

COMMUNITY RELATIONS: Use of School Facilities

[The Division of Physical Facilities is responsible for administering the non-school use of public school facilities. Regulations governing the non-school use of public school facilities may be found in the Physical Facilities Manual, Board of Education, Baltimore County, Maryland.

1. Shared Use

- a. Space in operating public school buildings may be rented or offered free of charge to organizations which provide community services. Eligible groups include:
  - (1) Those which are directly affiliated with the Baltimore County Public Schools
  - (2) The Baltimore County Department of Recreation and Parks and the activities of its local recreation councils
  - (3) Programs and functions of other public education agencies
  - (4) Offices of Baltimore County Government
  - (5) Offices and activities of the State of Maryland and the United States
  - (6) Agencies which are public funded
  - (7) Organizations which are non-profit in nature
  - (8) Business partners and corporations supporting the Baltimore County Public Schools.
  
- b. Approval of requests for the shared use of facilities during the school day will be dependent upon:
  - (1) Availability of space in the school
  - (2) The compatibility of the proposed use with regular education programs
  - (3) The impact of the proposed use on traffic patterns, safety, and parking

- (4) Assurance that adequate liability insurance is available or will be purchased by the organization
- (5) The requirements which the use may put on plant operation, maintenance, and utilities service. The organization will be expected to share on a pro-rata basis the maintenance and operation costs for the building.

2. Inclement Weather

On days when schools are closed due to inclement weather, adult evening classes and professional staff meetings are automatically canceled. Normally, all other planned use of the school facilities will be canceled.

However, where local conditions warrant a deviation from the above, this decision will be made by the principal after conferring with the organization concerned and the Division of Physical Facilities.]

I. PHILOSOPHY AND PURPOSE

A. BALTIMORE COUNTY PUBLIC SCHOOLS (BCPS) IS DEDICATED TO PROVIDING QUALITY EDUCATIONAL/INSTRUCTIONAL OPPORTUNITIES, PRODUCTS, AND SERVICES FOR STUDENTS AND THE COMMUNITY BEYOND THE REGULAR INSTRUCTIONAL SCHOOL DAY. THE DEPARTMENT OF PHYSICAL FACILITIES IS RESPONSIBLE FOR MANAGING THE SAFE AND APPROPRIATE USE OF PUBLIC SCHOOL FACILITIES IN COLLABORATION WITH SCHOOL-BASED ADMINISTRATORS.

II. USE OF SCHOOL FACILITIES AND/OR GROUNDS BY GROUPS AND ORGANIZATIONS

A. SPACE IN BCPS FACILITIES AND ON GROUNDS MAY BE USED BY THE BALTIMORE COUNTY DEPARTMENT OF RECREATION AND PARKS; THE COMMUNITY COLLEGE OF BALTIMORE COUNTY (CCBC); PARENT TEACHER STUDENT ASSOCIATIONS (PTSA); OTHER COUNTY, STATE, AND FEDERAL AGENCIES; AND OTHER GROUPS AND ORGANIZATIONS.

- B. ALL GROUPS AND ORGANIZATIONS MUST COMPLETE AN APPLICATION FOR USE OF FACILITIES AND/OR GROUNDS FOR EACH PLANNED ACTIVITY OR EVENT.
- C. AN APPLICATION FOR USE OF SCHOOL FACILITIES AND/OR GROUNDS WILL BE EVALUATED BASED ON THE FOLLOWING CRITERIA IN PRIORITY ORDER:
  - 1. BCPS CURRICULAR OR EXTRACURRICULAR PROGRAMS OR FACILITY OPERATIONS RELATED ACTIVITIES.
  - 2. PTSA BUSINESS MEETINGS AND EDUCATIONAL PROGRAMS (DOES NOT INCLUDE PTA SPONSORED EVENTS SUCH AS FAIRS, SOCIALS, FUNDRAISERS, ETC.)
  - 3. ACTIVITIES SPONSORED BY THE BALTIMORE COUNTY DEPARTMENT OF RECREATION AND PARKS AND ITS AFFILIATED COMMUNITY RECREATION COUNCILS CONSISTENT WITH THE TERMS INCORPORATED IN THE JOINT USE AGREEMENT.
  - 4. CONTINUING EDUCATION PROGRAMS SPONSORED BY CCBC AT THE SITES IDENTIFIED IN THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN CCBC AND BCPS.
    - a. THE DEPARTMENT OF STUDENT SUPPORT SERVICES WILL WORK WITH CCBC TO DEVELOP PROTOCOLS FOR THE MOU, WHICH WILL BE REVIEWED AND REVISED AS NECESSARY AT LEAST EVERY 10 YEARS.
  - 5. OTHER COUNTY, STATE, AND FEDERAL AGENCIES.
  - 6. PTSA SPONSORED EVENTS SUCH AS FAIRS, SOCIALS, FUNDRAISERS, ETC.
  - 7. NON-PROFIT ORGANIZATIONS WITH A VALID DETERMINATION BY THE U.S. INTERNAL REVENUE SERVICE (IRS) CODE 501(C) CERTIFIED ORGANIZATIONS.
  - 8. OTHER APPROVED USERS.

D. APPLICANTS WILL BE ASKED TO PROVIDE THE FOLLOWING INFORMATION THAT MAY BE USED IN THE REVIEW OF THEIR APPLICATION:

1. ARTICLES OF INCORPORATION OR ASSOCIATION
2. CERTIFICATE OF INSURANCE
3. IRS PROOF OF NON-PROFIT STATUS - 501 (C) FEDERAL TAX EXEMPT STATUS
4. COMPLETED INDEMNIFICATION AND INSURANCE REQUIREMENT FORM
5. OTHER APPLICABLE PERMITS OR LICENSES.

III. CONDITIONS OF USE

A. GROUPS AND ORGANIZATIONS MUST COMPLY WITH ALL BCPS POLICIES, RULES, AND REGULATIONS WHEN USING SCHOOL BUILDINGS AND GROUNDS. FAILURE TO ENSURE COMPLIANCE BY ALL PARTICIPANTS AND ATTENDEES IN THE ACTIVITY MAY RESULT IN IMMEDIATE DENIAL OF AN APPLICATION OR REVOCATION OF AN APPROVED PERMIT.

B. THE FOLLOWING ACTIVITIES ARE NOT PERMITTED:

1. THE USE, SALE, OR POSSESSION OF ALCOHOLIC BEVERAGES.
2. THE USE, SALE, OR POSSESSION OF ILLEGAL DRUGS.
3. THE USE OR SALE OF ANY FORM OF TOBACCO.
4. THE USE OF OBSCENE AND/OR ABUSIVE LANGUAGE.
5. RAFFLES, QUARTER AUCTIONS, AND ALL OTHER GAMES OF CHANCE. (FOR BINGO, SEE SECTION III. D)
6. ANY ACTIVITY LIKELY TO PROVOKE OR ADD TO A PUBLIC

DISTURBANCE.

7. ANY ACTIVITY DETERMINED TO EXPOSE BCPS, ITS PROPERTY, STAFF, STUDENTS, AND ALL INDIVIDUALS/BUSINESSES WITH WHOM THE SCHOOL SYSTEM HAS A RELATIONSHIP TO RISK OF DAMAGE, LOSS, AND/OR BODILY HARM.
  8. ANIMALS IN FACILITIES AND/OR GROUNDS ARE PROHIBITED INCLUDING ANIMAL SHOWS, CIRCUS TRAINING, OBEDIENCE CLASSES, EXHIBITS, ETC. EXCEPTION: AN ANIMAL REQUIRED TO MEET ADA REGULATIONS TO SUPPORT AN INDIVIDUAL ACCOMMODATION.
  9. ACTIVITIES THAT ARE PERSONAL IN NATURE SUCH AS BIRTHDAY PARTIES, ANNIVERSARY CELEBRATIONS, WEDDING RECEPTIONS, AND OTHER SIMILAR ACTIVITIES.
  10. TEMPORARY OR PERMANENT ALTERATIONS OR CHANGES TO PHYSICAL STRUCTURE OF BALTIMORE COUNTY PUBLIC SCHOOLS BUILDINGS AND GROUNDS.
  11. POSTING OF POLITICAL CIRCULARS OR PETITIONS AND THE USE OF SCHOOL OR OFFICE RESOURCES TO CONDUCT POLITICAL ACTIVITY.
  12. OTHER ACTIVITIES PROHIBITED BY BCPS' POLICY, RULE, OR PROCEDURES.
- C. CHILD CARE PROVIDERS MUST EXECUTE A LEASE AGREEMENT ISSUED BY THE OFFICE OF PURCHASING AND MAY ONLY ACCEPT SCHOOL-AGED CHILDREN ENROLLED IN THE SCHOOL HOUSING THE CHILD CARE PROGRAM.
- D. FAMILY BINGO EVENT
1. AN APPLICANT, FOR A FAMILY BINGO EVENT, WILL OBTAIN A BINGO LICENSE, AS REQUIRED, FROM THE BALTIMORE COUNTY DEPARTMENT OF PERMITS AND DEVELOPMENT MANAGEMENT OR ITS SUCCESSOR OR OTHER DESIGNATED COUNTY OFFICE AND COMPLY WITH ALL PERMITS AND DEVELOPMENT

MANAGEMENT RULES AND REGULATIONS, EXCEPT WITH REGARD TO THE AWARD OF ANY CASH PRIZES.

2. AN APPLICANT RECOGNIZES THAT THE PRIMARY PURPOSE OF A FAMILY BINGO EVENT, AS DISCUSSED IN THIS RULE, IS TO FURTHER SUPPORT BCPS' EDUCATIONAL MISSION OR A VALID CIVIC PURPOSE ALONG WITH THE RELATIONSHIP THAT THE APPLICANT HAS WITH BCPS IN SUPPORT OF THAT MISSION.
  3. AN APPLICANT ENTITY AND ITS MEMBERS MUST PERSONALLY MANAGE, OPERATE, AND CONDUCT ALL ASPECTS OF THE FAMILY BINGO EVENT. THE ENTITY AND/OR ITS MEMBERS MAY NOT DIVERT, PAY OR SHARE, OR IN ANY WAY PROVIDE FOR PERSONAL USE ANY OF THE MONIES DERIVED FROM A FAMILY BINGO EVENT WITH ANY PERSON, ORGANIZATION, AND/OR BUSINESS ENTITY AND MAY NOT USE THE PROCEEDS EXCEPT FOR THE DIRECT SUPPORT OF THE EDUCATIONAL MISSION OR VALID CIVIC PURPOSE FOR A SCHOOL OR SCHOOL SYSTEM FUNCTION.
  4. NO CASH PRIZES WILL BE AWARDED FOR BINGO; THE ESTIMATED CASH VALUE OF NON-CASH PRIZES AWARDED SHALL NOT BE GREATER THAN \$500.00.
- E. A REASONABLE ADMISSION OR OTHER FEE MAY BE CHARGED BY THE SPONSORING ENTITY; ALL MONIES DERIVED FROM SUCH ADMISSION MAY ONLY BE USED FOR THE DIRECT SUPPORT OF THE EDUCATIONAL MISSION OR VALID CIVIC PURPOSE OF THE SCHOOL, SCHOOL COMMUNITY, OR SCHOOL SYSTEM.
- F. APPROVED USERS MAY NOT SUBLEASE OR RENT BCPS FACILITIES AND GROUNDS TO ANY OTHER PARTIES.
- G. APPLICANTS INTENDING TO CHARGE ADMISSIONS OR FEES IN CONNECTION WITH THE PROPOSED USE OF A BCPS FACILITY AND/OR GROUNDS MAY BE REQUIRED TO SUBMIT AN ACTIVITY BUDGET. ANY THIRD PARTY RELATIONSHIPS MUST BE DISCLOSED AND MUST HAVE A CLEAR ALIGNMENT TO THE MISSION AND GOALS OF THE APPLICANT ORGANIZATION AND PROPOSED USE.

- H. APPROVAL OF REQUESTS AND THE ASSESSMENT OF FEES FOR THE USE OF FACILITIES AND/OR GROUNDS WILL BE DEPENDENT UPON THE FOLLOWING CRITERIA:
1. AVAILABILITY OF SPACE ON THE DATES AND DURING THE TIMES REQUESTED.
  2. PRIORITY OF USERS ACCORDING TO THE LIST IN ITEM I.C. ABOVE.
  3. THE PROPOSED ACTIVITY MAY NOT CONFLICT WITH ANY MAINTENANCE, OPERATIONS, OR CONSTRUCTION ACTIVITIES SCHEDULED BY THE DEPARTMENT OF PHYSICAL FACILITIES.
  4. THE PROPOSED ACTIVITY'S COMPATIBILITY WITH THE EDUCATIONAL SPACE AND THE DESIGNED USE AND PURPOSE OF BUILDINGS AND GROUNDS.
  5. THE PROPOSED ACTIVITY MAY HAVE NO POTENTIAL FOR PHYSICAL DEGRADATION OF BUILDINGS AND GROUNDS AND NO ADVERSE IMPACT ON TRAFFIC PATTERNS, PEDESTRIAN SAFETY, AND AVAILABILITY OF PARKING.
  6. COMPLIANCE WITH ALL OCCUPANCY, FIRE, HEALTH, SAFETY, AND CAPACITY CODES INCLUDING LOCAL, STATE AND FEDERAL LAWS, RULES, AND REGULATIONS THAT GOVERN THE PROPOSED ACTIVITY AND BCPS FACILITIES.
  7. PROVISION OF ADEQUATE INSURANCE CERTIFICATE AND COMPLIANCE WITH ALL INSURANCE REQUIREMENTS.
  8. ASSESSMENT OF PROPOSED ACTIVITY FOR POTENTIAL PROPERTY DAMAGE, LOSS, AND/OR BODILY HARM.
  9. VERIFICATION OF APPLICANT'S 501(C) STATUS WITH THE IRS AND CERTIFICATE OF GOOD STANDING WITH THE MARYLAND DEPARTMENT OF ASSESSMENTS AND TAXATION.
  10. DOCUMENTATION OF CROWD MANAGEMENT TRAINING FOR INDOOR ACTIVITIES INVOLVING 50 OR MORE PEOPLE IN

ACCORDANCE WITH THE STATE OF MARYLAND FIRE CODE.

11. ASSESSMENT OF PROVISION OF AN APPROPRIATE AND ADEQUATE PLAN FOR FACILITY AND/OR GROUNDS CLEAN UP AND RESTORATION PLANS FOR PROPOSED ACTIVITY.
  12. EVALUATION AND APPROVAL BY THE OFFICE OF FOOD AND NUTRITION OF ACTIVITIES INVOLVING ANY PREPARATION OF FOOD, SERVING OF FOOD OR CONCESSIONS ON-SITE.
  13. PROPOSED ACTIVITIES MUST BE OPEN TO ALL INDIVIDUALS AND NOT DISCRIMINATE IN ANYWAY ON THE GROUNDS OF RACE, COLOR, RELIGION, CREED, SEX, NATIONAL ORIGIN, AGE, OR DISABILITY.
- I. PERMISSION FOR THE USE OF A SCHOOL FACILITY AND/OR GROUNDS, BY AN OUTSIDE GROUP, FOR THE PURPOSE OF PROVIDING EDUCATIONAL/INSTRUCTIONAL OPPORTUNITIES, PRODUCTS, AND SERVICES FOR STUDENTS BEYOND THE REGULAR SCHOOL DAY WILL BE RECOMMENDED THROUGH THE DIVISIONS OF BUSINESS SERVICES AND CURRICULUM AND INSTRUCTION.
1. WHEN A PROGRAM, SERVICE, OR PRODUCT IS RECOMMENDED BY A BCPS SCHOOL OR OFFICE, THE OFFICE OF PURCHASING MAY ISSUE AND EVALUATE A REQUEST FOR PROPOSALS (RFP) FROM INTERESTED PROVIDERS.
  2. INFORMATION TO BE SUBMITTED SHALL INCLUDE:
    - a. OBJECTIVE OF THE PROGRAM(S), SERVICE(S), OR PRODUCT(S)
    - b. EDUCATIONAL PROGRAM SYLLABUS, A DETAILED PRODUCT(S) OR SERVICE(S) DESCRIPTION
    - c. EXPLANATION OF HOW THE PRODUCT(S) OR SERVICE(S) WILL BE EVALUATED
    - d. FEES FOR THE PRODUCT OR SERVICE.



IV. INCLEMENT WEATHER

- A. WHEN SCHOOLS ARE CLOSED ALL DAY OR THROUGH THE DECLARATION OF AN EARLY DISMISSAL OR LATE OPENING DUE TO INCLEMENT WEATHER OR OTHER UNPLANNED EMERGENCY, ALL SCHOOL RELATED AND OUTSIDE GROUP AND ORGANIZATION ACTIVITIES PLANNED USE OF THE BUILDINGS AND GROUNDS, INCLUDING AFTER-SCHOOL ACTIVITIES, EVENING CLASSES, BEFORE- AND AFTER-SCHOOL CHILD CARE PROGRAMS, PROFESSIONAL STAFF MEETINGS, BOARD MEETINGS, AND OTHER COUNTYWIDE SCHOOL SYSTEM EVENTS, ARE AUTOMATICALLY CANCELLED EXCEPT AS NOTED IN SUPERINTENDENT’S RULE 6303, UNPLANNED OR EMERGENCY CLOSURES.

LEGAL REFERENCES: *ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE, §7-108, USE OF SCHOOL PROPERTY FOR OTHER THAN SCHOOL PURPOSES – IN GENERAL*  
*ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE, §7-109, USE OF SCHOOL PROPERTY FOR OTHER THAN SCHOOL PURPOSES – PRIORITY FOR DAY CARE PROGRAM*  
*ANNOTATED CODE OF MARYLAND, EDUCATION ARTICLE, §7-110, CHARGES FOR USE AND LIABILITY FOR DAMAGES*  
*COMAR 13A.02.04, TOBACCO-FREE SCHOOL ENVIRONMENT AUTHORITY*  
*COMAR 29.06.01, FIRE PREVENTION CODE AUTHORITY: PUBLIC SAFETY ARTICLE*

RELATED POLICIES: BOARD OF EDUCATION POLICY 1210, *RELATIONSHIP WITH PARENT-TEACHER (STUDENT) ASSOCIATIONS*  
BOARD OF EDUCATION POLICY 2352, *HEALTH AND SAFETY*  
BOARD OF EDUCATION POLICY 2370, *CONDUCT*  
BOARD OF EDUCATION POLICY 2372, *TOBACCO*  
BOARD OF EDUCATION POLICY 3125, *SCHOOL ACTIVITY FUNDS*  
BOARD OF EDUCATION POLICY 3130, *RELATIONSHIPS WITH PRIVATE BUSINESS FOR PURPOSE OF PROVIDING PRODUCTS OR SERVICES TO STUDENTS*  
BOARD OF EDUCATION POLICY 3160, *SCHOOL-*

*SPONSORED ACTIVITIES*

BOARD OF EDUCATION POLICY 3530, *SAFETY AND SECURITY*

BOARD OF EDUCATION POLICY 6301, *SCHOOL CALENDAR*

BOARD OF EDUCATION POLICY 8363, *CONFLICT OF INTEREST*

Rule

Superintendent of Schools

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