

CHESAPEAKE LIGHTHOUSE FOUNDATION

COMMUNITY USE OF SCHOOL FACILITIES

DIVISION OF OPERATIONS

6151 Chevy Chase Dr, Laurel, MD 20707

COMMUNITY USE OF SCHOOL FACILITIES

The Community Use of School facilities publication is designed to facilitate and implement procedures and processes for the use of CLF school property, land, grounds, sites, buildings and structures (school facilities) by community based organizations and groups. Additionally, we hope that the design of this publication will enhance the understanding of the procedures necessary for user groups to use CLF school facilities and provide school administration with clear and concise guidelines on how to administer the process.

Policy Statement

The Board of CLF recognizes that facilities paid for by the taxpayers of AACPS and PGCPs should be utilized to the fullest extent possible. The board believes that the interests of AACPS & PGCPs community merit the use of CLF schools' facilities. Thus, the use of CLF facilities for community purposes is encouraged by the Board of CLF.

DISCLAIMER

The CEO/ Designee reserves the right to establish or enforce special policies, procedures, restrictions, conditions, and fees governing the use of school facilities if, in the judgment of the Board, such groups fail to meet the requirements set forth herein. The right is reserved to revoke or annul any approved application for noncompliance with policy or procedural requirements.

General Standards

The following general standards apply to all user groups and must be considered before applying for the school facilities use form.

- 1) Use of school facilities during regular school hours for other than school purposes, shall require the approval of the CEO/Designee.
- 2) School facilities shall not be used for parties, celebrations, weddings, showers, or other ceremonies or rituals that are private in nature.
- 3) The number of people using the facility at any time shall not exceed the limit set-forth by the Fire Marshall for the respective facility.
- 4) No organization, public or private, shall be granted use of school facilities for any activity which includes the use of games of chance, roulette wheels, or gambling of any kind.
- 5) The use of tobacco is prohibited on or in school facilities. Tobacco means products derived from the tobacco plant that are smoked, chewed, sniffed, or otherwise consumed, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, smokeless tobacco, electronic cigarettes, or vapor pens, whether or not containing tobacco products.
- 6) The sale, use, distribution, manufacture, possession, or dispensing of drugs, synthetic or mind altering substances or alcohol in any form is prohibited at all times (24 hours a day, every day) on or in school facilities.
- 7) School facilities may not be used for activities which are disorderly and unlawful; of a nature which could incite others to disorder; are restrictive by reason of perceived race, color, religion, national origin, sex, age, marital status, sexual orientation, genetic information, genetic identity, or disability.

- 8) Use of School facilities for overnight activities is not permitted. The CEO/Designee may approve exceptions that are consistent with the purposes and intent of Board policy, regulation, and mission.
- 9) School facilities shall not be used for dances unless school sponsored.
- 10) The following activities are prohibited: animal shows, animal training classes, obedience classes, car washes, carnivals, circuses, flea markets; to include grounds and parking lots.
- 11) Activities deemed high risk that exposes the Board, students, employees, and volunteers to an elevated risk of personal injury or property damage must be submitted for review to the CLF Office. (See appendices – High-Risk Activities)
- 12) Commercial organizations/groups who promote profit-making ventures that further the monetary gain of a specific individual or individuals are prohibited. The CEO/Designee may approve exceptions that are consistent with the purposes and intent of Board policy, regulations, and mission.
- 13) A certificate of general liability insurance must be obtained in the amount of \$1,000,000 (See Indemnification/Insurance).
- 14) Applicants agree and acknowledge that for various economic or business reasons, the environmental conditions, to include heating and air conditioning, in school facilities may vary with those that exist during normal school hours.
- 15) Use of decorations is limited to nonflammable materials and must meet local fire codes. The principal may deny, or direct modifications to, the use of decorations
- 16) Failure to leave areas used by the user group in a satisfactory condition shall allow school authorities and/or CLF central office to refuse further use.
- 17) In the event of mechanical malfunction of heating or cooling equipment, CLF will make every effort to correct the situation, however, users will not be eligible to claim partial or full refund of the fee paid if CLF is unable to correct the situation.
- 18) No subsidiary business or service (concession) can be operated for private profit on school property nor shall an activity be allowed where an individual user accrues private profit.
- 19) Areas restricted to user groups within school facilities include but are not limited to: • Boiler and mechanical rooms • Penthouse areas • Tunnels and crawlspaces • Roofs • Warehouses and lesser storage areas • Office areas, including all non-school administrative facilities • Receiving and storage areas • Custodial and maintenance areas • Attic spaces • Teacher lounges and workrooms • Gated and restricted areas
- 20) Any group or organization using school property shall indemnify and hold harmless the Board for any expenses, losses, damages, claims, lawsuits, or liabilities that are in any way caused by or result from their use of school property. (See Indemnification section)

User Listed in Placement Schedule

Community based organizations and groups (user groups) shall be assigned in accordance with the below priority placement schedule. These user groups must have definite structure, organization, and sponsorship to be considered eligible to use public school facilities.

1)School Sponsored Groups:

Athletic team's practices and games, school booster groups, school clubs, school committees, PTA, PTO, and Board related activities

2)Before/After School Enrichment

3)Athletic Training/Sports Camps

Organized/directed by school personnel

4)Community, state and private colleges and universities

5)Non-Profit Groups

Educational, civic, social activities

6)For-Profit Groups

These groups shall be limited to those using school facilities where there is a direct benefit to AACPS & PGCPs students or for when they are supporting non-profit activities such as athletic programs, fund-raising activities for charitable purposes, employee support activities, and the community at large

Conditions/ Terms of Use

The groups may be denied use of facilities if the conditions described below are not observed.

- All Groups except CLF before/after school enrichment
- 1) Fees for room use, energy and/or custodial overtime

Athletic Training and Sports Camps Organized/directed by school personnel

1. Athletic Training and Sports Camps must meet the following conditions:
 - a. Approval from the principal for use of the school facility;
 - b. Verification from the school athletic director that the camp meets all Maryland Public Secondary School Athletic Association rules and does not conflict with maintenance issues related to the school; and
 - c. If there is a fee charged for the camp, individuals or groups conducting the camp must donate back to the school all proceeds from the camp after expenses.
 - d. Camp budgets must be reviewed and approved by the Coordinator of Athletics before the camp starts.
 - e. All camps must be submitted to CLF – Athletic Department for verification of availability and for scheduling

Non-Profit Groups

- 1) Fees apply for room rental, energy and custodial coverage. (non-work hours)
- 2) All groups must complete activities prior to 6:00 pm on weekdays and no use on weekends. Exceptions may be requested and must be approved by the CLF Director of Operations and School Administration.

For-Profit Groups

- 1) Fees apply for room rental, energy and custodial coverage

Fields and Outdoor Facilities

An AACPS/PGCPS employee may not be on duty unless access to the building is required or concession stands are to be used. The principal will make this determination.

- 1) In the case of inclement weather, the principal may deny the use of a playing field in order to prevent damage to an established field.
- 2) Motor vehicles shall be parked only on paved surfaces or in designed areas. Do not park in fire lanes or obstruct access to fire hydrants
- 3) User groups may not dig holes or drive stakes into the ground. Only portable booths, canopies, and equipment can be used but must be properly weighted.
- 4) If concession stands are permitted, all products must be provided in or on disposable containers. No glass containers of any type are permitted. User groups will leave the grounds in the same condition as they were found. Groups must properly dispose of all trash and litter into proper trash or recycling receptacles.
- 5) In the event a school sponsored program needs to be rescheduled because of inclement weather, the school has the authority to cancel the use of a permitted school facility.
- 6) Grounds may not be used for commercial or religious activities.
- 7) Smoking, possession or consumption of alcohol beverages, or possession, consumption and/or distribution of controlled substances will result in immediate cancellation of a facility use permit.

User groups considering the use of school facilities must follow the procedures described below.

General Provisions

1. The school principal will determine the suitability of the user group and facility availability for the requested activity. If questions or disputes arise regarding eligibility, the applicant shall be directed to the Director of Operations.
2. The user group representative will contact the school principal for *final* determination of fees and charges at least *three* weeks prior to the scheduled date of the event or activity.
3. The school principal may require more than one staff member to be present if the function is large or involves the use of special facilities. The user group will bear all additional costs.
4. Prior to the activity, the school principal may require a meeting with the user group's sponsor and/or supervisory staff for planning purposes. A representative of the group shall honor this request.
5. After approval, a copy of the *School Facility Use Application & Permit* form and check shall be sent to:

Chesapeake Lighthouse Foundation
 Finance Office
 6151 Chevy Chase Dr, Laurel, MD 20707

School Sponsored Groups

1. The user group representative contacts the school principal/designee to request use of the school facility.
2. User group completes the *School Facility Use Application & Permit* form and submits it to the school principal for review, approval, and signature.

Hours of Operation and Cancellation Provisions

CLF school facilities may only be used at times that shall not interfere with regular school hours and/or other school sponsored activities and programs.

1)The hours of operation for user group use of facilities shall normally be restricted to start one hour after school dismissal and up until 10:00 p.m. on regular school days, and from 8:00 a.m. to 10:00 p.m. on non-school or weekend days. Gymnasium and outside athletic field use times may be adjusted at the discretion of the school principal/designee.

2. If schools are closed for inclement weather on a school day, all use of school facilities will be cancelled for that day or evening. If it snows on Friday and schools are closed, activities may be cancelled for Saturday and Sunday in order to facilitate snow removal.

3. Use of school facilities is prohibited on designated holidays. The only exception is when the activity is school sponsored and where advance approval has been granted by the principal to use the school facilities.

4.The use of school facilities during weekends may be restricted, modified, and/or revoked when inclement weather occurs, or when building maintenance or construction is required. Every effort will be made to notify the user group(s) in a timely manner if a previously scheduled event or activity must be cancelled or rescheduled.

5. The use of school facilities during the summer, during extended holidays, or at any other time may be restricted, modified and/or revoked when building maintenance or construction is required. Every effort will be made to notify user group(s) in a timely manner if a previously scheduled event or activity must be cancelled or rescheduled.

6.

The rescheduling of postponed school events and other activities will follow the priority placement schedule established under the User Group Classification.

Indemnification/Insurance

Evidence of Insurance Required

All non-school sponsored user groups must show evidence that they have general liability insurance in the minimum amount of one million dollars (\$1,000,000). A certificate of insurance demonstrating that this insurance coverage is in place must accompany the *School Facility Use Application & Permit* form (signed by the principal) as well as the check being submitted to the CLF Finance Office.

Indemnification/Hold Harmless Requirement for all User Groups

Any group, agency or organization (user group) using public school property described herein and on the *School Facility Use Application & Permit* acknowledges and agrees that neither Chesapeake Lighthouse Foundation, Anne Arundel County, Prince George County, the Board of Education of Prince George County, MD, the Board of Education of Anne Arundel County or Board of Chesapeake Lighthouse Foundation, the individual members thereof, their agents and employees shall not be responsible for any expenses, losses, damages, claims, lawsuits, or liabilities that are in any way caused by or result from the use of the school property authorized by the permit. Additionally, each party or person using the school facility described in this application acknowledges and agrees that each such party or person is jointly and individually responsible for any and all expenses of, cost of defense, losses to, damages or claims made against Chesapeake Lighthouse Foundation, Anne Arundel County, Prince George County, the Board of Education of Prince George County, MD, the Board of Education of Anne Arundel County or Board of Chesapeake Lighthouse Foundation or their agents and employees that are in any way caused by or result from the use of the school facility under this permit. In the event property loss is incurred, as the result of the permitted use of the CLF public school property by the user group, the amount of damage shall be determined by the principal in conjunction with Facilities staff, **and the user group will pay for said damage**, to include labor costs as determined by CLF. If damage reimbursement is not received in a reasonable amount of time, legal action may be taken by CLF and the responsible user group may be denied future facility use until restitution is satisfied.

Responsibilities

CLF Operation Manager/Custodial Staff

The duties and responsibilities of *CLF Operation Manager/Custodial Staff* during the use of school facilities shall be to attend to and care for Board of CLF property; to provide light, heating/air-conditioning (if applicable), and access to the permitted space. A member of the school *CLF Operation Manager/Custodial Staff* must be on duty during the time any building facility is being used by a user group.

Saturday/Sunday/Holiday School Staff shall:

1. Arrive at the school 30 minutes before the scheduled activity; check all systems upon arrival.
2. Unlock the necessary doors and turn on lights as needed.
3. Along with the designated representative of the user group, school staff will assist with the set-up of furniture as needed for the activity when prior approval has been granted per the School Facility Use Application & Permit form.

4. Be available to assist the organization before and during the activity with routinely assigned duties along with inspecting the areas for damage.
5. At the completion of the user group's activity, school staff shall lock all doors and windows, clean area restrooms, empty trash/recycling containers, turn off all lights, and secure the building.
6. It is not the duty of school staff to discipline, supervise, or to maintain order with any user group.
7. School system staff shall not accept funds, nor be paid directly by user groups.
8. *CLF Operation Manager/Custodial Staff* personnel are required to clean sidewalks during a snow or ice event if the school has been opened for any CLF sponsored event.
9. The *CLF Operation Manager/Custodial Staff* are not obligated to assist in changing scenery.

User Groups

1. The user group must have received a signed, approved *School Facility Use Application & Permit*.
2. The user group using the facility must accept the entire responsibility for providing personnel to monitor, supervise, and secure corridors and other areas of the facility in order to confine those in attendance only to the parts of the facility that are expressly approved for use. Permission to use the facility governs and extends only to that part of the premises assigned in the *Permit* and to the adjacent lavatories.

Except for restrooms, the user group must clean the areas used and place trash and recycling in proper trash receptacles.

4. The user group must ensure that proper use is made of the parts of the building assigned in the *Permit* and that care is taken with all equipment and furnishings contained therein.
5. The designated representative of the user group shall cooperate with the designated school staff member on duty in meeting reasonable requests such as moving tables, setting up folding chairs, or other similar arrangements.
6. Make no alterations or adjustments and bring no large pieces of equipment or furniture into the building without securing permission from the school principal in advance.
7. Observe all Life Safety Code requirements and see that exits, fire extinguishers, and fire alarm pull stations are left clear for any emergency that may arise. No flammable decorations or items, nor any volatile liquid, explosives, or any device producing open flames will be used.
8. Assume complete responsibility for prohibiting the use of illegal drugs, alcoholic beverages, tobacco products, and weapons in the building and/or on school premises in accordance with school board policy and the Public School Laws of Maryland.
9. Assume financial responsibility to repair or replace damage to the building, equipment, or property that may result from its use other than normal wear and tear. (See Indemnification/ Insurance).
10. Failure to provide adequate supervision or to enforce safety and security requirements may warrant

denial of future use by the user group.

11. If the use of a school facility involves the receipt and/or temporary storage of supplies and/or equipment for the benefit of the group, this information must be included as part of the original request. Schools will not be responsible for the receipt and/or temporary storage of supplies or equipment. Schools will not be responsible for the damage to or loss of this property.

12. Vehicles must unload and load in zones designated for this type of activity. Under no circumstance are vehicles to drive on approved surfaces, pavements, or grounds not designated for vehicular traffic.

Safety and Security

Groups using the facilities shall comply with federal, state and local laws and all regulations and policies of the State Board of Education, the Anne Arundel County Board of Education, Prince George County Board of Education, the board of Chesapeake Lighthouse Foundation, the local Health Department, and the State of Maryland Fire Marshal.

1) School sponsored groups that will have unsupervised contact with students must complete the AACPS/PGCPS commercial background check for each employee.

Please allow 2 weeks for processing. Only representatives who have successfully completed the background check process may have access to the school. It is the responsibility of the school to verify that background processing has occurred. User groups are required to meet any security requirement set forth by the Anne Arundel County Public Schools / Prince George County Public Schools Security Office. In addition, minimum insurance coverage as outlined in Indemnification/Insurance must be met.

2) It is the responsibility of each user group to establish an on-site contact person during the entire course of each activity, whose responsibility shall be to monitor the arrival and departure of its participants, ensure that the only designated entrances to the facilities are utilized, and to ensure that only those participating in the activity gain entrance to the facility.

3) Identification badges or labels shall be worn and properly displayed by the designee and adults supervising the activity. The information should include the name of the person and the name of the group or activity. The representative shall either place a person at the designated entrance to allow only their participants' entry until fifteen minutes after the events begins or provide a cell number for participants to contact for entry later than fifteen minutes after the event begins.

4) Each user group shall inform participants to arrive no earlier than fifteen minutes prior to the scheduled start times of the activity and to leave the facility within fifteen minutes after the scheduled ending time of the activity. The designee is not to vacate until all participants have exited.

5) The designee shall inform the staff member on duty that the activity is concluded and that the building/room may be secured.

6) The designee shall ensure that they have access to a cell phone to reach law enforcement or emergency

personnel should the need arise.

7) Approval for the use of school facilities may not be transferred from one organization, group, or individual to another.

8) At no times shall fire lanes, emergency access drives or fire hydrants be blocked or otherwise obstructed.

CROWD MANAGEMENT CERTIFICATION

The Fire Marshal's Office requires that "assembly occupancies" are to have the appropriate number of trained "Crowd Managers" for any assembly of 50 or more persons and another manager for each additional 250 persons.

"Uniform Fire Code NFPA 1 – 20.1.4.6 Crowd Managers – Assembly occupancies shall provide a trained Crowd Manager during all hours of operation. An additional trained person is required if the capacity reached 250 persons and for each additional 250 persons after that. The posted capacity (occupant load) may never be exceeded for any reason."

Training may be completed by taking the Crowd Manager Training Course at:

www.ncdoi.com/OSFM/Fire_Safety_Programs Manager Training and accessing the link under "Training Opportunities." After the course is successfully completed, a certificate should be printed out and kept on file in the school office.

It is important to train anyone who may have supervisory responsibilities or other duties at your various events. This could include all administrators, ticket takers, coaches, choral and band directors, etc. Keep in mind that some events, such as large sporting events, could have as many as 3,000 attendees or more requiring at least 12 Crowd Managers. Cafeterias will have at least 50 and often more than 250 persons in attendance in larger schools. Also, understand that not everyone trained as a Crowd Manager will be present at every event or activity. An ample number of persons to cover all events should be trained.

Having trained Crowd Managers at events will help to ensure the safety of all those attending. We want to provide for the safe enjoyment of any and all school activities.

Supplies, Equipments and Furnishings

Instructional equipment and supplies may not be used, lent, traded, encumbered, or consumed under any circumstances by user groups.

2. With prior permission of the school principal, use may be made of non-instructional stage and lighting equipment. Use of this equipment requires additional fees so that a school employee properly trained in the use of this equipment will be in attendance to operate that equipment for the duration of the activity or event. A meeting to determine the required number of staff members required will be held prior to determining the total rental and use fees. If adequate school coverage is not available, the school principal/designee shall not schedule the event or activity.

3. Use of other non-instructional equipment such as bleachers, furniture, etc. must be approved by the principal/designee.

4. Posted maximum seating capacity shall be observed in the multi-purpose rooms, auditoriums, cafeterias, and gymnasiums.

5. User groups using gymnasium spaces are prohibited from adjusting bleacher sections.
6. Any alteration to electric service panels or electrical equipment is prohibited.
7. Use of school wireless networks are prohibited.

Principal's Checklist

In order to fulfill the responsibility and accountability for the use of his/her building to a user group, the following checklist should be utilized:

Upon receipt of a *School Facility Use Application & Permit* form from the user group, the principal or designee decides whether to approve or disapprove the Permit based on:

- o Establish suitability of the user group
- o Type of use requested
- o Availability of the facility
- o Adequate custodial coverage

Verification of Safety and Security Guidelines

- o Background checks
- o Minimum insurance met as outlined in (Indemnification/Insurance)

Follow-up steps at the conclusion of the activity should include:

- o Inspection of the areas occupied
- o Upon discovery of damages or the need for related custodial services, a submission of said claims should be reported in writing to the CLF Director of Operations.

- It should be understood that the principal may designate another administrator to handle the operations of the use of building procedures.
- If an approved activity is cancelled for a user group, other than a school sponsored event, the CLF Finance Office must be notified immediately.

Should adequate school custodial coverage become unavailable after the event or activity has been scheduled, the school principal or designee shall promptly notify the Operations Office to request substitute coverage.

The principal's authority is sufficient to handle these procedures; however, please notify the director of operations at 301-776-2300, should need arise.

High Risk Activities / Prohibited Activities

High-risk activities are those that expose the Board of Education, students, employees, and volunteers to an elevated risk of personal injury or property damage. These activities are often difficult to control and pose substantial liability considerations.

All school-sponsored high-risk activities or programs must be submitted for review to the AACPS/PGPCS Insurance and Safety Management Office. School-sponsored activities are those that are planned and/or controlled by school personnel regardless of whether the activities take place on or off school property or occur during normal or after school hours. This also includes activities sponsored by a PTA, PTO, or Booster Group that occur on school property. Submissions need to be done as early in the planning stage as possible in the event the activity is not approved and an alternative activity needs to be identified.

If your school is required to enter into a contract or sign a release form for the activity to take place, attach a copy to the *Request for Activity Review of School Sponsored Activities (contact AACPS and PGPCS safety and insurance management office)* form prior to signing the document. If the activity requires a vendor to provide equipment or services on school property, and your school is hosting and sponsoring the activity, attach a copy of the completed *School Agreement for Independent Consultant or Contractor for Independent Consultant or Contractor, (contact AACPS and PGPCS safety and insurance management office)* to the Request for Activity Review of School Sponsored Activities form. If the PTA, PTO, or Booster Group is hosting the activity on school grounds, attach a copy of the completed *PTA/PTO/Booster Group School Vendor Contract, (contact AACPS and PGPCS safety and insurance management office)*, to the Request for Activity Review of School Sponsored Activities form. If the PTA/PTO/Booster Group School Vendor Contract is being used, also attach the required certificate of insurance

Reference:

<https://www.aacps.org/site/handlers/filedownload.ashx?moduleinstanceid=7022&dataid=15898&FileName=communityuse.pdf>