

SUPPLMENTAL GUIDE FOR USE OF FACILITIES APPLICATION PROCESS

Directions: These guidelines are intended to provide a reference to help in the submission process

- WHEN A SCHOOL BULDING IS USED FOR ANY ACTIVITY, A CUSTODIAN MUST BE PRESENT.
- CUSTODIAL OVERTIME WILL BE INVOICED TO THE USING GROUP.

Application A - USE OF FACILITIES BY OUTSIDE GROUPS	Application B – USE OF FACILITIES FOR SCHOOL SPONSORED ACTIVITIES
<i>-To be submitted by HCPS DEPARTMENTS OR SUPERVISORS, BOOSTERS, PTA’s, AND OUTSIDE GROUPS when using schools</i>	<i>-To be submitted by <u>SCHOOLS ONLY</u> when activities (including sporting events) are SCHOOL SPONSORED and take place <u>beyond HCPS hours of operation.</u></i>
-Submitted at least 3 weeks prior to the event/activity	- Submitted prior to the event; can submit monthly
-Only 2009-10 UOF application will be accepted	- No rental fees apply to school events; CUSTODIAL OVERTIME FEES DO APPLY , if applicable
-Fees may apply depending on User Category; additional fees may include Custodial or Technical Support fees.	-UOF Coordinator may request the standard UOF application for their records, but will not be needed to be sent to the Operations Office.
-PTA’s are required to submit a UOF application for all events, including meetings. When submitting for Spring-type events, a GAMES list MUST be included with the application, as well as details on FOOD.	-The Application B does not apply to PTA’s or Booster Clubs. They must submit the standard UOF Application (A.)
-There shall be no gambling on or in a public school. Permitted activities are <u>bingo-type</u> activities, auctions and raffles. In all cases, the school/organization shall be responsible for securing merchandise and facilitating the activity. A Vendor will not be permitted to do this on his/her own behalf.	-There shall be no gambling on or in a public school. Permitted activities are <u>bingo-type</u> activities, auctions and raffles. In all cases, the school/organization shall be responsible for securing merchandise and facilitating the activity. A Vendor will not be permitted to do this on his/her own behalf.
School or PTA sponsored fundraising activities are permitted under the condition that “Vendors” pay a participation fee <u>and</u> establish a partnership with the school that will provide assistance to the school in a variety of ways: school building improvements, donations of materials, merchandise, volunteer hours, tutoring, mentorships or general support. It is the responsibility of the Sponsoring group (School/PTA) and the Vendor to negotiate the terms of this Partnership. This comes under the <i>new</i> Partnership Mission within HCPS. Please refer to “Partnerships” in Procedures to see other ways a partnership can be developed with a Vendor. Some examples are: Yard Sales, Craft Fairs, Antique Fairs, Flea Markets, Holiday Shoppes/Winter Bazaars, Exhibitions. It is the responsibility of the sponsoring group to insure the products for sale do not violate any school policy or law and are in compliance with the local Harford County Health Department.	School or PTA sponsored fundraising activities are permitted under the condition that “Vendors” pay a participation fee <u>and</u> establish a partnership with the school that will provide assistance to the school in a variety of ways: school building improvements, donations of materials, merchandise, volunteer hours, tutoring, mentorships or general support. It is the responsibility of the Sponsoring group (School/PTA) and the Vendor to negotiate the terms of this Partnership. This comes under the <i>new</i> Partnership Mission within HCPS. Please refer to “Partnerships” in Procedures to see other ways a partnership can be developed with a Vendor. Some examples are: Yard Sales, Craft Fairs, Antique Fairs, Flea Markets, Holiday Shoppes/Winter Bazaars, Exhibitions. It is the responsibility of the sponsoring group to insure the products for sale do not violate any school policy or law and are in compliance with the local Harford County Health Department.

FURTHER QUESTIONS, PLEASE CONTACT THE OFFICE OF OPERATIONS, MRS. JANET COSTANZO AT 410-588-5256.