

PROCEDURES FOR USE OF PUBLIC SCHOOL FACILITIES

HARFORD COUNTY PUBLIC SCHOOLS
A.A. Roberty Building
102 S. Hickory Avenue
Bel Air, Maryland 21014

I. POLICY STATEMENT:

The Board of Education of Harford County encourages the use of its public school facilities for community purposes by recognized outside groups to present and discuss public questions, for public speaking, lectures, and other civic, educational, social, recreational, or church affiliated civic purposes. The Board of Education may permit a partisan political organization that has polled 10 per cent or more of the entire vote cast in this State in the last general election to use public school facilities for programs and meetings that relate to a political campaign for nomination or election of a candidate to public office. The Board of Education may permit the use of public school facilities for religious or other lawful purposes. All meetings shall be open to the public, shall not be unlawfully restrictive by reason of race, creed, or color, gender, national origin, language, age, socio-economic status, or disability and will be used only at times that will not interfere with regular school sessions or other bona fide school activities.

The possession, sale, use, or display of drugs, weapons, alcohol and/or tobacco products are strictly prohibited in all Harford County Public Schools' facilities and on all property owned or leased, by the Board of Education of Harford County.

II. RESERVATIONS:

The Board of Education reserves the right to establish special policies, procedures, restrictions, conditions, and fees governing the use of school facilities if, in its judgment, the situation demands such action. Using groups may be denied the use of facilities if, in the judgment of the Board, such groups fail to meet the requirements set forth herein. The right is reserved to revoke or annul any approved application for noncompliance with policy or procedural requirements. The Board reserves the right to waive any and all conditions of the policy and procedures and to stipulate additional conditions if, in its judgment, such action is in the best interest of the community and/or school system.

Using groups must have definite structure, organization, and sponsorship to be considered for use of public school facilities.

Out-of-county or out-of- state groups may not use the public school facilities.

In strict accordance with local Health Department regulations, home-prepared food shall not be brought into school facilities for any reason. Food prepared on-site shall be prepared by school system Food and Nutrition Department staff, utilizing the H.C.P.S. Health Department permit; otherwise the user group must secure the appropriate Health Department permit. Prepackaged goods and commercially prepared and delivered goods such as pizza, sandwiches, salads, etc. are permitted. Caterers hired for school events must provide a copy of their food license and approval to operate in the county.

III. DEFINITIONS:

1. **FACILITIES:** Any school building, building, office, equipment, or real property owned or leased by the Board of Education of Harford County.
2. **SCHOOL-SPONSORED:** Any curricular or extra-curricular program or activity that is directly affiliated with the programs of the school system or directly affiliated with a particular school within the Harford County Public School system.
3. **SCHOOL AFFILIATED:** Any group, program, or activity that is directly affiliated with the educational program and sponsored by the Parent-Teacher-Student Association, the Harford County Council of PTSA's, and officially recognized employee organizations.
4. **NON-SCHOOL RELATED:** Any group, activity, or program that is not school sponsored or school affiliated.
5. **COMMERCIAL:** Companies, corporations, organizations, partnerships, or groups whose principal function is profit making.
6. **APPLICANT:** the organization or group named on the application requesting the use of school facilities, including the name of the designated representative of the organization or group.
7. **NON-PROFIT ORGANIZATION:** An organization or group named on the application requesting the use of school facilities with documentation designating a 501c3 status.
8. **INSTRUCTIONAL EQUIPMENT:** All equipment that is the property of, or leased by the Harford County Board of Education normally used to deliver the instructional or administrative programs such as audio-visual equipment, business machines, computer hardware and software, musical instruments, gymnastic equipment, science equipment, Technical Education equipment, Family and Consumer Science equipment, and similar equipment.
9. **NON-INSTRUCTIONAL EQUIPMENT:** Shall include cafeteria and food services equipment, bleachers, backstops, shower room equipment, stage equipment, furniture, ladders, lifts, and other similar equipment.
10. **ATHLETIC FIELDS:** Shall include any designated athletic fields, practice fields, or grassy areas that are part of a school site.
11. **VENDORS -** One who sells products or merchandise.

IV. PRIORITY LIST OF GROUPS:

GENERAL:

Regular school sessions, school sponsored activities, curricular or extra-curricular activities or programs sponsored by the school or Board of Education have first priority for scheduling and use of the facilities as determined by the individual School Principal or building manager. The Harford County Department of Parks and Recreation is second in priority standing. All other user groups will be scheduled on a first come, first served basis.

DEPARTMENT OF PARKS AND RECREATION:

All Board of Education policies and procedures that have been developed for the use of school facilities by community groups apply to the Harford County Department of Parks and Recreation and affiliated Community Recreation Councils with the following exceptions:

1. Rental, Administrative, and Operations fees are waived.
2. Fees are applied to custodial and/or additional supervisory services that occur beyond the normal work hours (as described under "Hours of Operation"). The rate for such services is fixed at one and one-half times the employees' regular hourly rate of pay.
3. Applications are submitted via an email attachment to the school's UOF Coordinator. A

typed signature signifies approval by the Recreation Specialist and UOF Coordinator. The application is then forwarded to the Operations Office where final review is made, approved and processed.

PRIORITY OF USE:

To effectively manage the volume of use by outside groups, the School Principal shall schedule groups according to the following priorities:

Category A: Activities and groups directly affiliated with the Board of Education including PTSA's, booster clubs, student clubs and organizations, citizen advisory groups, employee associations, and employee activities.

Category A-1: Town of Bel Air sponsored events at Bel Air High School Auditorium

Category A-2: Harford County Department of Parks and Recreation

Category B: Activities directly associated with Harford County Government, Municipal/Town Governments, Harford Community College, and youth organizations.

Category C: Non-profit cultural, recreational, community improvement organizations, service clubs, civic organizations, music associations, adult recreation groups (other than those sanctioned by the Harford County Department of Parks and Recreation), and religious groups.

Category D: Commercial, for-profit organizations, and religious (non-profit) organizations use specifically for religious services.

CONDITIONS OF USE:

1. School facilities shall not be used for parties, celebrations, weddings, showers, or other ceremonies or rituals that are private in nature.
2. School facilities shall not be used for private fund-raising purposes, for private exhibitions, or by persons or groups using facilities for financial gains. This includes all category C and D organizations, who, although considered non-profit, for-profit and religious organizations, hold activities in which they charge the public admission to attend. Admission may be charged or school fundraising activities may take place when the activity or event is held in partnership with the school and the school will benefit. (See Partnerships below) The Superintendent may approve certain groups whose activities are aligned with community interests, such as recitals and cultural programs.
3. During school sponsored events, Vendors are not permitted to sell on school property.

PARTNERSHIPS:

Use of Facilities/Partnership Mission:

The mission of the Office of Partnerships for Special Programs and Student Achievement is to increase the number of effective partnerships essential to student achievement by promoting their development and success between Harford County Public Schools and the community. The Harford County Public School System recognizes that making a difference for our students is paramount to the success of the community as a whole. There is growing evidence that school/community partnerships improve the capacity of individual families, schools and communities to support teaching and learning. When students connect school work with the world of work, they are motivated to learn. It is for these reasons that our goal is to establish partnerships with organizations that provide assistance to schools in a variety of ways; school building improvements, donations of materials, merchandise, volunteer hours, tutoring, mentorships and general support.

The Office of Partnership for Special Programs and Student Achievement can assist to establish a partnership agreement.

4. There shall be no gambling on or in public school facilities. Permitted activities are bingo-type activities or auctions. In all cases, the school/organization shall be responsible for securing proper licensing (if applicable), merchandise and facilitating the activity. During a school sponsored event, a Vendor will not be permitted to sell on school property.
5. Use of school facilities shall be denied if the proposed use places an undue burden or risk upon the school system or school administration, or if the proposed activity is contrary to the policies and goals of the Board of Education.

Disclaimer:

1. Approval of permanent improvements to HCPS facilities by outside user groups in no way ensures, neither directly nor tacitly, future use of a facility by that group.
2. Approval of permanent improvements paid for, and made, to any HCPS facility by an outside user group, will become the property of the HCPS upon the group’s departure.

V. APPLICANT INFORMATION:

Guide for Use of Facilities Application Process: These guidelines are intended to provide a reference to help in the submission process.

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 school facilities.</i>	<i>-To be submitted by <u>SCHOOLS ONLY</u> when activities are <u>SCHOOL SPONSORED</u> and take place beyond HCPS hours of operation.</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
-There shall be no gambling on or in a public school. Permitted activities are <u>bingo-type</u> activities or auctions. 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 or auctions. 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	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

<p>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.</p>	<p>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.</p>
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A UOF application is REQUIRED for all activities taking place beyond HCPS Hours of Operation. Each School Principal or Designee shall be responsible for the annual master schedule and utilization of the facility. Applicants must submit their Use of Facility request to the specific School Principal or Designee in accordance with the following schedule:

HARFORD COUNTY DEPARTMENT OF PARKS & RECREATION:

August preceding the school year; and
Quarterly, according to the schedule outlined for all other users

ALL OTHER USER GROUPS:

A minimum of three (3) weeks prior to the proposed activity, subject to availability.

HOURS OF OPERATION:

1. The hours of operation for outside group use of facilities shall normally be restricted to one hour after class dismissal at the respective elementary, middle, or high school level until 10:00 PM on regular school days, and from 8:00 AM to 10:00 PM on non-school or weekend days. Gymnasium and outside athletic field use times may be adjusted at the discretion of the School Principal or building manager.
2. Use of school facilities is prohibited when schools are cancelled for inclement weather, utility outages, or other facility emergencies; or closed for designated holidays. If schools are closed for any inclement weather or emergency reasons on a Friday, all use of facilities activities will normally be cancelled for the ensuing weekend. Special approval may be granted to use school facilities when schools and offices are closed for designated holidays when the activity is directly related to school sponsored activities.
3. The use of school facilities during weekends may be restricted, modified, and/or revoked when inclement weather occurs, or when building maintenance or construction is required. Every effort will be made to notify user groups in a timely manner if previously scheduled events must be cancelled or rescheduled.
4. The use of school facilities during the summer or during extended holidays, or at any other time may be restricted, modified, and/or revoked when building maintenance or construction

is required. Every effort will be made to notify user groups in a timely manner if previously scheduled events must be cancelled or rescheduled.

APPLICATION PROCESS:

1. User group representative contacts School Principal or Designee to request use of the facility.
2. School Principal or Designee determines eligibility and availability for group and activity. If questions or disputes arise regarding eligibility, applicant will be directed to the Assistant Superintendent for Operations for a final determination. The applicant and School Principal or Designee will be advised of the decision.
3. User group completes application in TRIPLICATE and submits to School Principal or Designee for processing.
4. School Principal or Designee transmits applications to Central Office/Operations Office, for final approval and determination of fees and charges at least three (3) weeks prior to the scheduled date of the event or activity.
5. User group and school is then contacted by a Operations Office UOF Coordinator advising of final approval and estimate of fees and charges, and requirements for applicable insurance, permits, or other conditions. An invoice will be included with the approval letter.
6. If adequate school custodial coverage is not available, the School Principal or Designee shall not schedule the event or activity. Should adequate school custodial coverage become unavailable after the event or activity has been scheduled, the School Principal or Designee shall promptly notify the applicant.
7. Prior to the activity, the School Principal or Designee may request a meeting with the organization's sponsor and/or supervisory staff for planning purposes. Representatives of the organization shall honor this request.

VI. FEE STRUCTURE:

1. The Superintendent and the Board of Education of Harford County establish the schedule of fees.
2. Fees MAY be adjusted every two years from July 1, 2003.
3. The requesting group will receive an estimate of charges based upon the approved Use of School Facilities Application form. An invoice will be sent to the group by the Harford County Public Schools Operations Department after the exact charges and fees have been determined. Remittance of charges shall be made payable to the Board of Education of Harford County and sent to the Operations Department. Non-payment of any fees or charges within the specified period of time shall be considered cause for refusal of any future requests.
4. If for any reason facilities are not used at the time requested and approved, the estimated charges will be made unless notification has been made sufficiently in advance for the principal to cancel the commitment for custodial or other prescheduled services. Ordinarily, twenty-four (24) hours advance notice, in writing, is considered sufficient time during the regular school week and a minimum of seventy- two (72) hours notice, in advance, is considered sufficient for weekend use. However, there may be times when costs have been incurred to allow for the use of facilities and more time would be needed. *A minimum cancellation fee of \$25.00 will be assessed if proper notice is not received, and additional fees may be required if staff reports to the activity and/or if building systems have been activated for the activity.*
5. Charges for the use of facilities include: rental and administrative fees, custodial fees, operations fees (electricity, air conditioning, heating, ventilation, water and sewerage, and

maintenance fees), and special fees (additional custodial, cafeteria personnel, technical supervisor and staff members), cancellation fees, expendable supplies fees, and any other specific fees determined to be required by the Harford County Public Schools. (see attached categories of user groups and applicable charges)

6. The following rates are presently in effect in accordance with the attached SCHEDULE OF FEES:

a. RENTAL FEES - amount per minimum four (4) hour block. Fraction of hours are not pro-rated. Extensions beyond the first four hour block will require additional fees:

- i. Classroom \$25.00
- ii. Athletic Field/Tennis Courts \$75.00
- iii. Athletic Field – Grass.....\$100.00
- iv. Athletic Field – Artificial Turf..... \$80.00/hour
- v. Athletic Field – Artificial Turf/w Lights \$100/hour
- vi. Multi-purpose/Cafeteria \$75.00 - \$125.00
- vii. Gymnasium \$150 - \$200.00
- viii. Kitchen Facilities \$75.00
- ix. Auditorium \$250.00
- x. Equipment Fee \$25.00
- xi. Parking Lot..... \$25.00

b. OPERATIONS FEE - This fee is applied to cover the life-cycle maintenance of the building and its systems, the cost of utilities, and the cost of expendable supplies. The fee represents a combined annual, pro-rated maintenance, utilities, and expendable supplies cost-per-square-foot that will be adjusted every two years. In the event of substantial utility price fluctuations, the fee may be adjusted at any time within the specified two-year period. The fee amount is per a minimum four (4) hour block. Extensions beyond the first four hour block will require additional fees.

c. ADMINISTRATIVE FEES - This annual, one-time fee per school year, in the amount of \$20.00, is applicable to categories of user group table (see Page 17) to cover the cost of processing applications, postage, invoicing, and coordination with the schools.

d. CUSTODIAL FEES - This fee covers the cost of custodial staff labor beyond the normal work shift (as described under “Hours of Operation”), or when the school principal determines that additional time or staff is required before, during, or after an activity. The rate of pay will be fixed at one and one half (1 ½) times the normal rate of pay for the staff member or members who work during the activity.

e. FALSE ALARM AND INTRUSION FEES – There have been recent changes to the laws regarding intrusion and fire alarms. We will now be assessed substantial fines for false alarms under these two systems. User groups found to be contributing to false alarms will be assessed a portion of those fines as a condition of use.

f. SPECIAL FEE - The special fee may include the reimbursement necessary for the preparation and restoration of the school facility both before and after the event, the services of special technicians, additional staff, outside security staff, or other unique support that may be required. The School Principal and building services manager and/or the Superintendent for Operations will jointly identify the additional services required and determine the total time necessary to provide additional services, which will be used to calculate the fee. The fee amount is per a minimum four (4) hour block. Extensions beyond the first four hour block will require additional fees.

VII. INDEMNIFICATION/INSURANCE:

1. The Applicant/Using Group will indemnify and hold harmless the Board of Education from any and all injury (including death), loss or damage resulting to any person or property by reason of the group’s use, control or maintenance of the Board of Education’s premises, provided the same was not caused solely by the negligence of the Board of Education. The using group shall defend the Board of Education against liability, damage, claim or demand and reimburse the Board of Education for any costs incurred by the Board of Education in connection therewith, including reasonable attorney’s fees arising out of any injury (including death), loss or damage described above. The Board of Education shall have the right to approve any legal counsel selected to defend the Board of Education in such claim or alleged claim. Nothing set forth herein shall be construed as a waiver on the part of the Board of Education of any defense, immunity, limitation of liability or restriction on damages provided for it under applicable law including but not limited to Section 5-518 of the Courts and Judicial Proceedings Article and Section 4-105 of the Education Article of the Maryland Annotated Code as amended.

Damage to Property by the Applicant and its Invitees

The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Board of Education of Harford County.

The Board of Education of Harford County reserves the right to impose additional insurance requirements and risk control measures upon the Applicant if the nature of the use of the premises is hazardous in nature.

Generally, the use of fireworks, incendiary devices, explosives, or similar type activities on school property is strictly prohibited. However, the Superintendent may allow the display of fireworks for certain school sponsored or related activities provided that specific insurance requirements and other risk management measures are complied with.

Tiered Insurance Requirements for Outside Using Groups

Tier 1	Low Risk Activities	Small meetings less than 30 people to meet and converse	Insurance requirements waived. Hold Harmless agreement applies. Waiver of Subrogation applies.
Tier 2	Medium Risk Activities	Large meetings, more than 30 people. (i.e. but not limited to: Fairs, Fundraisers, Bingos, Family Night)	Insurance requirements apply. No umbrella or excess insurance required.
Tier 3	High Risk Activities	Churches (attendance of 100 or more,) car shows, theatrical or dance shows, athletic leagues, sports camps, film or TV productions, etc.	Insurance requirements apply. Umbrella or excess insurance is required.

Tier 4	Special Hazard Usage **Normally not approved except upon exception.	Fireworks, helicopter landings, concerts	Specially developed insurance requirements will apply if approval is given
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1. The Applicant shall purchase and maintain throughout the term of this agreement or its use or occupancy of the Harford County Board of Education’s premises commercial general liability insurance or its equivalent with minimum limits of:
 - \$ 1,000,000 each occurrence
 - \$ 1,000,000 personal and advertising injury;
 - \$ 2,000,000 general aggregate; and
 - \$ 1,000,000 products/completed operations aggregate

2. This commercial general liability insurance or its equivalent shall include coverage for all of the following:
 - a. Liability arising from premises and operations
 - b. Liability arising from products and completed operations
 - c. Contractual liability including protection for the Applicant from bodily injury and property damage claims arising out of liability assumed under this agreement;
 - d. Liability arising from explosion, collapse, or underground (XCU) hazards;
 - e. Liability arising from athletic or sports participation;
 - f. Liability arising from bodily injury to spectators

3. The Board of Education of Harford County and its appointed officials, officers, agents, employees and authorized volunteers shall be named as additional insured on this commercial general liability insurance policy as respects Applicant’s use or occupancy of the premises of the Board of Education of Harford County. **The following wording must be utilized on the additional insured endorsement issued by the general liability insurer and shown on the insurance certificate submitted by the Applicant to evidence its purchase of commercial general liability insurance:**
 - *This policy is amended to include, as additional insured, the Board of Education of Harford County and its appointed officials, officers, agents, employees and authorized volunteers, but only for liability arising out of operations on, at or adjacent to premises of the Board of Education of Harford County.*

4. Insurance or self-insurance provided to the Board of Education of Harford County and it’s appointed officials, officers, agents, employees and authorized volunteers by the Applicant or its insurer as specified herein shall be primary, and any other insurance, self-insurance, coverage or indemnity available to the Board of Education of Harford County and it’s appointed officials, officers, agents, employees and authorized volunteers shall be excess of and non-contributory with insurance and self-insurance provided by the Applicant or its insurer as specified.

5. If the Applicant's use of Board of Education facilities involves the use of any motor vehicles, the Applicant shall purchase and maintain throughout the term of this agreement, or its use or occupancy of the Board of Education of Harford County’s premises, business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for liability arising out of the ownership, maintenance or use of any auto and for automobile contractual liability.

6. The Applicant, and his employees, shall purchase and maintain throughout the term of this agreement or its use or occupancy of the Board of Education of Harford County's premises, workers compensation insurance, or its equivalent, with statutory benefits as required by any state of Federal law, including standard "other states" coverage, and employers liability insurance or its equivalent with minimum limits of:
 - \$100,000 each accident for bodily injury by accident
 - \$100,000 each employee for bodily injury by disease; and
 - \$500,000 policy limit for bodily injury by disease

7. The Applicant shall purchase and maintain throughout the term of this agreement, its use or occupancy of the Board of Education of Harford County's premises umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:
 - \$2,000,000 per occurrence
 - \$2,000,000 aggregate for other than products/completed operations and auto liability; and
 - \$2,000,000 products/completed operations aggregate and including all of the following coverage's on the applicable schedule of underlying insurance:
 - a. Commercial general liability;
 - b. Business auto liability; and
 - c. Employer's liability.

VIII. SUPERVISION:

GENERAL:

1. A member of the school custodial staff must be on duty during the time a building facility is being used by a group. The person must receive a fee as outlined herein unless his/her assignment to regular duty coincides with the time of use by the group. The duties and responsibilities of these persons shall be to care for Board of Education property; to provide light, heat, air-conditioning; and to provide access to the space. The School Principal, at his/her discretion, may require that more than one staff member be present if the function is large or involves the use of special facilities.

RESPONSIBILITIES REQUIRED BY HARFORD COUNTY PUBLIC SCHOOLS

PERSONNEL:

DURING NORMAL WORK SHIFT:

2. Groups using the facility shall understand that the staff member is assigned or employed primarily to care for Board of Education property; to provide light, heat, air-conditioning; and to provide access to the space.
3. The staff member will remain on duty during the entire period and be responsible as a Harford County Public Schools representative for the time the facility is being used by the group.
4. When the function for which the facility was procured has ended, the staff member shall close all windows, lock all doors, secure the building, and make a record of any damages incurred.
5. The staff member shall willingly and readily cooperate with the group in meeting reasonable requests such as moving tables, setting up folding chairs, or other similar arrangements that were made in advance, or as outlined on the approved application form.

BEYOND NORMAL WORK SHIFT:

For activities that occur beyond normal working hours (as described under “Hours of Operation”), and when building services personnel are working on an overtime basis (a building service fee having been collected from the organization using the facility), the following duties will be performed:

1. Arrive at the school at least thirty minutes before the scheduled activity; check boilers upon arrival (during heating season)
2. Unlock the necessary doors and turn on lights as needed
3. Set up furniture as needed for the activity
4. Be available to assist the organization during the activity with routinely assigned duties (empty trash, maintain restrooms, emergency clean up, etc.); and inspect the areas
5. Lock all doors and windows after group has left, clean areas, turn off all lights and secure the building.
6. *It is not the duty of the building services worker to discipline, supervise groups, or to maintain order.*
7. School System staff shall not accept funds, nor be paid directly by outside using groups.

SUPERVISION & OBLIGATIONS OF USING GROUP

1. The group using the facility must accept the entire responsibility for providing personnel to monitor, supervise, and secure corridors and other areas of the facility in order to confine those in attendance only to the parts of the facility that are expressly approved for use. Permission to use the facility governs and extends only that part of the premises assigned and to the adjacent lavatories. Also, the group must clean the areas used.
2. See that proper use is made of the parts of the building requested and that care is taken of all equipment contained therein.
3. The designated representative of the user group shall willingly and readily cooperate with the designated custodian on duty in meeting reasonable requests such as moving tables, setting up folding chairs, or other similar arrangements.
4. See that audience, spectators, and/or participants use only that part of the building requested by the using organization or group. Other parts of the building must not be used.
5. Make no alterations or adjustments and bring no large pieces of equipment into the building without securing permission from the School Principal.
6. Observe all fire regulations and see that exits are left clear for any emergency that may arise. No flammable decorations or items, nor any volatile liquids, explosives, or any device producing open flames will be used. Electrical equipment that has been brought in shall not be used without first securing permission from the School Principal.
7. Arrange in advance to have the part or parts of the building to be used made ready.
8. Assume complete responsibility for prohibiting the use of drugs, alcoholic beverages, tobacco products, and weapons in the buildings and/or on the premises in keeping with the Public School Laws of Maryland.
9. Assume financial responsibility for breakage or damage to building or equipment that may result from its use.
10. Leave the facility in as good condition, as it was prior to use; except ordinary wear and tear.
11. Obtain law enforcement supervision for the particular function or activity, when required by the Board of Education, Superintendent's office, the School Principal, or when the need is apparent as felt by the applicant. Any cost involved for this supervision shall be borne by the applicant.

12. No group shall place tables, chairs, or benches on the playing surface of tennis or multi-use courts. Organizations shall not bring heavy mechanical equipment on the grounds, except in driveways and parking areas. Portable booths and equipment shall be removed immediately after the activity. The Harford County Department of Parks and Recreation is permitted to place appropriate equipment such as scorer's table, team benches, bleachers, and other equipment required to conduct the athletic event or activity. In addition, the Harford County Department of Parks and Recreation is permitted to bring mechanical equipment onto the grounds to provide maintenance activities as outlined in the separate "Joint Use Agreement."
13. Organizations shall not be allowed to dig holes or drive supporting stakes; only portable booths will be permitted. Stakes are not to be driven in the hard surface area. Lines are not to be painted on tennis or multi-use courts or any other hard surface area.
14. 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 PTSA;
 - activities sponsored by the Board of Supervisors of Elections
 - 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.
15. The adult representative of the using organization, with the building services 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 written down, signed by both parties, and returned to the principal the next working day. If damage should occur, four copies of the report shall be completed and distributed as indicated on the form.
16. Failure to provide adequate supervision or to enforce safety and security requirements may warrant denial of future use by the applicant/user group.

IX. SAFETY AND SECURITY:

1. Groups using the facilities shall comply with Federal, State, and Local laws and all regulations and policies of the State Board of Education, the Harford County Board of Education, the local Health Department, and the State of Maryland Fire Marshal.
2. It is the responsibility of each user group to establish an on-site contact person (designee) during the entire course of each activity, who will be responsible to monitor the arrival and departure of its participants, ensure that the designated entrances to the facility are utilized, and to ensure that only those participating in the activity gain entrance to the facility.
3. Identification badges or "labels" shall be worn and properly displayed by the designee and adults supervising the activity. The information should include the name of the person and the name of the group or activity.
4. Each user group shall inform participants to arrive no earlier than fifteen minutes prior to the scheduled starting time of the activity and to leave the facility within fifteen minutes after the scheduled ending time of the activity. The on-site contact person (designee) is not to vacate until all participants have exited.
5. The designee shall inform the designated custodian on duty that the activity is concluded and that the building/room may be secured.
6. Any person who participates or attempts to participate in a user activity without authorization shall be reported immediately to the custodian on duty.
7. The designee shall ensure that he/she has access to a cellular telephone to reach law enforcement or emergency personnel should the need arise.

8. No vehicles of any type shall be driven or parked on any area not designated as a parking area. No vehicles of any type may be parked in areas designated and/or marked as fire or emergency lanes, and no vehicles shall be parked on walkways, sidewalks, ramps, athletic fields, play fields, playgrounds, or immediately adjacent to the physical structure of the facility.
9. Approval for the use of school facilities may not be transferred from one organization, group, or individual to another.
10. Camping on school property is strictly prohibited. This includes the use of travel trailers and recreational vehicles on designated parking lots. However, the Superintendent may, at his/her discretion, allow camping activities for unusual or unique purposes provide that specific insurance requirements and other risk management measures are complied with. At no time shall the track surfaces be used for motor vehicle access, parking, or overnight use. The Harford Glen Environmental Center is excluded from this provision, with approval of its application for use of the Harford Glen facilities.
11. The school system has established various security color codes consistent with federal, state, and county codes. Each user group shall become familiar with the codes and with the responsibilities required for each security color code. User groups shall adhere to the requirements of the established security code, if enacted, during their activity.

X. CARE AND CONDITION OF FACILITIES:

1. In the event that an outside user group damages the facility, the School Principal, building manager, and Facilities Management Department personnel shall determine the amount of damage jointly. The user group shall then be billed for such damages and repairs.
2. Applicants agree and acknowledge that for various economical or other reasons, the environmental conditions in school facilities may vary with those during normal working hours.
3. Use of school facilities shall be limited to only those areas designated by the School Principal or building managers and to the designated activity as depicted on the application for use of facilities.
4. No alterations may be made to the school facilities or grounds without permission from the School Principal and the Assistant Superintendent for Operations.

XI. APPROVALS/AUTHORIZATIONS:

The Superintendent or her/his Designee shall decide any disputes that arise from the implementation of the policy or procedures for use of school facilities. The Superintendent's decision shall be final. Decisions of the Superintendent may be appealed to the Board of Education.

XII. SCHOOL INSTRUCTIONAL SUPPLIES, EQUIPMENT, AND FURNISHINGS

INSTRUCTIONAL:

Except for use of the school piano and/or organ, instructional equipment may not be used. If the piano and/or organ are to be used, it may not be removed from the assigned location without prior approval of the School Principal. The School Principal reserves the right of refusal.

NON-INSTRUCTIONAL:

Use may be made of non-instructional equipment under direct supervision of school personnel

and with prior permission of the School Principal. Non-instructional equipment shall include showers, bleachers, cafeteria equipment, stage equipment, stepladders, furniture, etc. School furniture designed for interior use and normally used inside may not be used outside the building. No equipment may be removed from the school premises.

USE OF SUPPLIES:

School instructional supplies may not be used or consumed by using groups. These supplies may not be lent or traded or encumbered under any circumstances. This provision shall also apply to food service commodities. Custodial supplies shall be provided as required.

XIII. SPECIAL FACILITIES/SPECIAL USES:

PUBLIC ELECTIONS:

School facilities shall be available as polling places for primary elections and general elections. Coordination of locations and spaces will be handled directly through the Harford County Public Schools central office. No Use of School Facilities Application forms are required.

POLITICAL GROUPS:

1. Some limited use may be made of school facilities by political groups provided they have established their identity by polling at least ten percent of the total vote at the last general election.
2. School facilities are not available for use by political groups for fund-raising activities.

FOOD SERVICE FACILITIES AND EQUIPMENT:

1. Limited use may be made of food service facilities provided such usage does not interfere with the normal operation of the school food service programs.
2. All food served on school premises must be prepared and served in complete compliance with all applicable rules and regulations of the Harford County Department of Health.
 - a) Foods provided must be ascertained by Vendors who possess a Health Dept. license assuring the food is safe. Examples of acceptable Vendors include grocery stores, warehouse food clubs, restaurants and most Caterers (provided the Caterer has the food license and approval to operate in the county.)
 - b) Preparation of foods in a school food service kitchen must include the presence of at least one (1) Food and Nutrition employee who is trained on safe food practices on-site to supervise volunteers. Foods not needing further preparation using the school's kitchen may be served in the dining room without a Food and Nutrition employee on-site. Temporary use of hot or cold holding equipment for this service may be ascertained with permission from the Food and Nutrition Department where the using group assumes responsibility for any damage resulting from such use.
3. Any using group desiring services from HCPS Food & Nutrition to provide food, supplies, equipment and/or Staff must check **YES** on the UOF application which asks, "Will you be using HCPS Food & Nutrition for food and/or kitchen use?" A representative from the Food

and Nutrition Department will then contact the applicant for further information and organization of service.

HARFORD GLEN:

All Board of Education policies that have been developed for the use of school facilities by community groups apply to the Harford Glen Environmental Center with the following exceptions:

1. A separate application form will be used.
2. Arrangements are made directly with the administrative staff at Harford Glen.
3. A separate fee schedule is provided for the Harford Glen facilities.

AMOSS CENTER AT HARFORD TECHNICAL HIGH SCHOOL:

All Board of Education policies that have been developed for the use of school facilities by community groups apply to the Amoss Center at Harford Technical High School with the following exceptions:

1. The Amoss Center at Harford Technical High School is managed under a separate Joint Use Agreement between the Harford County Board of Education and the Harford Community College.
2. A separate fee schedule is provided for the Amoss Center at Harford Technical High facilities.

AUDITORIUM AT BEL AIR HIGH SCHOOL:

All Board of Education policies that have been developed for the use of school facilities by community groups apply to the Bel Air High School with the following exceptions:

1. The Auditorium at Bel Air High School is managed under a separate Joint Use Agreement between the Harford County Board of Education and the Town of Bel Air.
2. Scheduling of use has priority in this order:
First Priority: Bel Air High School
Second Priority: Town of Bel Air
3. A separate fee schedule has been set up through the Town of Bel Air for outside use.

PLANETARIUM:

All Board of Education policies that have been developed for the use of school facilities by community groups apply to the HCPS Planetariums with the following exceptions:

1. Arrangements are made directly with the Planetarium Director at the schools housing Planetariums. The Director will then coordinate use with the Use of Facilities Coordinator.
2. A special fee for the Planetarium Director will apply to after school hours only, as well as any Custodial overtime that might be incurred. These fees will be invoiced to the using group after the Planetarium use.

SWIMMING POOLS:

All Board of Education policies that have been developed for the use of school facilities by community groups apply to the swimming pools located at Edgewood MS, Magnolia MS, and North Harford MS with the following exceptions:

1. A supplementary agreement for use of school swimming facilities must be completed before authorization to use the facilities will be granted.
2. The standard hours of operation for the swimming pools may be altered with the approval of the School Principal.

PARKING:

1. Parking on school property is limited. User groups will have access to available parking during their activities. Strict adherence to parking rules and regulations will be enforced.
2. Parking is limited to the designated areas on the school property and is restricted in fire lanes, access lanes, loading areas, and in areas appropriately marked. Failure to adhere to these provisions may result in the issuance of traffic citations by local enforcement authorities.
3. Parking of tractor-trailers, dump trucks, recreational vehicles, off-road vehicles, and other designated vehicles is strictly prohibited, unless excepted in writing by the Superintendent of Schools or designee.

GROUNDS:

1. Requests for use of school grounds by recognized groups shall be made in accordance with the Application Process described herein. In general, these groups will be permitted to use the grounds if the intended use is in full compliance with other policy requirements.
2. No permanent or temporary facilities (including but not limited to backstops, storage sheds, bleachers, or other structures) are to be erected on school grounds without written permission from the Superintendent of Schools or designee. If such permission is granted, using groups will be required to post a certified check or bond of \$100 to \$5,000 as a pledge of their intention to properly maintain the structure with regards to both safety and appearance. Failure to comply will result in the forfeiture of the amount of the certified check or bond. In no instance will permission be granted to erect any structure that is deemed a safety hazard or that is of such workmanship as to present an unsightly appearance. All grandstands that are to seat either players or spectators are to be inspected by a competent engineer who shall certify to the Superintendent of Schools or designee that they are safe for public use. No structures of any kind are to be placed on school grounds while school is in session, and any structures placed on school grounds during the summer months are to be removed prior to the opening of school in September. Any structures that are not removed after the summer program and before the opening of school in September will be removed by the Harford County Public Schools at the expense of the user group.
3. School restroom facilities may be made available to the public when approved groups use grounds. If these facilities are to be utilized, the using group shall give strict adherence to the policies as set forth herein and established by the School Principal.
4. No group that has secured approval to use school grounds may display permanent advertisements of any kind on the school property.

(END)

CATEGORIES OF USER GROUPS AND APPLICABLE CHARGES

Board of Education of Harford County

Effective - JULY 1, 2003

Revisions: JULY 1, 2009

CATEGORY	DESCRIPTION	RENTAL FEE	CUSTODIAL FEE	OPERATIONS FEE	SPECIAL FEE
A	Activities and groups directly affiliated with the Board of Education including PTSA's, booster clubs, student clubs and organizations, citizen advisory groups, employee associations, and employee activities, the Town of Bel Air as it relates to use of the Auditorium at Bel Air High School, and the Harford County Department of Parks and Recreation.	NORMAL HOURS			
		NC	NC	NC	NC
		BEYOND NORMAL WORK SHIFT			
		NC	FC	NC	NC
B	Activities directly associated with Harford County Government, Municipal/Town Governments, Harford Community College, and youth organizations (i.e. Scouts.)	NORMAL HOURS			
		NC	NC	NC	FC
		BEYOND NORMAL WORK SHIFT			
		NC	FC	FC	FC
C	Non-profit cultural, recreational, community improvement organizations, service clubs, civic organizations, music associations, adult recreation groups (other than those sanctioned by the Harford County Department of Parks and Recreation,) and religious groups.	NORMAL HOURS			
		FC	NC	FC	FC
		BEYOND NORMAL WORK SHIFT			
		FC	FC	FC	FC
D	Commercial *, for-profit organizations, and religious organizations use for religious services.**, and Private Schools *For Public Forum only ** A maximum of five (5) years in HCPS facilities, subject to annual review.	NORMAL HOURS			
		FC	NC	FC	FC
		BEYOND NORMAL WORK SHIFT			
		FC	FC	FC	FC

FC = FULL CHARGE

NC= NO CHARGE

Rev 7/1/09