

I. USE OF SCHOOL BUILDINGS**A. APPLICATION PROCESS**

1. Unless exempted by the provisions of 1A2, an applicant must complete a "Use of Facilities" form and submit it through the principal or building manager to the superintendent of schools or his designee. The principal, in cooperation with the applicant, will determine the extent and kind of services needed in conjunction with such requested use.
2. Those activities which are sponsored by or affiliated with the individual school or the Board of Education will not require an application.
3. All organizations/groups or individuals not sponsored by such application shall be submitted to, or affiliated with the school or Board of Education are required to submit an application to the principal of the building where the activity is to take place.
4. In all cases, except for annual leases of concession areas, the school principal will determine the availability of the facility. Annual leases of concession areas will be granted by the superintendent or his designee.
5. All applications must be submitted at least four (4) weeks prior to the date of the activity.
6. Cancellations or changes in activity dates must be reported to the school principal as soon as the applicant becomes aware of such changes. In such cases, the principal may require a new application to be submitted.
7. Applications are available at all school offices and the Central Office at 108 Washington Street, Cumberland, MD, 21502.
8. Any applicant must provide proof of liability insurance in the amount of one million dollars (\$1,000,000.00) with the application. The Board of Education of Allegany County shall be named as an additional insured on such policy. Applicants who provide services directly to students or children under the age of 18 may apply for a waiver from this insurance requirement. Such waiver may be granted by the Superintendent or his designee if the applicant provides an assumption of risk agreement that is satisfactory to the board.
9. All applicants agree to provide an indemnification agreement and a waiver of liability agreement to the board.
10. The principal may appoint a member of his staff as designee to receive and process applications.

B. CONSIDERATION OF REQUESTS

1. The superintendent may appoint an administrator as his designee to consider applications. The superintendent will consider the best interests of the school system in determining whether to grant approval to an application. The superintendent of schools or designee will sign all approved applications and duly note those not approved.
2. The superintendent may consider failure to meet previous obligations to the Board as reason to refuse further use to the applicant.
3. Failure to provide adequate supervision may also warrant refusal of further use.

4. By motion at a meeting, the Board may vote, at its discretion, to restrict facility use, provided that the reasons for such restriction are clearly stated in its motion and do not constitute illegal discrimination or a violation of applicable law.
5. Priority Schedule – The use of facilities shall be assigned in accordance with the following:
 - a. FIRST PRIORITY – Any curricular or extra-curricular program of the ACPS educational system.
 - b. SECOND PRIORITY – Parent-Teacher Associations, faculty group, school affiliated groups, government agencies, and state education agencies.
 - c. THIRD PRIORITY – Any public recreation programs, extension service, United Way Agencies (Scouts, YMCA, etc.), and private education agencies.
 - d. FOURTH PRIORITY – All other users such as volunteer agencies, improvement associates, private groups, service clubs, religious groups, social groups, civic fund raisers, and civic associations.

In the event of the scheduling conflicts between applications of the same priority, the assignment will be made based on the date of the applications.

C. GUIDELINES FOR USE OF FACILITIES

1. Employee organizations may not use school facilities during regular school hours for membership drives or other business.
2. Groups using school facilities will conduct activities that are orderly and lawful; not of a nature to incite others to disorder; and not illegally discriminatory.
3. Groups using school facilities must comply and enforce all local and State law and all county and State Board of Education policies and regulations. Consumption, sale, use, and display of alcoholic beverages or dangerous controlled substances on Board of Education property are prohibited.
4. Food and beverage consumption will be permitted in stadium areas, cafeteria/dining areas, and such other places as designated by the principal in writing. Food, beverages and other items may only be sold by those persons or organizations who have a current concession lease with the ACPS or by those persons or organizations who obtain the specific written consent of the principal prior to such sales.
5. Whenever kitchen or service lines are to be used, a request for their use must accompany the application for the use of public school facilities. (Attachment I)
6. School instructional supplies and equipment and cafeteria commodities shall not be consumed or used by groups using school facilities. Special approval for the use of any equipment must be secured from the principal or building manager.
7. The hours of use of facilities by outside organizations shall normally be restricted to one hour after class dismissal until 10:00 p.m. on school days and 9:00 a.m. until 9:00 p.m. on non-school days. (Gymnasium use is governed by other regulations.) Hours may be extended at the discretion of the principal.

COMMUNITY USE OF SCHOOL FACILITIES

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8. School buildings shall not be used for parties and celebrations that are private in nature – this exclusion includes birthdays, anniversaries, and other similar celebrations.
 9. Playgrounds and athletic fields may not be used when weather conditions make playing surfaces unfit for use without damage. School principals and the maintenance and operations departments are authorized to deny use to any individual or organization if the intended use is determined to be detrimental to the area.
 10. No alterations may be done to school property without prior written approval from the Board of Education.
 11. No signs, banners, pennants, or the like, will be placed in or on school buildings or on school grounds by any group except those associated with school- sponsored activities, the PTA, or the Board of Election Supervisors. Other groups may place temporary identification signs on school grounds only during the actual hours the school is used. At the conclusion of the use of the facility, the group must remove the signs.
 12. Approval for the use of school facilities may not be transferred from one organization, group, or individual to another.
 13. Camping on school property is strictly prohibited.
 14. In the event school property is damaged as a result of the use of the facility by an outside group, the amount of damage shall be determined by the principal in consultation with the maintenance and operations departments. The outside group shall be responsible for such damages.
 15. The principal, vice principal, building manager, or school custodian must be on duty when a school, or any facility, is occupied.
 16. Temperature levels in school building may vary from normal during the times applicants seek to use them because of fuel shortages or for reasons of economy.
 17. Gymnasiums are available only to bona fide organized leagues and legally constituted recreation departments or commissions. Seasons will be those established with corresponding school sports. Gymnasiums are available until 10:30 p.m. weekdays, and 6:00 p.m. Saturdays. Gymnasiums with hardwood floors should only be used to support the appropriate sports activities. Exceptions to this will be at the discretion of the principal.
 18. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and make suitable facilities available without charge during a community emergency or during preparation for civil defense.
 19. Any group or organization using school property shall save the Board of Education of Allegany County, the individual members thereof, and any school officials or employees, free and without harm, for any loss, liability, or expense, including attorneys fees, that may arise during, or be caused in any way by such use or occupancy of school property. In the event school property loss is incurred as a result of the use of the facility by an outside group, the amount of damage shall be decided and invoiced by the Board of Education. The group or agency shall also hold harmless and indemnify or reimburse the Board of Education for any liability to third parties arising from use of school facilities.

20. All use of buildings and/or grounds is restricted to the area and to the activity as described on the application form.
21. Political parties may not use Board of Education facilities for fund-raising events.
22. Exceptions to the above regulations may be made at the discretion of the Board of Education after consideration of the best interests of the school system.

II. COMMUNITY USE OF STADIUMS, PRACTICE FIELDS AND LARGE AREAS

A. APPLICATION PROCEDURE

1. An applicant must complete a "Use of Facilities" form and submit it as outlined in Section I of this regulation.
2. The use of concession areas in the stadiums shall be in accordance with such concession leases as may be granted by the Allegany County Public Schools.

B. REQUEST APPROVAL PROCEDURE

1. The stadiums are available as determined by the principal. As with school buildings, the principal may appoint a member of his staff as his designee to receive and process applications.
2. Unless inconsistent with the provisions of Section II C, all other procedures for requesting approval and considering requests shall proceed in accordance with Section I of this regulation are outlined in COMMUNITY USE OF FACILITIES, "Request Approval Procedure."

C. SPECIAL GUIDELINES FOR USE OF STADIUMS

1. Care of stadium facilities is the responsibility of the school or group using the facilities on any given date. Normal maintenance, upkeep and custodial care are furnished by Board of Education personnel. Any additional needs beyond normal maintenance will be charged to the group using the facilities.
2. Aisles and walks must be kept open for entering and leaving stadium seating.
3. Throwing of any articles is prohibited.
4. Policemen have the authority to enforce safety and stadium rules at all times, but the user will assume responsibility for compliance and enforcement of all local and state law and all county and state Board of Education policies and regulations.
5. Principals and band directors are to prohibit the use of fire batons as part of any school or stadium performance.
6. Lights are to be kept on during half-time shows.
7. All inquiries concerning the stadium are to be referred to the supervisor of physical education.

8. Any events held in the stadium by special permission will provide for spectators to be seated in the stands. Spectators will remain off the field.
9. Without the expressed permission of the principal, no cars except for an ambulance or the equivalent should be inside the stadium gate.
10. Care of facilities is the responsibility of the group using them.
11. Normal maintenance, upkeep, and custodial care are furnished by the Board of Education. Any additional needs or costs beyond that of normal upkeep, including repair of damage, will be charged to the group using the facilities.
12. Security at Greenway Avenue Stadium is under the jurisdiction of the Cumberland Police Department, the Auxiliary Police, and school officials. Security at Mountain Ridge High School stadium is under the jurisdiction of the Frostburg City Police Department. Any group using a facility should consult with police agencies as to need for police security and shall be responsible for the cost of such.

III. COMMUNITY USE OF SCHOOL FACILITIES – CHARGE PROCEDURE

- A. A user of facilities will be responsible for the types of charges described in Table I. The rates associated with such types of charges are described in Table II.
- B. The total fee will consist of two elements as follows:
 1. A facility fee – Charges levied to offset costs of building operations and maintenance, and
 2. A labor fee – Charges levied to cover Board of Education personnel required to be present in the building during public use.
- C. When school facilities are used by a community group during an employee's normal working hours, no labor charge will be made. However, if, in the judgment of the principal, additional work is required in order for the employee to accommodate the user, labor charges will be levied for the number of overtime hours required.
- D. The facility and labor rates shown in Table II will be recomputed annually, as of July 1, based on the previous year's history of operation costs.
- E. Failure to meet previous obligations to the Board may warrant refusal of further use by the applicant.
- F. The superintendent of schools or his designee may waive fees under circumstances deemed to benefit the school system.

COMMUNITY USE OF SCHOOL FACILITIES

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TABLE I
CLASSIFICATION OF USERS AND CHARGES
(For charges only)

		ADMISSION CHARGE		NO ADMISSION CHARGE	
		FACILITY	LABOR	FACILITY	LABOR
	CATEGORY A – SCHOOL RELATED GROUPS				
1.	PTA	NC	NC	NC	NC
2.	Booster Clubs	NC	NC	NC	NC
3.	Faculty (immediate school faculty)	NC	C	NC	NC
4.	Allegany County Teachers Association	NC	C	NC	NC
5.	Other Bargaining Units	NC	C	NC	NC
	CATEGORY B – Youth Groups and Youth Activities Conducted by Adults				
1.	Scouts, 4-H, FFA, Junior Basketball, Little League, Midget football, Majorettes, Cheerleaders, Youth Athletic associations, YMCA Youth Programs	RC	C	NC	C
2.	Other youth groups and youth activities sponsored by adult groups where participants are 18 years old or younger and coaches, instructors, or supervisors are adults but do not participate.	RC	C	NC	C
	CATEGORY C – Other Educational Groups				
1.	State and county supported education classes or events	FC	C	RC	C
	CATEGORY D – Federal, State, Local Government				
1.	County and City Government Agencies	RC	C	NC	C
2.	State Government Agencies	RC	C	NC	C
3.	Federal Government Agencies	RC	C	NC	C
	CATEGORY E – Emergency Service Groups				
1.	Fire departments	RC	C	NC	C
2.	Rescue Services	RC	C	NC	C
	CATEGORY F – Adult Cultural, Recreational and Community Improvement Groups				
1.	Cultural and Musical	FC	C	RC	C
2.	Community Improvement	FC	C	RC	C
3.	Nonprofit Charities	FC	C	RC	C
4.	Service Clubs	FC	C	RC	C
5.	Civic Associations	FC	C	RC	C
6.	Social and Recreational (Rec Leagues)	FC	C	RC	C
	CATEGORY G – Charity Fund Raisers				
1.	Fundraisers to benefit school	NC	C	NC	NC
2.	Fundraiser to benefit students/families				
3.	Fundraisers to benefit others	FC	C	NC	NC
	CATEGORY H – Religious Groups				
1.	Churches, Synagogues	FC	C	RC	C
2.	Gospel Singers, etc. (non-profit)	FC	C	RC	C
3.	Church sponsored adult athletics (over 18)	FC	C	RC	C
	CATEGORY I – Commercial (not for private gain)				
1.	Commercial, including athletic leagues for employees	FC	C	RC	C
	CATEGORY J – Annual Leases of Concession Areas	Reduced Charge as determined by lease			

C – Charge FC – Full Charge NC – No Charge RC – Reduced Charge
(See Table II for charges)

TABLE II
SCHEDULE OF RATES

	FULL CHARGE	REDUCED CHARGE
1. Auditorium (High School)		
a. For rehearsal	\$20.00	\$10.00
b. For spectator event	\$60.00	\$30.00
c. Middle School.....	\$30.00	\$10.00
2. Gymnasium		
a. Elementary.....	\$30.00	\$15.00
b. Middle/Secondary.....	\$60.00	\$30.00
3. Cafeteria		
a. Elementary.....	\$25.00	\$12.50
b. Middle/Secondary.....	\$25.00	\$12.50
4. Classroom	\$ 20.00	\$10.00
5. Stadium		
a. With lights.....	\$95.00/hr	\$47.50/hr
b. Without lights.....	\$84.00/hr	\$42.00/hr
6. Practice fields, large play areas, other	\$15.00	\$ 7.50
school grounds (no electricity or use of buildings)		
7. Labor charge (Custodian, etc.)	\$36.00	-----
*Rate adjusted annually by Finance		

NOTE: All charges, except stadium use, are based on a 0-4 hour use time.

Failure to meet previous obligations to the Board may warrant refusal of further use by the applicant.

No parking fee will be assessed for vehicle parking by participants and spectators participating in approved activities on Board of Education grounds or facilities.

NOTE: As a general rule, when school facilities are used by a community group during an employee's normal working hours, no labor charge will be made. However, if, in the judgment of the principal, additional work is required in order for the employee to accommodate the user, labor charges will be levied for the number of overtime hours required.

(See TABLE I for CLASSIFICATION OF USERS AND CHARGES)