

COMMUNITY RELATIONS: USE OF SCHOOL FACILITIES

Use of School 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.
- B. THIS RULE SETS FORTH THE PROCEDURES FOR THE USE OF SCHOOL FACILITIES AND/OR GROUNDS BY GROUPS AND ORGANIZATIONS.

II. Use of School Facilities and/or Grounds by Groups and Organizations

- A. Space in BCPS facilities and/or grounds may be used by the Baltimore County Department of Recreation and Parks (DRP) PURSUANT TO THE JOINT USE AGREEMENT BETWEEN BCPS AND DRP; the Community College of Baltimore County (CCBC); Parent-Teacher (Student) Associations (PTSA); other county, state, and federal agencies; and other CIVIC groups and COMMUNITY organizations, EITHER PROFIT OR NONPROFIT.
- B. All groups and organizations must complete an application for use of facilities and/or grounds for each planned activity or event. THE *APPLICATION FOR USE OF SCHOOL FACILITIES* IS ATTACHED TO THIS RULE (*SEE, RULE 1300, FORM A*) AND MAY ALSO BE OBTAINED FROM THE SCHOOL PRINCIPAL OR THE DEPARTMENT OF PHYSICAL FACILITIES.
- C. IF A SCHEDULING CONFLICT RESULTS/EXISTS BETWEEN APPLICANTS OR USERS, an application for use of school facilities and/or grounds will be evaluated based on the following criteria in THE FOLLOWING priority order:
 - 1. BCPS curricular or extracurricular programs or facility operations related activities.

2. PT(S)A business meetings, [and] educational programs, AND OTHER PT(S)A-SPONSORED EVENTS. [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. CHILD CARE PROGRAMS.
6. [5.] Other county, state, and federal agencies.
- [6. PT(S)A 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.]
7. [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/or 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 APPLICATION [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 OF THIS RULE).
 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. ANY ACTIVITY INVOLVING ANIMALS FOR ENTERTAINMENT, RECREATION OR TRAINING. [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.]
 - a. THIS PROHIBITION DOES NOT APPLY TO A SERVICE ANIMAL THAT MUST ACCOMPANY AN INDIVIDUAL WITH A DISABILITY PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, AS PROVIDED IN THE GUIDELINES DELINEATED IN THE DEPARTMENT OF PHYSICAL FACILITIES' USE OF FACILITIES MANUAL.
 - [9. Activities that are personal in nature such as birthday parties, anniversary celebrations, wedding receptions, and other similar activities.]
 9. [10.] Temporary or permanent alterations or changes to physical structure of BCPS buildings and grounds.
 10. [11.] Posting of political SIGNS, circulars, or petitions INVOLVING LOCAL, STATE AND/OR FEDERAL ELECTIONS and the use of school or office resources FOR THIS PURPOSE. [to conduct political activity.]
 11. 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 (PDM), or its successor or other designated county office, and comply with all permits, AS WELL AS PDM [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.]

2. [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.]
 3. [4.] No cash prizes will be awarded for bingo; the estimated cash value of non-cash prizes awarded shall not be greater than \$1,000.00 [\$500.00].
- E. A reasonable admission or other fee may be charged by the sponsoring entity AND SHALL BE BASED UPON EXPENSES (E.G. CUSTODIAL, MAINTENANCE, UTILITY REIMBURSEMENT, AND SUCH COSTS) REASONABLY EXPECTED TO BE SUSTAINED AS A RESULT OF THE USE [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. AN APPROVED USER [Approved users] may not TRANSFER ITS PERMIT TO USE THE FACILITY AND/OR GROUNDS WITHOUT THE EXPRESS WRITTEN PERMISSION OF BCPS [sublease or rent BCPS facilities and grounds to any other parties].
- G. IN THE EVENT THE APPLICANT ALLOWS A THIRD PARTY VENDOR TO SELL ANY ITEMS IN BCPS FACILITIES AND/OR ON ITS GROUNDS, IT IS THE RESPONSIBILITY OF THE APPLICANT TO ENSURE THAT ALL SUCH VENDORS HAVE APPROPRIATE PERMITS AND LICENSES FROM THE APPROPRIATE GOVERNMENTAL AGENCY. IT IS THE SOLE RESPONSIBILITY OF THE APPLICANT AND THE USER TO ENSURE THAT, IF APPLICABLE, APPROPRIATE STATE AND LOCAL TAXES ARE COLLECTED AND PAID FOR ALL SALES OCCURRING IN BCPS FACILITIES AND/OR GROUNDS; BCPS SHALL HAVE NO LIABILITY THEREFOR.
- [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 II.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. THE PROPOSED ACTIVITY WILL COMPLY [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, IF APPLICABLE.
 8. REVIEW AND assessment of proposed activity BY THE DEPARTMENT OF PHYSICAL FACILITIES AND, IF APPLICABLE, THE OFFICE OF RISK MANAGEMENT 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.]
 9. [10.] FOR INDOOR ACTIVITIES INVOLVING 50 OR MORE PEOPLE, THE APPLICANT WILL PROVIDE documentation of crowd management training [for indoor activities involving 50 or more people] in accordance with the State of Maryland Fire Code.
 10. [11.] EVALUATION AND APPROVAL BY THE DEPARTMENT OF PHYSICAL FACILITIES OF THE APPLICANT'S [Assessment of] provision of an appropriate and adequate plan for facility and/or grounds clean up and restoration plans for proposed activity.
 11. [12.] Evaluation and approval by the Office of Food and Nutrition of activities involving THE USE OF A FACILITY'S KITCHEN AND/OR FOOD SERVICE AREA FOR THE [any] preparation of food, serving of food, or concessions [on site].

12. [13.] Proposed activities must be open to all individuals and not discriminate in any way on the BASIS OF AGE, COLOR, DISABILITY, GENDER, NATIONAL OR ETHNIC ORIGIN, RACE, RELIGION, OR SEXUAL ORIENTATION [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 any 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 evaluation.
 - d. Fees for the product or service.]

IV. ASSESSMENT OF FEES

- A. A REASONABLE FEE MAY BE ASSESSED BY BCPS TO THE APPLICANT FOR THE USE OF FACILITIES FOR THE PURPOSE OF REIMBURSING BCPS' EXPENSES SUSTAINED FOR SAID USE. SUCH FEES SHALL BE ASSESSED IN ACCORDANCE WITH A FEE SCHEDULE TO BE MAINTAINED BY THE DEPARTMENT OF PHYSICAL FACILITIES.
- B. SUCH FEES SHALL BE BASED UPON THE COSTS ASSOCIATED WITH CUSTODIAL SERVICES, FOOD SERVICES, UTILITIES, MAINTENANCE, AND SIMILAR CHARGES.
- C. FEES FOR USE OF FACILITIES AND INSURANCE CERTIFICATE REQUIREMENTS WILL BE WAIVED FOR MEETINGS OF LESS THAN 50 INDIVIDUALS, EXCEPT FOR CUSTODIAL FEES.

- D. NOTHING IN THIS SECTION PRECLUDES THE DEPARTMENT OF PHYSICAL FACILITIES IN ITS SOLE DISCRETION FROM WAIVING, REDUCING, OR MODIFYING THE FEES CHARGED.

V. APPLICATION PROCESS

- A. ALL APPLICATIONS FOR THE USE OF SCHOOL FACILITIES SHALL BE MADE BY THE SUBMISSION OF THE *APPLICATION FOR USE OF SCHOOL FACILITIES FORM*, A COPY OF WHICH IS ATTACHED AND MADE PART OF THIS RULE (RULE 1300, FORM A)
- B. THE APPLICATION FORM SHALL BE SUBMITTED TO THE PRINCIPAL OF THE SCHOOL WHERE THE USE IS REQUESTED.
 - 1. THE APPLICATION MUST BE SUBMITTED TO THE SCHOOL AT LEAST 45 CALENDAR DAYS PRIOR TO THE EVENT/ACTIVITY NOTED ON THE APPLICATION FORM.
 - 2. THE PRINCIPAL, OR HIS/HER DESIGNATED ADMINISTRATOR, WILL REVIEW THE APPLICATION TO DETERMINE WHETHER:
 - (a) THE APPLICATION IS COMPLETE;
 - (b) THE DATES OF THE ACTIVITY OR EVENT DO NOT CONFLICT WITH THE SCHOOL PROGRAM; AND
 - (c) ANY CUSTODIAL STAFF IS AVAILABLE.
 - 3. NO LATER THAN FIVE (5) CALENDAR DAYS FROM RECEIPT OF THE APPLICATION, THE PRINCIPAL WILL FORWARD TO THE DEPARTMENT OF PHYSICAL FACILITIES THE FORM, ALONG WITH HIS/HER RECOMMENDATION FOR APPROVAL/DENIAL.
 - 4. ANY APPLICATION NOT SUBMITTED AT LEAST 45 CALENDAR DAYS PRIOR TO DATE OF THE EVENT/ACTIVITY NOTED ON THE APPLICATION FORM WILL BE DENIED AND RETURNED TO THE APPLICANT.
- C. THE DEPARTMENT OF PHYSICAL FACILITIES WILL REVIEW THE APPLICATION FOR COMPLETENESS, INCLUDING SUBMISSION BY THE APPLICANT OF THE APPROPRIATE CERTIFICATES OF INSURANCE, PERMITS, AND LICENSES.
 - 1. THE APPLICATION WILL BE DEEMED TO BE COMPLETE WHEN THE APPLICATION FORM, ALONG WITH THE REQUIRED SUPPORTING DOCUMENTATION, HAS BEEN

SUBMITTED TO THE DEPARTMENT OF PHYSICAL FACILITIES.

2. THE DEPARTMENT OF PHYSICAL FACILITIES SHALL NOTIFY THE APPLICANT, IN WRITING, WITHIN 15 CALENDAR DAYS FROM THE DATE THE COMPLETED APPLICATION IS RECEIVED WHETHER THE APPLICATION IS APPROVED, DENIED, OR APPROVED/DENIED IN PART.
3. IF THE APPLICATION IS APPROVED/DENIED IN PART, A BRIEF EXPLANATION OF THE REASON FOR DENIAL SHALL BE PROVIDED.

VI. CLOSURES, DELAYS, OR CANCELLATIONS [IV. Inclement Weather]

- A. WHEN THE SUPERINTENDENT HAS DECIDED TO CLOSE A SCHOOL OR SCHOOLS OR DELAY OPENING AS THE RESULT OF INCLEMENT WEATHER OR OTHER EMERGENCIES, ALL USE OF SCHOOL FACILITIES AND GROUNDS MAY BE AFFECTED. APPLICANTS SHOULD REFER TO SUPERINTENDENT'S RULE 6303, *UNPLANNED OR EMERGENCY CLOSURES*, TO SEE HOW THE DELAY OR CANCELLATION WILL AFFECT HIS/HER ACTIVITY OR EVENT. [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*.]

VII. APPEAL PROCESS

- A. IF AN APPLICATION FOR USE OF SCHOOL FACILITIES IS DENIED, THE APPLICANT MAY FILE AN APPEAL WITH THE EXECUTIVE DIRECTOR, DEPARTMENT OF PHYSICAL FACILITIES.
 1. THE APPEAL MUST BE MADE IN WRITING AND FILED WITHIN TEN (10) CALENDAR DAYS OF THE DATE OF DENIAL.
 2. AN APPEAL WILL BE DEEMED TIMELY FILED IF IT IS DEPOSITED IN THE UNITED STATES MAIL AND POSTMARKED BEFORE THE EXPIRATION OF THE TIME; OR

HAND DELIVERED TO THE EXECUTIVE DIRECTOR,
DEPARTMENT OF PHYSICAL FACILITIES.

- B. THE EXECUTIVE DIRECTOR, DEPARTMENT OF PHYSICAL FACILITIES WILL REVIEW ALL DOCUMENTATION AND WILL ISSUE, ON BEHALF OF THE SUPERINTENDENT, A FINAL DECISION. THE DECISION WILL BE MADE IN WRITING AND WILL BE MAILED TO THE APPLICANT WITHIN 10 CALENDAR DAYS FROM THE DATE OF RECEIPT OF THE APPEAL.

- C. ANY APPLICANT WHO IS DISSATISFIED WITH THE DECISION RENDERED BY THE EXECUTIVE DIRECTOR, DEPARTMENT OF PHYSICAL FACILITIES, MAY APPEAL THAT DECISION TO THE BOARD OF EDUCATION OF BALTIMORE COUNTY.
 - 1. ALL APPEALS TO THE BOARD OF EDUCATION MUST BE NOTED, IN WRITING, WITHIN 30 CALENDAR DAYS OF THE DATE OF THE DECISION OF THE EXECUTIVE DIRECTOR, DEPARTMENT OF PHYSICAL FACILITIES.
 - 2. APPEALS TO THE BOARD WILL BE SUBJECT TO THE PROVISIONS OF BOARD OF EDUCATION POLICY 8340, *APPEAL BEFORE THE BOARD OF EDUCATION*. APPLICANTS SHOULD REFER TO BOARD OF EDUCATION 8340 FOR PROCEDURES ON FILING AN APPEAL WITH THE BOARD OF EDUCATION.
 - 3. THE BOARD WILL MAKE EVERY EFFORT TO HEAR ALL APPEALS WITHIN 30 CALENDAR DAYS OF RECEIPT OF SUCH APPEAL, AND THE APPLICANT SHALL BE GIVEN THE OPPORTUNITY TO BE PRESENT AND PRESENT REASONS IN SUPPORT OF THE APPEAL AT THE APPEAL HEARING. THE BOARD SHALL ISSUE A DECISION FOLLOWING THE APPEAL HEARING.
 - a. FOR EVENTS SCHEDULED FEWER THAN 120 DAYS FROM THE DATE OF THE RECEIPT OF THE APPLICATION, THERE IS NO GUARANTEE THAT THE APPEAL WILL BE HEARD PRIOR TO THE REQUESTED DATE OF THE EVENT.

Legal References: 29 U.S.C. §794, *SECTION 504 OF THE REHABILITATION ACT OF 1973*

42 U.S.C. §§ 12101-12213, *AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)*

42 U.S.C. §2000D, *ET SEQ., TITLE VI OF CIVIL RIGHTS ACT OF 1964, AS AMENDED*

28 CFR PART 35, *NONDISCRIMINATION ON THE BASIS OF DISABILITY IN STATE AND LOCAL GOVERNMENT SERVICES*
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 2361, *DISTRIBUTION OF NON-SCHOOL MATERIALS*

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 8340, *APPEAL BEFORE THE BOARD OF EDUCATION*

Board of Education Policy 8363, *Conflict of Interest*

Rule
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Superintendent of Schools

[BALTIMORE COUNTY PUBLIC SCHOOLS Guidelines & Application for Use of School Facilities

[Introduction:

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 BCPS facilities in collaboration with school-based administrators.

Use of School Facilities and/or Grounds by Groups and Organizations:

Use of school facilities and/or grounds for BCPS curricular and extracurricular programs and facility construction, maintenance, and operations related activities is the school system's first priority. BCPS reserves the right to deny a request or revoke a permit that has been issued to a group or organization should the activity interfere with this objective. All other requests from groups and organizations will be evaluated based on the following priority order:

1. PT(S)A business meetings and educational programs (does not include PTA sponsored events such as fairs, socials, fundraisers, etc.)
2. 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.
3. Continuing Education programs sponsored by CCBC at the sites identified in the Memorandum of Understanding between CCBC and BCPS.
4. Other county, state, and federal agencies.
5. PT(S)A sponsored events such as fairs, socials, fundraisers, etc.
6. Non-profit organizations with verifiable IRS code 501(c) certification.
7. Other approved users.

Applicants will be asked to provide the following information that may be used in the review of their application:

- Articles of incorporation or association.
- Certificate of insurance.
- Proof of non-profit, federal tax exempt status as defined by IRS code 501(c).
- Completed indemnification and insurance requirement form.
- Other applicable permits or licenses.

Conditions of Use

Groups and organizations must comply with all Board of Education 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.

Groups and organizations must provide adequate supervision of all people involved in the activity. Custodians and/or other BCPS personnel shall not be required to assume responsibility for supervision of participants.

Groups and organizations must provide notice of cancellations to the school at least seventy-two hours in advance. If the activity is cancelled after the custodian has arrived for duty, a minimum of four hours of employee time will be assessed as a cancellation fee.

Groups or organizations shall leave the facility in the condition in which it was first entered. Failure to do so may result in immediate revocation of usage permit.

The following activities are not permitted:

- The use, sale, or possession of alcoholic beverages.
- The use, sale, or possession of illegal drugs.
- The use or sale of any form of tobacco.
- The use of obscene and/or abusive language.
- Raffles, quarter auctions, and all other games of chance. (For bingo, see below.)
- Any activity likely to provoke or add to a public disturbance.
- 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.
- Animals in facilities and/or on grounds are prohibited, including animal shows, circus training, obedience classes, exhibits, etc. except as required to meet ADA regulations to support individual accommodation.
- Activities that are personal in nature such as birthday parties, anniversary celebrations, wedding receptions, and other similar activities.
- Temporary or permanent alterations or changes to the physical structure of BCPS buildings and grounds.
- Posting of political circulars or petitions and the use of school or office resources to conduct political activity.
- Other activities prohibited by BCPS Policy, Rule, or procedures.

Approved users may not sublease or rent BCPS facilities and/or grounds to any other parties. All third-party relationships must be disclosed and must have a clear alignment to the mission and goals of the applicant organization and proposed use.

A reasonable admission or other fee may be charged by the sponsoring entity. All monies derived from admission fees may only be used for the direct support of the educational mission or valid civic purpose of the school, school community, or school system. Applicants intending to charge admissions or fees may be required to submit an activity budget.

A permit for use of BCPS facilities and/or grounds does not represent authorization from any other agency that may require a permit, certification, or approval. Applicants must seek separate permits, certificates, and approvals as required and may be required to provide them as a condition of their application.

A permit for use specifically excludes use of machines, furniture, equipment, or storage space. Such use must be expressly requested and granted as part of the application process.

Applicants will be assessed a fee based on the proposed activity's impact on the facility and/or grounds and related custodial needs. A minimum number of hours for weekend staff coverage may apply.

Groups and organizations agree for themselves, those organization they represent, and/or those entities involved in the use of school facilities

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and/or grounds that they individually and jointly shall indemnify, hold harmless, and defend the Board of Education and its elected and appointed officials, consultants, agents, and employees from any and all loss, damage, liability, or expense (including attorney's fees) that may arise from or be caused in any way by any and all uses, users, use, activities, or occupancy of the facilities, property, and/or grounds owned and operated or maintained by the Board of Education.

Groups and organization and the individuals making application for use specifically agree to reimburse the Board of Education for any and all repairs or liability (other than normal wear and tear) that become necessary as a result of this use of facilities.

Access to the Automatic External Defibrillator in school and office buildings is not guaranteed.

Criteria

Granting of permits and the assessment of fees for the use of facilities and/or grounds will be dependent upon the following criteria:

- Availability of space on the dates and during the times requested.
- Priority of users according to the list above.
- The activity must not conflict with any scheduled maintenance, operations, or construction activities
- The activity's compatibility with the educational space and the designed use and purpose of buildings and grounds.
- The activity must present no potential for physical degradation of buildings and grounds and no adverse impact on traffic patterns, pedestrian safety, and availability of parking.
- Compliance with all occupancy, fire, health, safety, and capacity codes including local, state and federal laws, rules, and regulations that may govern the proposed activity and BCPS facilities.
- Compliance with all insurance requirements and provision of adequate insurance certificate.
- Assessment of proposed activity for potential property damage, loss, and/or bodily harm.
- Verification of applicant's good standing with the Maryland Department of Assessments and Taxation and the IRS.
- Documentation of crowd management training for indoor activities involving 50 or more people in accordance with the state of Maryland fire code.
- Provision of an appropriate and adequate plan for facility and/or grounds clean-up and restoration.
- Evaluation and approval by the Office of Food and Nutrition Services of activities involving the preparation of food, serving of food, or concessions on-site.
- Proposed activity must be open to all individuals and not discriminate in any way on the grounds of race, color, religion, creed, sex, national origin, age, or disability.

Inclement Weather

When schools are declared to be opening late, closing early, or closed all

day due to inclement weather or other unplanned emergency, all school related and outside group/organization planned use of BCPS 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 Superintendents Rule 6303, *Unplanned or Emergency Closures*.

Provisions for Use of Facility for Distribution of Programs, Products, or Services

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.

When a program, service or product is recommended by a BCPS school or office, the office of purchasing may issue and evaluate requests for proposals (RFP) from interested providers. Information to be submitted shall include:

- Objective of the program(s), service(s), or product(s)
- Educational program syllabus, a detailed product(s) or service(s) description
Explanation of how the product(s) or service(s) will be evaluated
- Fees for the product(s) or service(s).

Provisions for Child Care

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 that houses the child care program.

Provisions for Family Bingo

The 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.

The applicant recognizes that the primary purpose of a family bingo event is to further support the BCPS educational mission or other valid civic purpose along with the relationship that the applicant has with BCPS in support of that mission.

The applicant organization 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 of the school, school community, or school system.

No cash prizes will be awarded for bingo; the estimated cash value of non-cash prizes awarded shall not be greater than \$500.00.

**[BALTIMORE COUNTY PUBLIC SCHOOLS
Guidelines & Application for Use of School Facilities**

All groups and organizations must complete this application for use of facilities and/or grounds for each planned activity or event. A complete application must be submitted a minimum of 45 days prior to the proposed activity/event.

NAME OF GROUP/ORGANIZATION – complete legal name, no abbreviations		
TYPE OF GROUP/ORGANIZATION – CHECK ONE AND ATTACH PROOF OF INCORPORATION, ASSOCIATION, AND/OR NON-PROFIT STATUS		
<input type="checkbox"/> BCPS <input type="checkbox"/> PT(S)A: meeting/educational program <input type="checkbox"/> Baltimore County Rec & Parks <input type="checkbox"/> CCBC: continuing education <input type="checkbox"/> Other county, state, federal agency	<input type="checkbox"/> PT(S)A: fair, fundraiser, social <input type="checkbox"/> Non-profit organizations with verifiable IRS code 501(c) certification. <input type="checkbox"/> For-profit business <input type="checkbox"/> Other (please identify): _____	
PERSON RESPONSIBLE FOR ACTIVITY/EVENT	ADDRESS & EMAIL	PHONE
<input type="checkbox"/> BCPS employee		
DESCRIPTION OF PROPOSED ACTIVITY – CAREFULLY REVIEW LIST OF ACTIVITIES NOT PERMITTED ON PREVIOUS PAGE		
Provide brief written description: <input type="checkbox"/> BCPS sponsored activity/event		
PURPOSE AND HISTORY	ADMISSION, FEES, AND VENDORS	ATTENDANCE, INSURANCE, AND PERMITS
<p>The primary purpose of this activity is to:</p> <input type="checkbox"/> Hold a meeting <input type="checkbox"/> Raise funds for the school <input type="checkbox"/> Raise funds for another group/organization <input type="checkbox"/> Provide educational enrichment <input type="checkbox"/> Provide childcare <input type="checkbox"/> Support community recreation & well being <input type="checkbox"/> Provide school/community entertainment <input type="checkbox"/> Other: _____ <p>Our organization has held this activity at a BCPS facility in the past:</p> <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please list most recent occurrence (month(s)/year(s)) and location (name of BCPS school(s)): <p><input type="checkbox"/> Our organization has held this activity at another location (non-BCPS) in the past. Please list most recent occurrence and location:</p>	<input type="checkbox"/> We anticipate charging admissions and/or fees for this activity. <i>Attach an activity budget clearly identifying the source and use of all fees to be collected.</i>	Anticipated attendance <i>(if over 50, applicant must provide documentation of crowd management training. Contact the Baltimore Co. Fire Dept. for information):</i> Estimated Attendance _____ Our organization is currently insured for this activity (see accompanying Insurance Requirements for the Use of Facilities by Organizations form): <input type="checkbox"/> Yes, already on file with BCPS (BC Rec & Parks, PTA) <input type="checkbox"/> Yes, a certificate of insurance is attached <input type="checkbox"/> No, but we will acquire a certificate of insurance within ten (10) days prior to use and as a condition of final approval, if required. Applicant's proposed activity may require permits not related to or provided by BCPS. Proof of receipt of such permits may be required. Activities may include but are not limited to (contact Baltimore Co. Office of Permits for information): <input type="checkbox"/> Gathering permit <input type="checkbox"/> Bingo <input type="checkbox"/> Child care license <input type="checkbox"/> Parade <input type="checkbox"/> Other: _____
	<p>Food and/or beverages will be offered as follows <i>(check all that apply - all food items must be Commercially prepared at a facility approved for food service):</i></p> <input type="checkbox"/> Commercially prepared packaged food/beverages <input type="checkbox"/> Commercially prepared off site, not pre-packaged (i.e. catered) <input type="checkbox"/> Prepared on-site by caterer or other food service vendor <p>We anticipate using the services of a third party:</p> <input type="checkbox"/> Food vendor(s) <input type="checkbox"/> Furniture/equipment rental service <input type="checkbox"/> Paid entertainment <input type="checkbox"/> Promoter, event organizer/host <input type="checkbox"/> Other: _____	

**[BALTIMORE COUNTY PUBLIC SCHOOLS
Guidelines & Application for Use of School Facilities**

SCHOOL FACILITY AND/OR GROUNDS REQUESTED – complete name, no abbreviations

ROOM(S) / AREA(S) REQUESTED	SERVICES & FIXTURES/EQUIPMENT REQUESTED
<input type="checkbox"/> Auditorium <input type="checkbox"/> Cafeteria (not including kitchen facilities) <input type="checkbox"/> Classrooms: list number of rooms needed _____ <input type="checkbox"/> Gymnasium <input type="checkbox"/> Multi-purpose or special-use room (specify): _____ <input type="checkbox"/> Library <input type="checkbox"/> Grounds (specify): _____ <input type="checkbox"/> Parking lot(s) <input type="checkbox"/> Other: _____	<i>Additional fees for use may be assessed.</i> <input type="checkbox"/> Kitchen space (note: must be approved in advance by Office of Food and Nutrition Services) specify use: _____ <input type="checkbox"/> Air conditioning (may not be available in all areas of all buildings) <input type="checkbox"/> Audio <input type="checkbox"/> Lighting <input type="checkbox"/> Other: _____

ONE-TIME EVENT / ACTIVITY

Date(s) - including consecutive days of one-time event (Mo./Day/Yr.)	Times (include set-up and break-down time)	Total hours for event/activity*

RECURRING EVENT / ACTIVITY

This activity recurs:	Start date / End date:	Times (include set up & break-down):		Total # weeks / months	Total hours for event/activity*
		From:	To:		
<input type="checkbox"/> Daily: weekdays, Monday - Friday					
<input type="checkbox"/> Weekly: circle day(s) of the week: M T W Th F S Su					
<input type="checkbox"/> Monthly: specify _____					
<input type="checkbox"/> Other: _____					
TOTAL HOURS REQUESTED*					

*Fees assessed may include additional hours for custodial staff coverage as determined by BCPS

APPLICANT AFFIRMATION

I, the undersigned, being a duly authorized representative of the above organization, have read and agreed to the rules, regulations, guidelines, and meet the insurance requirements governing use of school facilities and will abide by and enforce same.

Circle if applicable:

BCPS Employee _____

Park & Rec Employee _____

PRINT: NAME _____ TITLE/POSITION _____ ADDRESS _____ TELEPHONE NO. _____

SIGNATURE _____ DATE _____

FOR BCPS USE ONLY -- SCHOOL PRINCIPAL / AP REVIEW

<input type="checkbox"/> Application is complete <input type="checkbox"/> Dates requested are not in conflict <input type="checkbox"/> BOS confirms custodial staff is available <input type="checkbox"/> Proposed activity/event does not conflict with school program <input type="checkbox"/> Comments: _____ _____ _____	REVIEWED BY (PLEASE PRINT): _____ PRINCIPAL or AP NAME _____ TITLE _____ PHONE _____ _____ SIGNATURE _____ DATE _____
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FOR BCPS USE ONLY -- DEPT. OF PHYSICAL FACILITIES

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	TOTAL FEES CHARGED \$ _____ Make payable to BCPS and submit to school
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COMMENTS: _____

BALTIMORE COUNTY PUBLIC SCHOOLS
Application for Use of School Facilities

RULE 1300, Form A

All groups and organizations must complete this application for use of facilities and/or grounds for each planned activity or event. A completed application must be submitted a minimum of 45 days prior to the proposed activity/event.

NAME OF GROUP/ORGANIZATION – COMPLETE LEGAL NAME, NO ABBREVIATIONS

TYPE OF GROUP/ORGANIZATION – CHECK ONE

- | | |
|--|--|
| <input type="checkbox"/> BCPS sponsored activity/event | <input type="checkbox"/> Child Care Program |
| <input type="checkbox"/> PT(S)A business meeting, educational program, or other PT(S)A-sponsored event | <input type="checkbox"/> County, state or federal agency |
| <input type="checkbox"/> Baltimore County Rec & Parks | <input type="checkbox"/> Other (please identify): _____ |
| <input type="checkbox"/> CCBC continuing education programs | |

PERSON RESPONSIBLE FOR ACTIVITY / EVENT	ADDRESS & EMAIL	PHONE
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DESCRIPTION OF PROPOSED ACTIVITY

Provide brief written description:

PURPOSE AND HISTORY	FOOD SERVICE AND VENDORS	ATTENDANCE, INSURANCE, AND PERMITS
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<p>The primary purpose of this activity is to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hold a meeting <input type="checkbox"/> Provide educational enrichment <input type="checkbox"/> Provide childcare <input type="checkbox"/> Support community recreation & well being <input type="checkbox"/> Provide school/community entertainment <input type="checkbox"/> Other: _____ <p>The organization has held this activity at a BCPS facility in the past:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No <input type="checkbox"/> Yes <p>If yes, please list most recent occurrence (month(s)/year(s)) and location (name of BCPS school(s)):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>The organization has held this activity at another location (non-BCPS) in the past. Please list most recent occurrence and location: _____</p> <p>_____</p> <p>_____</p>	<p>Food and/or beverages will be offered as follows (check all that apply):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Restaurant/store bought prepared packaged food/beverages <input type="checkbox"/> Prepared by a licensed vendor off-site and catered <ul style="list-style-type: none"> <input type="checkbox"/> County Health Department vendor license is attached <input type="checkbox"/> Prepared by a licensed vendor on-site and catered <ul style="list-style-type: none"> <input type="checkbox"/> County Health Department vendor license is attached <input type="checkbox"/> No food involved <input type="checkbox"/> Kitchen space (note: must be approved in advance by the Office of Food and Nutrition Services) Specify use: _____ <input type="checkbox"/> County Health Department vendor license is attached <p>We anticipate using the services of a third party:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Food vendor(s) <input type="checkbox"/> Furniture/equipment rental service <input type="checkbox"/> Paid entertainment <input type="checkbox"/> Promoter, event organizer/host <input type="checkbox"/> Other: _____ 	<p>Anticipated attendance (if over 50, applicant must provide documentation of crowd management training. Contact the State of Maryland Fire Marshal for information www.firemarshal.state.md.us):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes, a certificate is attached <p>Estimated Attendance _____</p> <p>The organization is currently insured for this activity (see accompanying Insurance Requirements for the Use of Facilities by Organizations form):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Yes, a certificate of insurance is attached <input type="checkbox"/> Waiver is requested for Certificate of insurance for meetings of less than 50 individuals <input type="checkbox"/> Other <p>Applicant's proposed activity may require permits not related to or provided by BCPS. Proof of receipt of such permits may be required. Activities may include but are not limited to (contact Baltimore County Office of Permits for Information):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gathering permit <input type="checkbox"/> Bingo <input type="checkbox"/> Child care license <input type="checkbox"/> Parade <input type="checkbox"/> Craft Fair <input type="checkbox"/> Fireworks Display <input type="checkbox"/> Other: _____
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BALTIMORE COUNTY PUBLIC SCHOOLS

Use of School Facilities Rate Schedule

HOURLY SPACE FEES

AUDITORIUM

Middle School @ \$31.59 per hour
High School @ \$37.91 per hour

CAFETERIA

Elementary School @ \$6.31 per hour
Middle School @ \$15.79 per hour
High School @ \$18.95 per hour

GYMNASIUM/MULTI-PURPOSE

Elementary School @ \$9.47 per hour
Middle School @ \$22.11 per hour
High School @ \$31.59 per hour

LIBRARY

Elementary School @ \$6.31 per hour
Middle School @ \$12.63 per hour
High School @ \$15.79 per hour

CLASSROOM

All Classroom(s) @ \$2.50 per hour

Note: Four hour minimum charge per day for hourly space fees

CUSTODIAL FEE (No Minimum Charge)

Saturday Rate @ \$28.50 per hour

Sunday Rate @ \$34.00 per hour

Note: For weekend activities, add a minimum of one additional hour to allow for opening, clean up, and securing of the building.

FOOD SERVICE FEE (No Minimum Charge)

Overtime Rate @ \$30.00 per hour

Catering: To be determined by the Office of Food and Nutrition Services

Actual calculation cost will be determined through the Department of Physical Facilities.

OFFICE USE ONLY

Total Space Fee + Total Custodial Fee + Total Food Service Fee = _____
TOTAL COST