

Oak Hill Building Use - Frequently Asked Questions

Q. What is the Building Use Form?

A. In order to use school rooms for after school activities or special events, Fairfax County requires users to fill out this form. Oak Hill is required to have a form on file for all PTA-sponsored functions that are to be held on school grounds (indoors and outdoors).

Q. If my event happens during the school day, do I need to fill out this form?

A. It is not necessary to complete a building use form during school hours when utilizing a classroom.

Q. I am the chairperson for an event scheduled to take place in the cafeteria immediately after school. Must I submit a Building Use Form?

A. ALL PTA-sponsored functions require a Building Use Form prior to the scheduled event. When in doubt, submit a form. The chairperson is responsible for completing the form with all of the necessary data points needed to reserve the space. Please be certain to consider and annotate the:

- ✓ Frequency of event
- ✓ Set up and clean up time in addition to the actual event time
- ✓ Special equipment or services (i.e. projector or audio-visual equipment)

Q. My event is scheduled to begin at 3:30, but I need to arrive at 2:45 to set up. What is required of me?

A. Please be certain to allow enough time on the Building Use Form for set up (and clean up?). In the above example, the requested Building Open time should be 2:45.

Q. How do I submit the Building Use Form?

A. It is advisable that Building Use Forms be submitted at least 2 weeks prior to an event. However, please consider submitting the form as soon as you become aware of the need as the school spaces fill very quickly. Advanced notice increases the chance that the school will be able to accommodate the requested dates, location, times, etc. Please submit the complete form Miriam Rutherford (miriam.rutherford@fcps.edu) in the main office and place a copy of the completed form in the 2nd VP folder located in the PTA desk in the main lobby. Any changes to the form should be coordinated with Miriam and a copy of the changes placed in the 2nd VP folder.

Q. Whom may I contact with questions pertaining to the form?

A. You may contact Amy Bevins at 703-437-8473 or thebevinsfamily@yahoo.com.

Q. Must I submit a fee along with the application as requested on the form?

A. Oak Hill Elementary School has waived the application fee for all PTA sponsored events.

Q. If I chaired the same event last year can I assume everything is set and no form is needed?

A. Unfortunately, no. Please submit a form unless you have received an email from Amy indicating your form has been received/approved by the school.

Q. How will I know if my request has been granted?

A. As soon as Miriam receives your form, she will inform you via email. Please allow 3-4 business days for the process to be completed. In some cases, the date or room may not be available. When possible, please provide alternate dates and/or rooms in the comments section.

Q. How do I request changes to an original Building Use Form?

A. Please send all change requests to Miriam Rutherford with a copy to Amy Bevins.