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Community Use of Facilities

The Community Use of School Facilities publication is designed to enhance the understanding of the procedures necessary for community-based organizations and groups (user groups) to use Anne Arundel County Public Schools’ (AACPS) school property, land, grounds, sites, buildings, and structures (school facilities) and provide school administration with clear and concise guidelines on how to administer the process.

Policy Statement

The Board of Education of Anne Arundel County (Board) recognizes that facilities paid for by the taxpayers of Anne Arundel County should be utilized to the fullest extent possible. The Board believes that the interests of the Anne Arundel County community merit the use of Anne Arundel County Public Schools’ facilities. Thus, the use of AACPS facilities for community purposes is encouraged by the Board and is in accordance with Maryland law as outlined in Policy KC Community Use of Facilities and Regulation KC-RA Community Use of Facilities.

Disclaimer

The Superintendent/Designee reserves the right to establish or enforce special policies, procedures, restrictions, conditions, and fees governing the use of school facilities if, in the judgement of the Superintendent/Designee, the situation demands such action. User groups may be denied the use of facilities if, in the judgement of the Superintendent/Designee, such groups fail to meet the requirements set forth therein. The right is reserved to revoke or annul any approved application for noncompliance with policy or procedural requirements.
Procedures for Use

Facility use is scheduled up to six months in advance. Applications for events proposed to be held from March 1 through August 30 will not be accepted before January 15. Applications for events proposed to be held from September 1 through February 29 will not be accepted before July 15.

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

1. Submit the School Facility Use Application & Permit at least 30 working days in advance of proposed event; user group must contact the school that they wish to utilize for their event to request the use of the school facility.
   a. The school principal does not make the actual determination to accept or deny applications. Instead, school principals are to indicate the availability or non-availability and any specific concerns related to the request. The actual or final decision to grant approval is made by the Director of Facilities.
   b. Requests for facility usage may be denied based on a variety of factors including, but not limited to, suitability of the user group or event, overcrowding of the facility, parking availability, etc.

2. 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.

3. If the school is available, the user group completes the School Facility Use Application & Permit form, calculates the room use and custodial charges and hourly energy rates, if required, and submits their application with a check for any fees, proof of insurance, if required, and any other documents required based on the user group’s classification, to the school principal for review.

4. User groups must provide a certificate of general liability insurance in the following amounts:
   a. Groups/entities granted access through waiver/exception - $1,000,000
   b. Non-profit and religious use - $500,000

   A certificate of insurance demonstrating that this insurance coverage is in place must accompany the School Facility Use Application & Permit form.

5. 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.

Principals considering the use of school facilities must follow the procedures described below:

1. The school principal reviews the application paperwork, consults with the Anne Arundel County Department of Recreation and Parks (Recreation and Parks) to avoid scheduling conflicts, then indicates, by their signature, that the school is available for the event and that they do not have any concerns with the user group or the proposed event.

2. The school is responsible for entering the event into Active.Net (the scheduling system provided by the Anne Arundel Department of Recreation and Parks) when the principal provides conditional approval to the user.

3. The school is responsible for requesting heating or cooling, if necessary, for the event.
4. The school principal forwards the entire application packet to:

Facilities Rental Technician  
Division of Facilities  
9034 Fort Smallwood Road  
Pasadena, MD 21122

5. Once the application is approved by the Director of Facilities, an email confirmation will be sent to the user group. Applications for the use of facilities shall not be considered approved until an electronic confirmation has been sent to the applicant.

6. Payment of all fees must be made in advance of the event. Church user groups must pay one month in advance.

**Hours of Operation and Cancellation Provisions**

AACPS 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 to use 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. The use of school facilities is prohibited on designated holidays, election days, and some Fridays during the summer. The only exception is when the activity is school sponsored and where advance approval has been granted by the Director of Facilities to use the school facilities.

3. 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 a Friday and schools are closed, activities may be cancelled for Saturday and Sunday in order to facilitate snow removal. For Recreation and Parks scheduled activities, please confirm cancellation information by calling the weather cancellation hotline at 410-222-7312 or by visiting the [Recreation and Parks website](#).

4. The use of school facilities during weekends, summer, extended holidays, or at any other time may be restricted, modified and/or revoked when building maintenance or construction is required or following inclement weather events. 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.

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

6. Unanticipated use of school facilities for school-related activities and educational programs may occasionally arise. The rescheduling of postponed school athletic events, practices, and the scheduling of school sponsored district, regional, county, and state contests will take precedence over all other uses whether already scheduled or not. The normal function of the athletic and intramural program will not, under any circumstances, be curtailed or become a second priority to any other user group activity.
Indemnification/Insurance

Any group, agency or organization (user group) using public school property described herein and referenced on the School Facility Use Application & Permit acknowledges and agrees that neither Anne Arundel County, Maryland nor AACPS Parties, including its Board of Education, administrators, executives, employees and volunteers 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 Anne Arundel County, Maryland and/or the AACPS Parties, including its Board of Education, administrators, executives, employees and volunteers that are in any way caused by or result from the use of the school facility under this Permit. In the event property loss or damage is incurred, as the result of the permitted use of the 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 AACPS. If damage reimbursement is not received within a reasonable period of time, legal action may be taken by AACPS to recover the damage costs and the responsible user group will be denied future facility use until restitution is satisfied.

User groups must provide a certificate of general liability insurance in the following amounts:

- Groups/entities granted access through waiver/exception - $1,000,000
- Non-profit and religious use - $500,000

Safety and Security

Groups using AACPS 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, the local Health Department, and the State of Maryland Fire Marshal.

1. All school sponsored groups with unsupervised or unrestricted access to children must have at least one employee or volunteer complete an AACPS fingerprint supported background check. Only representatives who have successfully completed the fingerprint supported background check process may supervise the activity/program. It is the responsibility of the school to verify that background processing has occurred.

2. All school sponsored groups that will have supervised contact with students must complete the AACPS commercial background check for each employee. Please allow 3 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 Security Office.

3. It is the responsibility of each user group to establish an on-site contact person to be available during the entire duration of each activity, whose responsibility shall be to monitor the arrival and departure of its participants, ensure that only designated entrances to the facilities are utilized, and to ensure that only those participating in the activity gain entrance to the facility. Outside doors must never be propped open or otherwise left unattended.
4. 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 event begins or provide a cell number for participants to contact for entry later than fifteen minutes after the event begins.

5. 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.

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

7. The designee shall ensure that they have access to a cell phone to reach law enforcement or emergency personnel should the need arise.

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

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

**Crowd Management Certification**

The Anne Arundel County 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 reaches 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 Management Training Course](#). After the course is successfully completed, a certificate should be printed out and kept on file in the school office for school sponsored events; for non-school sponsored events, this certificate should accompany your [School Facility Use Application & Permit](#) and be forwarded to the Facilities Rental Technician.

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 activity/event held on/in a school facility. If you have any questions, please contact the Office of School Security at 410-222-5083.

General Standards/Requirements
Anne Arundel County Public Schools may make its public school facilities available for community purposes upon written application. School facilities may be used for public functions (public speaking, education, social, recreational, religious, and other lawful activities,) at the discretion of the Superintendent/Designee. School departmental facilities, such as laboratories, music, vocational and commercial departments, generally shall not be made available for non-school use. A Permit for use specifically excludes use of machines, specialized equipment, or storage spaces. Such use must be expressly requested and granted as part of the application process.

The following general standards apply to all user groups and must be considered before submitting a School Facility Use Application & Permit.

1. Use of school facilities during regular school hours for other than school purposes shall require the approval of the Superintendent/Designee.

2. The number of people using the facility at any time shall not exceed the limit set forth by the Fire Marshal for the respective facility.

3. The Carol S. Parham Building and Centers of Applied Technology are limited in availability to user groups.

4. School facilities may not be used for activities that constitute a public nuisance or create a traffic hazard; 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, gender identity, or disability.

5. Use of school facilities for overnight activities is not permitted. The Superintendent/Designee may approve limited exceptions that are consistent with the purposes and intent of Board policy, regulation, and mission.

6. All AACPS facilities are designated as drug- alcohol- and tobacco-free sites as outlined in Regulation JCC- RAC Alcoholic Beverages, Controlled Dangerous Substances, or Other Intoxicants. The sale, use, distribution, manufacture, possession, or dispensing of drugs, synthetic or mind-altering substances, or alcohol in any form is prohibited. The use of tobacco – products derived from the tobacco plant that are smoked, chewed, sniffed, or otherwise consumed, including cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, smokeless tobacco, electronic cigarettes or vapor pens, whether or not containing tobacco products, is prohibited.
7. Any group or organization using school property shall indemnify and hold harmless Anne Arundel County, Maryland, and/or AACPS Parties for any expenses, losses, damages, claims, lawsuits, or liabilities that are in any way caused or result from their use of school property.

8. A certificate of general liability insurance must be obtained in the following amounts:
   - Groups/entities granted access through waiver/exception - $1,000,000
   - Non-profit and religious use - $500,000

9. Activities deemed high risk that exposes the County and/or AACPS, its students, employees, and volunteers to an elevated risk of personal injury or property damage must be submitted for review to the Insurance Management Office.

10. The following activities are prohibited: animal shows, animal training classes, obedience classes, car washes or other outdoor water related activity requiring more than minimal water use, car shows, carnivals, circuses, festivals, fires, open flames or flammable materials, flea markets, craft fairs* and yard sales, to include grounds and parking lots.
*unless sponsored by school, PTA/PTO/CAC, or Booster Group.

11. Except for service animals necessary to help individuals with disabilities, animals are not permitted. The user shall clean up any school grounds used by service animals participating in scheduled events.

12. School facilities shall not be used for parties, celebrations, weddings, showers, funerals, special events or other ceremonies or rituals that are personal/private in nature.

13. School Facilities shall not be used for dances unless school sponsored.

14. The use of decorations is limited to non-flammable materials and must meet our local fire codes. The principal may deny, or direct modifications to, the use of decorations.

15. 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, including bingo.

16. Commercial organizations/groups that operate for private profit which furthers the monetary gain of a specific individual or individuals are prohibited. An example would be a group/entity willing to host an activity in the school on an ongoing basis for a fee (karate/dance/theater/chess). The Superintendent/Designee may approve exceptions that are consistent with the purposes and intent of Board policy, regulations, and mission.

17. Cell phone reception is not guaranteed in/on any school facility.

18. 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 from those that exist during normal school hours.
19. In the event of mechanical malfunction of heating or cooling equipment, AACPS will make every effort to correct the situation, however, AACPS does not provide 24/7 emergency service, and repairs may not be made until after the user’s event has concluded. Users will NOT be eligible to claim partial or full refund of the fees paid if AACPS is unable to correct the situation.

20. Failure to leave areas used by the user group in a satisfactory condition shall allow school authorities and/or Recreation and Parks to refuse further use.

21. Areas prohibited to user groups within school facilities include, but are not limited to:
   - Boiler and mechanical/electrical rooms
   - Penthouse/attic areas/catwalks
   - Confined spaces, tunnels and crawlspaces
   - Roofs
   - Warehouses and lesser storage areas
   - Office areas, including all administrative facilities
   - Receiving and storage areas
   - Custodial and maintenance areas
   - Teacher workrooms
   - Gated and restricted areas
   - Family and Consumer Sciences areas
   - Technical Ed Shops
   - Science Laboratories
   - Stage/Theatre Prop/Assembly areas

22. Organizers of groups expecting 200 or more persons in attendance and serving food or drink must provide and/or use the clearly distinguished recycling receptacles. Recycling containers shall be placed immediately adjacent to each trash receptacle. Glass, plastic (no Styrofoam,) metal, and non-soiled paper shall be recycled. Violations are subject a civil penalty not exceeding $50 for each day on which the violation exists. Visit SB 781 for more information.

23. The use of the school kitchen shall not be permitted unless a Kitchen/Dining Room Use Application and Permit form has been completed and approved and an authorized AACPS cafeteria worker is present to supervise the operations of the equipment and safeguard food and supplies when access is needed to kitchen storage areas.

24. Only the Superintendent or the Supervisor of Purchasing, under the Superintendent’s delegated authority, may contract to lease school real property, and only after full vetting by the Director of Facilities, Chief Operating Officer, Insurance Management, and Legal Offices.

25. The Superintendent/Designee has final authority to approve or deny any facility use request.
User Group Classifications
Community based organizations and groups (user groups) shall be assigned in accordance with the below priority placement schedule. These user groups must have a definite structure, organization, and sponsorship to be considered eligible to use public school facilities.

School Sponsored Groups
School sponsored groups do not pay for room use or energy. Custodial overtime is only charged if the event is held outside of normal operating hours.

For a group to be considered a “School Sponsored Group,” the following requirements must be met:

- The school must accept responsibility for the activity.
- The school must provide direct oversight and supervision of the activity.
  - The staff member providing oversight and supervision must be a Unit 1 or 2 employee, without exception.
  - The staff member must be onsite during the activity to respond to problems and/or emergencies that may arise.
  - The staff member must have access to the roster of participating students and their emergency contact information.
  - The staff member does not have to be physically in the room/location of the activity as long as there is a properly vetted PTA/PTO/Booster Group member or volunteer with an AACPS supported fingerprint background check supervising the students. This individual must be able to quickly get in touch with the supervising staff member from wherever the activity is occurring.
- School sponsored activities must adhere to all Board policies and procedures.
- A student’s parent/guardian cannot be requested to sign a waiver/release from any participating organization releasing them from their negligent acts or omissions.
- The activity cannot increase the costs for AACPS such as custodial overtime or additional heating/cooling run times.
- Groups cannot be a commercial organization/entity that operates for private profit which furthers the monetary gain of a specific individual or individuals. Any group of this nature must be under contract with AACPS or the school.

Anne Arundel County Department of Recreation and Parks
Recreation and Parks pays for room use, energy, and/or custodial overtime as outlined in the annual Memorandum of Understanding (MOU) between Anne Arundel County Public Schools and the Anne Arundel County Department of Recreation and Parks.

Accreditation through Recreation and Parks will only be granted to groups or activities that Recreation and Parks is willing to sponsor and is designed for athletic organizations only. They will only permit activities that align with the National Federation of State High School Associations (NFHS) rules and standards of play for each sport. Field and/or gymnasium spaces will only be permitted to sports that are designed for that facility. Allowing indoor permits for outdoor sports creates an unsafe environment that increases the potential for both injury to our children and damage to our facilities.
Outdoor sports, including but not limited to, field hockey, soccer, football, baseball, softball, tennis, or lacrosse will not be permitted by Recreation and Parks for auxiliary or main gymnasiums, even if using substitute balls.

**Before and After Care**
Before and After Care providers do not pay for room use, energy, or custodial fees during the school year. Custodial overtime is charged during the summer months.

Designated rooms for Before and After Care may be used by the school during the school hours if agreed upon with the providers and school. If agreement cannot be reached, the request shall be sent to the Director of Facilities for a decision.

Before and After Care is provided by four pre-approved agencies, Recreation and Parks, Annapolis City Department of Recreation and Parks, the Y of Maryland and Superkids. No other providers will be permitted in AACPS schools unless approved by the Director of Facilities.

**State, County and City Agencies**
Governmental agencies (Federal, State, County or City) do not pay fees for room use or energy. Custodial overtime is charged for events held outside of normal operating hours.

**Higher Education Groups**
Colleges/Education Institutions shall be required to schedule the use of a facility through the Office of Professional Growth and Development.

Educational institutions that fulfill federal and state requirements and other needs of AACPS shall not be charged for the use of the facility.

**Community Groups** *(Home Owner Associations, Condominium, etc.)*
Community groups must pay for room use, energy, and custodial overtime if events are held outside of normal operating hours.

**Religious Groups**
Religious groups must pay for room use based on whether the group is using a facility for short-term or long-term accommodations. Energy and custodial overtime are charged if events are held outside of normal operating hours.

- A certificate of general liability insurance in the amount of $500,000 must be obtained.
- Religious organizations that plan to build or purchase their own facility and are using AACPS schools as a temporary worship space will pay the hourly energy usage fees and custodial coverage during the first five years of usage. No room usage fee will be charged.
- The Superintendent/Designee may grant up to two six-month extensions for the following reasons:
The facility into which the religious organization will move is substantially complete, but an occupancy permit has not yet been granted.

- Compliance of permit requirements is beyond the control of the religious organization.
- The religious organization provides evidence of need of short-term occupancy.

- Religious organizations that have no plan to build or purchase their own facility and wish to utilize AACPS schools as their worship space will pay room usage fees as well as utility and custodial charges.
- Religious groups wishing to hold services on a single day (Palm Sunday, Easter Sunday, Christmas Eve, etc.) need to follow the same procedures as any other community group. See Community Groups above.
- Baptisms using more than one gallon of water are prohibited.
- No flammable decorations or items, nor any volatile liquid, or any device producing open flames will be used; only flameless candles are allowed.

**Athletic Training and Sports Camps**
*(Organized/directed by school personnel)*

Athletic training and sports camps do not pay fees for room use or energy. Custodial overtime is charged for events held outside of normal operating hours.

Athletic Training and Sports Camps must meet the following conditions:

- The school principal must approve the use of the school facility.
- The Athletic Director must verify that the camp meets all Maryland Public Secondary School Athletic Association rules.
- The Athletic Director must verify that the camp does not conflict with maintenance projects related to the school.
- Camp budgets must be reviewed and approved by the Coordinator of Athletics before the camp starts.
- 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.
- The school is responsible for entering the camp into Active.Net (The scheduling system provided by Recreation and Parks) to prevent scheduling conflicts.

**Non-Profit Groups**

Non-profit groups must pay for room use, energy and custodial charges if events are held outside of normal operating hours.

- All non-profit organizations shall be required to provide a copy of their 501(c)(3) letter issued by the IRS prior to approval.
- A certificate of general liability insurance must be obtained in the amount of $500,000.

**All Other Groups**

All other groups should be directed to the Facilities Rental Technician at 443-770-5210.
Fields and Outdoor Facilities
An AACPS employee does not need to be on duty unless access to the building is required or concession stands are to be used. The principal will make this determination.

- Proposed installation of any equipment, layout of fields, or other changes in existing conditions must be included in the School Facility Use Application & Permit Form. Approval for such installations is in effect for that school year only and subject to removal, relocation, or alteration at the end of the season.
- Permanent installations which alter the playing fields, such as outfield fences, storage containers, or porta-potties are subject to the approval by the principal, Facilities Director, Coordinator of Athletics, and the Coordinator of Physical Education with the understanding that these fences and buildings are subject to removal at any time. These installations must use the School Improvement Projects Process initiated by the school principal.
- In the case of inclement weather, the principal may deny the use of a playing field 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 or on surfaces designed for parking. Do not park in fire lanes or obstruct access to fire hydrants.
- Tables, chairs, and benches shall not be placed on running tracks or on the playing surface of tennis and multi-use courts. Heavy mechanical equipment shall not be brought on the grounds except on driveways and parking areas. 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 secured, and must be removed immediately after the activity.
- Lines shall not be painted on tennis, multi-use courts, or on any other hard surfaces.
- If concession stands are permitted, all products must be provided using 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 and recycling receptacles.
- Exterior PA systems or scoreboards may not be used unless an authorized representative of the school is available to operate such equipment, such as the Athletic Director or other approved AACPS athletic staff. The user group shall be charged to cover overtime expenses for school staff who operate this equipment.
- Grounds may not be used for commercial or religious activities.

Parking Lots
AACPS parking lots are intended for school use, school sponsored activities, and other very limited permitted functions. AACPS will not permit the use of its parking lots to individuals, organizations, or entities that do not provide a direct benefit to AACPS.

Dance Studios
The following guidelines have been developed to protect dance studios.
- Find a custodian to unlock the studio upon arrival and be responsible for locking the studio when classes are over.
• Street shoes are not allowed in dance studios.
• Dance shoes should never be worn while walking to or from parking lots. They should be put on in the hallway immediately prior to class.
• Taps must be checked before each class to ensure they are in good condition and screwed in tightly.
• Food or drink is not allowed in dance studios. Non-glass containers with water are allowed.
• Visiting teachers will need to provide a sound system.
• No parents are permitted in dance studios.
• Please do not change the bulletin boards or white boards.
• Please do not touch anything on or in the teacher’s desk.
• Please make sure dancers take all belongings with them at the end of each class.

Kitchens
School affiliated organizations may apply to use kitchen facilities for any fundraising activity if all proceeds directly benefit the school or a school club.

• The use of kitchen appliances shall not be permitted unless an authorized AACPS Food and Nutrition Services employee is present to supervise the operations of the equipment and safeguard food and supplies when access is needed in these storage areas. The user group shall be charged to cover incurred expenses.
• The Kitchen/Dining Room Use Application and Permit will be completed by the organization representative in cooperation with the cafeteria manager. Application is to be made at least three weeks prior to the activity.
• 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 and Nutrition Services. 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.
• The group’s representative may need to contact the Anne Arundel County Department of Health, Office of Food Control and Recreational Waters, by calling 410-222-7239 for further guidance.

Supplies, Equipment, and Furnishings
• Instructional equipment and supplies may not be used, lent, traded, encumbered, relocated or removed from the premises, or consumed, under any circumstances by any user group.
• 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 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 approve the event or activity.
• Use of other non-instructional equipment such as bleachers, furniture, etc. must be approved by the principal/designee.
• User groups using gymnasium spaces are prohibited from adjusting bleacher sections.
• Posted maximum seating capacity shall be observed in multi-purpose rooms, auditoriums, cafeterias, and gymnasiums.
• Any alteration to electric service panels or electrical equipment is prohibited. Users should not overload electrical outlets.
• Any electrical equipment being used by a user group must meet UL listing standards.
• Use of school wireless networks are prohibited.
• If an organization wishes to place a storage container on Board property, in addition to approval by the principal and Director of Facilities, the organization must provide a deposit in the amount equal to the cost of removing said storage container.
Custodial Staff Responsibilities
The duties and responsibilities of AACPS custodial staff during the use of school facilities shall be to attend to and care for Board of Education property; to provide light, heating/air-conditioning (if applicable), and access to the permitted space. A member of the school custodial staff must be on duty during the time any building facility is being used by a user group.

On Saturdays, Sundays and Holidays, School Staff shall:
1. Arrive at the school 30 minutes before the scheduled activity; check boilers or chillers 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 and 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. Custodial personnel are required to clean sidewalks during a snow or ice event if the school has been opened for any community use.
9. The custodian or school stage crews are not obligated to assist in changing scenery.

User Group Responsibilities
1. The user group must have received a confirmation email with the 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 restrooms.
3. Arrive on time and leave on time. If an event goes over the scheduled time, the Facilities Rental Technician will provide an invoice for any additional charges over the amount pre-paid by user group.
4. Except for restrooms, the user group must clean the areas used and place trash and recycling in proper receptacles.
5. 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. Do not ask the custodial staff for additional rooms, equipment, or services during your activity.
6. 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.
7. 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.
8. Observe all Fire and 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.
9. Do not prop open any outside doors or leave them unattended. This is a critical security concern. It also limits the capability of the HVAC system.
10. 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 Board Policies and the Public School Laws of Maryland.
11. 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.
12. Failure to provide adequate supervision or to enforce safety and security requirements may warrant denial of future use by the user group.
13. 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.
14. All deliveries must be made in accordance with the school receiving policy as outlined on the AACPS Purchasing website.
15. Vehicles must unload and load in zones designated for this type of activity. Under no circumstance are vehicles to drive or park on walkways, pavements, or grounds not designated for vehicular traffic.

**Principal Responsibilities**

To fulfill the responsibility and accountably for the use of their building to a user group, principals must:

1. Upon receipt of a School Facility Use Application & Permit form from the user group, the principal or designee decides whether to recommend approval or disapproval of the permit based on:
   - Suitability of the user group
   - Type of use requested
   - Availability of the facility
   - Adequate custodial coverage
2. Principal or designee must provide verification of Safety and Security Guidelines including:
   - Verifying that background checks have been conducted, if appropriate.
   - Verify that the user group has obtained appropriate general liability insurance as outlined in the Indemnification/Insurance section of this document.
3. Principal or designee must enter the event into scheduling software (Active.net.) Availability of space shall be verified before recommending approval.
4. Follow-up steps at the conclusion of the activity should include:
   - Inspection of the areas occupied
• Upon discovery of damages or the need for related custodial services, a submission of said claims should be reported in writing to the Facilities Rental Technician.

5. The principal may designate another administrator to handle the administration of the Community Use of School Facilities procedures.

6. If an approved activity is cancelled for a user group, other than a school sponsored event, the Facilities Rental Technician must be notified immediately.

7. 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.

8. The principal’s authority is sufficient to handle these procedures; however, please notify the Director of Facilities of any concerns or issues at 443-770-5220, should the need arise.

High Risk and 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 Insurance Management Office using the Request for Activity Review of School Sponsored Activities form. 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. Please refer to the list below for examples of activities that are considered high-risk (not all inclusive).

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 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/Contractor, 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, 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.

If you have any questions, please feel free to contact the Insurance Management Office at 410-222-5223. 
Examples of High-Risk Activities

<table>
<thead>
<tr>
<th>Amusement equipment, games, inflatables</th>
<th>Student use of ladders, scaffolding, lifts, catwalks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adventure courses</td>
<td>Roller skating</td>
</tr>
<tr>
<td>Boating</td>
<td>Rollerblading</td>
</tr>
<tr>
<td>Climbing walls</td>
<td>Snow boarding</td>
</tr>
<tr>
<td>Drones (flying of unmanned aircraft systems)</td>
<td>Snow, cross country skiing</td>
</tr>
<tr>
<td>Ice skating</td>
<td>Therapeutic horseback riding, pony rides</td>
</tr>
<tr>
<td>Pool parties</td>
<td>Tobogganing</td>
</tr>
</tbody>
</table>

Prohibited Activities

- Activities in direct conflict with private enterprise in the community
- Activities involving weapons whether real, look alike or antique
- Aircraft rides (other than commercial transportation)
- Bike races
- Bungee jumping, runs
- Car washes
- Carnival, circuses, or similar traveling shows
- Caving or spelunking
- Contact karate, boxing
- Domestic pets, animal shows, training classes, obedience classes, or exhibits on school grounds except those used in regular instructional programs and needed as a service animal/ADA accommodation
- Donkey basketball/baseball
- Dunk tanks
- Extreme sporting events
- Games of chance, roulette wheels, or gambling of any kind
- Go Karts
- Helicopter rides, landings on school property
- Hot air balloon rides/exhibits
- Items thrown from aircraft
- Jet skiing
- Mechanical amusement equipment
- Mechanical bull riding
- Motorcycling
- Ocean sport (surfing, snorkeling, scuba diving)
- Partisan political meetings
- Polar Bear Plunge*
- Pyrotechnical events
- Rock climbing, rappelling
- Rodeo and roping events
- Skateboarding, hoverboards
- Skydiving (in or outdoors), parasailing
- Snow caving
- Suspension or elevated acts/stunts
- Trampolines
- Use of schools for overnight activities
- Velcro-climbing walls
- Water skiing
- Whitewater rafting and float trips

*Not to be confused with their weekday student only plunge, an activity that has been sanctioned by the Superintendent of Schools.
<table>
<thead>
<tr>
<th>User Group</th>
<th>Example</th>
<th>Fees for Room Use/Energy</th>
<th>Custodial charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Sponsored Groups</td>
<td>Athletic team practice and games, school booster groups, school clubs, school committees, PTA, PTO, CAC, and Board related activities</td>
<td>No fees for room use or energy</td>
<td>Custodial charges for events held outside normal operating hours</td>
</tr>
<tr>
<td>AA County Department of Recreation and Parks (Recreation and Parks)</td>
<td>Recreation and Parks activities, their sponsored councils and recreation associations</td>
<td>Fees for room use, energy as outlined in the annual Memorandum of Understanding (MOU) between AACPS and AA County Recreation and Parks</td>
<td>Custodial charges as outlined in the annual Memorandum of Understanding (MOU) between AACPS and AA County Recreation and Parks</td>
</tr>
<tr>
<td>Before/After Care</td>
<td>Recreation and Parks programs and other very limited approved childcare providers</td>
<td>No fees for room use or energy</td>
<td>Custodial charges during the summer months only</td>
</tr>
<tr>
<td>State, County and City Agencies</td>
<td>State of Maryland, Anne Arundel County Government, and City of Annapolis related activities</td>
<td>No fees for room use or energy</td>
<td>Custodial charges for events held outside normal operating hours</td>
</tr>
<tr>
<td>Higher Education Groups</td>
<td>Community, State and Private colleges and universities</td>
<td>Educational institutions that fulfill federal and state requirements and other needs of AACPS shall not be charged for the use of the facility</td>
<td></td>
</tr>
<tr>
<td>Community Groups</td>
<td>Civic associations, homeowners’ associations, condominium associations, etc.</td>
<td>Fees for room use and energy are charged if scheduled outside normal operating hours</td>
<td>Custodial charges for events held outside normal operating hours</td>
</tr>
<tr>
<td>Religious Groups</td>
<td>Where membership is limited by reason of religious beliefs</td>
<td>Fees for room use and energy are charged based on whether the group is using a facility for short-term or long-term accommodations</td>
<td>Custodial charges for events held outside normal operating hours</td>
</tr>
<tr>
<td>Athletic Training/Sports Camps</td>
<td>Organized/directed by school personnel</td>
<td>No fees for room use or energy</td>
<td>Custodial charges for events held outside normal operating hours</td>
</tr>
<tr>
<td>Non-profit Groups</td>
<td>Educational, civic, social, religious, and recreational activities</td>
<td>Fees for room use and energy are charged if scheduled outside normal operating hours</td>
<td>Custodial charges for events held outside normal operating hours</td>
</tr>
<tr>
<td>Commercial/For-profit Groups</td>
<td>Prohibited</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>