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1. Purpose

To establish criteria for implementing Board Policy KGF – *Community Use of School Facilities*.

2. Scope

It is the intent of the Board of Education of Carroll County and School System Personnel and in compliance with §7-108 and §7-110 of the Education ARTICLE, Annotated Code of Maryland, to provide for the use of school facilities for community purposes when such use does not interfere with the scheduled school program.


Emphasis should be given to fostering Carroll County Public Schools adopted Joint-Use Agreement, as endorsed by the Board of Education on June 12, 1974, to co-use Facilities for Education and Recreation. In this way, the Board of Education will more fully realize its goal of establishing the school buildings and grounds as true Educational, Recreational, and Cultural Centers of The Community.

3. Prerequisites

N/A

4. Responsibilities

The Superintendent/Designee has the responsibility for creating and enforcing these regulations.

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5. Procedure

REGULATION SECTIONS

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I. User Group Prioritization

The usage of facilities shall be construed to include buildings and grounds, and the following priority listing shall govern the use of such:

1. First Priority-School Program Use

This includes any curricular or extra-curricular function that is an extension of the educational program, e.g., class plays, concerts, socials, etc.

2. Second Priority-School Affiliated Activity

This includes an activity that contributes to the various aspects of the educational program, e.g., Parent Teacher Association activity, Booster Club activity, etc.

3. Third Priority-Department of Recreation and Parks


An activity receiving this priority is under the sponsorship of the Carroll County Department of Recreation and Parks and/or its affiliated Community Recreation Councils.

4. Fourth Priority-Non-Profit Childcare

This includes before and after school and summer childcare programs as allowed in accordance with the Administrative Regulations pertaining to this activity. See Section 3.15.

5. Fifth Priority-Non-Profit Community Use

An activity placed in this category would be sponsored and supervised by such non-profit groups as civic clubs, farm groups, veterans' groups, volunteer groups, church groups, improvement associations, Homeowner's Association, state, county, and federal agencies, etc. The topics may or may not relate to the educational program of

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the school(s) involved. For charges and exemptions see Charges for Use of Facilities.

6. Sixth Priority-For Profit Community Use

Any activity, group, or organization meeting for community purposes that involves a charge or profit shall be assigned to this priority. For charges and exemptions see Charges for Use of Facilities.


II. General Provisions

1. In the event of inclement weather, procedures for facility use during inclement weather will be followed and can be found here (link).
2. There should be no expectation that clearing and deicing of parking lots and walkways will be accomplished for events. It is the user's responsibility to determine that conditions are safe to hold an event.
3. CCPS retains the right to cancel an event to address maintenance or construction needs due to a building malfunction, or acts of God.
4. The Superintendent of Schools reserves the right to deny an event request or cancel an event at his discretion.


III. General Prohibitions

A. The Following Is Prohibited in CCPS Facilities:

1. Any use that creates or reasonably might create material and substantial disruption to the school environment.
2. Any use for private fundraising purposes by persons or groups using facilities for financial gains is not directly affiliated with the board.
3. Any use which is not open to the public.
4. The sale, use, or possession of illegal drugs, weapons, alcohol, or any tobacco product.
5. Traveling carnival or circus, donkey or pony


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- baseball/basketball, or similar traveling groups.
 - 6.** Display or discharge of fireworks.
 - 7.** Hot air balloons, rocket machinery, or drones.
 - 8.** Parking of tractor-trailers, dump trucks, recreational vehicles, off-road vehicles, and other vehicles is strictly prohibited.
 - 9.** Use of consumable supplies.
- B. The Following Permitted Use Subject to Limitations**
- 1.** Additional equipment needs such as technology, gym equipment, etc., are not generally approved for use unless expressly agreed to in advance as part of the building use.
 - 2.** Access to CCPS Guest Wi-Fi is permitted, but personal devices cannot be connected to CCPS devices or wired wall jacks.
 - 3.** Use of school facilities for overnight functions requires Board of Education approval. Approval should be requested far enough in advance to allow action at a regularly scheduled board meeting.
 - 4.** Carroll County Public Schools reserves the right to negotiate separate fees if it is determined that it is in the best interest of the school system.
 - 5.** Filming or video requests require a separate location contract.
 - 6.** Additional requirements for Before and After School Childcare programs are addressed in Administrative Regulation KGF 3.15.
 - 7.** CCPS reserves the right to deny a request due to safety concerns.
- IV. Responsibilities of The User**
- 1.** All applicants, by signing the use of facility application, consent to the terms and conditions set

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forth therein and agree to comply with all provisions of this regulation.

2. The organization/user group sponsoring, directing, and controlling the activity is responsible for compliance with all federal, state, and local laws, rules, and regulations.
3. When applicable, the user agrees to pay all required fees per the fee schedule for CCPS facility use.
4. All requests need to be submitted no earlier than thirty (30) days before the event and no more than six months before the date of the event.
5. "Blanket" requests will not be accepted. Spaces scheduled for use but remain unused may result in termination of the user agreement.
6. When the usage of a facility is granted, the user shall restrict activity to the area(s), times(s), and date(s) as submitted on the online request. Failure to do so may result in the termination of the user agreement.
7. The authorized representative for a user group is responsible for maintaining all applicable board of education policies. In particular - alcoholic beverages and/or dangerous controlled substances are prohibited. Board policy GBED, smoke-free workplace, shall govern the use of tobacco products.
8. The opportunity to provide food concessions sales during an event sponsored by a non-school affiliated organization will first be offered to a school-related group. Users shall only be allowed to sell or let anyone acting under the user's authority sell any food or beverages while using a schools' facility. No school-affiliated group wishes to do so and provided that the user obtains approval from the health department.
9. Supervision of activity, participants, all spectators,

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and visitors is the responsibility of the approved community user group. Failure to provide proper supervision shall be the reason for suspension or cancellation of the event, termination of the use agreement, and/or denial of future use of school facilities requests.


10. Advanced arrangements shall be made with the school administration so that time-consuming jobs do not interfere with the school's program, e.g., setting up chairs, stage equipment, etc.
11. User shall observe established room capacities and any decrease in the room capacity caused by the nature of the event or configuration of the space. The user's responsibility is to take appropriate measures to ensure room capacities are not exceeded.
12. User shall not leave exterior doors unlocked. A representative of the organization shall be assigned to control ingress and egress.
13. User shall return the facility to the same condition as found. Failure to do so may result in additional charges to the user or may jeopardize approval of future requests.
14. Physical changes to the facility beyond the usage of portable equipment are not permitted without written approval from the school administration and/or director of facilities management.
15. User agrees to notify the department of facilities management of the Carroll County Public Schools, in writing, within 24 hours, if any officer, director, employee, or agent of the group/organization is reported to the department of social services for child abuse or neglect, and further agree that the officer, director, employee, or agent shall not enter

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- onto the property of the Carroll County Public Schools until permission is granted in writing.
16. Pursuant to §7-433 and §7-436 of the education article, annotated code of Maryland, all youth sports leagues and associated activities or events must provide assurance of conformance with the Maryland youth concussion and cardiac arrest prevention statutes.
 17. The user of school facilities hereby agrees that Carroll County Public Schools shall not be liable for any claims for injuries or damages which may be asserted against the user or Carroll County Public Schools for any occurrence arising out of the use of the subject premises(s) by the user. The user shall indemnify and hold Carroll County Public Schools harmless against any such claims.
 18. Liability insurance is required to be provided by all user groups, including Booster Clubs, PTA'S, Recreation and Parks sponsored groups, etc.
 19. Failure to abide by the responsibilities described herein may cancel group approval and denial of future requests.


V. Responsibilities of The Provider

1. The School Administration, designee and/or, in the case of high schools, the Administrator of Athletics and School Facilities is encouraged to make a sincere effort to cooperate and schedule as many worthwhile community activities as are in the best interest of all concerned. Applications for use shall be reviewed and acted on promptly.
2. Upon scheduling the interior usage of a school facility, a custodial staff member will be assigned to be present to open and close the building, observe the

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usage of the building and equipment and to report to the group leader any misuse of the property.

3. When a change in work schedule is needed to cover the use of facilities event, it will be done on a voluntary basis. If no volunteers are willing to work additional time, the school administrator will assign staff to cover the event according to staff seniority.
4. To assist in the preparation of the schedule for the Department of Recreation and Parks, prior commitments for usage will be made available to the authorized representative. This list will include black-out days for school events and any other days that the building will not be available for public use.
5. The custodian shall be cooperative with the user group and assist with reasonable requests such as moving tables or setting up CCPS folding chairs. Custodians are not permitted to set up tables, chairs, or any other merchandise/products/equipment that CCPS does not own.
6. The custodian shall regularly inspect interior and exterior areas while the facility is in use.
7. Before beginning the activity and upon completion, the custodian and the group leader shall inspect the facility. Damages noted shall be repaired through Carroll County Public Schools with the responsible agency bearing the cost.
8. It is not the custodian's duty to supervise groups, discipline attendees, or maintain order. If the group leader cannot maintain order, the event will be canceled.
9. The custodian observes safety violations or activities that jeopardize the safety of attendees or could result in facility damage. The custodian has the authority to

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ask that the violation be corrected. Failure to comply could result in the cancellation of the event and denial of future use of facility requests.

- 10.** It is not the custodian's duty to monitor or supervise entry points for the user group.
- 11.** CCPS must pay custodial staff or any other CCPS staff assigned to an event. Staff may not be paid by a user group or volunteer their time.