

**Administrative Procedures for Policy #8120 (Community)  
Regarding Use of School Facilities**

I. Definitions

- A. Political committee – a combination of two or more individuals that assists or attempts to assist in promoting the success or defeat of a candidate, political party, or question submitted to a vote at any election (§ 1-101 of the Election Law Article of the Annotated Code of Maryland)
- B. Political party – an organized group that is qualified as a political party in accordance with Title 4 of the Education Law Article of the Annotated Code of Maryland.
- C. Candidate – an individual who files a certificate of candidacy for public or party office including an individual, prior to that individual filing a certificate of candidacy, if a campaign finance entity has been established on behalf of that individual. (§ 1-101 of the Election Law Article of the Annotated Code of Maryland)

II. Application for Use

- A. To request the use of any Calvert County Public Schools (CCPS) facility, the individual or group must complete the Application for Use of School Facilities Form (Procedure 8120.2). The application must be submitted in triplicate, on yellow paper, to the principal of the school where the use of facilities is being requested. A Kitchen Use Form (Procedure 8120.4) must also be completed and submitted at the same time to the principal in quadruplicate if kitchen facilities are requested. All groups in Priority 1, as defined by Policy 8120, who wish to use a school auditorium, must complete the In-house Use of Auditorium Facilities (Procedure 8120.3). “Use of Facilities” forms are available at each school and on the Calvert County Public Schools website under Policies/Policy Manual/Community.
  - 1. Applications must be submitted at least two weeks prior to the date of intended use. The application must be complete and must be signed by two officers of the requesting organization. Every effort will be made to act on the application within 10 working days. One application during the fiscal year (July 1 – June 30) is sufficient for an organization, provided that all dates and times requested for use are included on that application. For accounting purposes, applications may not overlap two (2) fiscal years. Cancellations or alterations in scheduled, approved use must be made in writing to the principal (See Section VI. below.)
  - 2. After approval by the building principal and review by the Director of School Facilities or his/her designee, the principal, the Department of Finance and the organization shall receive a copy of the approved application. In the event that the application is denied, both the building principal and requesting

organization will be notified of the reason for the denial by the Director of School Facilities or his/her designee.

3. At any point in time, the Director of School Facilities Maintenance and Operations or his/her designee may revoke a previously approved application if he/she finds that the use or intended use of the facility is not in accordance with this procedure, if the information provided on the Use of Facilities Application is inaccurate, or if there is a delinquent amount due to CCPS. A list of the organizations and delinquent balances will be provided to principals on a monthly basis.
- B. The organization requesting the use of the building or grounds must obtain General Liability Insurance in coverages amounting to at least \$1,000,000 each occurrence for Bodily Injury, and \$50,000 each occurrence for Property Damage, and including coverage for the contractual liability assumed by this agreement while using the buildings or grounds. The Board of Education must be listed as the named insured. The insurance policy number is required on the application to use CCPS facilities. A certificate of insurance from an insurance company authorized to do business in the State of Maryland stating that the required insurance is in force must be provided as an attachment to the application prior to issuance of approval.
1. The using organization must waive all claims for damage to its goods, wares, and merchandise upon or about the building or grounds and covenants and must indemnify and save harmless the Board of Education of Calvert County from any suit, claim, or demand as the result of Bodily Injury or Property Damage arising out of the use of said premises during their occupancy.
- C. If the organization requesting the use of school facilities is a Youth Sports Program organized for recreational athletic competition or instruction for participants who are under the age of 19 years (as defined by Subtitle 5 section 14-501 of the Health – General Article, Annotated Code of Maryland), the organization must indicate on the Application for Use of School Facilities its intent to comply for all of its athletic activities with the requirements for the management of a concussion or other head injury of a participant.

### III. Restrictions on Use

- A. School buildings shall not be used for parties and celebrations that are essentially private in nature such as birthdays, anniversaries, showers, etc.
- B. The use of school facilities by Priority 5 and 6 groups is governed by the following guidelines:
  1. Groups that use school facilities more than 30 times per calendar year are limited to five years of use from the date of the first application approval.
  2. Upon written request of the group, the Superintendent may grant a waiver of the five year limit.
  3. If the group has reached the five year limit and the waiver request was not granted, the group may not reapply to use any CCPS facility on a regular basis (30 or more times per year) for two consecutive fiscal years.

- C. Organizations shall not be permitted to use school facilities for any activity which requires a gambling permit from the Calvert County Board of County Commissioners with the following exception:
  - 1. School-related organizations such as PTSA or boosters organizations that hold their own federal tax id number may hold certain activities as approved by the Superintendent or designee. Groups that function under the school system's federal tax id number are not eligible under this exception.
  - 2. In order for activities of these organizations to be approved, the activity must be appropriate to CCPS students of all ages, must not violate standards of acceptable behavior or offend community standards, and must be approved by the Superintendent or designee.
- D. School facilities may not be used for fundraising by political committees, political parties or candidates.
- E. School facilities should not be used for exhibitions, or by persons or groups using facilities for financial gains. The Superintendent may grant approval in special circumstances when a group's activities are determined to be in line with community interests.
- F. The use of school facilities in the summer may be restricted, revoked, or modified when maintenance or construction projects begin or are in progress. Charges may be higher if requested use is outside of a facility's regular or posted hours of operation.
- G. School facilities and equipment, other than those contracted for, will not be accessible to the group.
- H. Per Policy 1540 Regarding the Prohibition of Drugs and Alcohol on Calvert County Public Schools Property, on a case-by-case basis, the Superintendent can act for the Board of Education and allow religious organizations to use a small amount of alcohol. To request this exemption, the religious organization must complete the Use of Alcohol on CCPS Property Form (Procedure 8120.5).
- I. School facilities may not be available in the event of severe weather conditions. Emergency closing information will be posted on the Calvert County Public Schools website.
- J. CCPS will make every effort not to cancel a previously approved facility use. However, in the event of an unanticipated, unusual scheduling conflict, CCPS' usage of that facility takes precedence over all others.

#### IV. Supervision Required by Calvert County Public Schools Personnel

- A. A member of the school staff, from that facility, must be on duty during the time a CCPS facility is being used by a group. This person may be a building services workers, a teacher, a food service employee, or any other school employee designated by the principal. The person must receive a fee as outlined herein unless his/her assignment to regular duty coincides with the time of use by the group. The duties and responsibilities of this person shall be supervisory. The principal, at his/her discretion, may require that more than one staff member be present if the function is large or involves supervision of special facilities.

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- B. When a staff member, from that facility, is assigned or employed specifically for an activity sponsored by a group, his/her duties and responsibilities will be as follows:
  - 1. The staff member is assigned or employed primarily to oversee CCPS property; to provide light, heat, and/or air-conditioning; and to provide access to appropriate space(s).
  - 2. The staff member will provide emergency use of a telephone.
  - 3. The staff member will remain on duty during the entire period and be responsible as a Calvert County Public Schools representative for the time the facility is being used by the group.
  - 4. When the function for which the facility was procured has ended, the staff member shall close all windows, lock all doors, secure the building, and make a record of any damages incurred.
  - 5. The staff member shall willingly and readily cooperate with the group in meeting reasonable requests such as moving tables, setting up folding chairs, or other similar arrangements.
  - 6. The staff member will oversee the group's cleaning of the facility.
- V. Supervision that must be provided by organizations using school facilities
  - A. Building and Equipment
    - 1. The organization will:
      - a. Ensure that proper use is made of the parts of the building approved for use and that care is taken of all equipment contained therein.
      - b. Ensure that audience, spectators, and participants use only that part of the building approved for use by the using organization or group. Other parts of the building must not be used.
      - c. Make no alterations or adjustments to school facilities and bring no pieces of equipment into the building that have the potential to damage school facilities without securing permission from the principal of the school.
      - d. Give strict observance to fire regulations and ensure that exits are left clear for any emergency that may arise. Flammable decorations, volatile liquids, explosives, fog and smoke machines, and devices producing open flames are not permitted. Electrical equipment that has been brought in will not be used without first securing permission from the principal.
      - e. Provide personnel to patrol corridors and other areas of the building in order to confine those in attendance to the parts of the building that are to be used.
      - f. Arrange in advance to have the part or parts of the building to be used made ready.

- g. Ensure that all participants comply with the Calvert County Public Schools Policies 1540 Regarding the Prohibition of Drugs and Alcohol on Calvert County Public Schools Property; 1530 Regarding Tobacco-Free Schools and 1515 Regarding Weapons in Calvert County Public Schools.
- h. Agree to assume financial responsibility for breakage or damage to building or equipment that may result from use.
- i. Leave the facility in as good condition as it was prior to use.
- j. Obtain police supervision for the particular function or activity, when required by the Board of Education, superintendent's office, the principal, or when the need is apparent as felt by the applicant. Any cost involved for this supervision shall be borne by the applicant.
- k. The group must clean all areas used.

#### B. Grounds

- 1. Organizations using facilities will:
  - a. Ensure that grass areas, playing fields, courts, trees, and shrubs are adequately protected and safeguarded from damage.
  - b. Ensure that parking regulations are observed and that all use of automobiles on school driveways and parking lots is in strict accordance with state and local traffic regulations.
  - c. Request school restroom facilities for the public when grounds are used. If these facilities are to be utilized, the using group shall strictly adhere to the expectations established by the school principal. A charge will occur for the opening, cleaning, and closing of the restroom facilities. With the principal's permission, the applicant may provide portable restrooms at the applicant's expense.
  - d. Ensure that all signs and/or advertising relating to the activity or event are in compliance with CCPS Policy 1047 Regarding Display and Distribution of Materials.
  - e. Provide appropriate communications in the event of an emergency.
  - f. Assume financial responsibility for damage to the grounds or facilities that may result from the use stated above. In the case of a dispute regarding damages, the determination of the Director of School Facilities Maintenance and Operations is final.

#### VI. Schedule of Fees

- A. The schedule of fees is established by the Superintendent or his/her designee.
- B. A deposit of \$100 is required and must be submitted with the application by the using group. A larger deposit may be required when estimated costs for the approved use of the facilities exceeds \$5,000 or when the requesting organization has had a past delinquent account. This determination will be made by the Director of School Facilities

or his/her designee prior to approval of the application and will be communicated to the using group upon approval of the application.

- C. The requesting organization will receive the estimated charges on the returned approved application form. A notice of payment due will be sent by the Department of Finance after the exact charges have been tabulated on a monthly basis. Remittance of charges must be made payable to CCPS and sent to the Department of Finance within thirty (30) days after the billing date. Non-payment of scheduled fees shall be considered cause for non-approval of any future requests or scheduled use of CCPS facilities.
- D. If for any reason facilities are not used at the time requested and approved, the estimated charges will be made unless notification has been made sufficiently in advance for the principal to cancel the commitment for custodial or other prescheduled services. Ordinarily, twenty-four (24) hours advance notice in writing is considered sufficient time during the regular school week and a minimum of seventy-two (72) hours' notice in advance is considered sufficient for weekend use. However, the using group may be charged when expenses are incurred in preparation for an event and when sufficient notice is not received in time to prevent incurred costs.
- E. Charges for the use of facilities include rental and administrative fees, utility fees (lights, air conditioning/heating), staff fees (building service worker, cafeteria personnel, technical supervisor and staff members), and a security deposit to be deducted from the last bill, if no damage is incurred. Fees do not apply to CCPS curricular, extracurricular, or co-curricular activities; any group that is directly affiliated with CCPS; Calvert County Parks and Recreation; or non-profit organizations unless extra costs are incurred by CCPS to accommodate the activity. All agencies, groups and organizations are subject to rental, administrative, staff, and utility fees during times when the facility is normally closed, including weekends, holidays and school system breaks.

1. Rental and Administrative Fees

a. Rental Fees (per day)

1) Classroom	\$25.00
2) Media Center	\$45.00
3) Athletic Field/Tennis Courts/Parking lot	\$75.00
4) Multi-purpose Room/Cafeteria	\$100.00
5) Gymnasium	\$200.00
6) Kitchen Facilities	\$75.00
7) Auditorium	\$200.00
8) Equipment Fee	\$10.00
9) Inside Restroom *	\$15.00

- i. \*Applies only when the primary facility usage is outside of the building

- b. Administrative Fee – This fee is applicable to any organization that is not a part of the curricular or extracurricular educational program of the school system. The fee of \$25.00 will be charged to cover the processing of the application, postage, etc.
  - c. Fees will be adjusted every two years.
2. Hourly Utility Fees (lights, air conditioning/heating)

School Facility	Hourly Fee
Classroom	7.00 per hour
Media Center	15.00 per hour
Multi-purpose/Cafeteria	18.50 per hour
Kitchen	10.00 per hour
Gym	25.00 per hour
Auditorium	32.50 per hour
Inside Restroom *	7.00 per hour

- a. All utility fees will be calculated in ½ hour increments and will be billed either on a monthly basis or as a single event.
    - 1) \*Applies only when the primary facility usage is outside of the building
3. A “Use of School Facilities Verification Sheet” shall be completed and signed by the CCPS staff member that is responsible for overseeing the use of that facility. It is then to be signed by the representative of the user organization as verification of the amount time for which the facility has been used as well as documentation of any damages that arose from that use of the facility.
4. Staff Fees
- a. Staff fees will be charged whenever extra work or time is required as determined by the principal. The hours of staff work necessary to service the activity will be estimated when the application is made. If the use of the facility requires calling in a staff member, a minimum of three hours is charged. A staff charge of \$45.00 per hour beginning ½ hour before and ending ½ hour after the scheduled event will be levied. Additional charges will be levied at this rate if staff is required to perform extra duties to return the building to its original condition.
  - b. Cafeteria Personnel Fees – Fees will be charged for the supervision of the use of cafeteria equipment whenever the school cafeteria is used to prepare food. The cafeteria staff charge will be \$30.00 per hour. A minimum of two hours will be charged.
  - c. Technical Supervisory Fees – A fee of \$50.00 per hour will be charged whenever the auditorium lights controlled by the console or other technical equipment has been requested and approved, and the job

cannot be handled by the staff member assigned to the activity. Persons designated to operate lighting consoles and other CCPS equipment must be approved by the principal. If the principal determines that additional technical support help is needed, it will be charged at current minimum wage rate.

- d. Labor costs will be increased an additional 50% on Christmas Eve, Christmas Day, Thanksgiving Day, Easter Sunday, New Year's Eve Day, New Year's Day, Memorial Day, Labor Day, and July 4.

#### VII. Use of Equipment by Outside Groups

- A. Organizations who wish to use equipment while using school facilities must request such on the Use of Facilities application. No equipment will be approved that would impede school operation or instruction.
- B. Equipment approved for use shall be checked by the principal or his/her designee prior to use and again immediately after use. The using organization shall be notified of any damages and billed for the cost of repair or replacement.
- C. Alterations to electric service panels or electrical equipment are forbidden, except with the written approval of, and supervision by the Director of School Facilities Maintenance and Operations or his/her designee. All costs for modifications must be paid by the user, and all upgrades will become the property of the Board of Education of Calvert County.
- D. Only authorized personnel will be permitted to use console lights or other technical equipment.
- E. The use of multi-purpose rooms, cafeterias, and gymnasias shall include only the normal complement of chairs. This, in no case, shall exceed the posted maximum seating capacity.
- F. Pianos shall not be moved unless special permission is granted by the principal. Their movement shall be made only under proper school personnel supervision.
- G. Heavy upright and grand pianos may be moved only by professional piano movers whose services shall be arranged and paid for by the user. This shall include the return of the piano to its original location. The costs to repair any damage to the floors, piano, or facilities shall be borne by the user. No piano is to be placed over an orchestra pit.
- H. All equipment used will be charged according to the schedule in VI.E.1.a.

#### VIII. Computer Use

- A. Organizations that request and are granted the permission to use computer equipment as part of the school facilities must comply with the Calvert County Public Schools Policy 2718 (Acceptable Use of Computer Systems). The principal, at his or her discretion, may require a supervisory staff member to be present when an outside group uses a computer lab.

#### IX. Kitchen Use

- A. The Kitchen Use Form (Procedure 8120.4) must be completed and submitted with the Use of Facilities application if the food service area is to be used.

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- B. Approved groups and/or catering services using the kitchen facilities for the preparation of food must have the necessary cafeteria employees present to supervise the operation of the cafeteria equipment. These employees will be paid in accordance with section VI.E.4.b. The Supervisor of Food Services, in conjunction with the school principal, will determine which cafeteria employees need to be present for the event, as well as the number of employees needed. It shall be the responsibility of the group using the facilities to have sufficient help to prepare the food, wait on tables, clear away dishes, etc.
  - C. Kitchen facilities may not be used by any group unless under the direct supervision of cafeteria employees.
  - D. The dining area, with prior approval from the principal, may be used for serving light refreshments when kitchen facilities are not used.
- X. Special Requests
  - A. Special requests not covered in this stated policy shall be referred to the Office of the Superintendent or his/her designee.
- XI. Disclaimer
  - A. Calvert County Public Schools makes no warranties of any kind, whether expressed or implied, for services and/or equipment provided. Additionally, Calvert County Public Schools will not be responsible for consequential damages. This includes the loss of any data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions.