not both unusually expensive and subject to easy damage;
3. The equipment is in good condition;
4. The group will provide a competent operator(s) for any machine lent and will provide all training on the setup, use, and breakdown of the equipment.
If outside equipment is approved and brought to the facility, the community group will provide competent operator(s) who have been trained on setup, use, and breakdown of said equipment.
5. At the discretion of the principal, an organization may be required to pay the designated hourly rate for a school employee to operate school- or non-school-owned equipment.
6. Equipment that is brought in by community groups must also meet the conditions listed above.

C. Application and Approval

Frederick County Public Schools' use of facilities application shall be completed online. Information and directions on how to become a requester and submit a request for use of facilities may be found at www.frederick.k12.va.us (Link: Community Facility Use)

1. Permission for the use of school facilities may be given only during the current fiscal school year. Applications submitted beyond the current fiscal school year will be approved pending and will not be activated until after the approval of the budget for, or by July 1 of, the next fiscal school year. For first-time users, prepayment may be required; if so, please make payment payable to the Frederick County School Board (if a fee is to be charged) and include Schedule ID number of request on remittance.
2. When a fee for Frederick County Public Schools staff is required, the hourly fee for hours will be calculated as reported and approved by the principal or his/her designee. After the event, the applicant/requester will receive an invoice for the incurred fees. Upon receipt of invoice, payment to Frederick County School Board for the full amount is to be submitted to Finance Department with Schedule ID number of event noted on remittance. Failure to pay incurred fees may result in prepayment before an event or denial of use of facility.
3. The applicant/requester will place reliable persons in charge of all activities, be responsible for damage caused by the group or by others involved with or admitted for the event, and provide police protection, if necessary, to maintain order and protect school property.

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The names of the responsible person(s) will be listed under the "Additional Information" section of the online application form at the time of the request submission.

4. Unless otherwise exempted, before any application is approved and activated, each applicant/requester must furnish a certificate of insurance to FCPS verifying public liability coverage.
 - i. Coverage requirements:
 1. Liability coverage shall not be less than \$1 million per person for bodily injury and \$2 million annual aggregate.
 2. Coverage for property damage of \$200,000 for any one accident and an aggregate of \$500,000 is also required.
 3. Any policy required by this regulation shall meet the following requirements (at a minimum):
 - Underwritten by a company licensed to do business in the Commonwealth of Virginia
 - Cannot be cancelled without a 30-day notice of commitment to Frederick County Public Schools
 - Frederick County Public Schools must be listed as an additional insured and be a certificate holder
 - ii. The following language shall be on the certificate: "By endorsement to the policy(ies) listed above, and attached hereto, Frederick County Public Schools, its elected and appointed officials, agents, and employees are listed as additional insured under this policy and this insurance coverage shall be primary over any other insurance or self-insurance in force."
 - iii. Additionally, by accepting the terms of agreement in the online use of facilities application, the applicant/requester agrees to protect, indemnify, and defend and save harmless, the School Board of Frederick County, its officers and employees, from any and all claims, liabilities, and damages, including professional fees, directly or indirectly related to the use of the premises and any FCPS equipment and non-school owned equipment, by the applicant/requester individual or organization.

If the applicant/requester plans to use businesses or individuals, hereinafter referred to as vendors, during or for a requested event, the applicant/requester shall obtain a certificate of liability insurance from all vendors per insurance requirements listed above (# 4.). A copy of the certificate of liability insurance from vendors shall be submitted to the Facilities Services Department for review

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and archiving.

5. The application for the use of school facilities shall not be considered approved until the applicant/requester has received notice (via e-mail) that the request has been approved and activated.
6. In the event a scheduled meeting is canceled, notification must be given at least twenty-four hours before the scheduled time, or a fee will be charged. Exceptions may be made for cancellations due to inclement weather. Any field prep requested shall be the responsibility of the applicant/requester to be arranged with Frederick County Parks and Recreation Department.

D. Rules and Conditions

Conditions under which school buildings and grounds in the division may be used for non-school activities are the following:

1. No organization may use the buildings or grounds at any time or in any manner that will interfere with the regular program of the school.
2. The school board or its representatives must have free access to all facilities at all times.
3. The right to revoke a permit at any time is reserved by the school authorities.
4. Any organization desiring to move special properties into the school or grounds prior to or on the date of rehearsal or performance must obtain permission from the principal. All flats, curtains, and costumes must be treated for fire-retardation.
5. Putting up decorations or scenery or moving pianos is prohibited unless special permission is granted.
6. Permission for bringing equipment such as concession stands, trucks, or carnival equipment on school property must be requested in writing thirty days in advance before a formal agreement can be considered.
7. The parking of automobiles shall be restricted to designated areas.
8. The organization that uses the building and grounds shall be responsible for the conduct of its members.

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Equal Access to School Facilities, Students, and Staff

9. Compensation for any damage done to school property shall be provided by the sponsoring organization.
10. Consumption of soft drinks shall be limited to such section or sections of the building as designated by the school authorities.
11. Frederick County School Board policy prohibits the use of tobacco products and electronic cigarettes by staff, patrons, or other persons on school property, in school vehicles, and at school-sponsored activities, both indoors and outdoors, at all times.
12. No one may possess, consume or serve any alcoholic beverage in or on school property, except for religious congregations using wine for sacramental purposes only.
13. The possession of a controlled substance, imitation controlled substance or marijuana, as defined in Code of Virginia Section 18.2-247, on school property is prohibited.
14. A custodian or other school employee shall be on duty for all activities in the building. The presence of a custodian on duty does not relieve the organization of responsibility for any damage to the property.
For outside events being held on stadium fields, it shall be at the discretion of the principal/designee if a custodian/staff member remains present at the facility for the entire event.
15. Premises are rented with the understanding that tipping of custodians or other school personnel is not permitted.
16. Except by special permission, a group shall not be permitted to remain after twelve midnight.
17. Building keys will not be provided to any group except in a declared emergency.
18. No chairs or seats will be placed in aisles, and people will not be permitted to block exits.
19. The sale of chances on school property by any student organization or individual student is prohibited.
20. Bingo parties are prohibited; however, bingo may be included in PTO fun fairs.

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Equal Access to School Facilities, Students, and Staff

21. A school kitchen may not be used by an outside organization unless a ServSafe certified Frederick County Public Schools employee is present to supervise all of the activities within the kitchen area. The use of any school refrigeration (refrigerators and freezers) for the storage of non-school food products is prohibited unless approved by the Supervisor of Food Services.

E. Fees

1. School organizations (see Appendix A), school-related youth groups, American Red Cross Bloodmobile, organizations providing disaster relief or public health services during emergencies, and other activities providing a bonafide broad-based community service will not be charged rental. All other groups will be charged as either profit or non-profit. Non-profit organizations will be required to demonstrate status by providing appropriate documents.
2. Fundraising activities by community service organizations will be charged rental.
3. Organizations will be charged one-half the regular rental of an auditorium or multipurpose room for a rehearsal when the organization has rented the facility for the actual activity on a subsequent date.
4. Frederick County Public Schools Staff. For most facility use, the organization shall be charged an hourly fee, which will be reviewed annually, for any Frederick County Public Schools employee assigned to the event/activity. If work for an event/activity is done on school time by the employee and requires the employee to spend additional time away from his/her normal duties, the organization will be billed for this time.
5. If a facility chooses to waive or reduce fees for an organization, it will be the responsibility of the facility to reimburse any fees incurred by custodial staff other school staff if applicable.

Fees for Use of School Facilities (*See Attached Table*)

¹ Definition: In this section, groups/clubs means any group or organization intended to serve young people under the age of 21.

² Rule: For the purpose of this section, an elementary school or secondary school has a *limited public forum* whenever the school involved grants an offering to, or opportunity for, one or more outside youth or community groups to meet on school premises or in school facilities before or after the hours during which attendance at the school is compulsory.

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Legal Reference:

Code of Virginia, Section 22.1-131, 4.1-309
20 USC, §§ 4071 and 7905.

Approved: September 2, 1975
Amended: December 20, 1982
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Amended: September 16, 1985
Amended: September 15, 1993
Amended: June 16, 2004
Amended: June 29, 2005
Amended: November 30, 2005
Amended: July 22, 2009
Amended: May 26, 2011
Amended: June 20, 2012
Amended: January 15, 2014
Amended: July 1, 2014
Amended: July 1, 2016
Amended: July 11, 2016

Frederick County Public Schools Fee Schedule

Location/Type of Room or Area	Profit Groups	Nonprofit Groups/ Local Government
Fees	Per Hour (2 hr. minimum)	Per Hour (2 hr. minimum)
Auditorium (High Schools & JWMS)	\$64.00	\$32.00
Auxiliary Gym/No Locker Rm. (High Schools)	\$44.00	\$22.00
Baseball Field/Softball (High Schools)	\$26.00	\$13.00
Baseball Practice Fields (JWHS, MHS)	\$16.00	\$8.00
Cafeteria (without kitchen)/Commons Area (High Schools & Middle Schools)	\$26.00	\$13.00
Classroom (All Schools)	\$14.00	\$7.00
Computer Lab (High Schools)	\$38.00	\$19.00
Football/Soccer Field (Middle Schools)	\$16.00	\$8.00
Football/Soccer Practice Field (High Schools)	\$16.00	\$8.00
Gymnasium (Elementary Schools)	\$26.00	\$13.00
Gymnasium/No Locker Rm. (High Schools & Middle Schools)	\$60.00	\$30.00
Kitchen (All Schools)	N/A	\$19.00
Lights/Field Use (High Schools)	\$12.00	\$12.00
Multipurpose Rm., Cafeteria, Library (Elementary Schools)	\$20.00	\$10.00
Multipurpose Rm., Wrestling Rm. & Library (High Schools & Middle Schools)	\$26.00	\$13.00
Open Area/Playfield/Track (Elementary Schools)	\$0.0	\$0.0
Parking Lot (All Schools)	<i>Determined on an individual basis</i>	\$0.0
Practice Field (Middle Schools)	\$16.00	\$8.00
Tennis Courts with Lights (High Schools)	\$0.0	\$0.0
Track (High Schools & Middle Schools)	\$16.00	\$8.00

Custodial, A/V technician, Food Services, and Event Monitor fees are established on an annual basis. See "Additional Fees for Use of Facility" under document tab on Community Use website for current fees of the above mentioned personnel.

School-Related Organizations

School-related organizations, as referred to under the Frederick County School Policy Manual, regulation 721R, Equal Access to School Facilities, Students, and Staff shall refer to the following organizations:

- **FCPS Parent Teacher Student Organizations (PTSO, PTO, PTA)**
- **FCPS Alumni Groups**
- **FCPS Booster Groups**
- **FCPS Athletic Associations**
- **Destination Imagination Teams**
- **PAVAN Governor's School**
- **Migrant Education Program**
- **Kaplan Test Prep**
- **Lord Fairfax Community College**
- **Programs coordinated through the Frederick County Public Schools' Office of Staff Development**

The school board or superintendent of schools may designate other organizations as school-related if their purpose or function is determined to be school related. Newly designated organizations will be added to the list at the beginning of the next regularly scheduled interval (i.e. July 1, November 1, January 1, and March 1).

(Note: The definition of school-related organizations for the purposes of school board regulation 721R does not include organizations such as the Boy Scouts, Girl Scouts, or 4-H Clubs. Therefore, the Frederick County Parks & Recreation use of school facilities would take priority over these groups. However, every effort will be made to accommodate the use of facilities requests made on behalf of Boy Scouts, Girl Scouts, and 4-H activities serving Frederick County students.)

