

# USE OF FACILITIES FACT SHEET

OFFICE OF OPERATIONS

AVAILABLE HCPS FACILITIES

54 Schools  
Harford Glen



## HCPS procedure and criteria regarding Use of Facilities (UOF) complies with the Maryland Annotated Code Section 7-108

*Use of school property for other than school purposes, by application only.*

- ☒ By application
- ☒ Does not interfere with regular school functions
- ☒ Free and open to the public
- ☒ Community purposes
- ☒ Presentation of public questions
- ☒ Public speaking and lectures
- ☒ Civic, educational, social, and/or recreational purposes
- ☒ Church affiliated or religious purposes
- ☒ Priority to non-profit day care programs
- ☒ Reasonable charges
- ☒ User responsible for damages
- ☒ User must leave facility in same condition



## What usage requires a Use of Facilities (UOF) application?

### ☒ Internal Applications

- Usage involving the public, outside vendors/organization, and weekend usage.

### ☒ A UOF application must be submitted for all categories of use; below they are listed in priority of use

- Internal
- A: Board of Education Affiliated Groups e.g., PTA/Booster and groups supported by the BOE
- A-1: Town of Bel Air/Bel Air High School
- A-2: Harford Community College/Amoss Center
- B: Harford County Parks & Recreation
- C: Harford Community College
- C: Government Agency
- C: Youth Organization i.e., Boy Scouts, Girl Scouts
- C: Harford County Cultural Arts Board (HCCAB)
- D: Religious Organizations
- D: Non-Profit Organizations
- E: Commercial (public meetings only)
- E: Private School



## What is the Application Process?

- The UOF online application is available on [www.hcps.org - Community - Use of Facilities](http://www.hcps.org - Community - Use of Facilities)
- Applications must be submitted at least five (5) weeks prior to event date.
- School UOF coordinators verify and approve or deny requested date(s) and required space(s).
- The Office of Operations processes final approval/denial for various use requirements including activity, insurance, and fees.
- Requesting applicant and the requested school will receive notification of the application approval or denial.



### What Happens After I Submit My Application?

- The UOF Coordinator at the requested school receives UOF application.
- The UOF Coordinator will review and approve/deny the application based on availability of the facility and support services.
- Approved applications are forwarded to the Office of Operations, UOF Specialist for review.
- The UOF Specialist determines the documentation requirements for each application and will request that a certificate of insurance (COI) meeting HCPS requirements be submitted, if necessary.
- The following will occur after an application is approved by the UOF Coordinator and the UOF Specialist:
  - ☪ A copy of the application is provided to the custodian(s) working the event for event set up and user group identification.
  - ☪ Custodial staffing levels and support services may vary, depending on the type of event. The required custodial staffing assignment is determined by the UOF Coordinator.
  - ☪ Rental fees are established. If applicable, an invoice is attached to the approved application along with a summary of UOF event guidelines that are to be followed.
  - ☪ If applicable, support/technical service fees will be assessed and invoiced after the event.
- If the application is denied:
  - ☪ The UOF Coordinator/UOF Specialist will provide an explanation, so the applicant is aware of why the application was denied.



### Required COI Document for a UOF

- General Liability
- Auto Liability (if applicable)
- Umbrella/Excess Liability (if applicable)
- Workers Compensation (if applicable)
- Professional Liability (if applicable)



### Tiered Insurance Requirements for Outside Using Groups

- **Low Risk** - Meetings with less than 30 participants
- **Medium Risk** - Meetings with more than 30 participants
- **High Risk** - Activities with more than 100 participants
- **Special Hazard Usage** - Requires special exception
- Upon Risk Management review, HCPS reserves the right to require insurance for any event, including camp insurance



### What are some Limitations?

- Illegal sales and/or activities
- Fundraising, which does not benefit the school, or private fundraising for financial gain
- Uses not open to the public
- Private celebrations
- School dances, proms, or after prom activities not sanctioned by a school sponsored request (middle/high schools)
- Organized sports programs and camps that are not sanctioned and endorsed by Harford County Parks & Recreations

Support services and rental fees can be found in the UOF application: [UOF Procedure Link](#)