

MEMORANDUM OF PROTOCOL AND PROCEDURES
REGARDING HARFORD COUNTY CULTURAL ARTS BOARD
USE OF HARFORD COUNTY PUBLIC SCHOOL FACILITIES

This AGREEMENT dated July 25, 2011, establishes protocol and procedures for Harford County Cultural Arts Board (HCCAB) endorsed for non-profit Cultural Arts Organizations' (CAO) use of Harford County Public Schools (HCPS) facilities. When applying for the use of a HCPS facility, and while using a HCPS facility, HCCAB and CAO shall follow all procedures as set forth in the HCPS Use of Facilities Procedures (UOF) except as specified herein.

A. Partnership

The HCPS Strategic Plan and vision states that HCPS will be a community of learners in which our public schools, families, public officials, businesses, community organizations, and other citizens work collaboratively to prepare all of our students to succeed academically and socially in a diverse, democratic, change-oriented, and global society. The purpose of HCCAB is to act as a county-wide liaison between Harford County government and Harford County 501(c)(3) arts organizations while promoting, expanding, and sustaining the rich and diverse cultural heritage of Harford County.

The HCPS vision and HCCAB purpose clearly identify common stakeholders and commitment to the education and growth of the Harford County community. It is with this common commitment in the forefront that HCPS and HCCAB have established a partnership which outlines protocol and procedure regarding the use of HCPS facilities for cultural arts programming in exchange for fundraising opportunities for host schools.

HCCAB has identified the need for a community arts facility that would be used by local artists and arts organizations and for the benefit of all those living in and around Harford County. HCCAB has developed a *Cultural Plan for Harford County* that considers the needs and desires of key stakeholders and illustrates the cultural climate of Harford County and the impact of the arts on the standard of living and business within the county. While the need for a community arts facility has been identified, it is acknowledged that the development of this facility will take time. Historically, HCCAB and various CAO's have engaged HCPS and have requested the use a school facility as a venue for arts events and performances. It has been determined that the lack of processes have compromised the vision and purpose of both organizations. It is believed that under this partnership, through improved communication and the development of a more collaborative environment, the capacity to serve the students and the arts community of Harford County will be enhanced tremendously.

B. Roles and Responsibilities

1. The HCCAB will act as the liaison between the CAO and HCPS and shall coordinate/facilitate all UOF requests that are made by each CAO.

2. The CAO, as the UOF applicant and building user, will be responsible for submitting all UOF applications and associated fees. The CAO shall identify a designated representative, an on-site representative, and shall comply with all procedures as outlined in the HCPS UOF procedures.
3. HCPS is responsible for processing UOF applications that are submitted by HCCAB endorsed CAO's (i.e. HCCAB grant funded 501(c)(3) and will determine availability and eligibility of the group and the activity. HCPS UOF Coordinator will coordinate the use of school facilities by CAO's and will administer all requirements as defined in the HCPS UOF procedures.

C. Application Process

4. Only non-profit CAO's that are endorsed by HCCAB will be authorized use of HCPS facilities under this AGREEMENT. Use shall generally be limited to high school facilities. Use of middle and elementary schools will be by exception only.
5. CAO's typically schedule events well in advance of the beginning of a school year. Therefore, when requesting or scheduling the use of a HCPS facility for the upcoming school year, CAO's will submit all UOF requests as indicated herein. UOF Applications received outside of the schedule, as indicated, will be processed in the order received.
 - a. CAO's will submit all UOF requests to the HCCAB Coordinator prior to June 15th and requests will be processed on a first come, first served basis. For each event requested, the CAO will indicate (in order of priority):
 - 1) three locations
 - 2) three dates
 - 3) time of the event
 - 4) their technical needs (sound, lighting, seating)
 - b. From June 15th to July 1st, the HCCAB Coordinator will contact the HCPS UOF Coordinators at each school, in priority order listed by the CAO, to confirm availability of each school facility. Once availability is confirmed at one of the three schools, the UOF Coordinator at the available school facility will hold the date to allow time for the application submission and approval process. If it is determined that none of the schools are available, the CAO will be contacted and requested to submit additional locations, dates, and times.
 - c. If questions or disputes arise regarding event eligibility, HCCAB will be directed to the HCPS Office of Operations to assist in determining event eligibility. HCCAB, and the UOF Coordinator, will be advised of the decision.

- d. Once availability is confirmed by the UOF Coordinator, the HCCAB Coordinator will notify and direct the CAO to the HCPS website (www.hcps.org) to download, complete and submit the HCPS UOF Application A.
- e. After July 1st, the completed application will be submitted, in triplicate, to the UOF Coordinator of the host school. The UOF Coordinator will process and forward the application, in triplicate, to the HCPS Office of Operations for final approval and the determination of fees and charges. Once approved, notification will be forwarded to the UOF Coordinator and the CAO informing each that the application has been processed and approved by August 15th.

D. General Requirements and Conditions of Use

1. The CAO is permitted to charge a reasonable fee for admission. The cost of admission must be identified on the UOF Application A when submitted.

E. Food and Concessions

1. CAO's must comply with current UOF procedures regarding food and concessions must be adhered to at all times.
2. The host school will be offered a fundraising opportunity to provide food concession sales during an event sponsored by a CAO. This opportunity will first be offered to a school-affiliated group. The CAO shall only be allowed to sell, or allow anyone acting under the authority of the CAO to sell, any food or beverages while using a school facility provided that no school-affiliated group wishes to do so, and provided that the using group has approval of the Health Department, if required.

F. Closure Notification

1. Use of school facilities is prohibited when schools are cancelled for inclement weather, utility outages, or other facility emergencies; or when schools and offices are closed for designated holidays and Election day. Once it has been determined that a school has to cancel a scheduled CAO event due to an emergency, every effort will be made to notify the CAO's designated representative in a timely manner leaving sufficient time for the CAO to notify their patrons of the cancellation.

G. Supervision and Security

1. During the use of a HCPS facility, it is the responsibility of the CAO on-site representative to ensure that participants are properly supervised at all times. The on-site representative must be present during the time the building is in use to supervise planned activities.

2. The CAO on-site representative shall ensure that he/she has access to a cellular telephone to reach law enforcement or emergency personnel should the need arise.

H. HCPS Instructional Supplies, Equipment and Furnishings

1. Non-Technical Instructional Equipment

Except for use of the school's musical equipment, instructional equipment may not be used. If a musical instrument is used, it may not be removed from the assigned location without prior approval from the school principal. The school principal must approve use of all equipment.

When using a school laboratory or studio, the CAO may use only the instructional equipment requested on the application and approved by the school.

2. Non-Instructional Equipment

Non-instructional equipment may be used under direct supervision of school personnel with prior permission of the school principal. Non-instructional equipment shall include showers, bleachers, cafeteria 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.

3. Instructional Supplies

Instructional supplies may not be used or consumed. Instructional supplies may not be lent, traded, or encumbered under any circumstances. All consumable supplies shall be provided by the CAO.

4. Technical Equipment

Only trained and authorized HCPS technical support personnel shall operate sound and stage equipment. If it is determined that a HCPS technician is not available, the UOF Coordinator and the CAO representative shall jointly select from a list of CAO technicians that are trained and pre-approved by HCPS to operate and be responsible for the equipment.

Rental and special fees may be assessed for use of projectors and sound equipment. No equipment may be removed from the school premises. Non-HCPS computers may be used, but are not permitted on HCPS network.

When using any room containing a dry-erase board or chalkboard, the CAO may use any unmarked portion of the board provided that any portion of board used by the instructor is erased after the activity. The CAO shall not, under any circumstance, erase anything on a board left by the school.

The CAO shall replace or reimburse HCPS for equipment damaged and/or lost or missing.

I. Fees

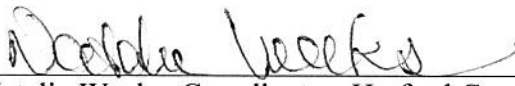
1. Charges for the use of facilities shall be consistent with rates and parameters as defined within the current UOF procedure. Charges will include applicable administrative fees, rental fees, support services fees, false alarm and intrusion fees and cancellation fees associated with the facility use and event requirements.

J. Committee

1. A committee will meet yearly to discuss and resolve use of school facility issues and to modify terms of the Agreement, if necessary. The committee shall consist of eight members as follows:
 - a. Harford County Public Schools Assistant Superintendent for Operations;
 - b. Harford County Public Schools General Counsel;
 - c. Harford County Public Schools Director, Office of Community Engagement, Equity and Cultural Proficiency;
 - d. Harford County Public Schools Electronics Technician;
 - e. Harford County Cultural Arts Board Coordinator;
 - f. Harford County Cultural Arts Board Co-Coordinator;
 - g. Harford County Cultural Arts Board President and Technical Director;
 - h. Center for the Arts Executive Director.



Robert M. Tomback, Ph.D., Superintendent of Schools 7/25/11
Date



Natalie Weeks, Coordinator, Harford County Cultural Arts Board 7-25-11
Date