

**WASHINGTON COUNTY PUBLIC SCHOOLS  
INFORMATION FOR APPLICANTS FOR USE OF SCHOOL FACILITIES**

Application Procedures

1. Applications are required for all school-sponsored organizations and individuals who desire to use school facilities after school hours and/or on days when school is not in session and for all non-school sponsored organizations.
2. Requests should be made two weeks prior to the activity date. Gymnasiums, stadiums and athletic fields should be requested 60 days prior to the start of activities. Schools cannot be scheduled for more than six months in advance.
3. Use of school facilities will be granted only after it has been determined that the space is not needed for instructional purposes, required for any school activity, or needed for general student and/or staff use.
4. Applications for facility use must be approved by the school principal first. The principal will forward the form promptly to the Office of Facilities Management for further approval and determination of any appropriate charges. A signed copy of the Use of Facilities form will be returned to the applicant and the school principal and will be kept on file by the Facilities Management office. The applicant should not consider the use approved until receiving final notification from Facilities Management.
5. Requests for use of school facilities may be denied if, in the judgment of Washington County Public Schools, the use fails to meet the requirements set forth herein. The right is reserved to revoke or annul any approved application for non-compliance with regulations. WCPS also reserves the right to waive any or all conditions of this policy and to stipulate additional conditions if, in its judgment, such action is in the best interest of the community and/or the school system.
6. After approval the organizations should arrange all details for using the building directly with the school principal. Whenever cafeteria facilities are used, school cafeteria personnel must be present to supervise use of equipment.
7. If a group cancels an event, the school *and* the Office of Facilities Management must be notified 24 hours in advance or a cancellation fee equal to the minimum building use fee will be applied.

Regulations

1. Meeting of groups granted use of school facilities shall be open to the public as provided for in the Public School Laws of Maryland. Groups must comply with all local and state board of education policies and regulations of the Office of the State Fire Marshal. Sponsoring groups shall enforce all smoking and parking regulations.
2. School facilities may not be used by individuals for parties, receptions, yard sales, or similar functions that are essentially private in nature.
3. When schools are cancelled or closed early due to inclement weather or other emergencies, use of school facilities is prohibited. On weekends and non-school days when the snow emergency plan is in effect, all activities are cancelled.
4. Except as otherwise noted in this paragraph, there shall be no signs, banners, or the like placed in or on school buildings or on school grounds by any group except those associated with school sponsored activities, the PTA or the Washington County Board of Elections. Subject to the approval of the school system, other groups may place temporary identification signs on school grounds only during the actual hours they use the school. At the conclusion of the use the group must remove the signs. Political signage related to an election is only allowed to be posted on school property in accordance with this regulation. Political signage shall not be placed or displayed on school property until after 5:00 a.m. on election day. Political signage shall be removed no later than 6:00 a.m. on the morning immediately after election day. All political signage shall comply with state and federal laws and regulations and any rules established by the Washington County Board of Elections. Any signs improperly placed, placed too early, or improperly left may be removed and disposed of by the school system.
5. Animal shows, training classes, obedience classes or exhibits are prohibited. This exclusion does not apply to animals used in the regular instructional program.
6. Camping on school property is strictly prohibited. This includes travel trailers and recreational vehicles on parking lots. The Fairview Outdoor School is excluded from this provision.
7. Playgrounds and athletic fields may not be used when weather conditions make playing surfaces unfit for use without injury to the fields. School principals and the facilities management department are authorized to deny use to any individual or organization if the intended use is determined to be detrimental to the field.

8. Possession or consumption of alcoholic beverages or narcotic drugs will not be permitted on school property at any time.
9. Non-school use of gymnasiums is restricted to appropriate athletic activities with participants required to wear appropriate footwear. Use of gymnasiums for baseball/softball/lacrosse and soccer is prohibited.
10. Automobiles must not be driven or parked on any area not designated as a parking area. Motorcycles, motorbikes, go-carts, snowmobiles, ATVs, and motor cross racing are specifically prohibited on school property.

#### Liability

1. Washington County Public Schools will hold the applicant and its employees, officials, volunteers and agents solely responsible for any loss or damage to property sustained during or as a result of an event.
2. To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless, the Board of Education of Washington County, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorney's fees and all other connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Board of Education of Washington County.
3. The Applicant group must maintain, throughout the term of the agreement, a commercial general liability insurance policy with limits of \$1,000,000, and shall name the Washington County Board of Education as an additional insured on the policy. A copy of the insurance certificate from a company authorized to conduct business in Maryland shall be presented with the application, prior to issuance of approval by the school. If the Applicant has any employees on site during activities, the Applicant must provide proof of worker's compensation coverage.
4. Washington County Public Schools is not liable for damage or loss of any material, media, or equipment that may be used by an outside agency or group resulting from use of the WCPS facilities.
5. WCPS will do its best to provide facilities or equipment in good working order; however, in the event of any problems beyond WCPS' control, Washington County Public Schools is not liable for failure to deliver the intended program by the sponsoring agency/group.

#### Fees

1. Washington County Public Schools has established a fee schedule for the use of school facilities. The fee to be assessed will be determined by the office granting approval. If special services are required in the opinion of WCPS administration or at the request of the applicant, such as technical, custodial, food service or security, an additional charge will be made. Stadium press boxes and concessions rights shall be requested through the school Principal's office. If use is approved for a time when the facility is not normally in operation, a fee for utilities' costs and other services shall be charged.
2. A building administrator or school custodian must be on duty when a school building is occupied. This is to provide protection for both the occupants and the physical facility.
3. All organizations using school facilities must arrange for custodial services through the school principal. Custodial personnel employed specifically for the groups activities will open and close the building and whenever security guards are not required, they will also provide this service. They will be responsible for cleaning the building and grounds and providing general custodial services to the group during the hours the activity is being held. Custodial personnel are required to be at the facility at least thirty (30) minutes before, during, and at least thirty (30) minutes following the activity. If additional custodial time is needed to return the building and grounds to original condition, the group sponsoring the activity will be billed for the additional time required. Custodial personnel are responsible for ensuring that the building and grounds are ready for the next school session. Groups using school stadiums will be responsible for trash pickup in the stadium. A deposit is required prior to the event and returned after the area is inspected by school personnel.
4. School officials may require that security guards be employed to supervise parking lots, grounds and/or those sections of a building being used by a group. Security guards must be obtained through or approved by the building principal and must be uniformed and easily recognized as security guards. Continued use of a school building by any group is contingent upon the group's taking proper steps to protect the school property, to ensure complete safety, and to reimburse the Board of Education for its expenses. If a principal or the Facilities Management Department feels that a building is being misused by any group, the principal and/or Facilities Management shall investigate and determine whether the group should be prohibited from any further use of county schools.
5. Applicants whose Use of Facilities has been denied, or who wish to contest the use charges may appeal the decision in writing to the Assistant Superintendent for School Operations at the Central Office.

6. Category #4 & 5 will see an annual increase in building use fees according to the Consumer Price Index of that year.

The Public School System of Washington County does not discriminate on the basis of race, color, sex, age, size, national origin, religion or disability in matters effecting the provision of services to educational programs, and activities, hiring of faculty and staff, or any terms and conditions of employment.

Category 1 The School and School Related Groups	Category 2 Youth Groups and Recreation and Parks	Category 3 Tutoring/Instructional	Category 4 Cultural, Recreational, and Community Improvement Groups	Category 5 Profit Making Activities
Curriculum based student clubs and organizations, PTA, CAC, SIT, Employee organizations.	Scouts, 4-H, Booster clubs, Junior basketball, Recreation and Parks, YMCA, Softball, Baseball, Soccer, Lacrosse leagues.  - Stadium Rental Fee.  - Custodial & Utility Fee if additional time is required, excluding Booster clubs.	Board sponsored private lessons, Drivers education, HCC, ABC classes.  - Building Rental Fee.  - Custodial Fee if additional time is required.  - Building Utility Fee.	Service clubs, Civic groups, Adult recreation groups, All other non-profit adult groups.  - Building Rental Fee, which will increase annually according to Consumer Price Index.  - Custodial Fee if additional time is required.  - Building Utility Fee	Profit making activities for the individual or corporate financial benefit of the user.  - Building Rental Fee, which will increase annually according to Consumer Price Index  - Custodial Fee if additional time is required.  - Building Utility Fee
*Insurance not required	*Insurance required	*Insurance required	*Insurance required	*Insurance required

Facility	Category 2	Category 3		Category 4		Category 5	
	Fee per hr/use	Min. Fee up to 2 hrs/use	Each hr beyond	Min. Fee up to 4 hrs/use	Each hr beyond	Min. Fee up to 4 hrs/use	Each hr beyond
Classrooms	NA	\$15.00	\$7.00	\$24.00	\$6.00	\$57.00	\$14.00
Gymnasiums	NA						
Elementary Schools		\$10.00	\$5.00	\$32.00	\$8.00	\$200.00	\$50.00
Middle/High Schools		\$15.00	\$7.00	\$56.00	\$14.00	\$500.00	\$125.00
Auditoriums	NA						
Elementary Schools		\$30.00	\$15.00	\$44.00	\$11.00	\$344.00	\$86.00
Middle/High Schools		\$40.00	\$20.00	\$80.00	\$20.00	\$520.00	\$130.00
Cafeteria/Multipurpose Kitchen Use	NA	\$30.00 \$40.00	\$15.00 \$20.00	\$44.00 \$80.00	\$11.00 \$20.00	\$288.00 \$80.00	\$72.00 \$20.00
High School Stadiums	\$125.00 for the first hour and \$50 per hour thereafter	\$250.00	\$125.00	\$500.00	\$125.00	\$500.00	\$125.00
Custodial Fee	\$25.00	\$50.00	\$25.00	\$100.00	\$25.00	\$100.00	\$25.00
Building Utility Fee	\$30.00	\$60.00	\$30.00	\$120.00	\$30.00	\$120.00	\$30.00
Stadium Light Utility Fee	\$50.00	\$100.00	\$50.00	\$200.00	\$50.00	\$200.00	\$50.00
Stadium Deposit Fee	\$200.00/Event	\$500.00	/Event	\$500.00	/Event	\$750.00	/Event

High school gymnasiums, computer classrooms, and industrial arts areas will not be rented under Category 3 or 4. Cancellation fees will be equal to the building use minimum fee.

Before and After School Daycare programs are under negotiated contracts.

Approved:

  
Elizabeth M. Morgan, Ph.D.  
Superintendent

Date: 06/01/10

Regulations adopted: August 19, 2003. Amended: May 1, 2007. Amended: May 28, 2010.  
Washington County Public School System