

USER EDUCATION FOR USE OF PUBLIC SCHOOL FACILITIES

Montgomery County Office of Community Use of Public Facilities

All users are required to acknowledge understanding of the information below:

OVERVIEW

Community Use of Public Facilities (CUPF), and its governing board, the Interagency Coordinating Board (ICB), were created 38 years ago to facilitate fair and equitable access to schools. Today, the office not only provides a single point of access for community use in MCPS facilities, but also other public facilities.

Although CUPF is a department of the Montgomery County Government, the ICB and CUPF work in close partnership with Montgomery County Public Schools (MCPS), Montgomery Parks and other County departments and agencies. The ICB sets fees and policies that maximize community access, while maintaining an appropriate balance of user fees and legally required reimbursements to MCPS and the County for the costs of supporting community use.

Four of the 12 members serving on the Board represent user groups and community (your!) interests. The ICB also hears from its community advisory committees and opens its meetings with opportunities for public comment. Visit our web site for more information about the ICB and list of Board members.

The mission of ICB/CUPF is to maximize use of public facilities without disrupting school activities.

Following these steps will help you be successful reserving use of a school.

STEP 1: PLAN

Activity restrictions:

Schools are great places to conduct a wide variety of activities, classes, performances, camps, cultural and faith based programs, recreational activities, and more. However, some activities cannot be scheduled because the activity is in conflict with MCPS policies or County regulations. The following activities are **prohibited** in MCPS facilities:

- Personal or private celebrations such as anniversary or birthday parties, wedding receptions or other similar activities
- Dances unless they are sponsored by the school, PTA or public recreation department
- Car washes or any other outdoor water related activity requiring more than minimal use.
- Indoor soccer, lacrosse, hockey, cricket, football, baseball, futsal, softball, rugby, or other traditional outdoor sports. (Exceptions to this policy can only be granted by the MCPS Director of Athletics)
- Possession of FOOD AND DRINK in any area of a building except for the cafeteria and all-purpose room facilities. NEVER serve food or drink in the gym, auditorium or classrooms. Request use of the All Purpose Room (APR) or Cafeteria if you will be serving food or drink.
- Possession of ALCOHOL anywhere on school property, including parking lots.
- Possession of TOBACCO anywhere on school property, including parking lots and fields.
- Possession of ILLEGAL CONTROLLED DANGEROUS SUBSTANCES (DRUGS) anywhere on school property.
- Possession of Weapons / firearms/ ammunition

- Bingo or other gambling, except as permitted by Department of Health and Human Services.
- Grilling, fires, open flames
- Excessive noise
- Dodge Ball (this activity is prohibited because it is perceived by many as a humiliating, potentially dangerous and can cause concussions and facility damage.)

Things to consider:

- Best room match for activity and group size
- Parking availability
- MCPS staffing needs
- Equipment needs: Not all school equipment is available for community use, or requires school permission and/or MCPS staffing to operate or supervise its operation
- Community users are prohibited from touching, writing on, or moving Promethean “Smart” boards located in most classrooms. These may look like ordinary white boards, but they are NOT. Use utmost caution around these costly computers.
- Some rooms and activities have staffing requirements

Insurance may be required:

Many groups are required to provide ICB/CUPF with a copy of their insurance certification that keeps in force and effect the standard County insurance requirements as stipulated in the Facility Use License Agreement attached to your permit. Users are required to reimburse MCPS for any damages or costs associated with their use

Room specific details:

Facility	MCPS Staffing Requirements	Notes
Gym	Tournaments and special events require scheduling of additional security and building service workers	Limited availability in high schools during basketball seasons
All Purpose Room/Cafeteria	Events where food is served require extra staff time for clean-up	
Kitchen	MCPS Food Service worker	
Classroom		Limited number of rooms available during first hour after school
Auditorium	Media Services Technician	Requires supplemental application
Computer Room	Information Technology Support Specialist	

STEP 2: APPLY

General public indoor scheduling submission timelines:

August 1: dates of use during the MCPS school year
 May 1: dates of use during the MCPS summer break

Outdoor scheduling submission timelines:

February 15: Spring/Summer use
 July 15: Late-Summer/Fall use

Setup and breakdown:

Include your setup and breakdown time in your requested hours of use.

Minimum use on weekends and holidays:

A three-hour minimum booking time applies on weekends and MCPS administrative holidays.

Facility availability:

Hours shown below are standard times of availability for community use in MCPS facilities as scheduled by CUPF:

School Complex Type	Day of Week	Classroom	APR/Cafe/Other	Outdoor Facilities	Auditorium
High School	Mon - Fri	3:30P - 10:30P	6:00P - 10:30P	<i>Hours Vary</i>	5:30P - 10:30P
	Summer Break M-F	7:00A - 10:30P	7:00A - 10:30P	<i>Hours Vary</i>	7:00A - 10:30P
	Sat, Sun, Holidays	7:00A - Midnight	7:00A - Midnight	<i>Hours Vary</i>	7:00A - Midnight
Middle School	Mon - Fri	7:00A - 8:10A	7:00A - 8:10A	<i>Not Available in AM</i>	N/A
		4:00P - 10:30P	5:45P - 10:00P	5:30P - Sunset	N/A
	Summer Break M-F	7:00A - 10:30P	7:00A - 10:00P	8:00A - Sunset	N/A
	Sat / Sun / Holidays	7:00A - Midnight	7:00A - Midnight	8:00A - Sunset	N/A
First Tier Elementary	Mon - Fri	7:30A - 8:55A	<i>Not Available in AM</i>	8:00A - 8:55A	N/A
		4:25P - 10:00P	3:55P - 10:00P	3:30P - Sunset	N/A
	Summer Break M-F	7:00A - 10:00P	7:00A - 10:00P	8:00A - Sunset	N/A
	Sat / Sun / Holidays	7:00A - Midnight	7:00A - Midnight	8:00A - Sunset	N/A
Second Tier Elementary	Mon - Fri	7:30A - 9:20A	<i>Not Available in AM</i>	8:00A - 9:20A	N/A
		4:50P - 10:00P	4:20P - 10:00P	4:00P - Sunset	N/A
	Summer Break M-F	7:00A - 10:00P	7:00A - 10:00P	8:00A - Sunset	N/A
	Sat / Sun / Holidays	7:00A - Midnight	7:00A - Midnight	8:00A - Sunset	N/A

Gymnasium Type	Day of Week	School Session 5/15 - 8/14	School Session 8/15 - 11/14	School Session 11/15 - 3/14	School Session 3/15 - 5/14
High School Main Gym	Mon - Fri	5:30P - 10:30P	7:30P - 10:30P	9:30P - 10:30P	7:30P - 10:30P
	Sat	7:00A - Midnight	Noon - Midnight	5:00P - Midnight	Noon - Midnight
	Sun	7:00A - Midnight	7:00A - Midnight	7:00A - Midnight	7:00A - Midnight
High School Auxiliary	Mon - Fri	5:30P - 10:30P	7:30P - 10:30P	7:30P - 10:30P	7:30P - 10:30P
	Sat	7:00A - Midnight	Noon - Midnight	2:00P - Midnight	Noon - Midnight
	Sun	7:00A - Midnight	7:00A - Midnight	7:00A - Midnight	7:00A - Midnight
Middle School	Mon - Fri	5:30P - 10:30P	5:45P - 10:30P	5:45P - 10:30P	5:45P - 10:30P
	Summer Break M-F	7:00A - 10:30P	N/A	N/A	N/A
	Sat / Sun / Holidays	7:00A - Midnight	7:00A - Midnight	7:00A - Midnight	7:00A - Midnight
First Tier Elementary	Mon - Fri	4:15P - 10:00P	4:15P - 10:00P	4:15P - 10:00P	4:15P - 10:00P
	Summer Break M-F	7:00A - 10:00P	N/A	N/A	N/A
	Sat / Sun / Holidays	7:00A - Midnight	7:00A - Midnight	7:00A - Midnight	7:00A - Midnight
Second Tier Elementary	Mon - Fri	4:15P - 10:00P	4:15P - 10:00P	4:15P - 10:00P	4:15P - 10:00P
	Summer Break M-F	7:00A - 10:00P	N/A	N/A	N/A
	Sat / Sun / Holidays	7:00A - Midnight	7:00A - Midnight	7:00A - Midnight	7:00A - Midnight

Exceptions to chart above:

- Each respective school administration, upon request from CUPF, may approve the use of classrooms for after-school programs during the first hour following the end of the instructional day. Likewise, requests to reserve classrooms prior to the start of the instructional day require school approval.
- Weekday availability at elementary school all-purpose rooms (APRs) and some middle school cafeterias will vary at locations with shared-space licensed childcare programs.
- Although time slots may be available in specific areas, requests may be denied based upon a variety of factors including, but not limited to, overcrowding of the facility, parking availability, etc.
- Requests to reserve high school athletic fields (excluding synthetic turf fields) must be approved by the respective school prior to submitting a permit application to CUPF.
- Hours of availability on MCPS holidays are typically the same as weekends, with the exception of high school gymnasiums.
- Other exceptions may be granted by MCPS, the Interagency Coordinating Board and/or CUPF.

Please ensure that your permit requests coincide with the start and end times available to community use for smooth processing of requests.

Use of school facilities immediately after the school day ends:

Indoor and outdoor school space may not be available directly after school based on school needs. Classroom permits starting directly after school must be approved by the school administration due to policies stipulated in the applicable labor agreements with MCPS staff. Therefore, permit requests for space immediately after school may take longer to approve/deny and may be approved and then canceled at any time. Also, some schools may use space for dismissal purposes and licensed childcare, so may not be available immediately after school. As noted in the Facility Use License Agreement (FULA) Article 14 Section

C, "CUPF may relocate, reschedule or cancel a permitted use that is in conflict with the school's academic programming or when it is in the best interest of the county or Board of Education to do so. Neither the county nor the Board of Education is responsible for any losses or damages that occur as a result of the relocation, rescheduling, or cancellation of use."

Additional things we consider:

When issuing a permit, CUPF considers:

- Priority of use policy (outlined below)
- Equipment
- Coordination of MCPS resources/staff
- Prior difficulties with use

Priority of use policy:

Space is scheduled for MCPS activities first, then priority is given to groups in the following order:

- Licensed childcare providers selected by the school (during school year only)
- PTA/ PTSA
- Government administrative bodies
- Public Recreation
- Other publicly supported programs such as colleges or universities
- High-volume user groups meeting specific criteria
- General Public

While every effort is made to avoid last minute cancellation of a permit, MCPS's priority takes precedence.

STEP 3: PAY AND PERMIT

Overview of fees:

All groups must pay for the use of public facilities. The ICB created a tiered fee schedule that is based on the nature of the activity, type of group, and when the activity occurs. For example, rates are higher on weekends and holidays to reflect higher MCPS operating costs, and lower Monday-Friday, prior to 6:00p.m. to make after school activities more affordable.

By submitting a request CUPF, the user is making a financial obligation on behalf of the group. Staff time, including that of MCPS staff, is needed to process an application and issue a permit. Other costs, such as utility service may also be involved. The application process should not be used for making inquiries or obtaining a cost estimate.

Please refer to the list of fee categories and our current fee schedule on our web site at www.montgomerycountymd.gov/cupf.

Fees appearing in ActiveMONTGOMERY are tentative and subject to change upon review of your application. The permit is considered tentative until payment is made. Visit the CUPF Resource page for information on paying and picking up your permit using your ActiveMONTGOMERY account.

If payment is not made immediately upon notification from CUPF, the permit(s) will be subject to immediate cancellation without further notice. Once permits are cancelled for non-payment, a \$25 cancellation fee will be applied.

Review permit for accuracy:

Please review the details of your permit to ensure that the space allocated aligns with your needs. Email CUPF should you notice any errors or have other concerns about your permit. OTHERWISE ALL CHARGES WILL REMAIN AS AN OUTSTANDING BALANCE ON YOUR ACCOUNT.

Modification and cancellation policies:

You must notify CUPF of cancellations and changes in writing. All changes/modifications and cancellations incur processing fees. Modifications can be made by visiting the CUPF resources page at www.montgomerycountymd.gov/cupf.

Fees will NOT be waived for non-use of an approved permit unless the cancellation policy is followed.

STEP 4: USE

General do's and don'ts:

Please:

- Do respect staff and facility at all times
- Do supervise participants at all times in classrooms, hallways, etc. Children must be supervised by adults at all times
- Do make note of the arrangement of furniture in the classroom when you arrive and be sure it is arranged the same way when you leave
- Do cancel or make adjustments as soon as possible (there is a fee for both)
- Do observe posted parking signs at all times, including on weekends. Spaces reserved for school staff, e.g., Principal and Assistant Principal should not be used and cars cannot be parked in fire lanes
- Do be courteous of neighbors living near a school and try to contain noise during your event and when entering or leaving your event
- Do remove all signage at the completion of your event or activity

Please:

- Do NOT prop open any outside doors. This is a critical security concern! It also limits the capacity of the HVAC system
- Do NOT allow any papers, books, and other Montgomery County Public School classroom materials and equipment to be used or moved
- Do NOT tip or give money to any worker

Heating and air conditioning:

- **MCPS ENERGY RESOURCES:**
CUPF electronically transmits all utility needs for all groups using school facilities directly to MCPS Energy Resources. MCPS Energy Resources programs all HVAC needs into their computer systems.
- **TEMPERATURE SET POINTS:**
Heat: 68 degrees Fahrenheit
A/C: 78 degrees Fahrenheit
- **SUMMER ENERGY CONSERVATION:**
If you plan to use a school facility in the summer between 3:45 p.m. and 5:00 p.m., please note air conditioning is turned OFF during this peak energy period.

Fire alarm:

When the fire alarm sounds in the building, State law requires that all persons in the building must:

- Exit / Leave the building
- Call 9-1-1
- Re-enter the building only when notified by staff to do so
- Call CUPF after-hours problem line (240-490-2873)

Inclement weather:

Cancellation decisions are generally day by day and announced by 7:00 a.m. To find out if schools will be open for community use, close early, etc. during inclement weather:

- Sign up for TEXT and EMAIL ALERTS: Visit www.montgomerycountymd.gov/cupf and click 'Alerts' at top of page to sign up for text and email alerts.
- Check CUPF web site for press release
- Check MCPS web site for press release
- Listen to local Media stations
- Call CUPF's inclement weather line at 240-777-2710

Do not call the after-hours problem line for weather cancellation information.

Credits will only be given if community use is cancelled. If you request an additional date using ActiveMONTGOMERY your credit will be applied.

Important things to remember:

- **COPY OF PERMIT REQUIRED:** Permit holder **MUST** have a paper copy of the current, most up-to-date permit in-hand when using the facility.
- **ARRIVE ON-TIME, LEAVE ON-TIME:** Arrival and departure times printed on the permit are not flexible. Groups may not arrive early or stay late. No exceptions.
- **CLEANUP:** Upon departure, rooms or areas used by groups should be in the same condition in which they were upon arrival. MCPS building services staff will remove all trash bags, sweep, mop and/or vacuum floors, clean restrooms, etc. after groups depart.
- **ADDITIONAL SERVICES:** Do not ask the Building Service Worker for additional rooms, equipment or services during your activity.
- Non-compliance with provisions of the Facility Use License Agreement may result in additional fees and discontinuation or denial of school use.

After-hours problem line: 240-490-CUPF (2873)

CUPF has the above after-hours problem line with staff on-call during evenings, holidays and weekend hours. **Call or text** this number if you experience a problem on-site such as a locked building, lack of heat or air conditioning, lights are off, if you cannot locate a building services worker, equipment requested is not available, etc.

It is very important to call to report any problems immediately. Many problems can be resolved quickly. CUPF will not issue refunds or credits for issues not reported immediately to the after-hours problem line.

Please be prepared to provide the following information:

- Your Name & Group Name
- Location

- Nature of problem
- Phone number we can reach you immediately

Call 9-1-1 for life-threatening emergencies.

USER ACCOUNTABILITY

All reported violations at MCPS facilities shall be investigated and documented by CUPF.

Steps for major violations of Facility Use License Agreement by community user groups, which includes weapons, tobacco, illegal drugs or alcohol on MCPS property, or otherwise place participants or MCPS staff in harm's way: **group shall receive an 18-month ban from use of MCPS facilities**, countywide.

Steps for lesser violations of Facility Use License Agreement by community user groups for violations of any of the terms and conditions of the permit or Facility Use License Agreement:

First violation of any term(s), the user group shall receive:

- Written warning

Second violation of any term(s), the user group shall receive:

- Mandatory meeting with CUPF director or designee
- Written warning

Third violation of any term(s), the user group shall receive:

- 18-month ban from use of MCPS facilities, countywide

Subsequent violations of any term(s) after returning from an 18-month ban from use of MCPS facilities, countywide, the user group shall receive:

- Indefinite ban from use of MCPS facilities, countywide

Notice of violations and action taken by CUPF must be communicated to user groups via electronic mail (if applicable) and U.S. Postal mail service within 10 business days of the violation.

Appeals by community user groups may be made to the CUPF Director, in writing, within 10 business days of notice. CUPF Director will convene a meeting with the group and applicable County or MCPS staff to hear the appeal. A final written decision by the CUPF Director will be made within 5 business days after hearing the appeal.

Electronic mail shall be acceptable for all written inquiries, findings, notifications, appeals and decisions.

Expungement of violations shall occur after 36 months of the date that the violation occurred.