

**I. Requirements for Use**

- A. The use of school facilities is subject to the approval of the Superintendent pursuant to this policy statement and the implementation procedures.
- B. All activities must be open to the public and cannot discriminate on the basis of location of residence within Howard County.
- C. All organizations wishing to use the Howard County Public School System (HCPSS) facilities must submit a completed application. The individual submitting the application must be 18 years of age or older. The approved application for facilities is not subject to transfer, assignment, and/or subleasing.
- D. Adequate and appropriate supervision will be provided by the using organization. HCPSS personnel assigned as custodians, or any other school representatives, will not assume any of the supervisory responsibilities related to the activity.
- E. No decorations will be used in the buildings unless they are of fireproof material. There will be no use of flammable materials nor open flames in school buildings or on school grounds.
- F. For any public assembly where 250 or more persons are anticipated, the using organization is required to have one certified adult crowd manager present for every 250 people as specified by the Howard County Fire Marshal.
- G. When any organization is meeting in a school facility, or when any activity involving people is in session in the school, all exits which in any way serve the area(s) being used must be free of padlocks, chains, or other obstructions. There must be free egress for all persons in the event of an emergency. The using organization will establish these conditions with the aid of the assigned custodian or school representative. The above-stated conditions will be maintained by the organization, during the period of its occupancy.
- H. Motor vehicles will be parked only in designated areas; no driving or parking will be permitted on field areas.

- I. Each using organization will have a standard procedure in case of an emergency. Leaders of respective organizations will be familiar with contact procedures of the police, ambulance, and fire department.
- J. Equipment and materials owned by the user may be stored with permission in schools at the user's risk. The Board will not be liable for their abuse, damage, or theft.
- K. Any sale of food must be approved in advance by the Use of School Facilities Office and be in compliance with the Howard County Health Department regulations.
- L. Grass cutting and grounds maintenance will be performed by HCPSS personnel only.
- M. Any alteration or installation of equipment (goals, backstops, fences, etc.) must have prior written approval from the Use of School Facilities Office.
- N. All soccer goals must be staked or properly weighted at all times, whether in storage or during use.
- O. Games such as soft toss, which result in baseballs/softballs being driven into backstops or fences, are prohibited.
- P. The using organization will leave assigned areas as clean and in as good working order as the areas were found. Violations may result in:
  - 1. Denying further use
  - 2. Charges for cleaning and/or repair services.
- Q. The use of tape on any surface, e.g., carpet, tile, wood floors, is prohibited.

## **II. Facility Use Schedule**

- A. The first priority will be given to the program and activity needs of the school system and school-related support organizations.
- B. The second priority will be given to those groups that provide opportunities to students within the local geographic areas.
- C. Subsequent priorities will be established as indicated in the following charts:

**CHART A**

**SEASON: FALL – WINTER – SPRING – Activity Period**

**INDOOR AREAS: WEEKDAY PRIORITY**

Priority for assignment of school facilities will be given to those groups that provide opportunities to students in the local geographical area.

<b>TIME</b>	<b>AREA</b>	<b>1</b>	<b>2</b>	<b>3</b>
7:00AM-9:00AM	CAFETERIA	Day Care	Rec. Activity	All Other Requests
	GYM	Day Care	Youth Sports	All Other Requests
	AUX. GYM	Youth Sports	Rec. Activity	All Other Requests
	AUDITORIUM	Performing Arts	Meetings	All Other Requests
	CLASSROOM	Educational Activity	Meetings	All Other Requests
2:30PM-6:00PM	CAFETERIA	Day Care	Rec. Activity	All Other Requests
	GYM	Youth Sports	Rec. Activity	All Other Requests
	AUX. GYM	Youth Sports	Rec. Activity	All Other Requests
	AUDITORIUM	Performing Arts	Meetings	Educational Activity
	CLASSROOM	Educational Activity	Meetings	All Other Requests
6:00PM-8:00PM	CAFETERIA	Rec. Activity	Meetings	All Other Requests
	GYM	Youth Sports	Adult Sports	Rec. Activity
	AUX. GYM	Youth Sports	Adult Sports	Rec. Activity
	AUDITORIUM	Performing Arts	Meetings	Educational Activity
	CLASSROOM	Educational Activity	Meetings	All Other Requests
8:00PM	CAFETERIA	Rec. Activity	Meetings	All Other Requests
	GYM	Adult Sports	Rec. Activity	Youth Sports
	AUX. GYM	Adult Sports	Rec. Activity	Youth Sports
	AUDITORIUM	Performing Arts	Meetings	Educational Activity
	CLASSROOM	Educational Activity	Meetings	All Other Requests
<b>WEEKEND PRIORITY</b>				
7:00AM-9:00AM	CAFETERIA	Rec. Activity	Meetings	All Other Requests
	GYM	Adult Sports	Youth Sports	All Other Requests
	AUX. GYM	Adult Sports	Youth Sports	All Other Requests
	AUDITORIUM	Performing Arts	Rec. Activity	All Other Requests
	CLASSROOM	Educational Activity	Meetings	All Other Requests
9:00AM-6:00PM	CAFETERIA	Rec. Activity	Meetings	All Other Requests
	GYM	Youth Sports	Rec. Activity	All Other Requests
	AUX. GYM	Youth Sports	Rec. Activity	All Other Requests
	AUDITORIUM	Performing Arts	Educational Activity	Meetings
	CLASSROOM	Educational Activity	Rec. Activity	All Other Requests
6:00PM	CAFETERIA	Rec. Activity	Meetings	All Other Requests
	GYM	Adult Sports	Youth Sports	Rec. Activity
	AUX. GYM	Adult Sports	Youth Sports	Rec. Activity
	AUDITORIUM	Performing Arts	Meetings	Rec. Activity
	CLASSROOM	Educational Activity	Meetings	All Other Requests

**CHART B**

**SEASON: SUMMER Activity Period**

**INDOOR AREAS: WEEKDAY PRIORITY**

Priority for assignment of school facilities will be given to those groups that provide opportunities to students in the local geographical area.

<b>TIME</b>	<b>AREA</b>	<b>1</b>	<b>2</b>	<b>3</b>
7:00AM-9:00AM	CAFETERIA	Day Care	Rec. Activity	Meetings
	GYM	Day Care	Youth Sports	Adult Sports
	AUX. GYM	Adult Sports	Youth Sports	Rec. Activity
	AUDITORIUM	Performing Arts	Meetings	Rec. Activity
	CLASSROOM	Educational Activity	Rec. Activity	Meetings
9:00AM-3:00PM	CAFETERIA	Rec. Activity	Day Care	Meetings
	GYM	Youth Sports	Rec. Activity	Adult Sports
	AUX. GYM	Youth Sports	Rec. Activity	Adult Sports
	AUDITORIUM	Performing Arts	Rec. Activity	Meetings
	CLASSROOM	Educational Activity	Rec. Activity	Meetings
3:00PM-6:00PM	CAFETERIA	Day Care	Rec. Activity	Meetings
	GYM	Day Care	Youth Sports	Rec. Activity
	AUX. GYM	Youth Sports	Rec. Activity	Adult Sports
	AUDITORIUM	Performing Arts	Rec. Activity	Meetings
	CLASSROOM	Rec. Activity	Day Care	Educational Activity
6:00PM	CAFETERIA	Rec. Activity	Meetings	Rec. Activity
	GYM	Adult Sports	Youth Sports	Rec. Activity
	AUX. GYM	Adult Sports	Youth Sports	Rec. Activity
	AUDITORIUM	Performing Arts	Rec. Activity	Meetings
	CLASSROOM	Educational Activity	Rec. Activity	Meetings
<b>WEEKEND PRIORITY</b>				
7:00AM-9:00AM	CAFETERIA	Rec. Activity	Meetings	All Other Requests
	GYM	Adult Sports	Youth Sports	Rec. Activity
	AUX. GYM	Adult Sports	Youth Sports	Rec. Activity
	AUDITORIUM	Performing Arts	Rec. Activity	Meetings
	CLASSROOM	Educational Activity	Rec. Activity	Meetings
9:00AM-6:00PM	CAFETERIA	Rec. Activity	Meetings	All Other Requests
	GYM	Youth Sports	Rec. Activity	Adult Sports
	AUX. GYM	Youth Sports	Rec. Activity	Adult Sports
	AUDITORIUM	Performing Arts	Rec. Activity	Meetings
	CLASSROOM	Educational Activity	Rec. Activity	Meetings
6:00PM	CAFETERIA	Rec. Activity	Meetings	All Other Requests
	GYM	Adult Sports	Youth Sports	Rec. Activity
	AUX. GYM	Adult Sports	Youth Sports	Rec. Activity
	AUDITORIUM	Performing Arts	Rec. Activity	Meetings
	CLASSROOM	Educational Activity	Rec. Activity	Meetings

**CHART C**

<b>SEASON: FALL – SPRING – SUMMER – Activity Period</b>				
<b>OUTDOOR AREAS: WEEKDAY PRIORITY</b>				
Priority for assignment of school facilities will be given to those groups that provide opportunities to students in the local geographical area.				
<b>TIME</b>	<b>AREA</b>	<b>1</b>	<b>2</b>	<b>3</b>
9:00AM-6:00PM	Baseball/Softball Fields	Youth Sports	Adult Sports	All Other Requests
	Multipurpose Fields	Youth Sports	Adult Sports	All Other Requests
	Tennis Courts	Youth Sports	Adult Sports	All Other Requests
	Track	Youth Sports	Adult Sports	Adult Sports
6:00PM	Baseball/Softball Fields	Youth Sports	Adult Sports	All Other Requests
	Multipurpose Fields	Youth Sports	Adult Sports	All Other Requests
	Tennis Courts	Adult Sports	Youth Sports	All Other Requests
	Track	Youth Sports	Adult Sports	All Other Requests
<b>WEEKEND PRIORITY</b>				
9:00AM-6:00PM	Baseball/Softball Fields	Youth Sports	Adult Sports	All Other Requests
	Multipurpose Fields	Youth Sports	Adult Sports	All Other Requests
	Tennis Courts	Youth Sports	Adult Sports	All Other Requests
	Track	Youth Sports	Adult Sports	All Other Requests
6:00PM	Baseball/Softball Fields	Youth Sports	Adult Sports	All Other Requests
	Multipurpose Fields	Youth Sports	Adult Sports	All Other Requests
	Tennis Courts	Adult Sports	Youth Sports	All Other Requests
	Track	Adult Sports	Youth Sports	All Other Requests

D. Sports program scheduling will be prioritized based on season as follows:

1. Indoor

- a. Fall
  - i. Volleyball/Basketball
  - ii. Wrestling
  - iii. All Others
- b. Winter
  - i. Basketball/Wrestling
  - ii. Soccer/Volleyball
  - iii. All Others
- c. Spring
  - i. Baseball/Softball
  - ii. Soccer/Volleyball
  - iii. All Others
- d. Summer
  - i. Baseball/Softball
  - ii. Soccer/Volleyball
  - iii. All Others

2. Outdoor
  - a. Fall
    - i. Soccer/Football
    - ii. Field Hockey
    - iii. All Others
  - b. Spring/Summer
    - i. Baseball/Softball
    - ii. Lacrosse
    - iii. Soccer
3. Any organization, including schools, wishing to use a field and/or facility will apply to the Use of School Facilities Office. Applications will be received and acted upon in accordance with the priority schedule and following deadlines:

a. Outdoor Areas

Scheduled Activity	Submission Date	Confirmation to School/User
Sept. 1-Dec. 1	June 1 (fall prog.)	July 1
April 1-Sept. 1	Jan. 1 (spr./sum.)	February 1

No field or grounds will be scheduled during the period December 1 – March 31.

b. Indoor Areas

Scheduled Activity	Submission Date	Confirmation to School/User
Sept. 1-Dec. 31	June 1	July 1
Jan. 1-March 31	October 1	November 1
April 1-June 30	January 1	February 1
July 1-August 31	April 1	May 1

- E. Applications received after the submission dates will be acted upon on a first-come, first-served basis. These will be submitted at least seven working days prior to the start of the activities.

### III. Administrative Guidelines

- A. To ensure coordinated, maximum public utilization of all facilities, a master schedule shall be established by the Superintendent or his/her designee and maintained at the Department of Education by the Superintendent or his/her designee. Each school will develop its own master calendar of building use and submit it to the Use of School Facilities Office by the established date. This will enable coordinated maximum public utilization of all facilities.
- B. If a principal/designee feels that the building is being misused by any user:

1. The principal/designee will point out the misuse or non-use to the user.
  2. The principal will also notify the Use of School Facilities Office, in writing, of the misuse or non-use.
  3. If misuse or non-use continues, the principal/designee will stop the activity.
  4. The principal will report the misuse or non-use to the Use of School Facilities Office who will (in cooperation with the appropriate department head if educational matters are involved) investigate the complaint and determine whether the user should be prohibited from any further use of county schools and/or charged for the damages. Users will be notified of the decision prior to the charge.
  5. Users will request reinstatement of facility use privileges by writing to the Use of School Facilities Office.
  6. All determinations will be made by the Use of School Facilities Office.
- C. Occasions arise when school facilities, which have been assigned for use by community organizations, are needed for school purposes.
- If it becomes necessary for the school to preempt the use of the facility for a certain period of time, the following will be in effect:
1. The principal/designee will notify the user scheduled for use as to the school's need.
  2. The "Cancellation - Use of School Facilities Permit" form must be completed by the school and sent to the Use of School Facilities Office for action.
  3. The above form should be completed a minimum of one week in advance of the time when the school wishes to use the preempted facility/area.
  4. In instances where day care programs are affected, adequate alternate space will be provided. Specific alternative areas will be indicated on permits issued on a seasonal basis.
- D. A shared use agreement for the James Rouse Theatre for the Performing Arts at Wilde Lake High School operates under the terms specified in the Memorandum of Understanding approved by the Board.

#### **IV. Exclusions**

The following are not permitted by users:

- A. Parties, celebrations, recitals, etc., that are essentially personal or private in nature. This exclusion includes birthday, wedding, anniversary, and other similar activities.
- B. Public dances and car washes unless sponsored by the HCPSS or a school-related support organization.
- C. Firearms, weapons, or ammunition in school buildings, consistent with any related statutes and/or regulations.
- D. The possession, use, or distribution of intoxicants and/or controlled dangerous substances.
- E. The use or sale of tobacco in any form at all times. The using group has the clear and definite responsibility for ensuring a tobacco-free environment during their usage.
- F. Rocket or balloon launches and other activities which result in the release of helium-filled balloons into the atmosphere. This includes balloon bouquets and presentations, which also may result in release into the atmosphere.
- G. There will be no signs, banners, pennants, or the like placed in or on school buildings or school grounds by any user, except those associated with activities sponsored by or for the school community or school-related support organization. Other users may place temporary identification signs on school grounds only during the actual hours the building is being used. At the conclusion of the use of the school, the user must remove the signs.
- H. Food and beverages are prohibited from classroom areas, auditoriums, and gymnasiums. The sole exception is that athletic teams may have sports drinks in gymnasium team areas.

#### **V. Payment**

- A. All payments will be made to the Finance Office.
- B. Remittance of charges must be paid to the HCPSS within 10 days after receiving invoice.



- C. If, for any reason, the facilities are not used at the time requested and approved, indicated charges for costs incurred by the Board will be paid to the Finance Office unless the Use of School Facilities Office is notified of a cancellation at least 48 hours prior to the scheduled activity.

## **VI. School Closures**

- A. All use of school facilities will be canceled when schools are closed for the full day or dismissed early due to emergency conditions or emergency measures.
- B. In the case of inclement weather, a permit may be suspended in order to prevent damage to grounds/facilities.
- C. If a snow emergency plan for Howard County is in effect at 7:00 a.m. on Saturday, Sunday, or on a day when schools are closed for students, all community programs and activities scheduled to take place in school facilities are canceled. Should the snow emergency plan go into effect after 7:00 a.m., programs and activities that are in progress may be completed. All programs scheduled to begin after the time that the snow emergency plan went into effect are cancelled.
- D. Groups are under no obligation to hold activities in the event that schools are open for community and school use during inclement weather. If the user group wishes to cancel prior to or during an activity, they may do so without penalty upon notification to the Use of School Facilities Office. The user group is responsible for notifying the participants.

## **VII. Restrictions**

- A. Use of specified areas and equipment including, but not limited to, computer labs, computers, tents, inflatables, lifts, ladders, stadiums, field hockey fields, kitchens, weight rooms, auditoriums, and therapy tanks will be reviewed on a case-by-case basis.
- B. Cooking classes are restricted solely to the family and consumer science room, cafeteria, or the specific recreation activity room designed for food preparation.

## **VIII. History**

ADOPTED: July 13, 1989  
REVIEWED:  
MODIFIED: September 3, 2015

REVISED: July 8, 1993  
March 23, 1995  
May 23, 2002  
February 10, 2011  
EFFECTIVE: September 3, 2015