

**CARROLL COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE REGULATIONS  
BOARD POLICY KGF: COMMUNITY USE OF SCHOOL FACILITIES**

**It is the intent of the Board of Education of Carroll County and school system personnel to provide for the use of school facilities for community purposes when such use does not interfere with the scheduled school program. The use of school buildings and grounds for cultural, civic, educational, recreational and charitable purposes is recognized as a value to the community.**

Particular emphasis should be given to fostering Carroll County Public Schools' adopted Joint-Use Agreement policy, as endorsed by the Board of Education on June 12, 1974, for the co-use of facilities by education and recreation. In this way, the Board of Education will more fully realize its ultimate goal of establishing the school buildings and grounds as true educational, recreational, and cultural centers of the community. The usage of facilities shall be construed to include buildings and grounds and the following priority listing shall govern the usage of such:

**A. *First Priority - School Program Use***

This includes any curricular or extra-curricular function that is an extension of the educational program, e.g., class plays, concerts, socials, etc.

**B. *Second Priority - School Affiliated Activity***

This includes an activity that contributes to the various aspects of the educational program, e.g., Parent Teacher Association activity, Booster Club activity, etc.

**C. *Third Priority - Department of Recreation and Parks***

An activity receiving this priority is one that is under the sponsorship of the Carroll County Department of Recreation and Parks and/or its affiliated Community Recreation Councils.

**D. *Fourth Priority - Non-Profit Childcare***

This includes before and after school and summer childcare programs as allowed in accordance with the Administrative Regulations pertaining to this activity. See Section 3.15.

**E. *Fifth Priority - Non-Profit Community Use***

An activity placed in this category would be one that is sponsored and supervised by such non-profit groups as civic clubs, farm groups, veterans groups, volunteer groups, church groups, improvement associations, Home Owner's association, etc. The topics may or may not relate to the educational program of the school(s) involved. For charges and exemptions see charges for use of facilities.

**F. *Sixth Priority - For Profit Community Use***

Any activity, group, or organization meeting for community purposes that involves a charge or profit shall be assigned to this priority. For charges and exemptions see charges for use of facilities.

Carroll County Public Schools reserves the right to reject any application for use.

**APPLICATION**

An *Application For Use of School Facilities* must be completed and approved annually.

**AREAS OF LIMITED USAGE**

Areas in the school facilities that are limited for community usage include:

1. Instructional equipment, e.g., tape recorders, overhead projectors, microscopes, gym equipment, etc. - These items are not generally approved for use unless specifically agreed to in advance as part of the building use.
2. The high school football stadia. - A special contract must be developed and approved by the Board of Education of Carroll County for use of any stadia. Charges are \$100.00 per activity plus \$5.00 per hour for lighting.
3. Carroll County Public Schools reserves the right to negotiate separate fees if it is determined that it is in the best interest of the school system.

**EXCLUDED USAGE**

1. Use of indoor and/or outdoor facilities for traveling carnival, circus, donkey or pony baseball or basketball, or similar traveling groups is not allowed.

2. Use of outdoor facilities for display or discharge of fireworks is not allowed.

**SCHEDULING USAGE OF FACILITIES**

The school principal holds discretionary power for scheduling according to the priority listing, approval, and suspension of usage of school facilities. The Director of Facilities will assist in the event a clarification is needed or a system-wide implication emerges, e.g., an energy cutback.

Use of school facilities for overnight functions requires Board of Education approval.

Approval should be requested far enough in advance as to allow action at a regular board meeting.

Charges are to be assessed based on priority and per the Schedule of Charges for Use of Facilities - Carroll County Public Schools. Charges include space rental plus custodial charges and additional energy charges for heating or air conditioning.

The principal may reject a request for usage on school holidays, during a facility malfunction, and due to Acts of God (including inclement weather) and in order to facilitate school maintenance. When schools are closed due to inclement weather, all activities shall be canceled. All activities scheduled for weekends and/or holidays shall be canceled if the snow emergency plan is in effect at anytime the day of or still in effect at 6:00 p.m. the day prior to the scheduled event. Unless required for school-based activities, snow removal should not be expected and appropriate precautions taken by users. Should no cost center employee (i.e., custodian, teacher, administrator, etc.) be willing to accept extra duty when the activity does not occur during normal work hours, the activity shall be postponed or canceled. The principal may postpone, restrict, re-schedule, revise or cancel an application for usage.

**RESPONSIBILITIES OF THE PROVIDER**

1. The principal is encouraged to make a sincere effort to cooperate and schedule as many worthwhile community activities as are in the best interest of all concerned. The principal must carefully review and act on each facility application.
2. Upon scheduling the interior usage of a school facility, the principal shall designate a responsible person or persons to be present to observe the usage of the building and equipment and to report to the group leader any misuse of the property on the use of facilities form. This responsible person shall be an employee of Carroll County Public Schools and is generally a custodian.
3. In preparing the schedule for the Department of Recreation and Parks, the principal shall make available to the authorized representative(s) of the organization a list of any prior commitments for usage.
4. The responsible person(s) shall be cooperative with the group and shall regularly inspect both the interior and exterior areas while the facility is in use.
5. Prior to beginning the activity and upon completion of the same, the responsible person(s) and the group leader shall jointly inspect the facility and complete the proper inspection form. Damages noted shall be repaired through Carroll County Public Schools with the responsible agency bearing the cost.
6. After the inspection is completed, the responsible person(s) will secure the building.

**RESPONSIBILITIES OF THE USER**

All usage of school facilities shall comply with the use of school property for other than school purposes as stated in Article 77, Sections 7-108, 7-109 and 7-110.

Other specific responsibilities include:

1. An application for usage of a facility, indicating the name of the organization and the group leader, must be filed with the principal of the school at least thirty days prior to the date of the event, if possible, on the appropriate form which is available at the principal's office. In the case of usage by the Carroll County Department of Recreation and Parks, whose activities receive a Priority #3 rating, the Recreation and Parks coordinators will schedule the facilities for usage through working with the principal. In preparing the schedule for the Department of Recreation and Parks, the principal shall make available to the authorized representative(s) of the organization a list of any prior commitments for usage.

**CARROLL COUNTY PUBLIC SCHOOLS  
SCHEDULE OF CHARGES FOR USE OF SCHOOL FACILITIES**

2. Liability Insurance is one condition for usage of school facilities. This condition needs to be adhered by all groups, organizations, parent booster clubs, music booster clubs, and/or athletic booster clubs. There shall be a \$1,000,000 minimum combined single limit per occurrence with an annual aggregate of no less than \$2,000,000. Carroll County Public Schools shall be named as an additional insured and certificate holder on the user's liability insurance policy. A copy of the Certificate of Liability Insurance specifying the above-mentioned coverage is to be on file in the Department of Facilities at least two weeks prior to the requested usage date. Individuals, groups, organizations and businesses that by Maryland Law are mandated to carry Worker's Compensation Insurance are reminded of their responsibilities.

3. When the usage of a facility is granted, the user shall restrict activity to the area(s), times(s) and date(s) as described on the application. Failure to do so will jeopardize usage.

4. The authorized representative, as identified on the application for usage, is responsible for maintaining all applicable Board of Education policies in the designated areas. In particular, ALCOHOLIC BEVERAGES and/or CONTROLLED DANGEROUS SUBSTANCES ARE PROHIBITED Policy GBED – *Smoke-Free Workplace* shall govern use of tobacco products. Without consent of the principal, no food can be brought into the facility.

5. Supervision of activity participants, all spectators, and visitors is the responsibility of the group leader. Failure to provide proper supervision shall be reason for suspension or cancellation.

6. Advanced arrangements shall be made with the principal so that time-consuming jobs do not interfere with the school's program, e.g., setting up chairs, stage equipment, etc.

7. Users shall return the facility to the same condition as found. Failure to do so may result in additional charges to the user.

8. Physical changes to the facility beyond the usage of portable equipment are not permitted without written approval from the principal and/or Director of Facilities.

9. Users agree to notify the Department of Facilities of the Carroll County Public Schools, in writing, within 24 hours, in the event that any officer, director, employee, or agent of the group/organization is reported to the Department of Social Services for child abuse or neglect, and further agree that the officer, director, employee, or agent shall not enter onto the property of the Carroll County Public Schools until permission is granted by the Carroll County Public Schools.

**CHARGES FOR USE OF FACILITIES**

\* First, Second and Third Priority groups may use the building and grounds free of all charges.

\* Fourth priority users will be assessed charges per Section 3.15.

\* Fifth priority users are exempted from facility charges on days when school for students is in session. On days when school for students is not in session, fifth priority users will be charged for usage based upon the Schedule of Charges for Use of School Facilities. Charges will be based on a minimum use of four (4) hours. An hourly charge will be assessed for each additional hour of use.

\* Sixth priority users will be charged for usage based upon the Schedule of Charges for Use of School Facilities.

**\* ALL Fund raising activities by third, fourth, fifth and sixth priority users will be charged for usage based upon the Schedule of Charges for Use of School Facilities, except if proceeds go directly to benefiting the school system.**

*The user of any portion of school facilities hereby agrees that Carroll County Public Schools shall not be liable for any claims for injuries or damages which may be asserted against user or Carroll County Public Schools for any occurrence arising out of the use of the subject premises(s) by user and the user shall indemnify and holds Carroll County Public Schools harmless against any such claims.*

| Facility   | Fifth and Sixth Priority<br>Four (4) Hour Minimum                              |
|--|--|
| <b>1. Classroom</b>  | \$19.00 for first 4 hours<br>\$4.75/hr after initial 4 hour minimum            |
| <b>2. Special Area Room: Art, Music, Home Ec, etc.</b>   | \$28.00 for first 4 hours<br>\$7.00/hr. after initial 4 hour minimum           |
| <b>3. Multi-Purpose Room/Media Center</b>  | \$28.00 for first 4 hours<br>\$7.00/hr. after initial 4 hour minimum           |
| <b>4. Kitchen*</b>   | \$28.00 for first 4 hours<br>\$7.00/hr. after initial 4 hour minimum           |
| <b>5. Cafeteria</b>  | \$104.00 for first 4 hours<br>\$26.00/hr after initial 4 hour minimum          |
| <b>6. Gymnasium/Auxiliary Gym</b>  | \$169.00 for first 4 hours<br>\$42.25/hr. after initial 4 hour minimum         |
| <b>7. Auditorium</b>   | \$310.00 for first 4 hours<br>\$77.50/hr after initial 4 hour minimum          |
| <b>8. Custodian/or other school representative</b><br>*The group/organization requiring a custodian for an event/activity will be charged a minimum of thirty (30) minutes preparation or set-up of event/activity and thirty (30) minutes after the activity/event for cleanup. | A charge of \$29.00 an hour for additional services beyond the normal duty day |

Note: Charges for each fiscal year will be determined no later than 30 days before the start of the next fiscal year.

\* Kitchen use will require the presence of a cafeteria employee charged at the same rate as custodian.

Charges do not include additional heat or air conditioning. Night/weekend temperatures shall be maintained unless additional charges are assessed. Charges for additional heat/air conditioning are determined by the Supervisor of Plant Operations and approved by the Director of Facilities. Adjustments to the HVAC control set points are prohibited.

**HOURLY RATE FOR HEATING/COOLING**

|         | Elementary | Middle  | High    |
|---------|------------|---------|---------|
| Heating | \$22.00    | \$28.00 | \$54.00 |
| Cooling | \$27.00    | \$42.00 | \$80.00 |

Charges for agencies requesting use of ancillary facilities and equipment such as projection rooms, stage lighting, shop equipment, etc., shall be made on an individual basis determined by the school principal and Director of Facilities. All payments for usage of school facilities shall be made by check payable to the Board of Education of Carroll County. The school may have additional charges over and above those found in the Schedule of Charges. These shall be listed on the application. Payments for damage or above-normal wear and tear shall be made to the Board of Education upon presentation of bill for same.

**CHILDCARE** - (See Section 3.15)

Updated – 10/9/09

