

# Charles County Public Schools

## Use of School Facilities by Outside Organizations

*Office of Supporting Services*

*P.O. Box 2770*

*5980 Radio Station Road*

*La Plata, MD 20646*

*301-932-6610 301-870-3814*



### Overview

**Charles County community groups and nonprofit organizations** may be permitted to use school facilities for worthwhile purposes when such use will not interfere with any program of the school. **(Requests for use of a school facility by an individual will be denied.)**

This brochure is an overview of Charles County Board of Education Policy 1333, Use of School Facilities by Outside Organizations, and the Superintendent's 1333 Series Rules. It will familiarize you with the general rules and regulations regarding the use of school facilities by outside organizations. Please note that the 1333 series rules can be revised at any time and take precedence over this brochure. For more information, please contact the Principal of the facility you are interested in using.

Use of School Facilities Applications should be submitted to schools **at least four (4) weeks prior to the requested usage**. Proof of nonprofit status may be required. **It is mandatory that an officer of the organization review both sides of the application and sign it where designated.** The Principal will thoroughly acquaint applicants with all regulations and rules pertaining to use of school facilities by outside organizations. Policies and rules may also be accessed on the Charles County Public Schools website, ([www.ccboe.com](http://www.ccboe.com)), click on the Quick Links drop down menu, and then click on Board Docs.

The Superintendent reserves the right to establish special rules, fees, etc. governing use of school facilities if he/she judges that such action is warranted. **The application becomes null and void if the requesting organization wants to make any changes; a new application must be submitted and approved by both the Principal and the Chief of Operations & Supporting Services prior to the event, and any applicable fees must be recalculated and collected.** The right is reserved at all times to revoke or annul any approved application for noncompliance with policy requirements or for any other reason in the best interest of the school system.

## **PRIORITY SCHEDULING**

*Every effort is made to assure that facilities are available for use by Charles County non-profit, non-school organizations as much as feasible on a priority basis, in the following order:*

- \* Any curricular or extracurricular program for students of the Charles County Public School system.
- \* Any program or activity for employees of the Charles County School system.
- \* Any program or activity of the School Advisory Council, the PTO, the PTSO, or any parent and community group established by the school administration to support the instructional program.
- \* Any public program sponsored by Charles County Department of Recreation, Parks and Tourism (recreational and leisure programs, etc.), and the Charles County Department of Community Services (before-and-after school child care).
- \* Any program or activity of legally constituted Charles County school-aged non-profit youth groups.
- \* Any program or activity of colleges or universities, and governmental agencies.
- \* Any program or activity of other non-profit, Charles County facility applicants such as volunteer agencies, improvement associations, etc.

***The use of school facilities in the summer may be restricted or modified when maintenance or construction projects begin or are in progress.***

## **AUTHORIZED USER CLASSIFICATIONS**

***Category One*** groups will not be charged a rental/utilities fee for use of school facilities or grounds. However, a fee will be charged for building service costs when the activity occurs or requires time beyond the normal operating hours of the facility. ***These activities include:***

- ◆ Any public school activity.
- ◆ All regularly scheduled meetings of SACs, PTOs, and PTSOs.
- ◆ Branch or local meetings of any state, national, or international professional education association, and all Charles County Public School system employee organizations.
- ◆ Functions deemed to be educational by the principal.
- ◆ State of Maryland and Charles County government agencies and departments for public meetings and hearings.
- ◆ Youth group meetings such as Boy and Girl Scouts, Campfire Girls, 4-H Clubs, etc.
- ◆ College and university programs coordinated through the office of staff development.
- ◆ Senior citizen programs.
- ◆ Programs for handicapped citizens.
- ◆ Meetings of civic associations, farm groups, and veterans groups.
- ◆ Meetings of partisan political organizations, as stated in the provisions of the Annotated Code of Maryland, Education Article 7-108(c).

***Category Two*** groups will be charged a rental/utilities fee for use of school facilities. They will also be charged a fee for building service costs when the activity occurs or requires time beyond the normal operating hours of the facility. ***These activities include:***

- ◆ Charles County Department of Recreation, Parks and Tourism activities.
- ◆ Religious activities.
- ◆ All adult group activities not listed in Category One.
- ◆ Social and fraternal organizations. (Rentals are available to such organizations which, pursuant to both their charter and practice, in the policy of admission, do not discriminate in their membership by race, color, religion, national origin, sex, sexual orientation, gender identify, age, or disability.)
- ◆ Private school functions. (Rentals are available only to such private schools which, pursuant to both their charter and practice in their policy of admission, do not discriminate in their membership by race, color, religion, national origin, sex, sexual orientation, gender identify, age, or disability.)

## **LIMITATIONS FOR USE**

The following limitations will be observed at all school facilities:

- \* The sale or use of tobacco is prohibited in school buildings at all times and is prohibited on school grounds.
- \* Consumption, sale, or display of alcoholic beverages is prohibited.
- \* Gambling (such as bingo or other games of chance, raffles, and lotteries) is prohibited on Board of Education property unless the gambling is conducted by a non-profit group, does not occur during the school day, does not involve students, and proceeds from the gambling are used for the benefit of the school system, its programs, or its students. The non-profit group must obtain a county permit and follow all requirements under Section 13-1101, et seq., of the Criminal Law Article, Annotated Code of Maryland, and the group must obtain the permission of the superintendent or superintendent's designee in advance of the gambling.
- \* The following activities by outside groups are prohibited regardless of sponsorship:
  - ◇ Parties, celebrations, and activities that are essentially private in nature, including birthdays, weddings, anniversaries, showers, wakes, and other similar activities.
  - ◇ Animal shows, to include horse and dog shows, etc.
  - ◇ Carnivals, circuses or similar programs.
  - ◇ Fundraising activities for political groups.
  - ◇ Car washes (unless sponsored by the PTO or PTSO).
  - ◇ Use of schools for overnight activities (unless a school is designated as an emergency shelter through the Office of Emergency Services).
  - ◇ Firearms, weapons, or ammunition.
- \* No concessions for profit by an individual or group may be operated on school property unless specifically approved by the Board of Education as part of an activity conducted by a nonprofit organization where profit accrues to such organization.
- \* No concessions for private profit by an individual may be operated on school property nor shall an activity be allowed where an individual user accrues private profit. Concessions for profit include, but are not limited to sale of food, merchandise, admission tickets, or any other sale or collection of money. (School-sponsored fundraisers are exempt from this limitation)
- \* All use of buildings and/or grounds is restricted to the area as described on the application form. The size of any group using a facility may not exceed capacity limitations. Expected attendance shall be placed in the application for large scale events.

Continued use of a school building or facility by any group is contingent upon the group taking proper steps to protect the school/facility property and to ensure complete safety, the observance of all applicable laws, observance of all applicable policies and rules of the Board of Education and Superintendent, and the reimbursement of its expenses to the Board of Education. The facility/grounds must be left in as good condition as it was prior to use.

**All persons shall vacate the building when the fire alarm sounds. No one is exempt from fire drill regulations.**

## **CHARLES COUNTY DEPARTMENT OF RECREATION PARKS AND TOURISM**

- ◆ The recreation division of the Department of Recreation Parks and Tourism (DRPT) in partnership with the school system, operates Community Centers in all middle schools and William B. Wade Elementary School and Billingsley Elementary School at the close of the regular school day and on weekends. If there is any conflict in dates, the priority schedule will determine the user. The DRPT Community Centers' programs take priority over activities of outside organizations. Outside groups may be bumped if a schedule conflict arises with activities that an outside organization has previously scheduled. See page 7 for a list of phone numbers for the Community Centers.
- ◆ The Parks Division of the DRPT will schedule the use of designated outdoor facilities for all seasons. This scheduling will not interfere with any regular activity of the school. Outside organizations may not use football fields during the football season or after seeding of the field has been accomplished. Contact the DRPT on 301-932-3470 for further information.
- ◆ The DRPT also schedules recreational use of school swimming pools. For further information, contact the DRPT Aquatics Office either at Lackey on 301-743-2470 or at North Point on 301-934-7475.

## **APPLICATION PROCEDURE**

A completed copy of the Application for Use of School Facilities, signed by an authorized member of the organization, a Certificate of Liability Insurance and a check made out to Charles County Public Schools (CCPS) for applicable fees, must be submitted to the principal of the school **at least four (4) weeks prior to use**. In accordance with Sections 7-433 and 7-436 of the Education Article and Section 14-501 of the Health-General Article, Annotated Code of Maryland, organizations sponsoring youth sports activities at public school facilities must complete a "Statement of Intent" form with each application, complying with the requirements under the law concerning concussions, head injuries, and sudden cardiac arrest for participants as well as the collection and maintenance of Parent/Athlete Acknowledgement forms collected prior to any athletes participation in activities on the requested facility. "Statement of Intent" forms along with athlete and parental information flyers are available on the CCPS website under the 'Community' tab.

CCPS reserves the right to request and approve in advance all promotional materials related to a request to use school facilities. The principal shall indicate approval or disapproval and forward the application package to the Chief of Operations & Supporting Services for final approval or disapproval. Copies shall be returned to the organization and the principal via email. **All applications are not final until signed by the Chief of Operations & Supporting Services.** The approved application becomes the permit to use school facilities. **However, any changes to the original application will deem it null and void, and a new application must be submitted and approved prior to the event. Please note the applicant is expected to review and understand both the application and the brochure.**

## **INSURANCE REQUIREMENTS**

The organization requesting the use of the building or grounds must obtain commercial general liability insurance. Bodily injury and property damage combined single limit in the amount of \$1 million is required. **There shall be no restrictions, limitations, or exclusions listed or in the policy that would not provide full primary coverage of the event or use limiting recovery of the general liability to CCPS. The per occurrence must be no less than \$1 million. A current certificate of insurance from an insurance company authorized to do business in the State of Maryland stating that the required insurance is in force shall be presented with the application prior to issuance of approval. The following must be listed on the policy "CCPS, Board of Education of Charles County, its elected and appointed officials, employees, agents, and authorized volunteers are additionally insured. Additionally, all in attendance shall be covered." The certificate holder must be listed as Charles County Public Schools P.O. Box 2770 La Plata, MD 20646.** If your organization has a paid worker on site during this activity, proof of workers' compensation must also be provided.

## **CANCELLATIONS**

All use of school buildings by outside groups shall be automatically canceled when schools must be closed for early dismissal due to inclement weather or other emergency conditions, or when the regular school day is canceled on an unplanned basis.

If it snows on Friday and schools are closed, activities for Saturday and Sunday may be canceled in order to facilitate snow removal. Announcements regarding cancellation of weekend activities may be accessed by dialing the Charles County Public Schools 24-hour information lines on 301-934-7410 or 301-932-6656 or check website [www.ccboe.com](http://www.ccboe.com) If an outside group has paid fees for an activity that is canceled due to inclement weather or other emergency conditions, a written request for a refund of any fees associated with the activity may be provided to the Chief of Operations & Supporting Services.

If an outside group cancels a scheduled event for which fees have been submitted, a written request for refund may be submitted to the Chief of Operations & Supporting Services.

## **BUILDING SERVICE**

A building service manager, assistant manager, or worker assigned to that facility shall be on duty whenever the school building is open. The building services fee will include reimbursement necessary for the preparation and restoration of the school facility both before and after the event. For activities that occur during normal working hours, building services shall include: unlocking and locking the building; operating lights; heating the building; setting up chairs; normal cleaning; and providing required inspections.

If time consuming jobs need to be done (i.e., setting up several hundred chairs, receiving and setting up scenery, stage equipment, etc.), all organizations must arrange such jobs in advance with the principal.

The adult representative of the using organization, with the building service worker on duty, shall check the condition of the facility to be used before and immediately after the activity. Any abnormality or misuse of the facility, damage or destruction of property, etc., shall be recorded, signed by both parties, and returned to the principal the next work day. A bill will be sent to the organization to cover any cost of repairs to the building or replacement of equipment. **It is not the duty of the building service worker to discipline, supervise groups, or to maintain order.**

## DRONES

The use of drones on Charles County Public School property by outside organizations is strictly prohibited.

## FEES

### All fees must be submitted in advance with the Application to Use School Facilities.

Building use fees are structured with a daily base fee that includes up to six hours of use. An additional per-hour fee will be charged for hours used over the six-hour minimum. If an event requires set up a day in advance (less than the six-hour minimum), a separate set up fee consisting of the established "hourly rate after minimum" will be charged for building use that day in lieu of the six-hour minimum fee.

Building service and cafeteria staff fees are charged on a per-hour rate based on the total number of hours used. There is a minimum charge of two hours for these services. Time charged shall include all set up, take down, and clean up time involved before and after the event. The principal and building service manager will jointly determine the total time necessary to provide services, which will be used to calculate the fee. Current hourly rates used to determine building services charges are listed below. **Building service fees must be submitted in advance with the application** (check made payable to Charles County Public Schools).

The Superintendent or his/her designee may determine that police supervision is needed for an activity. The school system will schedule the appropriate number of officers for police supervision based on coordination with the Charles County Sheriff's Office, determine the amount of the hourly fee for each officer, and charge the user organization at the time of the request. Security fees are paid directly to the Officers on the day of the event.

North Point High School for Science, Technology and Industry has a convocation center with a seating capacity of 5,000. Due to the capacities and uniqueness of some of the areas in the school, a separate fee schedule applies for those areas at North Point as indicated by an (\*) below. Please contact the principal for additional information.

### **Rate Schedule for All Schools (Effective July 1, 2022)**

Exceptions for McDonough High School and North Point High School are indicated by an (\*):

#### Fees for Building Use

	Base Fee <small>(includes minimum of 6 hours)</small>	Hourly Rate <small>(after minimum/set-up fee)</small>
Auditorium	\$305	\$45
Auxiliary Gym	\$210	\$30
Cafeteria	\$305	\$45
Classroom	\$100	\$15
Gymnasium	\$305	\$45
Kitchen	*\$150	\$20
Learning Hall	\$150	\$20
Lobby	\$100	\$15
Locker Room	\$135	\$20
Media Center	\$150	\$20
Multi-Purpose Room	\$210	\$30
Office	\$100	\$15

Outdoor Tracks (see "Outdoor Tracks" section on page 6).

#### ~Building Use Fees exclusive to North Point~

	Base Fee <small>(includes minimum of 6 hours)</small>	Hourly Rate <small>(after minimum/set-up fee)</small>
*Auditorium	\$395	\$55
*Cafeteria	\$395	\$55
*Convocation Center/Gym	\$1,000	\$150
*Staff Development Room	\$260	\$40
*Football Stadium	\$1,000	\$150

#### Building Services, Cafeteria, Staff, and Security Fees

Weekday/Saturday	\$38.00 per hour
Sunday/Holiday	\$43.00 per hour
*Events Supervisor	\$40.00 per hour
Security	~To be determined at time of request~

*Fees are evaluated at least yearly and are subject to change as needed.*

*\*Use of kitchens must be approved by the Office of Food Services. CCPS food service staff is required.*

#### ~Building Use Fees exclusive to McDonough~

	Base Fee <small>(includes minimum of 6 hours)</small>	Hourly Rate <small>(after minimum/set-up fee)</small>
*Football Stadium	\$1,000	\$150

#### Gymnasium floor protection fees

If it is determined by the school and the school system that floor protection is needed to cover the gym for an event, then the applicant will be charged an additional fee associated with installing the protection.

## SIGNS

There shall be no temporary or permanent signs, banners, pennants, or the like placed in or on school buildings or on school grounds by any group. Three permitted exceptions are:

- ◆ Activities sponsored by or for the school community or school PTO/PTSO.
- ◆ Activities that require signs may place temporary identification signs on school grounds during the actual hours of their activity. At the conclusion of the use of the school, the organization must remove the signs.
- ◆ Activities sponsored by the Board of Supervisors of Elections shall be free of this restriction (see rule 1333.14 regarding political signage).

## HEAT AND AIR CONDITIONING

Heat and air conditioning will be provided according to the most current energy conservation guidelines.

## MULTI-PURPOSE ROOMS & GYMNASIUMS

Organizations using multi-purpose rooms and gymnasiums will use them as normally configured for school activities. Arrangements for special setups of multi-purpose rooms and gymnasiums shall be made with the principal in accordance with the policy on building service.

## AUDITORIUMS

For community use of the auditorium, paid technical assistance furnished by the school is mandatory. Community use is restricted to times outside the school day. Where limited storage is made available on a short-term basis for "in-production" activities, the school is not responsible for theft or damage of such items stored. All groups using scene shops, dressing rooms, orchestra warm up rooms, etc. are expected to leave them free of trash and debris. The catwalks and fly loft are off limits to all without the written expressed permission of the principal. The rental of auditoriums does not include offices or use of school telephones. Food and beverages may not be served in the auditorium.

All groups must strictly adhere to the following fire regulations:

- ◆ absolutely no smoking is permitted in the auditorium, its lavatories, lobbies, dressing rooms, etc.;
- ◆ the seating capacity must never be exceeded;
- ◆ there will be no sitting in the aisle;
- ◆ exterior fire lanes must be maintained.

## EVENTS GREATER THAN 300

Non-profit organizations sponsoring events with an attendance over 300 shall be responsible for securing needed permits from the Charles County Government and from the Charles County Health Department as well as any needed State & Federal permits. Additionally, they shall be responsible for completion of the Fire Marshal Support Services "Crowd Management Training" which can be found at <http://www.crowdmanagers.com/>

## EQUIPMENT

Use of equipment by organizations is strongly discouraged and is not included in the fees charged for use of facilities. Requests to use school equipment must be made in writing to the principal who has final authority to approve use of school equipment. Pianos may not be used or moved without the authorization of the principal. ***Outside organizations shall not use audiovisual equipment or CCPS technology.***

## OUTDOOR TRACKS

The primary function of the high schools' physical education and athletic facilities is to accommodate the schools' instructional, intramural, and athletic programs. Heavy scheduling of the stadium/track complexes by the Athletics Department for school-related programs, and the necessity to maintain optimum conditions of the complexes for those programs, require us to restrict their use. Therefore, use of outdoor tracks by outside organizations is limited to those tracks that are in suitable condition as determined by CCPS. **In addition, use by outside organizations is limited to one group per school per season. *Outside organizations may not use the schools' track equipment.*** In the event of any unanticipated or unusual scheduling conflict, the school system's programs always have priority.

## PUBLIC SCHOOLS IN CHARLES COUNTY

### Elementary Schools

C. Paul Barnhart	301-645-9053
Berry	301-638-2330
Billingsley	301-753-2088
Dr. Gustavus Brown	301-753-1741
Dr. James Craik	301-934-4270
William A. Diggs	301-753-2801
Gale-Bailey	301-743-5491
Dr. Thomas L. Higdon	301-934-4091
Indian Head	301-743-5454
Daniel of St. Thomas Jenifer	301-932-9603
Malcolm	301-645-2691
T.C. Martin (Transition School)	301-753-2087
Mary H. Matula	301-934-5412
Arthur Middleton	301-645-3338
Walter J. Mitchell	301-934-4687
Mt. Hope/Nanjemoy	301-246-4383
Dr. Samuel A. Mudd	301-885-0032
Mary B. Neal	301-638-2617
J.C. Parks	301-375-7444
J.P. Ryon	301-645-3090
Eva Turner	301-645-4828
William B. Wade	301-932-4304

### Middle Schools

Theodore G. Davis	301-638-0858
John Hanson	301-645-4520
Matthew Henson	301-375-8550
Mattawoman	301-645-7708
Piccowaxen	301-934-1977
General Smallwood	301-743-5422
Milton M. Somers	301-934-4663
Benjamin Stoddert	301-645-1334

### High Schools

Henry E. Lackey	301-743-5431
La Plata	301-934-1100
Maurice J. McDonough	301-934-2944
North Point	301-885-2012
St. Charles	301-396-4201
Thomas Stone	301-645-2601
Westlake	301-645-8857

### Centers

F. B. Gwynn Center	301-934-3884
Robert D. Stethem Educational Ctr.	301-934-9061

## Charles County Department of Recreation, Parks and Tourism

**Charles County Department of Public Facilities (field use)** 301-932-3470

### Aquatics Offices:

Henry E. Lackey	301-743-2470
North Point	301-934-7475
St. Charles	301-934-7474

### Community Centers:

Theodore Davis	301-392-5533
John Hanson	301-645-2186
Matthew Henson	301-375-7875
Mattawoman	301-645-6865
Piccowaxen	301-259-2503
General Smallwood	301-743-3020
Milton Somers	301-932-6679
Benjamin Stoddert	301-645-4847
Billingsley	301-944-1091
William B. Wade	301-645-9291
Nanjemoy	301-246-9612

## Charles County Board of Education

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Maria V. Navarro, Ed.D., *Superintendent of Schools*

Michael L. Heim, *Chief of Operations & Supporting Services*

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Dr. Mike Blanchard, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 Coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).