

Attachment 1



Source: <https://x.com/SpanbergerForVA/status/1953977510527406244>



Source: <https://x.com/SpanbergerForVA/status/1953901028992254314>



Princess R. Moss is with Princess Moss in Portsmouth, VA.

August 8 · 🌐

...

Honored to kick off **Abigail Spanberger**'s announcement of her "Strengthening Virginia Schools Plan." Spanberger was joined by teammates **Ghazala Hashmi** for Lieutenant Governor and **Jay Jones** for Attorney General.

Also on the program were VA Senate President Pro Tempore Louise Lucas; Portsmouth Middle School Teacher of the Year Shauneille Perry-Wallace; and Antonne Smalls, US Navy veteran and parent. Educators and Parents filled the Library of I.C.Norcum High School, where Se... See more



Source: <https://www.facebook.com/share/p/1BMJWsc7u/>



Source: <https://www.facebook.com/share/p/1D3uzhgfZY/>



Source: <https://www.facebook.com/share/p/16b6MYpM8K/>



Source: <https://www.facebook.com/share/p/19iqkbvfpx/>

Attachment 2

Re: Senator L Louise Lucas-Visit to IC Norcom High School-Friday, August 8, 2025

1 message

Katrina Downey <[REDACTED]>

Tue, Jul 22, 2025 at 4:25 PM

To: Jerry Simmons <[REDACTED]>

Cc: Ronald Hill <[REDACTED]>

Elie Bracy <[REDACTED]>

, Teesha Sanders

<[REDACTED]>, Michael Hines <[REDACTED]>

, Clarence Brown

Good afternoon! Thank you!

On Tue, Jul 22, 2025 at 3:20 PM Jerry Simmons <[REDACTED]> wrote:

Good Afternoon Mr. Hill:

Dr. Bracy, superintendent, has approved Senator L. Louise Lucas' use of IC Norcom High School, Friday, August 8, 2025. The event will be held in the media center. It will begin at 10am. Please have members of the service crew arrive at IC Norcom at 9am to assist the team from Senator Lucas' office with the setup for the event.

In addition, please work with our lawn care service to ensure the grounds are manicured for that day, with shrubs trimmed, mulch down, grass cut, ect. Please secure 50 folding chairs for the event. I will provide more details as we get closer to Friday, August 8, 2025. Thank you in advance for overseeing this event. Let me know if you have questions.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 20767
[REDACTED]

<http://ppsk12.us>

Agreement must be completed & submitted to the Operations Department fifteen (15) days prior to event or it will not be processed.

APPLICATION/ORGANIZATION AGREEMENT: "We certify that the building will be used for the purpose stated above with the understanding that the person whose signature appears below is an authorized representative of the organization. We have received a copy of the Portsmouth Public Schools Procedure for Rental of School Facilities, File KG-P. By signing in Section B the representative agrees to all fees, rules, and obligates the organization to the rental of the facility".

- 1) Agreeing to indemnify and hold harmless the Portsmouth School Board and all of its officers, employees and agents from any and all claims, demands, suits, causes of action or judgments and person had, now has, or may have in the future relating to or arising out of the event which is subject to this agreement
- 2) Payment of non-refundable 10% Good Faith deposit is due at time of signing this agreement. Payment of remaining estimated rental fees are due five (5) days in advance of the event. If payment of remaining estimated fee is not received five (5) days prior to the event, the use agreement will be cancelled and said organization will not be allowed to use requested facility. If payment is made less than five (5) days prior to the event, the use agreement will be subject to re-approval by Principal and Operations Department
- 3) Conduct of participants and employment of police/security protection when required and/or as specified by the Department of Operations
- 4) Payment for necessary personnel at a rate determined by the School Board
- 5) The requesting organization must provide proof of financial ability to pay for all charges, including but not limited to, any damages to school property or injuries to any person arising from the said organization's use of the property; proof of insurance naming Portsmouth Public Schools as an additional insured if requested. Organization is responsible for all fees incurred for use of facility beyond the scope of the agreement
- 6) Ensuring compliance with all City ordinances for use of public facilities (i.e., parking, fire codes, safety, occupancy, signs, etc)
- 7) In accordance with Portsmouth City Code Chapter 35, Article IX, if an admission charge is required for an event in Portsmouth, an Admission Tax (equal to 10% of admission charge) is levied. Any person or group using a Portsmouth Public Schools facility for an event charging admission is subject to this tax, and by signing this application, the person or group agrees to pay such tax and to contact the Portsmouth Commissioner of Revenue at (757) 393-8779 to obtain required forms and arrange for payment of the tax prior to the event date
- 8) All audio visual, sound and electronic equipment is to be provided by organization. Organization will not be allowed to use facility audio visual, sound or electronic equipment.
- 9) Ensuring that alcoholic beverages, tobacco products and firearms are not permitted at functions on School Board Property
- 10) Providing a 48-hour notice of cancellation; failure to do so shall obligate said organization to pay one (1) hour of custodial labor and associated utility fees.

FORM NO. 03200000
REVISED 07-00
DO NOT ALTER

Fwd: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Katrina Downey [REDACTED]

Mon, Aug 4, 2025 at 6:16 AM

To: Teesha Sanders [REDACTED], Delidra Batten [REDACTED]

Good morning,

Please see the attached building use agreement request. After you take action, please return it to me.

Thank you,

Katrina

----- Forwarded message -----

From: **Annabelle Trowbridge** [REDACTED]@abigailspanberger.com>

Date: Thu, Jul 31, 2025 at 4:26 PM

Subject: Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

To: Katrina Downey [REDACTED]

Cc: Jerry Simmons [REDACTED], Sophia Shapiro [REDACTED]@abigailspanberger.com>

Hi there,

Please see attached for the Rental Agreement. Thanks so much!

Best,
Annabelle

On Thu, Jul 31, 2025 at 3:33 PM Katrina Downey [REDACTED] wrote:

Good afternoon Ms. Trowbridge,

Please complete Section A of the attached Rental Agreement and return it to me at your earliest convenience. If you have any questions, please feel free to contact me. Have a great evening!

Thank you,

Katrina Downey
[REDACTED]

On Thu, Jul 31, 2025 at 3:19 PM Annabelle Trowbridge [REDACTED] wrote:

Thanks Dr. Jerry, and hello Ms. Katrina!

Is there paperwork I can fill out ahead of August 8?

Best,
Annabelle

On Thu, Jul 31, 2025 at 3:14 PM Jerry Simmons [REDACTED] wrote:

Good Afternoon:

Please contact Ms. Katrina Downey at [REDACTED] to inquire about filling out the paperwork for the use of IC Norcom, Friday, August 8, 2025. Thanks so much.

Attachment 3



Teesha Sanders <[REDACTED]>

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Teesha Sanders <[REDACTED]>

Wed, Aug 6, 2025 at 4:29 PM

To: Annabelle Trowbridge <[REDACTED]>

Cc: Jerry Simmons <[REDACTED]>, Sophia Shapiro

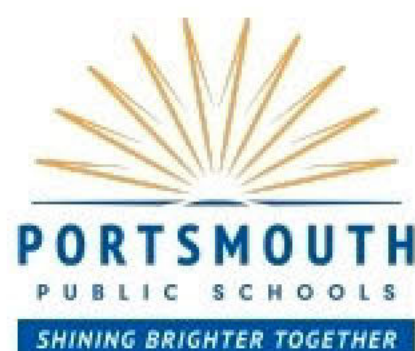
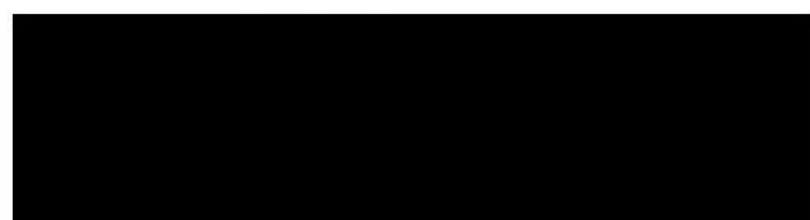
<[REDACTED]>, Elie Bracy <[REDACTED]>

So far I have 20 teachers. How many would you like?

Teesha Sanders

Principal

I.C. Norcom High School

**Confidentiality Statement:**

The information conveyed in this communication is intended for the use of the original addressee(s), and may be legally privileged, confidential, and/or exempt from disclosure under applicable law. If this communication was not addressed or copied to you, then you have received it in error and are strictly

prohibited from reading, copying, distributing, disseminating, or transmitting any of the information it conveys. If you received this communication in error, please destroy all electronic, paper, and other copies, and notify the sender of the error immediately. Accidental transmission of this communication is not intended to waive any privilege or confidentiality protected under Virginia's Freedom of Information Act.

On Wed, Aug 6, 2025 at 4:28 PM Annabelle Trowbridge <[REDACTED]@abigailspanberger.com> wrote:

Hi there!

That is excellent news! Do you know how many teachers there are?

On Wed, Aug 6, 2025 at 4:24 PM Teesha Sanders <t[REDACTED]> wrote:

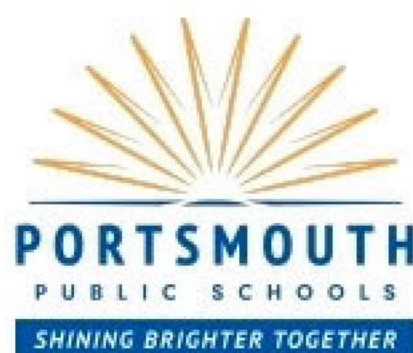
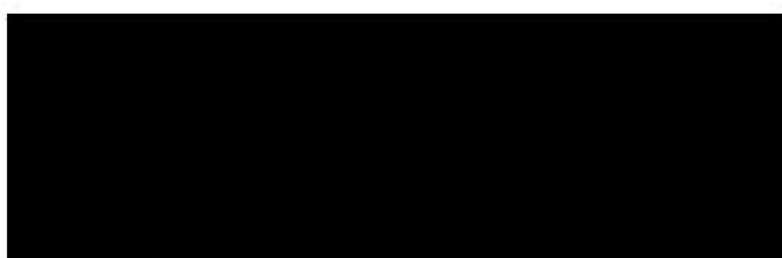
Good afternoon. I have invited teachers to the event. I will also speak with them the morning of August 8th.

Thanks

Teesha Sanders

Principal

I.C. Norcom High School



Confidentiality Statement:

Attachment 4



Friday, Oct. 24, 2025

Victoria Manning
[REDACTED]

Ms. Manning -

This letter is to acknowledge your request for information dated Friday, Oct. 17, 2025, and received in my office that day via email.

You requested:

1. The facility-use or rental application submitted for that event, including the date received and name of applicant.
2. Any approvals and correspondence from the school board, school principal, Building Services, district administrators, or the Superintendent's Office regarding the event.
3. Records of payment for rental, custodial, or security fees, including invoices, receipts, or waivers.
4. A copy of the certificate of insurance or proof of coverage submitted for the event.
5. Any security arrangements or coordination documents related to the event (including emails or memos between PPS staff and local law enforcement).

The event was closed to the public, did not charge guests and occurred mid-day when school buildings were already open, so there were no facility or custodial fees. In addition, the organization provided its own security staffing. Consequently, there were no charges from the division/payment received from the organization. As such, there are no records responsive to items 3 and 5.

There are also no records responsive to item 4.

The rest of the records responsive to your request are attached. Please note duplicate copies of responsive records held by other custodians were not separately produced because identical versions are included in the production.

If you have additional questions, feel free to contact me at [REDACTED]

Thank you.

Sincerely,
Dr. Lauren Nolasco, APR
Chief Communications Officer
Portsmouth [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



Teesha Sanders <[REDACTED]>

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Teesha Sanders <[REDACTED]> Thu, Aug 7, 2025 at 7:36 AM
To: Annabelle Trowbridge [REDACTED]
Cc: Jerry Simmons [REDACTED], Sophia Shapiro [REDACTED]
<[REDACTED]>, Elie Bracy [REDACTED]

Good morning. I just want to confirm that you all will only be utilizing the library tomorrow. If you need another space, there are two multimedia/lecture rooms available inside the library. Thanks.

Teesha Sanders

Principal

I.C. Norcom High School



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On Wed, Aug 6, 2025 at 4:11 PM Annabelle Trowbridge [REDACTED]

wrote:

Hi Dr. Jerry,

Thank you so much for connecting us. Hello Ms. Sanders! I just wanted to reach out to see if you were able to invite the teachers from your staff to join the Education event on Friday? We would love for them to attend and are happy to send over formal invitation language to you if helpful. Looking forward to it!

Best,
Annabelle

On Wed, Aug 6, 2025 at 1:20 PM Jerry Simmons [REDACTED] > wrote:

Good Afternoon Annabelle:

I have copied Ms. Sanders, who is the principal of IC Norcom High School. Since the event is being held there, and it is the first day back for teachers, Ms. Sanders will be better positioned to assist with teachers/staff attending the event. I have copied Dr. Bracy, Superintendent, on this response as well. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]

On Wed, Aug 6, 2025 at 9:55 AM Annabelle Trowbridge [REDACTED]

wrote:

Hi Dr. Jerry,

I hope you are doing well! I just wanted to reach out to see if you were able to invite the teachers from your staff to join the Education event? We would love for them to attend and are happy to send over formal invitation language to you if helpful!

Best,
Annabelle

On Mon, Aug 4, 2025 at 6:19 AM Katrina Downey [REDACTED]
wrote:

Good morning,

I am in receipt of your email. I forwarded the building request to the Principal, and I will let you know when I receive her response. Have a great day!

Thank you,

Katrina

On Thu, Jul 31, 2025 at 4:26 PM Annabelle Trowbridge
<[REDACTED]> wrote:

Hi there,

Please see attached for the Rental Agreement. Thanks so much!

Best,
Annabelle

On Thu, Jul 31, 2025 at 3:33 PM Katrina Downey
[REDACTED] wrote:

Good afternoon Ms. Trowbridge,

Please complete Section A of the attached Rental Agreement and return it to me at your earliest convenience. If you have any questions, please feel free to contact me. Have a great evening!

Thank you,

Katrina Downey
[REDACTED]

On Thu, Jul 31, 2025 at 3:19 PM Annabelle Trowbridge
[REDACTED] wrote:

Thanks Dr. Jerry, and hello Ms. Katrina!

Is there paperwork I can fill out ahead of August 8?

Best,
Annabelle

On Thu, Jul 31, 2025 at 3:14 PM Jerry Simmons
[REDACTED] wrote:

Good Afternoon:

Please contact Ms. Katrina Downey at [REDACTED] to inquire about filling out the paperwork for the use of IC Norcom, Friday, August 8, 2025. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]

On Thu, Jul 31, 2025 at 2:52 PM Annabelle Trowbridge

[REDACTED] wrote:

Hi Dr. Jerry,

Thank you for the call! Please share this RSVP invite link with any teachers who are interested: [https://www.mobilize.us/spanbergerforgovernor/event/\[REDACTED\]](https://www.mobilize.us/spanbergerforgovernor/event/[REDACTED])

Additionally, please feel free to send me any paperwork that I can help fill out. Thank you again, looking forward to next Friday!

Best,
Annabelle

On Wed, Jul 30, 2025 at 3:59 PM Annabelle Trowbridge

<[REDACTED]> wrote:

Hi Dr. Jerry,

I just sent a calendar invite for tomorrow, Thursday, at 2:30 PM for a quick call. Please feel free to add folks on your end.

Best,
Annabelle

On Wed, Jul 30, 2025 at 2:16 PM Jerry Simmons

<[REDACTED]> wrote:

Good Afternoon Sophia:

I hope all is well. If we can jump on a quick call, Thursday of this week, or Monday, August 4, 2025. I would like for Mr. Ron Hill, the coordinator of our building services department to hear what is needed and the logistics for the Friday, August 8, 2025 visit. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

On Wed, Jul 30, 2025 at 1:43 PM Sophia Shapiro

> wrote:

Thank you so much for connecting us! Adding my colleague [@Annabelle Trowbridge](#) who will handle all the paperwork on our end.

Dr. Simmons, please let us know what you need from us and we will get right on it!

On Wed, Jul 30, 2025 at 12:59 PM Katrina Downey

wrote:

Good afternoon,

I acknowledge receipt of your email. Have a great afternoon!

Thank you,

Katrina

On Wed, Jul 30, 2025 at 12:56 PM Susan Patterson

< wrote:

Good afternoon Sophia,

I hope you're doing well. Following the initial meeting held at I.C. Norcom with Jake Rubenstein regarding the request for Gubernatorial Candidate Abigail Spanberger to hold a ceremony at the school, I wanted to connect you with Dr. Jerry Simmons, Chief Operations Officer for Portsmouth Public Schools (copied on this email).

Dr. Simmons and his team will now be the primary contacts to assist with the coordination of this event moving forward. He will work directly with you to support all logistical planning related to the use of the facility.

Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



[Susan L. Patterson](#)

Executive Associate to the Superintendent

Portsmouth Public Schools

--

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
020

Portsmouth, Virginia 23707



--
Thank you,

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Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707



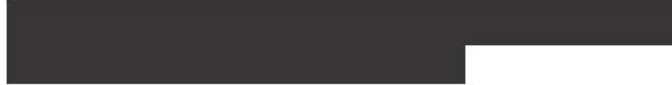
<http://ppsk12.us>



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Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



Teesha Sanders <teesha.sanders@portsk12.com>

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Sophia Shapiro <[REDACTED]> Thu, Aug 7, 2025 at 7:38 AM
To: Teesha Sanders <[REDACTED]>
Cc: Annabelle Trowbridge <[REDACTED]>, Jerry Simmons <[REDACTED]>, Elie Bracy <[REDACTED]>

Good morning!

We will need one additional room where we can film content before and after the event - but we have no preference as to where it is.

If we were to use the multimedia room would it be very loud if there are folks in the library space?

Best,
Sophia

On Thu, Aug 7, 2025 at 7:36 AM Teesha Sanders <[REDACTED]> wrote:

Good morning. I just want to confirm that you all will only be utilizing the library tomorrow. If you need another space, there are two multimedia/lecture rooms available inside the library. Thanks.

Teesha Sanders

Principal

I.C. Norcom High School





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All the best,

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Department of Auxiliary Services
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[REDACTED]

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Best,
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[REDACTED] wrote:

Good afternoon Ms. Trowbridge,

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Thank you,

Katrina Downey
([REDACTED])

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Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]
[REDACTED]

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Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]

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Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson
028

Executive Associate to the Superintendent

Portsmouth Public Schools

--

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



--

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

[REDACTED]

<http://ppsk12.us>



--
Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
[2801 Turnpike Road, Suite 68](#)
[Portsmouth, Virginia 23707](#)

[REDACTED]

<http://ppsk12.us>





Teesha Sanders <[REDACTED]>

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Teesha Sanders <[REDACTED]> Thu, Aug 7, 2025 at 7:43 AM
To: Sophia Shapiro <[REDACTED]>
Cc: Annabelle Trowbridge <[REDACTED]>, Jerry Simmons <[REDACTED]>, Elie Bracy <[REDACTED]>

Good morning. Those rooms are sound proof. If that doesn't work, I can provide you a classroom.

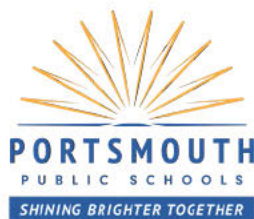
Teesha Sanders

Principal

[REDACTED]

[REDACTED]

[REDACTED]



[REDACTED] *Statement:*

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Sophia

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Teesha Sanders

Principal

I.C. Norcom High School





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Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson
037

Executive Associate to the Superintendent

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--
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Portsmouth Public Schools
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Teesha Sanders <teesha.sanders@portsk12.com>

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Sophia Shapiro <[REDACTED]> Thu, Aug 7, 2025 at 7:44 AM
To: Teesha Sanders <[REDACTED]>
Cc: Annabelle Trowbridge <a[REDACTED]>, Jerry Simmons
[REDACTED]>, Elie Bracy [REDACTED]>

I'm sure that will be great! And Annabelle from our team will be there early so she can confirm on arrival.

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[Good morning. Those rooms are sound proof. If that doesn't work, I can provide you a classroom.](#)

Teesha Sanders

Principal

I.C. Norcom High School



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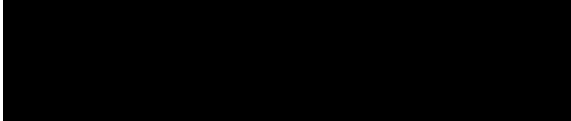
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10/17/25, 2:45 PM

Portsmouth Public Schools Mail - Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom





Teesha Sanders [REDACTED]

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

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Thu, Aug 7, 2025 at 7:36 AM

To: Annabelle Trowbridge [REDACTED]

Cc: Jerry Simmons [REDACTED]

>, Sophia Shapiro [REDACTED]

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[Susan L. Patterson](#)

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Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
055

Portsmouth, Virginia 23707

[REDACTED]om

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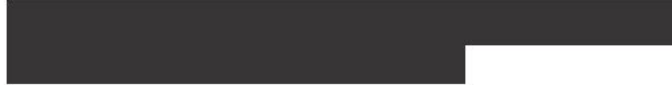
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Teesha Sanders [REDACTED]

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

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Thu, Aug 7, 2025 at 7:46 AM

To: Sophia Shapiro [REDACTED]

Cc: Annabelle Trowbridge <annabelle@abigailsparberger.com>, Jerry Simmons

[REDACTED], Elie Bracy [REDACTED]

Thank you. Have a great day!

Teesha Sanders

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On Thu, Jul 31, 2025 at 3:14 PM Jerry Simmons

[REDACTED] wrote:

Good Afternoon:

Please contact Ms. Katrina Downey at
[REDACTED] to inquire about filling out the
paperwork for the use of IC Norcom, Friday, August 8, 2025.
Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]

On Thu, Jul 31, 2025 at 2:52 PM Annabelle Trowbridge

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Hi Dr. Jerry,

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Additionally, please feel free to send me any paperwork that I
can help fill out. Thank you again, looking forward to next
Friday!

Best,
Annabelle

On Wed, Jul 30, 2025 at 3:59 PM Annabelle Trowbridge

<[REDACTED]> wrote:

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Good afternoon,

I acknowledge receipt of your email. Have a great afternoon!

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Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

--

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707



<http://ppsk12.us>



--
Thank you,

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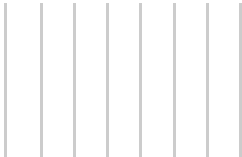
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Portsmouth Public Schools
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Portsmouth, Virginia 23707



<http://ppsk12.us>







Teesha Sanders <[REDACTED]>

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Teesha Sanders <[REDACTED]> Wed, Aug 6, 2025 at 4:29 PM
To: Annabelle Trowbridge <[REDACTED]>
Cc: Jerry Simmons <[REDACTED]>, Sophia Shapiro <[REDACTED]>
<[REDACTED]>, Elie Bracy <[REDACTED]>

So far I have 20 teachers. How many would you like?

Teesha Sanders

Principal

I.C. Norcom High School



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On Wed, Aug 6, 2025 at 4:28 PM Annabelle Trowbridge <[REDACTED]> wrote:

Hi there!

That is excellent news! Do you know how many teachers there are?

On Wed, Aug 6, 2025 at 4:24 PM Teesha Sanders <[REDACTED]> wrote:

Good afternoon. I have invited teachers to the event. I will also speak with them the morning of August 8th.

Thanks

Teesha Sanders

Principal

I.C. Norcom High School



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Department of Auxiliary Services
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Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



[Susan L. Patterson](#)

Executive Associate to the Superintendent

Portsmouth Public Schools

--

Thank you,
075

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



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Thank you,

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Portsmouth, Virginia 23707



<http://ppsk12.us>





Teesha Sanders [REDACTED] >

Attendance Requested

1 message

Teesha Sanders [REDACTED]

Wed, Aug 6, 2025 at 4:06 PM

To: Parrish Armstrong [REDACTED] >, Kristen Archambeau [REDACTED],
Christina Murphy [REDACTED],
Kimberly Johnson [REDACTED], Chimere Daughtry [REDACTED]
>, Crystal Hopkins [REDACTED] >, Tanya
Dorsey-Booker [REDACTED] >, Bianca Fuentes [REDACTED]
[REDACTED], Nathaniel Parker <[REDACTED]>

Good afternoon. Senator Lucas is hosting an education event and is requesting teachers to attend. The event is in our library. If you can attend, please do so and bring a few colleagues. Thanks.

Good Afternoon Annabelle:

I have copied Ms. Sanders, who is the principal of IC Norcom High School. Since the event is being held there, and it is the first day back for teachers, Ms. Sanders will be better positioned to assist with teachers/staff attending the event. I have copied Dr. Bracy, Superintendent, on this response as well. Thanks so much.

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Chief Operations Officer
Department of Auxiliary Services

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Best,
Annabelle

078

Teesha Sanders

Principal

I.C. Norcom High School



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Teesha Sanders <[REDACTED]>

Re: Attendance Requested

1 message

Teesha Sanders <[REDACTED]>

Fri, Aug 8, 2025 at 12:05 PM

To: Parrish Armstrong [REDACTED], Kristen Archambeau [REDACTED], Christina Murphy [REDACTED], Kimberly Johnson [REDACTED], Chimere Daughtry [REDACTED], Crystal Hopkins [REDACTED], Tanya Dorsey-Booker <[REDACTED]>, Bianca Fuentes <[REDACTED]>, Nathaniel Parker <[REDACTED]>

Do not worry about attending. Abort mission.

Teesha Sanders

Principal

I.C. Norcom High School

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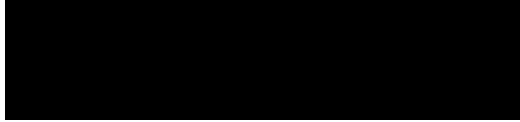
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Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

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(757) 393-8607

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Thank you,

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Portsmouth Public Schools
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<http://ppsk12.us>



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2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>





Teesha Sanders [REDACTED]

Fwd: Senator L Louise Lucas-Visit to IC Norcom High School-Friday, August 8, 2025

1 message

Teesha Sanders [REDACTED]

Tue, Aug 5, 2025 at 8:05 AM

To: Deildra Batten <[REDACTED]>

FYI.....please share with security as well. Thanks.

Teesha Sanders

Principal

I.C. Norcom High School



[REDACTED] *Statement:*

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----- Forwarded message -----

From: **Katrina Downey** [REDACTED] >
Date: Tue, Jul 22, 2025 at 4:25 PM
Subject: Re: Senator L Louise Lucas-Visit to IC Norcom High School-Friday, August 8, 2025
To: Jerry Simmons [REDACTED]
CC: Ronald Hill [REDACTED], Elie Bracy [REDACTED], Teesha Sanders [REDACTED], Michael Hines <[REDACTED]>
Clarence Brown [REDACTED]

Good afternoon! Thank you!

On Tue, Jul 22, 2025 at 3:20 PM Jerry Simmons [REDACTED] wrote:
Good Afternoon Mr. Hill:

Dr. Bracy, superintendent, has approved Senator L. Louise Lucas' use of IC Norcom High School, Friday, August 8, 2025. The event will be held in the media center. It will begin at 10am. Please have members of the service crew arrive at IC Norcom at 9am to assist the team from Senator Lucas' office with the setup for the event.

In addition, please work with our lawn care service to ensure the grounds are manicured for that day, with shrubs trimmed, mulch down, grass cut, ect. Please secure 50 folding chairs for the event. I will provide more details as we get closer to Friday, August 8, 2025. Thank you in advance for overseeing this event. Let me know if you have questions.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]

--
Thank you,

Katrina Downey

Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707



<http://ppsk12.us>





Katrina Downey <[REDACTED]>

Fwd: ML Schedules Application for New Account

1 message

Katrina Downey <katrina.downey@portsk12.com>

Thu, Jul 17, 2025 at 12:35 PM

To: [REDACTED]@abigailspanberger.com

Good afternoon Ms. Eichmann,

I am in receipt of your request for a new account in ML Schedules aka MasterLibrary. We are not allowed to rent to individuals. If you represent an authentic organization, you may resubmit your request using the name of the organization. If you have any questions, please contact me. Have a great afternoon!

Thank you,

Katrina

----- Forwarded message -----

From: **ML Schedules Software** <DoNotReply@masterlibrary.com>

Date: Thu, Jul 17, 2025 at 11:57 AM

Subject: ML Schedules Application for New Account

To: <katrina.downey@pps.k12.va.us>

Rebecca Eichmann has submitted a request for Rebecca Eichmann to be assigned to the following Classification: CLASS 2.

Approve

Decline

Primary Manager: Rebecca Eichmann

Email: [REDACTED]@abigailspanberger.com

Group Phone: [REDACTED]

Group Address [REDACTED]

Application Reason:

Thank you for your timely response.

This is a system-generated email. Please do not reply to this email.

--

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707
[REDACTED]

<http://ppsk12.us>



Senator L Louise Lucas-Visit to IC Norcom High School-Friday, August 8, 2025

1 message

Jerry Simmons <[REDACTED]> Tue, Jul 22, 2025 at 3:20 PM
To: Ronald Hill <[REDACTED]>
Cc: Elie Bracy <[REDACTED]> Teesha Sanders <[REDACTED]> Katrina Downey
[REDACTED] Michael Hines <[REDACTED]> P, Clarence Brown

Good Afternoon Mr. Hill:

Dr. Bracy, superintendent, has approved Senator L. Louise Lucas' use of IC Norcom High School, Friday, August 8, 2025. The event will be held in the media center. It will begin at 10am. Please have members of the service crew arrive at IC Norcom at 9am to assist the team from Senator Lucas' office with the setup for the event.

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All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]

Re: Senator L Louise Lucas-Visit to IC Norcom High School-Friday, August 8, 2025

1 message

Katrina Downey <[REDACTED]>

Tue, Jul 22, 2025 at 4:25 PM

To: Jerry Simmons <[REDACTED]>

Cc: Ronald Hill <[REDACTED]>, Elie Bracy <[REDACTED]>, Teesha Sanders

<[REDACTED]>, Michael Hines <[REDACTED]>, Clarence Brown

<[REDACTED]>

Good afternoon! Thank you!

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All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

[REDACTED]

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Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>

Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Susan Patterson

Wed, Jul 30, 2025 at 12:56 PM

To: [REDACTED]@abigailspanberger.com

Cc: Elie Bracy, [REDACTED], Jerry Simmons, [REDACTED], Katrina Downey

Good afternoon Sophia,

I hope you're doing well. Following the initial meeting held at I.C. Norcom with Jake Rubenstein regarding the request for Gubernatorial Candidate Abigail Spanberger to hold a ceremony at the school, I wanted to connect you with Dr. Jerry Simmons, Chief Operations Officer for Portsmouth Public Schools (copied on this email).

Dr. Simmons and his team will now be the primary contacts to assist with the coordination of this event moving forward. He will work directly with you to support all logistical planning related to the use of the facility.

Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Jerry Simmons <[REDACTED]>

Wed, Jul 30, 2025 at 2:16 PM

To: Sophia Shapiro <[REDACTED]>

Cc: Katrina Downey <[REDACTED]>, Annabelle Trowbridge <[REDACTED]>, Susan Patterson <[REDACTED]>, Elle Bracy <[REDACTED]>

Good Afternoon Sophia:

I hope all is well. If we can jump on a quick call, Thursday of this week, or Monday, August 4, 2025. I would like for Mr. Ron Hill, the coordinator of our building services department to hear what is needed and the logistics for the Friday, August 8, 2025 visit. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

On Wed, Jul 30, 2025 at 1:43 PM Sophia Shapiro <[REDACTED]> wrote:

Thank you so much for connecting us! Adding my colleague @Annabelle Trowbridge who will handle all the paperwork on our end.

Dr. Simmons, please let us know what you need from us and we will get right on it!

On Wed, Jul 30, 2025 at 12:59 PM Katrina Downey <[REDACTED]> wrote:

Good afternoon,

I acknowledge receipt of your email. Have a great afternoon!

Thank you,

Katrina

On Wed, Jul 30, 2025 at 12:56 PM Susan Patterson <[REDACTED]> wrote:

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Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

—
Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



Invitation: [8.8] I.C. Norcom <> ASFG @ Thu Jul 31, 2025 2:30pm - 3pm (EDT)

1 message

Annabelle Trowbridge [REDACTED]@abigailsanberger.com>

Wed, Jul 30, 2025 at 3:59 PM

Reply-To: Annabelle Trowbridge <[REDACTED]>

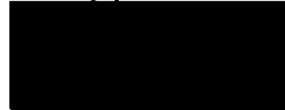
To: [REDACTED]

Join with Google Meet

Meeting link

meet.google.com/biq-uqir-xko

Join by phone



More phone numbers

When

Thursday Jul 31, 2025 · 2:30pm – 3pm (Eastern Time - New York)

Guests

Annabelle Trowbridge - organizer

[REDACTED]@portsk12.com

Sophia Shapiro

[REDACTED]@portsk12.com

[REDACTED]@portsk12.com

[REDACTED]@portsk12.com

View all guest info

Reply for [REDACTED]@portsk12.com

Yes

No

Maybe

More options

You are receiving this email because you are subscribed to calendar notifications. To stop receiving these emails, go to Calendar settings, select this calendar, and change "Other notifications".

Forwarding this invitation could allow any recipient to send a response to the organizer, be added to the guest list, invite others regardless of their own invitation status, or modify your RSVP. [Learn more](#)

 **invite.ics**
3K

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Annabelle Trowbridge [REDACTED] Wed, Jul 30, 2025 at 3:59 PM
To: Jerry Simmons [REDACTED]
Cc: Sophia Shapiro [REDACTED], Katrina Downey <[REDACTED]>, Susan Patterson [REDACTED], Elie Bracy <[REDACTED]>

Hi Dr. Jerry,

I just sent a calendar invite for tomorrow, Thursday, at 2:30 PM for a quick call. Please feel free to add folks on your end.

Best,
Annabelle

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All the best,

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Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]

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Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



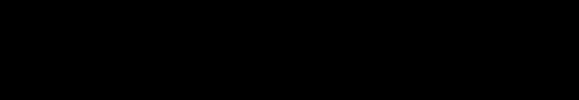
Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

--
Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxillary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707



<http://ppsk12.us>



Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Annabelle Trowbridge

Thu, Jul 31, 2025 at 2:52 PM

To: Jerry Simmons

Cc: Sophia Shapiro

Katrina Downey

Susan Patterson

Elle Bracy

Hi Dr. Jerry,

Thank you for the call! Please share this RSVP invite link with any teachers who are interested: <https://www.mobilize.us/spanbergerforgovernor/event>

Additionally, please feel free to send me any paperwork that I can help fill out. Thank you again, looking forward to next Friday!

Best,
Annabelle

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Portsmouth Public Schools

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Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

--

Thank you,

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Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707



<http://ppsk12.us>



Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Jerry Simmons <[REDACTED]>
To: Annabelle Trowbridge <[REDACTED]>
Cc: Katrina Downey <[REDACTED]>

Thu, Jul 31, 2025 at 3:14 PM

Good Afternoon:

Please contact Ms. Katrina Downey at [REDACTED] to inquire about filling out the paperwork for the use of IC Norcom, Friday, August 8, 2025. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]

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Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

--

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707



<http://ppsk12.us>



Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Annabelle Trowbridge [REDACTED]

Thu, Jul 31, 2025 at 3:19 PM

To: Katrina Downey [REDACTED]

Cc: Jerry Simmons [REDACTED] Sophia Shapiro [REDACTED]

Thanks Dr. Jerry, and hello Ms. Katrina!

Is there paperwork I can fill out ahead of August 8?

Best,
Annabelle

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Department of Auxiliary Services
Portsmouth Public Schools
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Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

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Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707


<http://ppsk12.us>



Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Katrina Downey <[REDACTED]>

Thu, Jul 31, 2025 at 3:32 PM

To: Annabelle Trowbridge <[REDACTED]>

Cc: Jerry Simmons <[REDACTED]> Sophia Shapiro <[REDACTED]>

Good afternoon Ms. Trowbridge,

Please complete Section A of the attached Rental Agreement and return it to me at your earliest convenience. If you have any questions, please feel free to contact me. Have a great evening!

Thank you,

Katrina Downey
[REDACTED]

On Thu, Jul 31, 2025 at 3:19 PM Annabelle Trowbridge <[REDACTED]> wrote:

Thanks Dr. Jerry, and hello Ms. Katrinal [REDACTED]

Is there paperwork I can fill out ahead of August 8?

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Annabelle

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Division Superintendent

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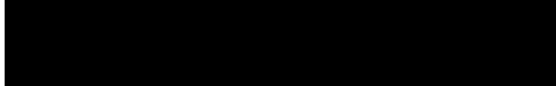
Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

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Thank you,

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Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707



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Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer

Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



 **BLANK RENTAL AGREEMENT (1) (5).PDF**
93K

**PORTSMOUTH PUBLIC SCHOOLS
AGREEMENT FOR RENTAL OF SCHOOL FACILITY**

Agreement must be completed & submitted to the Operations Department fifteen (15) days prior to event or it will not be processed.

SECTION A - (to be completed by organization representative)

NAME OF ORGANIZATION _____
 NAME OF FACILITY TO BE RENTED _____ PURPOSE _____
 AREA(S) _____
 DATE(S) _____ HOURS _____ am ☐ pm ☐ TO DATE(S) _____ HOURS _____ am ☐ pm ☐
 ANTICIPATED ATTENDANCE _____ WILL THERE BE A CHARGE FOR ADMISSION? NO ☐ YES ☐ (if yes, see = 7 below)
 WILL FOOD SERVICE CATERING SERVICE BE USED? NO ☐ YES ☐
 HAS AVAILABILITY OF FACILITY BEEN VERIFIED? NO ☐ YES ☐ DATE VERIFIED _____ PRINT NAME _____

APPLICATION/ORGANIZATION AGREEMENT: "We certify that the building will be used for the purpose stated above with the understanding that the person whose signature appears below is an authorized representative of the organization. We have received a copy of the Portsmouth Public Schools Procedure for Rental of School Facilities, File KG-P. By signing in Section B the representative agrees to all fees, rules, and obligates the organization to the rental of the facility".

- 1) Agreeing to indemnify and hold harmless the Portsmouth School Board and all of its officers, employees and agents from any and all claims, demands, suits, causes of action or judgments and person had, now has, or may have in the future relating to or arising out of the event which is subject to this agreement
- 2) Payment of non-refundable 10% Good Faith deposit is due at time of signing this agreement. Payment of remaining estimated rental fees are due five (5) days in advance of the event. If payment of remaining estimated fee is not received five (5) days prior to the event, the use agreement will be cancelled and said organization will not be allowed to use requested facility. If payment is made less than five (5) days prior to the event, the use agreement will be subject to re-approval by Principal and Operations Department
- 3) Conduct of participants and employment of police/security protection when required and/or as specified by the Department of Operations
- 4) Payment for necessary personnel at a rate determined by the School Board
- 5) The requesting organization must provide proof of financial ability to pay for all charges, including but not limited to, any damages to school property or injuries to any person arising from the said organization's use of the property; proof of insurance naming Portsmouth Public Schools as an additional insured if requested. Organization is responsible for all fees incurred for use of facility beyond the scope of the agreement
- 6) Ensuring compliance with all City ordinances for use of public facilities (i.e., parking, fire codes, safety, occupancy, signs, etc)
- 7) In accordance with Portsmouth City Code Chapter 35, Article IX, if an admission charge is required for an event in Portsmouth, an Admission Tax (equal to 10% of admission charge) is levied. Any person or group using a Portsmouth Public Schools facility for an event charging admission is subject to this tax, and by signing this application, the person or group agrees to pay such tax and to contact the Portsmouth Commissioner of Revenue at (757) 393-8779 to obtain required forms and arrange for payment of the tax prior to the event date
- 8) All audio visual, sound and electronic equipment is to be provided by organization. Organization will not be allowed to use facility audio visual, sound or electronic equipment.
- 9) Ensuring that alcoholic beverages, tobacco products and firearms are not permitted at functions on School Board Property
- 10) Providing a 48-hour notice of cancellation; failure to do so shall obligate said organization to pay one (1) hour of custodial labor and associated utility fees.

I, _____, (Print Name) _____, have read and agree to all of the above terms.

Authorized Representative's Signature _____ Date: _____
 Address _____ Telephone _____

SECTION B - FACILITY USE COSTS (OPERATIONS DESIGNEE WILL COMPUTE ALL COSTS)

Flat Rates	Quantity	Rate	Cost	Staff	Quantity	Hours	Hourly	Cost	Utility Fee	# of Hours	Hourly Rate	Cost
Start-Up Fee				Custodial			\$31.00	\$0.00				
Auditorium				Food SVC Worker					Utility Fee Extended (4 p.m. & later)	# of Hours	Hourly Rate	Cost
Cafeteria				Security Officers								
Gym				Other:							Total Due:	
Classroom							Total Due:	\$0.00				
Library/Other												
Other:												
Other:												
Other:												
			Total Due:									

Grand Total	\$0.00
10% Deposit -	\$0.00
Amount Due	\$0.00

10% GOOD FAITH DEPOSITS _____ PAID ON _____ RECEIVED BY _____
 * **FULL PAYMENT DUE ON _____ FAILURE TO PROVIDE PAYMENT BY DUE DATE WILL RESULT IN CANCELLATION OF EVENT AND LOSS OF 10% GOOD FAITH DEPOSIT.

(Initials)

ESTIMATED FEE IS ACCEPTED AND THE ORGANIZATION WILL USE THE FACILITY:

Organization Representative _____ Date _____
 Principal _____ Date _____

FINAL APPROVAL

Director of Operations or Designee _____ Date _____

ADDITIONAL COMMENTS:

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Annabelle Trowbridge [REDACTED]

Thu, Jul 31, 2025 at 4:26 PM

To: Katrina Downey [REDACTED]

Cc: Jerry Simmons [REDACTED] Sophia Shapiro [REDACTED]

Hi there,

Please see attached for the Rental Agreement. Thanks so much!

Best,
Annabelle

On Thu, Jul 31, 2025 at 3:33 PM Katrina Downey [REDACTED] wrote:

Good afternoon Ms. Trowbridge,

Please complete Section A of the attached Rental Agreement and return it to me at your earliest convenience. If you have any questions, please feel free to contact me. Have a great evening!

Thank you,

Katrina Downey
[REDACTED]

On Thu, Jul 31, 2025 at 3:19 PM Annabelle Trowbridge [REDACTED] wrote:

Thanks Dr. Jerry, and hello Ms. Katrina!

Is there paperwork I can fill out ahead of August 8?

Best,
Annabelle

On Thu, Jul 31, 2025 at 3:14 PM Jerry Simmons [REDACTED] wrote:

Good Afternoon:

Please contact Ms. Katrina Downey at [REDACTED] to inquire about filling out the paperwork for the use of IC Norcom, Friday, August 8, 2025. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]

On Thu, Jul 31, 2025 at 2:52 PM Annabelle Trowbridge [REDACTED] wrote:

Hi Dr. Jerry,

Thank you for the call! Please share this RSVP invite link with any teachers who are interested: [https://www.mobilize.us/spanbergerforgovernor/event/\[REDACTED\]](https://www.mobilize.us/spanbergerforgovernor/event/[REDACTED])

Additionally, please feel free to send me any paperwork that I can help fill out. Thank you again, looking forward to next Friday!

Best,
Annabelle

On Wed, Jul 30, 2025 at 3:59 PM Annabelle Trowbridge <[REDACTED]> wrote:
Hi Dr. Jerry,

I just sent a calendar invite for tomorrow, Thursday, at 2:30 PM for a quick call. Please feel free to add folks on your end.

Best,
Annabelle

On Wed, Jul 30, 2025 at 2:16 PM Jerry Simmons <[REDACTED]> wrote:
Good Afternoon Sophia:

I hope all is well. If we can jump on a quick call, Thursday of this week, or Monday, August 4, 2025. I would like for Mr. Ron Hill, the coordinator of our building services department to hear what is needed and the logistics for the Friday, August 8, 2025 visit. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools
[REDACTED]

On Wed, Jul 30, 2025 at 1:43 PM Sophia Shapiro <[REDACTED]> wrote:
Thank you so much for connecting us! Adding my colleague @Annabelle Trowbridge who will handle all the paperwork on our end.

Dr. Simmons, please let us know what you need from us and we will get right on it!

On Wed, Jul 30, 2025 at 12:59 PM Katrina Downey <[REDACTED]> wrote:
Good afternoon,

I acknowledge receipt of your email. Have a great afternoon!

Thank you,

Katrina

On Wed, Jul 30, 2025 at 12:56 PM Susan Patterson <[REDACTED]> wrote:
Good afternoon Sophia,

I hope you're doing well. Following the initial meeting held at I.C. Norcom with Jake Rubenstein regarding the request for Gubernatorial Candidate Abigail Spanberger to hold a ceremony at the school, I wanted to connect you with Dr. Jerry Simmons, Chief Operations Officer for Portsmouth Public Schools (copied on this email).

Dr. Simmons and his team will now be the primary contacts to assist with the coordination of this event moving forward. He will work directly with you to support all logistical planning related to the use of the facility.

Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

--
Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



--

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



 **ASFG BLANK RENTAL AGREEMENT (1) (5) (1) (1) (1).pdf**
214K

Agreement must be completed & submitted to the Operations Department fifteen (15) days prior to event or it will not be processed.

APPLICATION/ORGANIZATION AGREEMENT: "We certify that the building will be used for the purpose stated above with the understanding that the person whose signature appears below is an authorized representative of the organization. We have received a copy of the Portsmouth Public Schools Procedure for Rental of School Facilities, File KG-P. By signing in Section B the representative agrees to all fees, rules, and obligates the organization to the rental of the facility".

- 1) Agreeing to indemnify and hold harmless the Portsmouth School Board and all of its officers, employees and agents from any and all claims, demands, suits, causes of action or judgments and person had, now has, or may have in the future relating to or arising out of the event which is subject to this agreement
- 2) Payment of non-refundable 10% Good Faith deposit is due at time of signing this agreement. Payment of remaining estimated rental fees are due five (5) days in advance of the event. If payment of remaining estimated fee is not received five (5) days prior to the event, the use agreement will be cancelled and said organization will not be allowed to use requested facility. If payment is made less than five (5) days prior to the event, the use agreement will be subject to re-approval by Principal and Operations Department
- 3) Conduct of participants and employment of police/security protection when required and/or as specified by the Department of Operations
- 4) Payment for necessary personnel at a rate determined by the School Board
- 5) The requesting organization must provide proof of financial ability to pay for all charges, including but not limited to, any damages to school property or injuries to any person arising from the said organization's use of the property; proof of insurance naming Portsmouth Public Schools as an additional insured if requested. Organization is responsible for all fees incurred for use of facility beyond the scope of the agreement
- 6) Ensuring compliance with all City ordinances for use of public facilities (i.e., parking, fire codes, safety, occupancy, signs, etc)
- 7) In accordance with Portsmouth City Code Chapter 35, Article IX, if an admission charge is required for an event in Portsmouth, an Admission Tax (equal to 10% of admission charge) is levied. Any person or group using a Portsmouth Public Schools facility for an event charging admission is subject to this tax, and by signing this application, the person or group agrees to pay such tax and to contact the Portsmouth Commissioner of Revenue at (757) 393-8779 to obtain required forms and arrange for payment of the tax prior to the event date
- 8) All audio visual, sound and electronic equipment is to be provided by organization. Organization will not be allowed to use facility audio visual, sound or electronic equipment.
- 9) Ensuring that alcoholic beverages, tobacco products and firearms are not permitted at functions on School Board Property
- 10) Providing a 48-hour notice of cancellation; failure to do so shall obligate said organization to pay one (1) hour of custodial labor and associated utility fees.

FORM NO. 03200000
REVISED 07-00
DO NOT ALTER

Fwd: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Katrina Downey [REDACTED]

Mon, Aug 4, 2025 at 6:16 AM

To: Teesha Sanders [REDACTED], Deildra Batten [REDACTED] >

Good morning,

Please see the attached building use agreement request. After you take action, please return it to me.

Thank you,

Katrina

----- Forwarded message -----

From: **Annabelle Trowbridge** [REDACTED]@abigailspanberger.com>

Date: Thu, Jul 31, 2025 at 4:26 PM

Subject: Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

To: Katrina Downey [REDACTED]

Cc: Jerry Simmons [REDACTED] Sophia Shapiro [REDACTED]@abigailspanberger.com>

Hi there,

Please see attached for the Rental Agreement. Thanks so much!

Best,
Annabelle

On Thu, Jul 31, 2025 at 3:33 PM Katrina Downey [REDACTED] > wrote:

Good afternoon Ms. Trowbridge,

Please complete Section A of the attached Rental Agreement and return it to me at your earliest convenience. If you have any questions, please feel free to contact me. Have a great evening!

Thank you,

Katrina Downey
[REDACTED]

On Thu, Jul 31, 2025 at 3:19 PM Annabelle Trowbridge [REDACTED] wrote:

Thanks Dr. Jerry, and hello Ms. Katrina!

Is there paperwork I can fill out ahead of August 8?

Best,
Annabelle

On Thu, Jul 31, 2025 at 3:14 PM Jerry Simmons [REDACTED] > wrote:

Good Afternoon:

Please contact Ms. Katrina Downey at [REDACTED] to inquire about filling out the paperwork for the use of IC Norcom, Friday, August 8, 2025. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

On Thu, Jul 31, 2025 at 2:52 PM Annabelle Trowbridge <[REDACTED]> wrote:
Hi Dr. Jerry,

Thank you for the call! Please share this RSVP invite link with any teachers who are interested: [https://www.mobilize.us/spanbergerforgovernor/event/\[REDACTED\]](https://www.mobilize.us/spanbergerforgovernor/event/[REDACTED])

Additionally, please feel free to send me any paperwork that I can help fill out. Thank you again, looking forward to next Friday!

Best,
Annabelle

On Wed, Jul 30, 2025 at 3:59 PM Annabelle Trowbridge <[REDACTED]> wrote:
Hi Dr. Jerry,

I just sent a calendar invite for tomorrow, Thursday, at 2:30 PM for a quick call. Please feel free to add folks on your end.

Best,
Annabelle

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Good Afternoon Sophia:

I hope all is well. If we can jump on a quick call, Thursday of this week, or Monday, August 4, 2025. I would like for Mr. Ron Hill, the coordinator of our building services department to hear what is needed and the logistics for the Friday, August 8, 2025 visit. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

On Wed, Jul 30, 2025 at 1:43 PM Sophia Shapiro <[REDACTED]> wrote:
Thank you so much for connecting us! Adding my colleague @Annabelle Trowbridge who will handle all the paperwork on our end.

Dr. Simmons, please let us know what you need from us and we will get right on it!

On Wed, Jul 30, 2025 at 12:59 PM Katrina Downey <[REDACTED]> wrote:
Good afternoon,

I acknowledge receipt of your email. Have a great afternoon!

Thank you,

Katrina

On Wed, Jul 30, 2025 at 12:56 PM Susan Patterson

wrote:

Good afternoon Sophia,

I hope you're doing well. Following the initial meeting held at I.C. Norcom with Jake Rubenstein regarding the request for Gubernatorial Candidate Abigail Spanberger to hold a ceremony at the school, I wanted to connect you with Dr. Jerry Simmons, Chief Operations Officer for Portsmouth Public Schools (copied on this email).

Dr. Simmons and his team will now be the primary contacts to assist with the coordination of this event moving forward. He will work directly with you to support all logistical planning related to the use of the facility.

Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elic Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

--
Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxillary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



--

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



--

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



 **ASFG BLANK RENTAL AGREEMENT (1) (5) (1) (1) (1).pdf**
214K

Agreement must be completed & submitted to the Operations Department fifteen (15) days prior to event or it will not be processed.

132

Re: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Katrina Downey <katrina.downey@portsk12.com>

Mon, Aug 4, 2025 at 6:19 AM

To: Annabelle Trowbridge <[REDACTED]>

Cc: Jerry Simmons <[REDACTED]> Sophia Shapiro <[REDACTED]>

Good morning,

I am in receipt of your email. I forwarded the building request to the Principal, and I will let you know when I receive her response. Have a great day!

Thank you,

Katrina

On Thu, Jul 31, 2025 at 4:26 PM Annabelle Trowbridge <[REDACTED]> wrote:

Hi there,

Please see attached for the Rental Agreement. Thanks so much!

Best,
Annabelle

On Thu, Jul 31, 2025 at 3:33 PM Katrina Downey <[REDACTED]> wrote:

Good afternoon Ms. Trowbridge,

Please complete Section A of the attached Rental Agreement and return it to me at your earliest convenience. If you have any questions, please feel free to contact me. Have a great evening!

Thank you,

Katrina Downey
<[REDACTED]>

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Thanks Dr. Jerry, and hello Ms. Katrina!

Is there paperwork I can fill out ahead of August 8?

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Annabelle

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Please contact Ms. Katrina Downey at katrina.downey@portsk12.com to inquire about filling out the paperwork for the use of IC Norcom, Friday, August 8, 2025. Thanks so much.

All the best,

Dr. Jerry L. Simmons
Chief Operations Officer

[REDACTED]

On Thu, Jul 31, 2025 at 2:52 PM Annabelle Trowbridge [REDACTED] wrote:
Hi Dr. Jerry,

Thank you for the call! Please share this RSVP invite link with any teachers who are interested: [https://www.mobilize.us/spanbergerforgovernor/event/\[REDACTED\]](https://www.mobilize.us/spanbergerforgovernor/event/[REDACTED])

Additionally, please feel free to send me any paperwork that I can help fill out. Thank you again, looking forward to next Friday!

Best,
Annabelle

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Chief Operations Officer
Department of Auxiliary Services
Portsmouth Public Schools

[REDACTED]

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Thank you,

Katrina

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Good afternoon Sophia,

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Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,

Elie Bracy, III, Ed.D.

Division Superintendent

www.ppsk12.us



Susan L. Patterson

Executive Associate to the Superintendent

Portsmouth Public Schools

--
Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



--
Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



--
Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707

<http://ppsk12.us>



Agreement must be completed & submitted to the Operations Department fifteen (15) days prior to event or it will not be processed.

NAME OF ORGANIZATION Spencer for Governor

DATE(S) 8.8.2025 HOURS 9:30 am ☒ pm ☐ TO DATE(S) 8.8.2025 HOURS 3:00 am ☐ pm ☒

WILL FOOD SERVICE CATERING SERVICE BE USED? NO ☒ YES ☐

HAS AVAILABILITY OF FACILITY BEEN VERIFIED? NO ☐ YES ☒ DATE VERIFIED 7.31.2025 PRINT NAME Annabelle Trowbridge

- 1) Agreeing to indemnify and hold harmless the Portsmouth School Board and all of its officers, employees and agents from any and all claims, demands, suits, causes of action or judgments and person had, now has, or may have in the future relating to or arising out of the event which is subject to this agreement
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- 9) Ensuring that alcoholic beverages, tobacco products and firearms are not permitted at functions on School Board Property
- 10) Providing a 48-hour notice of cancellation; failure to do so shall obligate said organization to pay one (1) hour of custodial labor and associated utility fees.

I, Annabelle Trembridge, have read and agree to all of the above terms.

Authorized Representative's Signature

Date: 7/31/2025

Address [REDACTED]

Telephone

Flat Rates	Quantity	Rate	Cost
Start-Up Fee			
Auditorium			
Cafeteria			
Gym			
Classroom			
Library/Other			
Other:			
Other:			
Other:			
		Total Due:	

Staff	Quantity	Hours	Hourly	Cost
Custodial			\$31.00	\$0.00
Food SVC Worker				
Security Officers				
Other:				
			Total Due:	\$0.00

Utility Fee	# of Hours	Hourly Rate	Cost
Utility Fee Extended (\$ p.m. & later)	# of Hours	Hourly Rate	Cost
		Total Due:	

Grand Total \$0.00

10% Deposit - \$0.00

Amount Due \$0.00

10% GOOD FAITH DEPOSITS _____ PAID ON _____ RECEIVED BY _____

* FULL PAYMENT DUE ON _____ FAILURE TO PROVIDE PAYMENT BY DUE DATE WILL RESULT IN CANCELLATION OF EVENT AND LOSS OF 10% GOOD FAITH DEPOSIT.

ESTIMATED FEE IS ACCEPTED AND THE ORGANIZATION WILL USE THE FACILITY:

Organization Representative

Principal W. A. Smith

Date _____

Date 8-4-25

FINAL APPROVAL

Director of Operations or Designee

Date _____

ADDITIONAL COMMENTS:

Conflict at I. C. Norcom High School

1 message

Katrina Downey [REDACTED]

Wed, Aug 6, 2025 at 3:42 PM

To: Jerry Simmons [REDACTED]
Cc: Ronald Hill [REDACTED]

Good afternoon Dr. Simmons,

Please find attached the building request from HR to use Room 217 at I. C. Norcom on Friday, August 8, 2025. They are scheduled to use Room 217 tomorrow and Friday for Title IX Training. Louise Lucas' group has also requested to use Room 217 on Friday. I told Ms. Batten that Dr. Bracy has approved the group using the building, and HR will probably be bumped out. I think Ms. Jackson needs to be notified by you. :-)

Thank you,

Katrina Downey
Executive Associate to the Chief Operations Officer
Portsmouth Public Schools
Department of Auxiliary Services
2801 Turnpike Road, Suite 68
Portsmouth, Virginia 23707
[REDACTED]

<http://ppsk12.us>



Lauren Nolasco [REDACTED] >

Fwd: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

1 message

Elie Bracy, III [REDACTED]

Fri, Oct 24, 2025 at 3:09 PM

To: Lauren Nolasco [REDACTED]

FYI

Elie Bracy, III, Ed.D.
Division Superintendent
Portsmouth Public Schools
P.O. Box 998
[801 Crawford Street](#)
[Portsmouth, VA 23705-0998](#)
[REDACTED]

----- Forwarded message -----

From: **Elie Bracy** [REDACTED] >

Date: Tue, Jul 29, 2025 at 5:29 PM

Subject: Introduction to Dr. Jerry Simmons – Coordination for Upcoming Event at I.C. Norcom

To: Susan Patterson <[REDACTED]>

Hello Susan,

Please clean this email up for me. Thank you.

Good morning Sophia,

I hope you're doing well. Following the initial meeting held at I.C. Norcom with Jake Rubenstein regarding the request for Gubernatorial Candidate Abigail Spanberger to hold a ceremony at the school, I wanted to connect you with Dr. Jerry Simmons, Chief Operations Officer for Portsmouth Public Schools.

Dr. Simmons and his team will now be the primary contacts to assist with the coordination of this event moving forward. He will work directly with you to support all logistical planning related to the use of the facility.

Dr. Simmons, please meet Sophia Shapiro, who will now be taking the lead on behalf of the campaign team.

Thank you both, and please don't hesitate to reach out if I can be of further assistance.

Best regards,
Elie Bracy, III, Ed.D.
Division Superintendent
Portsmouth Public Schools
P.O. Box 998
[801 Crawford Street](#)
[Portsmouth, VA 23705-0998](#)



Attachment 5

RENTAL OF SCHOOL FACILITIES

The use of school facilities by various local citizen groups, local school community organizations, and the departments of the City of Portsmouth and other governmental agencies, is in the best interest of the general public.

Recognizing this fact, the Portsmouth City School Board encourages the use of public-school facilities. The following rental procedures have been adopted by the School Board and delegated to the superintendent (or designee) to regulate the use of school division property. Reference to a “local citizen group or local community organization”, for purposes of this policy only, shall mean, by way of example only and not intended to be a limitation, school-sponsored student organizations, PTA-related activities, school employee groups, neighborhood civic organizations, neighborhood little leagues, United Way (and similar) organizations, class reunion activities, and any departments of the City, State, or Federal governments that, (i) in the case of an company, and entity’s principle office address is within the City of Portsmouth and (ii) in the case of an unincorporated club or other organization, one that is located in the City of Portsmouth and whose primary purpose is to benefit Portsmouth Public Schools or its student body.

I. Application and Approval

The school division uses an online system to manage school and building rental requests. Requests submitted by paper or phone will not be considered. The online system is linked under the “Community” tab on the Portsmouth Public Schools website:

https://www.ppsk12.us/community/school_and_building_rentals

Permission for the use of facilities may be granted, in the sole discretion of the Superintendent or designee, to local citizen groups or local community organizations whose activities relate to education, politics, culture, religion, or recreation and benefit, in the sole discretion of the Superintendent or designee, the City of Portsmouth community. Requests for use of a facility must be made at least 16 working days prior to the date of the event or the request will not be processed. Users of school facilities must have security provided by uniformed officers from the Portsmouth Police Department or the Portsmouth Sheriff’s Department; it is the responsibility of the user of the facility to obtain and provide proof to the School Division that security is in place as provided below.

Requests must be submitted by reputable and established local citizen groups or local community organizations; each of which, as a condition of using the school facility shall execute a contract which requires, among other things, that the user will be held responsible for the payment of charges, compensation for damages to property, and shall use the property in conformity with regulations on the application. In no case shall school property be leased to individuals. Requests must be submitted by an authorized representative of the local citizen group or local community organization. The submitted and approved request shall be a binding agreement between the applicant and the School Board.

Once a request is submitted, it flows through four levels of approval: (1) the building principal at the school being requested; (2) the Coordinator of Building Services; (3) the Master Library District Administrator; and (4) the Superintendent or designee.

II. Fees, Payment Procedures

The Superintendent (or designee) shall establish a minimum schedule of fees and may make additional adjustments to the fees as deemed necessary or desirable in the sole discretion of the

Superintendent. The minimum schedule and additional adjustments shall be based on the facility being used, the size of the group, the length of time for which the facility will be used, the number in attendance, and special equipment needs.

All estimated fees must be paid in full at least five (5) working days in advance of the event or the event will be canceled. The local citizen group or local community organization whose name appears on the application shall be held responsible for any damages to school property and equipment stemming from their use. For prolonged contractual agreements, payments may be paid monthly in advance. Failure to comply with this procedure shall be justification for withholding permission for subsequent use of a school facility.

In general, the following fees, but without limitation to other fees that arise, will apply:

- (1) A full rental fee shall be charged to all paying classifications, with the exception of the rental fee for those local citizen groups or local community organizations qualifying for a rental facility fee waiver under #3 below. The fee reflects the areas requested (cafeteria, auditorium, gymnasium, classroom, multi-purpose room, track, stadium, etc.), the size of the facility requested, and the length of time the facility is used (hourly rates).

- (2) Personnel fees shall be charged to all paying classifications as follows:

Custodial services are needed to clean an area after use, assist in the school kitchen (cafeteria personnel must be paid if kitchen facilities are used), assist with lighting and audio equipment, unlock and lock doors, set up tables and chairs, and other services. The number of custodians will be determined by the Facility Zone Supervisors in Building Services. Electronic technicians may be required for certain events, which will result in additional fees. **Custodial/staff fees may not be waived.**

Rental of facilities by large groups of organizations, which require the services of more than one custodian will result in additional personnel fees. Custodial services requested on holidays will require an additional overtime compensation fee.

- (3) Local citizen groups or local community organizations (that have been granted 501 (c) (3) status by the Internal Revenue Service) will not be charged a rental fee for using facilities under #1 above. These organizations will be responsible for payment of fees for custodial and/or cafeteria services and other extra personnel and security. Groups requesting the use of facilities for profit activities (fundraiser, etc.) will be required to pay all associated fees (e.g. facility use fee, custodial fee, cafeteria fee, fee for extra personnel) unless the activity is conducted by a school employee group and it will benefit school-age children enrolled in Portsmouth Public Schools. Notwithstanding anything herein to the contrary, any local citizen group or local community organization that charges a fee for the event is not eligible for a fee waiver.

All requests for a waiver fee must be submitted at the time the application to use the facility is made. All such requests for fee waivers must be in writing, using the Request for Waiver which is attached and made a part of this policy and can be obtained From the Department of School Facilities. Within ten working days of receiving the request for waiver, the Superintendent (or designee) will respond to the applicant, either approving or denying the request, using the Fee Waiver Request Form.

- (4) In accordance with Portsmouth City Code Chapter 35, Article IX, if an admission charge is required for an event in Portsmouth, an Admission Tax (equal to 10% of the admission charge) is levied. Any person or group using a Portsmouth Public School facility for an event charging admission are subject to this tax, and by submitting an application, the person or group agrees to pay such tax and to contact the Portsmouth Commissioner of Revenue, 393-8779, to obtain the required forms and arrange for payment of the tax.
- (5) Church services by established religious groups may be scheduled in school facilities on a temporary basis for specifically planned events, emergency conditions or for organizational efforts of a group to build or expand a church facility. This accommodation is extended to religious organizations located within the city limits of the City of Portsmouth.

Church groups must renew their application for use of facilities every six (6) months, if the rental is long-term. Authorization for renewal will be based upon the progress of the building, and the expansion or revitalization of the church's existing facility.

NOTE: FEES FOR CUSTODIAL OR CAFETERIA SERVICES OR EXTRA PERSONNEL CANNOT BE WAIVED.

III. Cancellations

The public schools program has first priority in the use of facilities. In the event a conflict should arise, the building principal reserves the right to cancel an organization's reservation up to five (5) days in advance of the scheduled date of the activity for good cause. Use of School agreements will automatically be cancelled when schools close due to inclement weather or emergency conditions and all fees will be refunded.

Organizations must provide a 48-hour cancellation notice in order to avoid a penalty fee. Failure to do so shall obligate the organization to pay a \$30.00 fee that covers a portion of time spent by the custodian to open the building and/or prepare for the event. The balance of fees paid will be refunded.

IV. Food Services

The use of the cafeteria dining rooms may be granted with or without the use of kitchen facilities. Organizations will have access to the kitchen provided the cafeteria manager or designee is present. When planning an event that uses cafeteria equipment, the cafeteria manager and area food service supervisor must be involved in the planning, operation, and supervision of the project.

Groups may request the school system's food service department to cater activities.

V. Protection of School Property

For use of indoor facilities, an employee of Portsmouth Public Schools shall be on duty at the school property at times when the school facilities are in use. No equipment or furnishings may be used or moved without the consent of the employee in charge if such usage is not in conformity with the contracted agreement.

Local citizen groups or local community organizations will be required to provide proof of insurance (in the form of a Certificate of Insurance) naming Portsmouth Public Schools as an additional insured with general Commercial Liability limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

Permitted community members must arrange necessary security for events, which are open to the general public, through either the Portsmouth Police Department or Portsmouth Sheriff's Office. Proof of service must be verified in writing (email acceptable) by the Portsmouth Police Department or the Sheriff's Office. **The security requirement will not be waived.**

The sale or consumption of food and/or beverages will be limited to the cafeteria area only. Use of alcoholic beverages shall be prohibited in all schools at all times. Tobacco use on school property is also prohibited.

Any signage posted for the event must be removed immediately following the end of the event.

The submitting organization is responsible for ensuring that all City ordinances for the use of public facilities are not violated (i.e., parking, fire codes, safety, occupancy, signage, etc.).

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