

COMMUNITY USE OF SCHOOL FACILITIES
ANNE ARUNDEL COUNTY PUBLIC SCHOOLS



OPERATIONS DIVISION
9034 FT. SMALLWOOD ROAD
PASADENA, MD 21122
410-360-0138

The Anne Arundel County Public School System does not discriminate on the basis of race, sex, age, national origin, religion, disability, sexual orientation, or familial status in matters affecting employment or in providing access to programs. Questions regarding non-discrimination should be directed to Mr. Leslie N. Stanton, Specialist in Human Relations, AACPS, 2644 Riva Road, Annapolis, Maryland 21401, (410) 222-5318; TDD (410)-222-5500..

COMMUNITY USE OF SCHOOL FACILITIES ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

DRAFT

The Anne Arundel County Board of Education, in conjunction with the Anne Arundel County Department of Recreation and Parks, encourages the use of school facilities by school, community and county organizations for civic, social, educational, and recreational activities that do not interfere with the school's educational, athletic or social programs.

This publication is designed to facilitate the process of outside use of facilities by various organizations and groups. Additionally, we hope that the design of this publication will enhance the understanding of the process and provide school administration with clear and concise guidelines of how to administer the process.

As this is a living document, it is distributed in loose leaf form so that updates can be provided to users in a timely manner. We also encourage suggestions for possible improvements or modifications that would streamline the process.

The publication is separated into two basic parts:

- **Part I** gives school personnel a quick overview of procedures to utilize when addressing outside usage of their facility;
- **Part II** provides detailed explanation of rules, regulations and procedures. If one needs clarification of policy, Part II was designed for this purpose.
- **Appendix A** Joint Use Agreement

This listing is representative of the groups that apply for school use and is not intended to be inclusive. Any questions regarding outside use of facilities not covered in this publication should be forwarded to the Supervisor of Operations (410) 360-0138.

This publication will address the use of school facilities by the following representative groups. (Board Policy 502):

- School-Related Groups;
- Department of Recreation and Parks and sponsored Recreation Councils;
- Department of Recreation sponsored Childcare Centers;
- Community Agencies;
- Community Groups;
- School sponsored Childcare Centers;
- Religious Groups;
- Commercial Groups

TABLE OF CONTENTS

<u>PART I USE OF SCHOOL FACILITIES - QUICK GUIDE FOR SCHOOLS</u>	<u>PAGE</u>
Section I Use of School Facilities by School-Related Groups	1
Section II Use of School Facilities by School Age Child Care Centers	2-3
Section III Use of School Facilities by Department of Recreation and Parks	4-6
Section IV Use of School Facilities by Commercial and Religious Groups	7
Section V Custodial Overtime	8
Section VI Account Numbers and Destination for Overtime and Additional Compensation	9
Section VII General Regulations	10
Section VIII Use of School Kitchen Facilities	11-13
Section IX Schedule for Religious & Commercial Use	14-17
<ul style="list-style-type: none"> • Fee Schedule (Facilities) • Energy Usage • Cost Work Sheet 	
<u>PART II POLICIES AND PROCEDURES RELATING TO COMMUNITY USE OF SCHOOL FACILITIES</u>	
Section I Priorities	18
Section II General Guidelines for Usage (All Outside Organizations)	18-20
Section III General Usage Restrictions (Ref: Board Policy 502)	20
Section IV Procedures for Application for Department of Recreation and Parks Sponsored Activities (Board Policy 502.02)	21
Section V Reservation Record (Ref: Board Policy 502)	22
Section VI Group or Agency Responsibilities (Ref: Board Policy 502)	22
Section VII Fees for Commercial and Religious Usage	23
Section VIII Principal's Responsibilities (Ref: Board Policy 502)	23
Section IX Custodian's Responsibilities	24-25

Section X	Use of Grounds (Ref: Board Policy 502)	25
Section XI	Use of Equipment (Ref: Board Policy 502.06)	26
Section XII	Use of Kitchen Additional Procedures (Ref: Board Policy 502.06)	27
Section XIII	Use During Holidays and Inclement Weather and Summer (Ref: Board Policy 502)	27-28
Section XIV	Police Supervision - Building and Grounds	28
Section XV	Private Instruction (Ref: Board Policy 502.05)	28
Section XVI	Accounting Procedures (Ref: Board Policy 502.03 and Adm. Reg. 502.03)	28
Section XVII	Community Use Committee (Ref: Adm. Reg. 502)	29
Section XVIII	Scheduling of Department of Recreation and Park Activities (Ref: Adm. Reg. 502)	29-30
Section XIX	Use of Administrative Buildings	31
<u>APPENDIX A</u>	<u>JOINT USE AGREEMENT</u>	32

New Draft Agreement being reviewed by Council.

PART I
USE OF SCHOOL FACILITY BY SCHOOL-RELATED GROUPS

SECTION I

- **CLASSIFICATION OF SCHOOL-RELATED GROUPS**

The following list is representative of School-related groups; however, it is not intended to be inclusive:

- ◆ PTA's, CAC's
- ◆ School Booster Organizations (Music, Band, Athletics, etc.)
- ◆ School Clubs
- ◆ School Committees, Dance, Drama, etc.
- ◆ Athletic teams' practices, and games

- **PRIORITY**

These School-related groups have the highest priority for facility use. Under certain circumstances, these groups may modify or cancel other scheduled groups.

- **FUNDING**

- ◆ School-related groups are responsible for the costs of personnel overtime, if necessary. However, if custodians are required for staffing other users during the same time frame, the schools should schedule these events concurrently, whenever possible.
- ◆ School-related groups pay only for personnel coverage when needed.
- ◆ Schools will be provided the hourly personnel costs in order to charge the school related user group. The groups will submit a check made out to Anne Arundel County Public Schools for the amount. Schools are to attach check to overtime report and send to Operations.
- ◆ No school related group will be funded by the Department of Recreation and Parks. If a school uses the Department of Recreation and Parks account for funding of these groups, the school will be held financially responsible for all costs incurred.
- ◆ **Under no circumstance are custodians to be paid directly by the school related user group, nor is the school to set the hourly rate to be paid to custodians.**

- **SCHEDULING**

- ◆ School-related groups are not required to submit a Facility Use Application Form. However, all School-related groups usage is to be indicated on master calendar sent to Operations on July 1, of each fiscal year, and will reflect the usage for the next fiscal year. Modifications made after this date must be sent to the Department of Recreation and Parks to facilitate their scheduling responsibilities.
- ◆ Requests for use of classroom space will be scheduled by the school, not by the Department of Recreation and Parks. Additionally, copies of classroom usage dates, need not be forwarded to the Department of Recreation and Parks.

- **HEATING AND AIR CONDITIONING**

If additional heat or air conditioning is required, the schools must pre-schedule with the Energy Management Office at Operations. Some requests may be denied due to fiscal restraints. All heating and air conditioning requests will adhere to AACPS guidelines for temperature control. Any requests that differ from AACPS guidelines will be considered as an additional request and will be forwarded to the Energy Management Services (E.M.S. office). Costs will be determined by the Energy Management Services for additional heat or air conditioning, and the school will be invoiced for the additional costs.

USE OF SCHOOL FACILITY BY SCHOOL-AGE CHILD CARE CENTERS

SECTION II

- **CLASSIFICATIONS OF SCHOOL-AGE CHILD CARE CENTERS**

The following list is representative of school-age child care centers; however, it is not intended to be inclusive:

- ◆ Centers sponsored by the individual school
- ◆ Centers sponsored by Department of Recreation and Parks
- ◆ Centers sponsored by non-profit organizations
- ◆ Centers sponsored by commercial entities

- **PRIORITY**

School-age childcare centers shall have the same priority as the sponsoring group.

- **FUNDING**

- ◆ School-age childcare centers are responsible for the costs of custodial overtime, if necessary. The school will determine if custodial overtime is necessary.
- ◆ All school-aged childcare centers not funded by the Dept. of Recreation and Parks will be charged a fee for building usage.
- ◆ **Under no circumstances are custodians to be paid directly by the school related user group nor is the school to set the hourly rate to be paid to custodians.**

- **SCHEDULING**

- ◆ In the event schools are closed for inclement weather, all activities for that day or evening will automatically be cancelled. If it snows on Friday and schools are closed, activities may be cancelled for Saturday & Sunday in order to facilitate snow removal. This information can be obtained by calling the weather cancellation hotline at 410-222-7312.
- ◆ If it snows on Saturday or Sunday the following procedures will be followed:
 - Recreation and Parks will make the announcement by 6:00 a.m. on Saturday and 6:00 a.m. on Sunday, referencing any cancellations for that day or days.
 - If Recreation and Parks cancels, all schools scheduled by Recreation and Parks will not be opened to the public. However, schools need to cancel all events (Commercial and Religious) if they impact snow removal.
 - Custodians/school personnel can call a recorded message at 410-222-7312 for cancellation notices. If no cancellation message is on the recording, the schools will be opened.

Custodial personnel are required to clean sidewalks during a snow or ice event if the school has been opened for any Dept. of Recreation and Parks sponsored activity.

- ◆ Scheduling of childcare usage should not conflict with established programs of other groups, including the Department of Recreation and Parks summer activities.
- ◆ All non-scheduled Department of Recreation and Parks childcare centers should be indicated on the master schedule that is sent to Operations each July by schools.

- **HEATING AND AIR CONDITIONING**

- ◆ Temperature guidelines set by Anne Arundel County Public Schools are to be strictly followed. On duty personnel will not modify temperatures for any user.
- ◆ If additional heat or air conditioning is required, the Center should notify the Department of Recreation and

Parks of this request. The centers will be responsible for the additional costs incurred. These costs will be determined by Anne Arundel County Public Schools' Operations Division, and will be paid by the sponsoring organization.

- ◆ Any non Department of Recreation and Parks scheduled child care centers that request additional or extended heat or A/C will contact the Operations Division for cost.
- **CANCELLATION OF DAYCARE**
 - ◆ Community daycare will not be allowed on days when school facilities are closed. (Holidays, inclement weather, elections, Superintendent's mandate, or similar closures.) Community use may be permitted on scheduled early dismissal and teachers workdays as determined by the individual school.
 - ◆ Childcare centers will be responsible for any personnel costs incurred by Anne Arundel County Public Schools to provide emergency coverage during closures.

USE OF SCHOOL FACILITIES BY DEPARTMENT OF RECREATION AND PARKS

SECTION III

- **CLASSIFICATION OF DEPARTMENT OF RECREATION & PARKS GROUPS**

The following groups are funded and scheduled by the Department of Recreation & Parks. The list is indicative but not inclusive:

- ◆ Anne Arundel County, and City of Annapolis Departments of Recreation and Park programs and activities;
- ◆ Anne Arundel County Council and other departments of the county government;
- ◆ Recreation associations and groups which have a cooperative relationship with the Department;
- ◆ Community service groups such as Boy Scouts, Girl Scouts, 4H Clubs, YMCA's, YWCA's;
- ◆ Civic associations and other community groups of similar character that schedule meetings to carry on the proposed business of the organization and to discuss pertinent local topics (i.e., Homeowners Associations, Condominium Associations, etc).
- ◆ **School-related groups such as PTA's, CAC's, booster clubs, bands, drama groups, athletic practices and events are not to be considered Department of Recreation and Parks sponsored groups. These groups are to be scheduled through the individual schools and do not qualify for sponsorship by the Department of Recreation and Parks.**

- **PRIORITY**

- ◆ Department of Recreation and Parks groups shall have the second highest priority use of the schools.

- **FUNDING**

- ◆ Activities of any and all groups and organizations sponsored by the Department of Recreation and Parks will be totally funded by the Department of Recreation and Parks. Schools do not need to ascertain costs for facility use or personnel coverage.
- ◆ No school related group will be funded by the Department of Recreation and Parks.
- ◆ **Under no circumstances are custodians to be paid directly by a Department of Recreation and Parks sponsored group.**

- **SCHEDULING**

- ◆ User groups must complete a School Facility Use Application and Permit form, which may be obtained from the school or the Department of Recreation and Parks Scheduling Office.
- ◆ Forms must be forwarded to the Department of Recreation and Parks for validation of the group and to determine if requested time is available.
- ◆ The Scheduling Office of the Department of Recreation and Parks is responsible for the proper scheduling of their sponsored groups. If a conflict over usage arises, the Department of Recreation and Parks is to decide which group may use the facility.

- ◆ All school use should be indicated on the master calendar sent to Operations not later than July 1 of each year. Modifications made after this date should be sent to the Department of Recreation and Parks to facilitate their scheduling responsibilities.
- ◆ The Scheduling Office will schedule all usage areas, excluding classrooms.
- ◆ Anne Arundel County Public Schools will determine the personnel coverage necessary for all Department of Recreation activities.

- **DENIAL OF USAGE BY SCHOOL**

Principal may deny usage if:

- ◆ a group in any way adversely affects school programs or instructional process;
- ◆ a school related group is utilizing or proposes to use the area requested;
- ◆ a group has proven to be disruptive, unsupervised, has damaged the facility in the past, does not leave the facility as they found it, or has not followed the rules and regulations of the school, and the principal has notified the Department of Recreation and Parks and the Supervisor of Operations of the problems in writing.

- **SUSPENSION OF USE DUE TO ANY OF THE ABOVE REASONS**

- ◆ School notifies Department of Recreation and Parks of problem in writing with a copy to Supervisor of Operations. Department of Recreation and Parks notifies group in writing of problem with a copy to the principal and Supervisor of Operations.
- ◆ If problem is encountered a second time, the school notifies the Department of Recreation and Parks in writing with a copy to the Supervisor of Operations. The Department of Recreation and Parks suspends the group from usage via written notification with a copy to the principal and the Supervisor of Operations.
- ◆ The principal may suspend the privileges of any group immediately if the group's behavior impacts the safety and welfare of students and/or staff or impacts the instruction program.

- **HEATING AND AIR CONDITIONING**

- ◆ Temperature guidelines set by Anne Arundel County Public Schools are to be strictly followed. On duty personnel will not modify temperatures for any group.
- ◆ If additional heat or air conditioning is required, the user group will notify the Department of Recreation and Parks of this request. The Department of Recreation and Parks will notify the Supervisor of Operations of their decision in writing at least five school days prior to the event. The Supervisor of Operations will notify the school and will be responsible for carrying out the request. The Operations Division will bill the Department of Recreation and Parks for the additional cost incurred. Costs for additional heating or air conditioning will be determined by Anne Arundel County Public Schools' Operations Division.

- **SUPERVISION OF USER GROUPS**

- ◆ All user groups are to indicate an adult person or persons, 18 or older, who will be responsible for group's supervision, and will include day and evening phone numbers for person in charge.
- ◆ School personnel will not provide supervision for groups. If schools encounter problems in supervision the process of suspension outlined above should be followed.

- **CANCELLATION OF EVENTS**

- ◆ Community use of school programs will not be allowed on days that school facilities are closed (holidays, inclement weather, elections, superintendent's mandate, or other similar closures). Community use may be permitted on scheduled early dismissal and teacher workdays as determined by Anne Arundel County Public Schools.
- ◆ Weather-Related Cancellations
 - In the event schools are closed for inclement weather, all activities for that day or evening will automatically be cancelled. If it snows on Friday and schools are closed, activities may be cancelled for Saturday & Sunday in order to facilitate snow removal. This information can be obtained by calling the weather cancellation hotline at 410-222-7312.
 - If it snows on Saturday or Sunday the following procedures will be followed:
 - Recreation and Parks will make the announcement by 6:00 a.m. on Saturday and 6:00 a.m. on Sunday, referencing any cancellations for that day or days.
 - If Recreation and Parks cancels, all schools scheduled by Recreation and Parks will not be opened to the public. However, schools need to cancel all events (Commercial and Religious) if they impact snow removal.
 - Custodians/school personnel can call a recorded message at 410-222-7312 for cancellation notices. If no cancellation message is on the recording, the schools will be opened.
 - Custodial personnel are required to clean sidewalks during a snow or ice event if the school has been opened for any Dept. of Recreation and Parks sponsored activity.

- **OVERTIME AND ADDITIONAL COMPENSATION REPORT (CUSTODIAL OVERTIME)**

- ◆ School must note the group utilizing the facility, along with number of hours incurred, on the form. The proper account number for the Department of Recreation and Parks must be used. These forms are sent to the Operations Office immediately so that custodians will be paid in a timely manner. **Do not send these forms to payroll.**

USE OF SCHOOL FACILITIES BY COMMERCIAL AND RELIGIOUS GROUPS

SECTION IV

- **Classification of Commercial and Religious Groups**
 - ◆ Commercial & religious groups are defined as being those whose membership is limited by reasons of business affiliation or religious belief. Participation in the activities of these groups may not be necessarily limited to the membership, but the benefits accrue primarily to those who are or become members.
 - ◆ Commercial groups and organizations are those which promote a profit making venture with the express purpose of using the monies or the benefits of the activity to further the monetary gain of a specific individual or individuals, as opposed to the profits being used to benefit the community.
 - ◆ Commercial groups are those which limit participation even though the activity may be civic, social, education, cultural or recreational.
 - ◆ Commercial groups include those that are not domiciled in Anne Arundel County, are out of the county, or out of state organizations which are not using the facilities at the express invitation of the school system.
 - ◆ Religious groups are those which use the facilities for any activity that may be construed to propagate the sect-including those programs which are of a fellowship or missionary nature.
- **Payment of Fees**
 - ◆ Commercial and religious groups will pay all fees as defined in Part I, Section IV.
 - ◆ This fee schedule will be effective until further notification.
Please note that this schedule gives hourly rates, so that you may use fractional values to determine exact costs.
 - ◆ A form is also provided to break down costs (utilities, area costs, custodial costs). Please fill out this form and submit it with a check made out to Anne Arundel County Public Schools to the Operations Office (for commercial only).
 - ◆ **Religious and Commercial users pay Anne Arundel County Public Schools, not the Department of Recreation and Parks.** Use form should be sent to Department of Recreation and Parks for scheduling only.
- **The Superintendent may approve first year requests of religious institutions wishing to use school buildings for church purposes. Upon request for continuing use beyond the first year, the Superintendent may grant two six-month renewals. The Board must approve any extensions for periods beyond two years. (Policy Code: 502.04)**
- **Applications for use should be filled out by the school and submitted with a check to Fiscal Officer, Division of Fiscal Matters.**
 - ◆ Checks should be made out to Anne Arundel County Public Schools and must accompany application.
 - ◆ Fiscal Office will send a copy to the Department of Recreation and Parks for their scheduling consideration.
- **Cancellation of Event**
 - ◆ The same procedures are followed as for Department of Recreation and Parks events.
 - ◆ As use may be prepaid, the user should contact the Anne Arundel County Public Schools' Fiscal Officer for reimbursement of funds. The school is to verify the cancellation.
- **Heating and Air Conditioning**
 - ◆ If the user group requires additional heating and air conditioning, the Operations Office should be notified by the school. The Operations Office will give the school an hourly rate to charge depending on area and school.
- **Evidence of Insurability**
 - ◆ The requesting user must show evidence of insurability for the minimum amount of one million dollars (\$1,000,000) from their insurance carrier.

CUSTODIAL OVERTIME

SECTION V

- **Department of Recreation and Parks: Those organizations funded by the Department of Recreation and Parks will be allowed to utilize school facilities under the following conditions:**
 - ◆ Weeknights
 - No overtime will be allowed during weeknights if adequate second shift custodians are on duty. AACPS makes the determination of what represents adequate custodial coverage.
 - These custodians are not to provide setup or breakdown for groups nor are they to provide any other assistance to groups except to have school open for the user.
 - **Custodians are not to provide supervision for groups.**
 - Custodians are not expected to re-clean areas for users as groups are to leave their area in the same condition as they found them.
 - The principal makes decision when his/her facility is fully utilized if he/she believes this usage will adversely impact the cleaning of the facility. Principals should contact the Supervisor of Operations if this condition exists.
 - If a school does not have custodians or the number of custodians available are not adequate to clean the facility, the school will be closed to outside activities that evening unless other arrangements are made. The principal should contact the Department of Recreation and Parks as soon as this information is available. Department of Recreation and Parks will notify the Supervisor of Operations in writing if overtime hours are granted.
 - If a principal believes that the user group is too large for a weeknight and will impact the cleaning of the facility, he/she should contact the Department of Recreation and Parks. If the Department of Recreation and Parks grants overtime for this group, written notification of this decision will be sent by the Department of Recreation and Parks to the Supervisor of Operations. If the Department of Recreation and Parks denies the school the overtime the school will contact the Supervisor of Operations for a determination of use.
 - Unless other arrangements are made, all user groups must vacate facility one hour prior to facility closing.
 - ◆ Weekends
 - All custodial costs will be funded by the Department of Recreation and Parks.
 - Overtime and additional compensation reports will be handled as usual for these events.
 - Only one custodian will be allowed to cover these events at one time. The scheduling of two or three custodians to cover different times is acceptable. If the event is too large for one custodian to maintain the Department of Recreation and Parks should be notified prior to the event. The Department of Recreation and Parks will notify the Supervisor of Operations if additional overtime is approved.
 - A maximum of 14 hours is allowed on any one day.
 - If school kitchens are requested, Food Services must be notified so that they will make the determination of usage.
 - No Department of Recreation and Parks group will be funded for custodial coverage on holidays.
- **School Related Overtime**
 - ◆ The principal determines if overtime is needed during weeknights, weekends or on holidays.
 - ◆ Checks are to be made out to Anne Arundel County Public Schools and forwarded to the Operations Office with the overtime and additional compensation form.
- **Commercial and Religious**
 - ◆ All costs are pre-paid by user groups to Anne Arundel County Public Schools.

**ACCOUNT NUMBERS AND DESTINATION FOR
OVERTIME AND ADDITIONAL COMPENSATION
REPORT**

SECTION VI

Department of Recreation and Parks Activities

546-110-School Cost Center Number-9725-1610

Overtime and Additional Compensation Report to be sent directly to Supervisor of Operations at the Operations Office.

**Emergency-Related Activities
(Alarms, Emergencies, etc.)**

101-060-School Cost Center Number-7601-1610

Overtime and Additional Compensation Report to be sent directly to Supervisor of Operations at the Operations Office.

School-Related Activities

101-060-School Cost Center Number-7701-1610

Overtime and Additional Compensation Report to be sent directly to Supervisor of Operations at the Operations Office.

Commercial/Religious Groups

101-060-School Cost Center Number-7702-1610

Any group that pays to use facility and custodian overtime.

GENERAL REGULATIONS

SECTION VII

- **Only Anne Arundel County Public Schools personnel will be allowed to monitor a school facility when utilized by an outside group.**
- **Community use of school programs will not be held on days that school facilities are closed to students, (holidays, inclement weather, elections, superintendent's mandate, or other similar closures). Community use may be permitted on scheduled early dismissals and teacher workdays if approved by the principal.**
 - In the event schools are closed for inclement weather, all activities for that day or evening will automatically be cancelled. If it snows on Friday and schools are closed, activities may be cancelled for Saturday & Sunday in order to facilitate snow removal. This information can be obtained by calling the weather cancellation hotline at 410-222-7312.
 - If it snows on Saturday or Sunday the following procedures will be followed:
 - Recreation and Parks will make the announcement by 6:00 a.m. on Saturday and 6:00 a.m. on Sunday, referencing any cancellations for that day or days.
 - If Recreation and Parks cancels, all schools scheduled by Recreation and Parks will not be opened to the public. However, schools need to cancel all events (commercial and religious) if they impact snow removal.
 - Custodians/school personnel can call a recorded message at 410-222-7312 for cancellation notices. If no cancellation message is on the recording, the schools will be opened.
 - Custodial personnel are required to clean sidewalks during a snow or ice event if the school has been opened for any Department of Recreation and Parks sponsored activity.
- **Facility temperatures for community usage will be determined by the Anne Arundel County Public Schools.**
- **Department of Recreation and Parks will be responsible for all Community Use Groups and Department of Recreation and Parks activities.**
 - ◆ Will ensure proper conduct from all user groups.
 - ◆ Will be responsible for any damage incurred by user groups.
 - ◆ Will ensure that all user groups leave facility in a clean and neat condition.
- **Department of Recreation and Parks will schedule events around school activities, and will consolidate events when possible.**
 - ◆ Where conflicts occur, Department of Recreation and Parks groups will have to adjust date/time to accommodate school needs.
- **Department of Recreation and Parks will notify the Operations Division if addition custodial coverage is required for certain events.**
 - ◆ This notification will precede the contracting of custodian for said events.
- **If kitchen facilities are needed for any event, the following conditions are mandatory:**
 - ◆ An Anne Arundel County Public Schools Food Services employee must be present to supervise the operations of the equipment and safe guard food and supplies when access is needed in these storage areas.

USE OF SCHOOL KITCHEN FACILITIES

SECTION VIII

- **In order to comply with new directives concerning payment to food service workers who secure and operate food service equipment at times other than normal working hours, the following guidelines are to be implemented:**
 - ◆ The use of the kitchen shall not be permitted unless an authorized cafeteria worker is present to supervise the operations of the equipment and safeguard food and supplies when access is needed in these storage areas.
 - ◆ A Kitchen Use Application and Permit form will be completed by the organization representative in cooperation with the cafeteria manager. Application is made at least two weeks prior to the activity. Details are specified on the form.
 - ◆ Upon completion of the application, the cafeteria manager will receive a check from the representative made payable to Anne Arundel County Public Schools, Division of Food Services and Nutrition. The standard fee is on the application.
 - ◆ The cafeteria manager will give a copy of the application to the organization representative after payment is made.
 - ◆ When specified equipment is not used (See application form section A&B) and access to storage areas is not requested, a food services employee does not have to be on duty. However, a Kitchen Use Application and Permit is required and the organization/group representative assures safeguarding equipment/supplies and cleaning the premises following the activity.
 - ◆ The Food Services Manager gives the representative a copy of the *Guidelines to Meet Requirements for Temporary Food Service Facilities*, (Special Events)
 - ◆ The group's representative contacts the Anne Arundel County Department of Health, Office of Food Control and Recreational Waters by calling 410-222-7239.

HEALTH MATTERS

Guidelines to Meet Requirements for Temporary Food Service Facilities (Special Events)

A temporary food service facility is one operating for no more than 14 consecutive days at a fixed location in conjunction with a fair, carnival, public exhibition, construction project, recreational facility, or similar gathering.

A food service permit application must be completed two weeks prior to the event and submitted to the Anne Arundel County Department of Health, 3 Harry S. Truman Parkway, Annapolis, MD 21401. A fee of \$25.00 must be submitted with the application. The application should provide the name and daytime phone number of a person the Department of Health can contact.

Approved Food Sources

Food, water and ice must be obtained from an approved source. Well water must be tested before use. **Food may not be prepared in a home kitchen and brought to the event.** Food not prepared at the event must be prepared in a licensed food service facility and transported to the event at proper holding temperatures.

Food Temperature Requirements

Maintaining proper temperature for potentially hazardous foods is critical. Foods such as meat, poultry, seafood, shell eggs (raw or cooked), milk products, cooked rice and beans, gravy and combination salads such as potato, macaroni, chicken, tuna and other meat salads are potentially hazardous.

- Provide a metal stem-type thermometer to monitor food temperatures. The thermometer must be scaled at $\pm 2^\circ$ F to assure proper internal food temperatures. Food temperatures must be taken frequently, at every stage of food preparation, with a cleaned and sanitized metal stem thermometer.
- Provide thermometers for all refrigerators and freezers.

Required Temperatures for Potentially Hazardous Food

Cook:	165° F or above – Stuffing, Poultry, and Stuffed Meats and Poultry 155° F or above – Ground Beef 150° F or above – Pork and Pork Products 140° F or above – All other foods
Hot Hold:	140° F or above
Cool:	120° F – 70° F within 4 hours; 70° F – 45° F within an additional 2 hours
Cold Hold:	45° F or below (55° F or below foods on temporary display – less than 4 hours)
Reheat:	To 165° or above, rapidly (within 2 hours)

Cross Contamination Prevention

- Protect all food, water, and ice from contamination during preparation.
- Provide adequate hand washing facilities, including soap and paper towels. Bring clean water in a dispensing jug and provide a container to collect wastewater if a handsink is not available at your location. Hand washing must be performed after eating, drinking, smoking, sneezing, coughing, touching one's hair or skin, using the restroom, handling soiled equipment or utensils, handling raw products or after any procedure which would soil or contaminate one's hands.
- Provides utensil (e.g. tongs, scoops, spatulas or other food dispensing devices) and/or plastic gloves to minimize direct hand contact with food. Reminder: Using plastic gloves is not a replacement for hand washing
- Persons with boils or infected wounds for communicable diseases (diseases which can be passed from person to person) must not prepare or serve food.
- Provide three separate dishpans or a 3-compartment sink for dishwashing purposes. Each container or compartment used for dishwashing must be large enough to submerge equipment at least halfway. Dishwashing procedures include washing, rinsing, and sanitizing all washable items. One teaspoon of household bleach per gallon of water is an effective sanitizer.
- Store wiping cloths between uses in a container filled with a sanitizing solution (e.g. water containing 1 tablespoon of bleach per gallon).
- Label all toxic items (e.g. detergents, bleach) and store away from food. Insecticides must be properly labeled and stored separately from detergents/sanitizers as well as food.
- Provide storage off the ground for all single service articles (e.g. paper plates, cups, napkins, and plastic utensils). Protect single service articles from sources of contamination.

Eliminate Environmental Problems

- Toilet facilities should be maintained in a nuisance-free manner, away from food service.
- Control rodents and insects: use screening and fans; contain trash and debris; and keep the area clean.
- Control dust and standing water. Dispose of liquid waste in a sanitary manner.
- Provide artificial lighting in dark enclosed areas or for nighttime operation.

For more information, contact the Anne Arundel County Department of Health, Office of Food Control and Recreational Waters, at 410-222-7239.

**OUTSIDE USE OF SCHOOL FACILITIES
FEE SCHEDULE – PER HOUR**
January 1, 2008

	<i>Total Cost Effective January 1, 2008</i>
Classroom	\$ 13.60
Multi-Purpose (elementary)	\$ 54.40
Multi-Purpose with Stage (elementary)	\$ 68.00
Multi-Purpose with Stage (secondary)	\$ 108.85
Auxiliary Gymnasium (Gymnastics)	\$ 40.80
Gymnasium (elementary)	\$ 54.40
One Half Gymnasium (secondary)	\$ 95.20
Full Gymnasium (secondary)	\$ 190.50
Auditorium	\$ 122.50
Auditorium with Stage	\$ 163.30
Cafeteria	\$ 136.10
Quad (4 teaching stations)	\$ 54.40
Media Center	\$ 68.00
Library	\$ 27.20
Shops	\$ 27.20
Lobby and Corridors	\$ 27.20
Kitchen (restricted)	\$ 27.20

School Groups – Custodial Overtime Costs Per Hour

Saturdays, Sundays & Holidays	\$ 27.20
-------------------------------	----------

Outside Groups – (Not Department of Recreation and Parks) Overtime Custodial Costs Per Hour

Saturdays, Sundays & Holidays	\$ 41.75
-------------------------------	----------

Note: None of the above costs are applicable to Department of Recreation and Parks activities.

These costs do not reflect additional heat or air conditioning. Use the hourly energy rate chart to ascertain these costs.

SUPPLEMENTAL ENERGY USE BILLING PROCESS FY2005

- STEP 1 -** Schools should reference the enclosed pricing chart in order to estimate hourly charges for additional heat or air conditioning.
- Determine the area and number of zones that require heating or air conditioning.
 - Find the cost per hour for these areas for your school category (i.e., Elementary or Secondary).
 - Add the costs for each area used in order to determine the total costs.
Example: Central Middle School, an outside group is having a 2-hour function using three classrooms in the same zone and the cafeteria
 - ◆ Select Secondary Schools
 - ◆ Classroom zone \$16.50/hour
 - ◆ Cafeteria \$16.50/hour
 - ◆ Total cost \$33.00 x 2 = \$66.00
 - If several classrooms are used in the same zone, the group will be charged for only one zone. Your chief custodian or engineer should be able to identify the zones. If you need help with this, call the Energy Management Office at 410-360-0138.
- STEP 2** Notify using group of the utility charges prior to scheduling.
- STEP 3 -** If the group agrees to pay the extra charge, the school should submit Energy Requisition Form to Operations to schedule the requests.
- STEP 4 -** Energy Requisition is used by the school to generate an invoice for the user group.
- STEP 5 -** The school or group issues a check to Anne Arundel County Public Schools and sends to Chris Fuller, Operations Division, Ft. Smallwood.

***HOURLY ENERGY RATES
FY07***

	<i>RATE PER HOUR</i>
<i>CLASSROOM ZONE</i>	
Elementary Schools	\$ 20.65/per zone
Secondary Schools	\$20.65/per zone
<i>MEDIA</i>	
Elementary Schools	\$ 6.25
Secondary Schools	\$ 20.65
<i>MULTIPURPOSE</i>	
Cafeteria and Gym	
Elementary Schools	\$ 14.00
Cafeteria	
Elementary Schools	\$ 7.55
Secondary Schools	\$20.65
Gym	
Elementary Schools	\$ 7.55
Secondary Schools	\$ 27.50
Auditorium	
Secondary Schools	\$27.50
Portable Classrooms	
	\$ 3.25
Classrooms with Window Units	
	\$ 3.25

PART II

SECTION I **PRIORITIES**

When scheduling public school facility usage, the following priority ranking is to be utilized:

- **Priorities**
 - ◆ Any curricular and extracurricular event or program of AACPS as well as any program, which is directly sponsored and/or affiliated with the educational system or an individual school, is the first priority with no exceptions (i.e., art show, musical presentation, plays, CAC or PTA sponsored functions, class fund raisers).
 - ◆ Any public Recreation and Parks, programs sponsored and funded by the Anne Arundel County Department of Recreation and Parks, including school-age child care programs, as permitted by the principal of the participating school. The individual school is not responsible for the scheduling priority for any groups or events that are sponsored by the Department of Recreation and Parks.
 - ◆ Local Government Agencies (Fire Department, Police Department, Office of Emergency Management, Public Utilities, etc.)
 - ◆ Recreation association members and those recreation associations that have a cooperative relationship with the Department, to include church recreation groups, improvement associations, cultural activity groups, and similar organizations.
 - ◆ Commercial and religious groups.

- **Dispute Resolution**
 - ◆ Should a dispute arise between school administrators and groups or agencies in the scheduling of facilities for community use, the matter may be referred in writing to the Community Use Committee for resolution.

SECTION II **GENERAL GUIDELINES FOR USAGE (ALL OUTSIDE ORGANIZATIONS)**

- **Facilities available for use at the principal's discretion:** (Adm. Reg. 502 II A)
 - ◆ Gymnasiums and mini-gyms
 - ◆ Auditoriums
 - ◆ Dance rooms
 - ◆ Classrooms
 - ◆ Multi-purpose rooms
 - ◆ Cafeteria dining areas (not kitchens or serving areas)
 - ◆ Media centers
 - ◆ All other necessary supporting facilities such as locker rooms, bathrooms, etc.
- **Facilities not available for use:**
 - ◆ Any facility within the school that is specific in nature (computer labs, shops, art rooms, music rooms, weight rooms, wrestling rooms, etc.) may be denied use at the principal's discretion. The same policy will be followed in dealing with special equipment; all groups are subject to this policy.
 - Boiler and mechanical rooms to include receiving and storage areas.
 - Penthouse areas
 - Tunnels or crawlspaces
 - Any custodial or maintenance areas
 - Roofs

- Attic spaces
- All warehouses and lesser storage areas
- Teacher lounges or workrooms
- All office areas (to include all non-school administrative facilities)
- **Cancellation of Activity**

The AACPS may cancel programs or events as a result of:

 - ◆ Unanticipated use of the facility arises for school activities and educational programs. It should also be made clear that rescheduling of postponed school athletic events, scheduling related district, regional, county and state contests, and any athletic scheduling will take precedence over all other uses and this will also be the policy relating to the practices scheduled by the schools. The normal function of the athletic and intramural program will not, under any circumstances, be curtailed or become a second priority to any other group.
 - ◆ Weather Related Cancellations
 - In the event schools are closed for inclement weather, all activities for that day or evening will automatically be considered cancelled. If it snows on Friday and schools are closed, activities may be cancelled for Saturday & Sunday in order to facilitate snow removal. This information can be obtained by calling the weather cancellation hotline at 410-222-7312.
 - If it snows on Saturday or Sunday the following procedures will be followed:
 - Recreation and Parks will make the announcement by 6:00 a.m. on Saturday and 6:00 a.m. on Sunday, referencing any cancellations for that day or days.
 - If Recreation and Parks cancels, all schools scheduled by Recreation and Parks will not be opened to the public. However, schools need to cancel all events (Commercial and Religious) if they impact snow removal.
 - Custodians/school personnel can call a recorded message at 410-222-7312 for cancellation notices. If no cancellation message is on the recording, the schools will be opened.
 - Custodial personnel are required to clean sidewalks during a snow or ice event if the school has been opened for any Department of Recreation and Parks sponsored activity.
- **Responsibility of Facility Users**
 - ◆ Any group, agency or organization using public school property shall hold safe from harm the County, the Board of Education, the individual members thereof, and all of the employees, officials and/or administrators thereof from any loss, damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of public school property. In the event property loss is incurred, as the result of the use of public school property by an outside group, the amount of damage shall be decided by the principal or administrator in charge of the facility in conjunction with the appropriate AACPS Division (i.e., Maintenance, Operations, Physical Education) and **the user will pay for said damage**, to include labor costs as determined by AACPS. If damage is not repaired in a reasonable amount of time, the responsible user may be denied facility usage until liability is satisfied.
 - ◆ User is responsible for obtaining the fire safety rules and abiding by them. (i.e., auditorium capacities, fire alarms, blocking exits, etc.)
 - ◆ All activities must have adequate adult (18 years old) supervision. Principal will determine if supervision is adequate.
 - ◆ If the use of a school facility by an outside group 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 application. Schools will not be responsible for the receipt and/or temporary storage of supplies or equipment. School principal may deny this type of request.
 - ◆ Any deliveries must be made in accordance with the school receiving policy. Vehicles must unload & load in zones designated for this type of activity. Under no circumstance are vehicles to drive on pavements not

designed for vehicular traffic (i.e., driving a car up the sidewalk to unload).

- **Responsibility of Anne Arundel County Public Schools Facilities Administrative Staff**
 - ◆ If the principal or administrative officer determines that the facility over which he/she has responsibility is being misused by any group, agency or organization, it is his/her duty to indicate that misuse to the paid or Recreation and Parks sponsor so that with the cooperation of the group, the misuse stops. **The principal can terminate the use by the group.** The group terminated may appeal to the community use committee, c/o the Fiscal Officer, who shall investigate the complaint and determine if the group in question should be allowed continued use of the facility or any other public school facility (Ref., Admin. Reg. 502).
 - ◆ Activity hours and duration of any programs shall be determined by the principal or his/her designee. In no case shall the activity be scheduled or planned to extend beyond an hour prior to closing unless special provisions have been agreed upon by Anne Arundel County Public Schools and the Department of Recreation and Parks.
 - ◆ An employee of Anne Arundel County Public Schools must be on duty at all times when a school facility is being utilized by a community group. This employee may be a certified custodian when operation of HVAC systems is needed. Anne Arundel County Public Schools reserves the right to determine who and how many employees are needed to maintain a facility for community use. Hours of usage may also be modified by budgetary restraints.

SECTION III GENERAL USAGE RESTRICTIONS (Ref: Board Policy 502)

- **Gambling: no organization, public or private, shall be granted use of school properties, either sites or buildings, for any activity which involves the use of games of chance, roulette wheels, machines or gambling of any kind.**
- **School facilities or grounds may not be used for activities which are:**
 - ◆ Disorderly and unlawful
 - ◆ Of a nature which could incite others to disorder
 - ◆ Restrictive by reason of race, sex, creed, or color
- **School facilities shall not be used for parties or celebrations that are essentially private in nature, including but not limited to, birthdays, anniversaries, wedding receptions and other similar parties or activities (Ref: 502 II-F).**
- **There will be no smoking; no possession or consumption of alcohol beverages; and no possession, consumption and/or distribution of controlled substances. This includes all grounds of Anne Arundel County Public Schools.**
- **School facilities shall not be used for dances except by the following groups: (Ref: Adm. Reg. 502)**
 - ◆ Anne Arundel County Public School groups, clubs or organizations.
 - ◆ Organized recreation departments and school-related groups, which will assume total responsibility for any damages.
 - ◆ All dances will be cleared through the principal and are not to be pre-scheduled without the express permission of the principal or his/her designee. User group may be requested to provide professional security as a prerequisite for a dance.
- **The following activities are prohibited regardless of sponsorship: (Ref: Adm. Reg. 502)**
 - ◆ Animal shows, training classes, obedience classes, or exhibits, to include horse and dog shows. (This applies to community and school users alike.) However, it is not intended to apply to animals and pets used in **regular** instructional programs.

- ◆ Carnivals, circuses or similar programs.
- ◆ Partisan political meetings.
- ◆ Car washes.
- ◆ Use of schools for overnight activities.
- ◆ Activities in direct conflict with community private enterprise.
- **Decorations**
 - ◆ Outside groups may only use such decorations as flower baskets, potted plants, and flag standards. All decorations must be non-flammable and meet local fire codes. The principal may deny the use of decorations.

**SECTION IV PROCEDURE FOR APPLICATION FOR
DEPARTMENT OF RECREATION AND PARKS SPONSORED GROUPS (BOARD POLICY 502.02)**

- **Application for the use of a public school building and/or the adjacent grounds, or any portion thereof, shall be made through the Scheduling Office, Department of Recreation and Parks, at least ten (10) working days prior to the date of the requested usage. A total of four (4) copies of this form are required for each requested usage. Users should follow the Department's scheduling procedures.**
- **At the time application is made, all pertinent facts regarding the program or function for which the use is intended, (including a description of the activity, the facility and the equipment necessary), must be furnished by the requesting group or organization.**
- **If there is a conflict between a group, agency or organization requesting the use of a public school facility, the official policy statement of the Board of Education shall be followed.**
- **Upon receipt of application, the Scheduling Office shall take the following action:**
 - ◆ Determine that the group, agency or organization qualifies for use of facilities.
 - ◆ Determine that the activity qualifies for use of facilities.
 - ◆ If there is a conflict in dates, the priority schedule will determine the user.
 - ◆ Forward all applications to the principal or administrative officer for final approval.
- **The principal or administrator of the facility may decline a request if, in his/her judgment, the criteria established by the Board of Education have not been met, or if in his/her judgment, the facility is inappropriate for the function or activity planned by the group. (Reference: Adm. Reg. 502)**
- **The principal or administrator may defer a decision on a facilities-use request and submit the application to the Fiscal Officer and Supervisor of Operations who will meet with the community use committee to determine the worthiness of the activity and/or the group classification and convey the committee findings to the school. (See Section XVII)**
- **If the application for public school facility use is approved by the principal or administrator the copies of the application shall be distributed as follows:**
 - ◆ The original application and one (1) copy shall be forwarded to the Scheduling Office.
 - ◆ One (1) copy shall be retained by the principal or administrator for the files in his/her facility.
- **If the application for use is disapproved by the principal or administrator, the original application and all copies shall be forwarded to the Scheduling Office. If disapproved, the Scheduling Office must immediately notify disapproved group.**
- **The requesting organization should be informed by the Scheduling Office of the disposition of the request as soon as possible. If the request for use has been approved, the original application (with approval indicated) shall be forwarded to the organization using the facility.**
- **The approved application becomes the permit to use school facilities. All permits to use public school facilities shall expire at the conclusion of the scheduled event or activity for which the facility was requested. Permits shall expire at the end of the scheduling period (one year) unless renewal is granted for**

another year following reallocation. (Reference: Board Policy 502.02)

- The Anne Arundel County Public Schools reserves the right, at all times, to revoke any permit immediately if the need arises; however, if possible, a ten-day notice shall be given, in writing, to the Department of Recreation and Parks which will in turn notify the group, organization or agency that filed the original request.

SECTION V RESERVATION RECORD

All schools shall keep an accurate record of all such scheduled events, including school activities and outside group activities.

SECTION VI GROUP OR AGENCY'S RESPONSIBILITIES

(REFERENCE: BOARD POLICY 502)

- Application for use of school facilities must be made on the approved application form. This application must be signed by a responsible adult member of the agency who agrees to properly supervise the said use. The responsible adult(s) (as listed on the application) must remain present at all times when the facility is in use, restrict the group to the area which has been authorized for use, and make certain that all members of the group adhere to standards and guidelines. The school's personnel will not be expected to accept any of the supervisory responsibilities related to the activity.
- The agency using the building must accept full responsibility for any damages to property resulting from the group's use. The board employee and the group supervisor will jointly fill out the Property Damage Report noting the damage or disagreements as to the extent of damage incurred. This form should be returned to the principal who shall distribute copies to the following:
 - ◆ Recreation and Parks
 - ◆ Responsible group or agency
 - ◆ Building maintenance office
 - ◆ School file
 - ◆ Director of School Support Services
 - ◆ Fiscal Officer
 - ◆ Supervisor of Operations
- Repairs may be made through the Board of Education's Maintenance Office and the responsible agency will be billed for such repairs.
- The responsible agency must make every effort to leave used areas as clean as the areas were found. Violations shall warrant school authorities to disallow further use.
- Organizations using the building must arrange for decorating, setting up or other preparation for their activity without interfering with the school program. Removal of all decorations shall be done as promptly as possible, under the same conditions, and the area left in the condition it was found. If cleaning is to be done by the custodian or other school personnel, arrangements must be made through the principal's office and the Department of Recreation to fund the additional overtime.
- All groups or agencies will respond to administrative requests for cooperation.
- Organizations that have permission to use facilities must inform the Scheduling Office and the school at least 72 hours in advance of those occasions when it will not use the facilities. Groups must also report the termination of any program ending prior to the final date requested on the application. Organizations that fail to give the 72 hours advance notification will be required to pay for any costs incurred by the school system in anticipation of their usage, such as additional custodial time.

SECTION VII FEES FOR COMMERCIAL AND RELIGIOUS USAGE

- **Included in the fee are charges for operations, maintenance, and energy costs, space rental and personnel services for each hour or fraction thereof. Hours should include time for setting up equipment, practices, rehearsals and cleaning up.**
- **All fees for commercial users are to be paid in advance and sent to the Operations Office at the time the application requesting usage is submitted. All fee for religious groups are to be sent to the Fiscal Office. Groups requesting continuing activities should submit the first month's fee with the application. Usage fees are to be refunded if the event is cancelled. A copy of the application should be forwarded to the Department of Recreation and Parks for scheduling purposes only.**
- **Usage fees cannot be waived.**

SECTION VIII PRINCIPAL'S RESPONSIBILITIES (REFERENCE: BOARD POLICY 502)

The one ultimately responsible and accountable for the total use and care of all of the facilities of a school, including use by both in school and outside groups, is the principal. In order to fulfill that responsibility, the following steps should be executed:

- **Upon receipt of an application from the Scheduling Office, he/she decides whether to approve or disapprove, depending on the availability of the facilities requested and the availability of adequate custodial coverage.**
- **Follow-up steps after the conclusion of the activity should include:**
 - ◆ Inspection of the facilities used;
 - ◆ Immediate submission of a written report to the Department of Recreation and Parks upon the discovery of damages or the need for related custodial services.
- **It should be understood that the principal may designate another administrator to handle the operations of the procedure. However, the principal should be the one who encourages and offers the use of his/her building to responsible groups within the community. Also, he/she should persist in keeping lines of communication open between the school and the community so that honest exchanges exist between the parties involved in the school building use.**
- **The principal must deny use or cancel use if a custodial employee cannot be scheduled for the requested hours. If an approved activity is cancelled, the Fiscal Office must be notified, along with the Department of Recreation and Parks.**
- **The principal shall have the power to handle any emergency situation not covered in these procedures.**

SECTION IX CUSTODIAN'S RESPONSIBILITIES

- The custodian, as an employee of the Board of Education, must consider himself/herself a public relations representative. His/her relations with the group will frequently determine their opinion of the school system.

He/she should cooperate with the group by assisting with such things as indicating the location of electrical outlets, providing a speaker's stand, tables, and cleaning equipment if needed, etc. This does not apply to weeknight usage when no custodian is dedicated to the needs of the group.

- The custodian is in the building to oversee the facility and its equipment, to report to the responsible adult of the group any violation of the use of the property, and to provide light, heat, air conditioning, ventilation and access to the areas which will be used. All utilities will be used in accordance with current Board Policy.
- The custodian shall regularly inspect both inside and outside areas while the building is in use and if he/she becomes aware of any violations or infractions, he/she should report these to the principal. (Does not apply to weeknight usage.)
- The custodian shall allow use of the office telephone in cases of emergency only. (Public telephones are available.)
- In addition to the above, if a custodian is employed specifically for an activity sponsored by a community group or agency, he/she should be notified in advance, if he/she is expected to receive supplies before the time he/she is actually on duty, such as soft drinks, ice cream, etc. He/she should be informed when such deliveries are to be made and he/she should be provided with an itemized list. The group using the facilities must have a representative present at the time of a delivery. No custodian's time should be used in handling such materials (e.g., moving them from one area to another). Anne Arundel County Schools will not assume any responsibility for deliveries.
- The custodian will be paid by the Board of Education, or the Department of Recreation and Parks. The hours of custodial work necessary to service the activity will be determined at the time the application for use is made.
- **Custodian's Duties (Only when a custodian is dedicated to this task)**
 - ◆ A custodian may be required to be on duty to operate the heating, ventilating and air conditioning system.
 - ◆ Upon arrival, he/she should check the heating, ventilation and air conditioning system.
 - ◆ He/she should unlock the necessary doors and turn on the lights.
 - ◆ He/she should assist, if necessary, in setting up furniture.
 - ◆ He/she should introduce himself/herself to the representative of the group and offer his/her assistance. The facility should be inspected with the representative of the group before the activity.
 - ◆ He/she should not remain in the boiler room. He/she should be working on school projects but be available to the user group.
 - ◆ He/she should not permit the users to wander throughout the building. He/she should inform the group supervisor.
 - ◆ He/she should protect Board property, the buildings and its content. He/she should report any smoking to group's supervisor. The supervisor will enforce the no-smoking regulation and remind the user that smoking will result in the cancellation of their use permit.
 - ◆ He/she will not permit the group to use equipment not agreed to by the principal and stated on the permit.
 - ◆ After the activity, he/she will inspect the facilities jointly with the responsible person of the group and complete the Property Damage Report, for any damage that occurred during the activity. He/she must also report any additional cleaning services to the principal.

- ◆ After all participants have left the building, he/she is required to:
 - Check the area to be used the next morning
 - Turn off all lights in the area(s) used
 - Check the mechanical equipment
 - Lock all doors and close and lock all windows
 - Check all exterior doors to see that they are locked.
- ◆ In the event of snow, the custodian is responsible for keeping all walkways clear of snow.

SECTION X USE OF GROUNDS (REFERENCE: BOARD POLICY 502.2)

The same guidelines and procedures found in Section I through Section IX, Use of Building, apply to scheduled use of grounds. The one exception is that an employee would not have to be on duty unless access to the building is required or concession stands are permitted.

- **Proposed installation of any equipment, layout of fields, or other changes in existing conditions must be included in the application for use. Approval for such is effective for one year only and subject to removal, relocation, or alteration at the end of the season.**
- **Permanent installations, which alter the playing field, such as outfield or sideline fences, dugouts, goals of all descriptions, storage and/or concession buildings, are prohibited. The installation of temporary fences and portable relocatable buildings is subject to the discretion of the principal in consultation with the coordinator of physical education with the understanding that these fences and buildings are subject to removal at any time. Written applications for such installations must contain detailed plans, materials, designs and location. The principal's approval must also be in writing.**
- **In the case of inclement weather, the principal may deny the use of a playing field on any given date in order to prevent damage to an established athletic field. This applies to all activities, especially to contact sports such as football, soccer, or lacrosse.**
- **Motor vehicles shall be parked only in designated areas.**
- **Tables, chairs, and benches shall not be placed on the playing surface of tennis and multi-use courts by a group. Heavy mechanical equipment shall not be brought on the grounds except on driveways and parking areas. Portable booths and equipment shall be removed immediately after the activity.**
- **Groups may not dig holes nor drive stakes. Only portable type booths or equipment can be used.**
- **Lines shall not be painted on tennis and multi-use courts or on any other paved surface.**
- **If concession stands are permitted, all products must be serviced in or on disposable containers. No glass containers of any type are permitted. Groups using the grounds must leave them as clean as they were found. Groups must properly dispose of all trash and litter.**
- **Exterior P.A. systems may not be used unless an authorized representative of the school is available to operate such equipment.**
- **In the event a school sponsored or related program has to be rescheduled because of inclement weather, the school has the authority to deny the use of said facility even though a permit has been issued previously.**
- **Grounds may not be used for commercial or religious activities.**
- **Smoking, possession or consumption of alcohol beverages, or possession, consumption and/or distribution of controlled substances will result in immediate cancellation of use permit.**

SECTION XI USE OF EQUIPMENT (REFERENCE: BOARD POLICY 502.06)

- **Stage Equipment**
 - ◆ In auditorium rentals, only the following stage equipment may be provided: a speaker's stand or table, not more than 50 chairs; existing stage lights, backdrop; the front curtain; and piano (if one is available on the stage).
 - ◆ Public address systems and related audio equipment may not be used unless an authorized individual is appointed by the school.
 - ◆ The custodian or the school stage crews are not obligated to assist in changing scenery.
 - ◆ Any alteration to electric service panels or electrical equipment is forbidden.
- **Multi-purpose rooms, auditoriums, and gymnasiums**
 - ◆ Use of these facilities shall include only the normal complement of chairs. This, in no case, shall exceed the posted maximum seating capacity. User groups using gymnasium spaces are prohibited from adjusting bleacher sections.
- **Pianos**
 - ◆ Pianos shall be moved only with the principal's permission; heavy upright and grand pianos may be moved only by professional piano movers whose services shall be arranged and paid by the renter. This shall include the return of the piano to its original location.
- **School Equipment**
 - ◆ No school equipment shall be rented or loaned to outside organizations. School equipment may be used by school sponsored or school affiliated groups with the principal's permission.
- **Concessions**
 - ◆ No concession for private profit by an individual may be operated on school property nor shall an activity be allowed where an individual user accrues private profit.

SECTION XII USE OF KITCHENS (REFERENCE: BOARD POLICY 502.06)

Kitchen facilities may be used only by school sponsored or affiliated groups. These groups may not use kitchen facilities for any fund raising activity unless the proceeds directly benefit the school. All usage of kitchen facilities is subject to the regulations and procedures contained in **Section I through X**, Use of Building. In addition, the following procedures are applicable.

- **Requests for the use of kitchen facilities shall be submitted to the school principal who will coordinate the request with the food services area specialist.**
 - ◆ Requests are to be submitted to the principal 20 days prior to the proposed date of the function.
 - ◆ The applicant shall present the request on the proper application form and provide all necessary information.
 - ◆ The principal will forward a copy of the Kitchen Use Application and Permit to the Supervisor of Food and Nutrition Services.
 - ◆ Upon approval of the request, the supervisor of food services will return a contract to the area specialist concerning the use of the school lunch facility.
 - When applicable, the contract shall contain the per plate charge as determined by the supervisor of food services.
 - The contract shall be presented to the representative of the organization for his signature.
 - The above mentioned representative should fully understand and agree to the terms of the contract prior to affixing his signature.
- **Student and/or volunteer help who wait on tables are to be fed without charge to them.**
- **Flowers, tablecloths, etc. are not included in the charge per plate.**
- **Each group shall be responsible for obtaining all necessary food and supplies for their activity.**
 - ◆ Food and supplies cannot be billed or charged to the School Food & Nutrition Program.
 - ◆ The manager and/or the necessary number of restaurant employees required to operate the kitchen equipment must be present.
 - ◆ Both the area specialist and cafeteria manager will determine the number of employees required.
- **Any out-of-school groups and/or catering service to be hired to serve food must be approved by the principal in consultation with the supervisor of food services. These groups shall be subject to the above listed guidelines.**
- **Permission may be refused to any group when the program is in conflict with the policies of the school or the Board of Education.**
- **Groups may collect the amount necessary to defray their costs.**
- **The catering service must have a current operating license to operate from the A.A. Co. Division of Environmental Health.**

SECTION XIII USE DURING HOLIDAYS AND INCLEMENT WEATHER AND SUMMER

(REFERENCE: BOARD POLICY 502)

- **Holidays and Inclement Weather**
 - ◆ Principals may refuse use of building on school holidays in order to facilitate school maintenance.
 - ◆ Principals may refuse use of building on days when school is cancelled because of inclement weather, unless specific arrangements have been made that are acceptable to the principal and Anne Arundel County Public Schools.

- **Summer**
 - ◆ The use of school buildings in the summer by church groups and other authorized groups will be by special permission.
 - ◆ Such use as stated above may be revoked or modified when the need for maintenance or construction is necessary.
 - ◆ Kitchen facilities are not available for use from the last school day of the year to the first school day of the following year unless specific prior arrangements have been made that are acceptable to the principal and the Supervisor of Food & Nutrition Services

SECTION XIV POLICE SUPERVISION - BUILDINGS AND GROUNDS

When required by the Board of Education, Superintendent's Office, or principal, or when the applicant feels the need, police supervision shall be provided by the group for the particular function or activity.

SECTION XV PRIVATE INSTRUCTION (REFERENCE: BOARD POLICY 502.05)

- **After-school instruction must be conducted in a manner consistent with sound educational principles so that school and community programs will be mutually supplementary.**
- **All of the criteria provided in Board Policy 502.05 must be met in the use of school facilities for private instruction.**

SECTION XVI ACCOUNTING PROCEDURES

(REFERENCE: BOARD POLICY 502.03 AND ADM. REG. 502.03)

- **Each commercial user shall forward a completed application and the first month's usage fee to the Operations Office. Religious users shall send their check to Anne Arundel County Public Schools Fiscal Office. Checks should be made payable to Anne Arundel County Public Schools.**
- **The accounting section will invoice any organization for any additional usage fees not included in the application and consequently not collected in advance.**
- **The Fiscal Office must receive a copy of all damage reports. The accounting section shall invoice any organization for damages based upon the information furnished by Maintenance and Operations.**
- **The Fiscal Office will effect collection of all fees or advise the principal to deny usage if proper payment is not made.**
- **The accounting section shall record costs related to community groups and agencies based on the hours shown on the completed application and payroll records.**
- **The accounting section shall invoice other organizations for the cost of using school facilities.**
- **The principal shall notify accounting immediately if an activity is cancelled or there is a change in the date or hours. Accounting will adjust the appropriate records and refund the usage fee when applicable.**
- **The Payroll Department must pay all employees for their services. No one may be paid directly.**
 - ◆ Custodians or other designated employees at their prevailing hourly rate.
 - ◆ Cafeteria employees at their prevailing hourly rate.
 - ◆ Student stagehands at the minimum wage hourly rate.
- **Hours worked are to be reported on the activity attendance register for the pay period. An Additional Compensation form must be originated to authorize payment.**

SECTION XVII COMMUNITY USE COMMITTEE (REFERENCE: ADMIN. REG. 502)

- The committee, with the Fiscal Officer as liaison, is available to aid the principal in determining if a group qualifies for facilities usage, the order of priority and the group classification.
- The committee is available to aid the principal in determining if a group should be denied further use of school facilities because of property abuse/damage or failure to comply with the procedures and regulations relating to facility usage.
- The committee shall consist of:
 - ◆ Fiscal Officer
 - ◆ Supervisor of Operations
 - ◆ Coordinator of Physical Education and Coordinator of Athletics
 - ◆ Chief of Organized Recreation, Department of Recreation and Parks
 - ◆ Community Representative PTA, CAC

SECTION XVIII **SCHEDULING OF RECREATION AND PARKS DEPARTMENT ACTIVITIES**
 (REFERENCE: BOARD POLICY 502)

The scheduling of school facilities and grounds will be done in accordance with the "Joint Use Agreement.

- The County Recreation and Parks Department is to be scheduled after all school-affiliated and school-sponsored functions are scheduled. This is in accordance with the section that covers priorities. Each principal is to send the Scheduling Office of the County Department of Recreation and Parks a schedule showing the dates and hours of school-affiliated and school-sponsored activities, including the portion of the school being used. This schedule should be sent to the Operations Office by July 1 of each fiscal year, and the Operations Division will forward to the Department of Recreation.
- The scheduling process as it relates to County Recreation is to be done according to the following timetable:
 - ◆ Scheduling Periods
 - Fall Season: August 1 through November 30
 - Winter Season: November 1 through March 31
 - Spring/Summer Season: April 1 through July 31
 - ◆ After the Recreation Department has filled in the schedule, the schedule will be submitted to the school principal for approval.
- Recreation and Parks will be scheduling indoor facilities as well as outdoor facilities; however, alterations to any facility must be done according to Board Policy. (Reference: Board Policy 502, VI)
- Supervision and security of scheduled recreation programs must be approved by the respective school principal. There must be adequate adult and qualified supervision for all usage. (Ref: Board Policy 502, III)
- The Recreation Department will complete one application for each scheduling period. This application should have an attachment that would reflect the following information for each activity:
 - ◆ Name of Group or Agency
 - ◆ Name of Person Representing the Group or Agency
 - ◆ Home Telephone and/or Business Telephone of person representing the group or agency.
- The primary function of the physical education and athletic facilities is to accommodate the school intramural and athletic programs. Therefore, it should be noted that certain activities cannot be scheduled. In such cases where a conflict may arise, every effort will be made to notify the Recreation

Department well in advance. However, the school program will have the priority in the event of such conflicts. There will be occasions when the athletic contest will be postponed because of weather, etc. School programs will have priority in the event of a conflict. At no time will the county interscholastic program and physical education program be preempted by the scheduling of the Recreation Department's program. (See Section II, B)

- All schools are urged to work closely with the Coordinator of Physical Education when special facilities and equipment related to the physical education program and athletic program are requested.

USE OF ADMINISTRATION BUILDINGS

Section XIX

For security reasons, the Riva Road Central Office building is not available to outside groups.

APPENDIX A
JOINT USE AGREEMENT
ARTICLE IV

Section 1. Buildings, land and facilities owned by the Board and which are part of any Education and Recreation site (Board property) shall be subject to the exclusive control of the Board and the buildings, land and facilities owned by the County and which are part of any Education and Recreation site (County property) shall be subject to the exclusive control of the County, except as provided in this Article.

Section 2. Board property and County property shall be used for school purposes and otherwise only as not prohibited by law. The Board of Education and the Department of Recreation and Parks agree to jointly schedule, reserve, operate and supervise the use of the property according to jointly approved agreements which permit both Board property and County property to be open to the general public at all reasonable hours and time consistent with the type of facility as long as such use does not interfere with school sponsored or affiliated activities, except where such activities are also sponsored and/or supported by the Department. Any agreement shall provide that the Board has the exclusive right to schedule and reserve the property for such activities with the stated exception.

During activities sponsored by the Department of Recreation and Parks which are conducted on Board property, and during activities sponsored by the Board which are conducted on County property, the use of such property shall be regulated according to a set of regulations and procedures jointly formulated by the Department and the Board. During activities conducted on Department or Board property, the use of such property shall be regulated and supervised by the using agency in accordance with these procedures and regulations.

Section 3. In cases of conflict arising from the scheduling or assignment of use at the local level, such conflicts shall be referred to a committee of five people for resolution. The committee shall be composed of two members of the county staff for the department and two members from the staff of the Board and one member from the school's PTA, such members to be recommended by the executive board of the PTA. If the school has no PTA, the executive board of the CAC shall recommend a CAC member to serve on the committee.