

POLICY

Queen Anne's County Public Schools

POLICY TITLE: Building Use	
ADOPTION/EFFECTIVE DATE: Adopted: September 5, 2011 Revised: April 6, 2016	
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: General School Administration/School-Community-Home Relations Amendment:	

A. Purpose:

In accordance with Public School Laws of Maryland and in recognition of its communities' needs, the Board of Education of Queen Anne's County encourages use of its buildings and grounds by qualified groups for approved civic, social and recreational activities when these facilities are not being used for their principal purpose.

B. Policy Statement:

The schools' facilities may be used by insured, recognized, non-profit groups whose activities comply with federal, state, and local law, and with the policies stated herein. Using groups must have DEFINITE STRUCTURE, SPONSORSHIP AND ORGANIZATION INSURANCE before any consideration is to be given. THE BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY reserves the right to reject any application if, in its opinion, the group making application has failed in any way to comply with any part of these policies. The Board also reserves the right to waive any or all conditions of this policy and/or to stipulate additional conditions if, in its judgment, such action is in the best interest of the community and/or school system. In addition, the Board reserves the right to review this policy annually, revising if necessary to better ensure efficient and equitable use of facilities by the community.

C. Rationale:

Public school facilities in Queen Anne's County are devoted primarily to instructional programs and school-sponsored activities. However, the Board of Education recognizes that it is imperative that its facilities be utilized to the fullest extent possible, maximizing the benefit from public investment.

D. Definitions:

None.

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E. Implementation:

I. AVAILABILITY OF FACILITIES

Facilities are available for use after the regular day except in these cases.

1. Whenever schools are dismissed early or closed due to inclement weather, there will be no afternoon or evening programs.
2. When schools are closed, there will be no programs or meetings scheduled except for special events of significant, county-wide importance or in extreme emergency situation.
3. On PTSA meeting dates, public hearing dates, elections, and dates when special school events requiring full use of the building are held during the evening (plays, dinners, etc.), there will be no afternoon or evening programs.
4. Use of buildings and grounds on Professional Day will be permitted only in extreme or emergency situations.
5. During summer months schools will be closed Fridays, Saturdays, and Sundays. Programs will be scheduled in coordination with summer maintenance activities and summer school schedules.
6. All use of facilities is contingent upon availability of custodial coverage.

II. CATEGORIES OF USERS

Use of school facilities is permitted for the following groups or organizations in priority order as long as activities reflect the main purpose of the group.

CATEGORY A: First Priority School-Related Groups

This includes school-related groups involved in the K-12 instructional program, school teams, Adult Education classes, clubs, and any special events such as class plays and concerts. Included in this group are booster clubs, parent-teacher associations, teacher associations and county school alumni associations.

CATEGORY B: Queen Anne's County Recreation and Parks

CATEGORY C: Federal, State, and Local Government

This group includes town and county commissioners, the election board, the department of public works, health, planning and zoning, libraries, social services, etc. Law enforcement and fire departments are included in this group.

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CATEGORY D: Youth Groups and Youth Activities Conducted by Adults

In this category are Scouts, 4-H, and youth sports leagues (indoor activities). Also included are other organized, structured, and insured school-age groups led by adults and approved as appropriate.

CATEGORY E: Other Educational Groups

This includes colleges and non-profit training programs.

CATEGORY F: Civic Groups

Included are service organizations: Lions, Rotary, Elks, and other approved groups involved in charity or other non-profit community activities.

CATEGORY G: Community Cultural and Improvement Groups

Arts federations/councils, community improvement groups, and other non-profit groups promoting approved cultural events such as musical concerts, plays, recitals, etc., are included.

CATEGORY H: Religious Groups

Religious groups whose place of worship has been damaged, destroyed, or is being constructed may use school facilities as approved by the Board of Education of Queen Anne's County. (See page 6.) Other activities sponsored by established churches will be considered for approval on an individual basis.

CATEGORY I: Daycare Providers

Daycare Providers that operate before and after school care for students enrolled in Queen Anne's County Public Schools.

CATEGORY J: Celebration of Life Ceremonies & Funerals

The auditoriums located at Kent Island High School and Queen Anne's County High School may be used for a celebration of life or funeral to honor any individual that was previously an employee or volunteer coach of Queen Anne's County Public Schools. A certificate of insurance meeting the insurance requirements listed in Section E must be met and all building use fees will be applied to the group renting the facility. The celebration of life or funeral must not conflict with any other categories that have priority in Section D and may not be held during the regular operating hours of the building.

LEGAL REFERENCE:

Public School Laws of Maryland, 7-108. Annotated Code of Maryland, Article 14.

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III. INSURANCE REQUIREMENTS

It is the group's or agency's responsibility for the protection of the user, as well as the Board of Education, to furnish to the Board a certificate of insurance satisfactory to the Board evidencing insurance coverage of not less than \$1,000,000.00 comprehensive general liability insurance (including spectator liability) and \$100,000.00 property damage insurance. The certificate of insurance can only be canceled upon 30 days written notice. The certificate of insurance shall also state that the Board of Education of Queen Anne's County is named insured on the insurance policy.

IV. REQUIREMENTS AND RESTRICTIONS

1. No activity will be scheduled which is restrictive by reasons of race, creed, color, or sex.
2. PERMISSION TO USE SCHOOL FACILITIES WILL BE GRANTED ONLY WITH THE FULL UNDERSTANDING THAT THE APPLICANT WILL ASSUME FULL RESPONSIBILITY AND LIABILITY AND WILL REIMBURSE THE BOARD OF EDUCATION FOR ANY DAMAGE TO THE GROUNDS, BUILDINGS, OR CONTENTS RESULTING FROM SUCH USE. THE AMOUNT OF DAMAGE WILL BE DECIDED AND INVOICED BY THE BOARD OF EDUCATION OF QUEEN ANNE'S COUNTY.
3. Continued use by any group is contingent upon the group's taking proper steps to protect school property and ensure the safety of the public.
4. Activities will not be in competition with programs offered by the Board of Education of Queen Anne's County.
5. Groups using school facilities must conduct activities that are: (a) orderly and lawful, (b) not of a nature to incite others to disorder, and (c) in compliance with federal, state, and local laws.
6. **School facilities are not available for private fund raising purposes or for private enterprise.**
7. Any proposed fund raising activity of a community organization will be reviewed individually, considering the purpose, fees or tuition, space and duration requested.
8. Political groups may not use school facilities for fund raising activities.
9. No organization, public or private, may use school facilities for any activity which involves gambling or any other criminal activity.
10. Groups or individuals may not use school facilities for parties and celebrations that are essentially private in nature such as birthdays, anniversaries, showers, etc.

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11. The possession, use, or distribution of intoxicants and/or controlled dangerous substances on school property (building and grounds) is prohibited.
12. Smoking in school buildings and on school grounds is prohibited.
13. Publicity, promotional materials, and decorations must be pre-approved by the School Facilities Use Coordinator or the Principal/Designee of the facility used.
14. **An approved and scheduled event is subject to cancellation at any time because of failure to comply with facilities use agreement and policy or because of a change in schedule of school-related activities.**
15. Schools will keep an accurate record of all scheduled events including school activities and outside group activities. Schools will inform the Facilities Use Office of all school-related activities scheduled after the regular school day to insure efficient and accurate scheduling and record keeping.

V. MISUSE OF FACILITIES

If a Principal/Designee feels that the building or grounds have been or are being misused by a group, he or she will notify the School Facilities Use Coordinator, who in turn will notify the representative of the group whose signature appears on the use agreement. This representative must see that the situation is corrected. If it is not, the using group may be denied further use of facilities. A representative of the Board of Education and the principal/Designee will jointly assess any damage to property. Repairs will be made through the Board of Education's Maintenance Office, and the using group will be billed for repairs or cost of equipment replacement.

VI. USE OF FACILITIES BY RELIGIOUS GROUPS

1. Religious groups whose place of worship has been damaged, destroyed, or is being constructed may use school facilities providing such groups are actively working to secure their own facilities.
2. The request must be in writing and must be specific as to days, times, areas of use, equipment, and activities. This request ultimately must be approved by the Board of Education of Queen Anne's County.
3. Any changes in the use agreement (space, times, etc.) must be submitted in writing as an amendment for approval/inclusion.
4. The approval for use is valid for a period of 1 year. On the anniversary date, yearly, the use agreement will be reviewed and a request for information regarding steps to secure facilities will be presented.

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5. Rates charged for this use are subject to review and change at any time.
6. Failure to comply with School Facilities Use Policy may result in termination of use agreement.

VII. USE OF INDOOR FACILITIES

The following guidelines have been established for use of indoor facilities.

1. Using groups are charged with the responsibility of seeing that indoor facilities are used as mutually agreed upon during this application procedure. Following such use, facilities must be left as they were found.
2. In accordance with Public School Law, no alcoholic beverages or controlled dangerous substances are allowed on school property. Smoking in school buildings is prohibited.
3. A responsible employee of the Board of Education must be on duty at all times when a school building is being used.
4. Classrooms may be used by groups if their function is in full compliance with policies stated herein. The School Facilities Use Coordinator and the Principal/Designee will judge the appropriateness of the space requested for the activities planned, and make personnel and space assignments as required. Specially equipped rooms such as media centers, science rooms, art and music rooms, should not be used for other than school related activities unless usage in these areas is approved by the Facilities Use Coordinator. As a rule, elementary classrooms are not conducive for adult meetings.
5. Under no circumstances are users to disturb blackboards, materials, supplies, and equipment of the regular school program.
6. Gymnasiums are available only to organized and insured leagues and groups. Such use must not interfere with the school program; equipment already in place (volleyball standards, gymnastic apparatus, bleachers, etc.) must not be disturbed. Only activities considered appropriate for this area will be approved. No groups will be allowed to use the gymnasium exclusively or so extensively as to prohibit use by other interested groups. Use shall be assigned according to Categories on pages 3-4.
7. The use of multi-purpose rooms, cafeterias, and gymnasiums will include only the normal seating arrangements and will not exceed the posted maximum seating or assembly capacity.
8. Users are responsible for providing adult supervision for activities at all times, and for seeing that participants and spectators use only approved areas of the building.

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9. Afternoon programs may not start before the end of the regular school day. Evening programs or meetings must conclude prior to 10:00 p.m. Exceptions must be pre-approved.
10. Custodians (or any Board of Education employees) will not assume any supervisory responsibilities related to use of facilities, nor should they interrupt their regular duties to perform tasks for using groups. Such assistance must be pre-arranged and approved.
11. Decorations may not be used in the buildings unless they are of fireproof material and pre-approved by the School Facilities Use Coordinator or Principal/Designee of the building being used.
12. Each using group should have a standard procedure in case of any emergency. Leaders of respective groups should be familiar with contact procedures of the police, ambulance, and fire department.
13. Any damage incurred during use of the school buildings must be reported to the custodial staff immediately for prompt attention. In addition, the School Facilities Use Coordinator must be notified the following morning.
14. 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 a facility even though a permit has been issued previously.

VIII. USE OF OUTDOOR FACILITIES

The following guidelines have been established for use of outdoor facilities:

1. Using groups are charged with the responsibility of seeing that grassy areas, playing fields, and courts are safeguarded from damage.
2. Sponsors of using groups will assume the responsibility of seeing that parking regulations are observed and that all use of automobiles on school driveways and parking lots is in strict accordance with state and local traffic regulations. There is to be no parking on grassy areas, only in designated areas.
3. Using groups may not display advertisements of any kind on the property.
4. Using groups may not erect such structures as goal posts, temporary bleachers, backstops, etc., without prior approval of the School Facilities Use Coordinator. If approved structures are erected, it is the responsibility of the user to remove such structures immediately upon program termination. If the structures are not removed within 7 days, the Board of Education will remove them at the users' risk.

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5. In accordance with Public School Law, no alcoholic beverages or controlled dangerous substances are allowed on school property. In addition, smoking on school property is prohibited.
6. One representative from a league is to make one request for all coaches and teams in that league. A schedule of practices and games must be presented at the time of request, prior to the first use. The name(s) of the coaches or persons in charge each day must be submitted as part of this schedule. Times should be accurate and adhered to. No one group will be permitted to monopolize the playing fields of any one school.
7. In the event of a cancellation and/or rescheduling, the user must contact the School Facilities Use Coordinator for prior approval.
8. Fields and grounds are to be used only for the purpose requested and approved. Only those areas assigned are to be used.
9. A school administrator may deny the use of a playing field on any given date in order to prevent damage to an established athletic field, or in case of conflict with athletic schedules, or for any reason deemed appropriate. This applies to all activities, especially to contact sports such as football, soccer, or lacrosse.
10. Tables, chairs, and benches may not be placed on the playing surface of tennis and multi-use courts by a group. Heavy mechanical equipment may not be brought on the grounds except on driveways and parking areas. Portable booths and equipment must be removed immediately after the activity.
11. Groups may not dig holes or drive stakes. Only pre-approved portable type booths or equipment may be used.
12. Lines may not be painted on tennis and multi-use courts or on any other paved surface. No cutting of grass or any marking of playing areas is allowed unless approved.
13. If concession stands are permitted, all products must be served in or on disposable containers. No glass containers of any type are permitted. All trash and litter must be properly disposed of.
14. Exterior P. A. systems, electricity, and water may not be used unless an authorized representative of the school is available to operate such equipment.
15. A re-scheduled school event or program will have priority over other previously approved use.
16. No outdoor facilities may be used while school is in session.
17. Groups using fields and grounds must leave them as clean as they were found.

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IX. USE OF EQUIPMENT

1. Organizations wishing to use equipment while using school facilities should request such during the application procedure. No equipment use will be approved that would impede school operation or instruction. Approval for use of any equipment will be at the Principal's discretion.
2. Equipment approved for use will be checked prior to use and again after use. The using organization will be apprized of any damages and will bear the cost of repair or replacement.
3. Only authorized personnel will be permitted to use console lights or other technical equipment.
4. Storage of equipment and materials in schools is at the user's risk. The Board of Education will not be liable for their abuse or theft.
5. Pianos will not be used or moved without special permission granted by the Principal. This movement will be made only under proper school personnel supervision. Any costs related to damage of the instrument, re-tuning, and repairs to floors will be borne by the using organization.
6. Use of outdoor equipment is covered in "Use of Outdoor Facilities".
7. Equipment is available only on a pre-approved basis.

X. USE OF KITCHENS

1. Sodexo must be contacted if the food service area is to be used. They will determine the cost for usage of the area and will invoice the using groups accordingly.
2. Approved groups and/or cafeteria services using the kitchen facilities must have the necessary Sodexo employees to oversee the operation of the cafeteria equipment, which will require a three (3) hour minimum. Sodexo will determine who are the necessary cafeteria employees, as well as the number of employees needed. Use of this facility is contingent upon their availability.
3. In-school groups may use the kitchen facilities without a building charge upon making the necessary arrangements with Sodexo. The cafeteria manager and/or the necessary number of employees needed to operate the mechanical equipment and supervise the use of these facilities and equipment will be determined by Sodexo. Proper arrangements must be made for their services.
4. It is the responsibility of the group using the facilities to have sufficient help to prepare the food, wait on tables, clear away dishes **and** clean/sanitize all equipment/surfaces being used.
5. Users should report any malfunction or suspected malfunction, i.e., plumbing, electric, etc., to the custodial staff immediately.

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XI. APPLICATION PROCEDURES

Groups interested in using facilities should contact the School Facilities Use Coordinator to apply for use of a desired facility at least 2 weeks prior to proposed use. The School Facilities Use Coordinator is Jolene Gottlieb. She can be contacted via email at Jolene.gottlieb@qacps.org or 410-758-5201. If the request is approved by the Principal/Designee and the School Facilities Use Coordinator, the applicant is notified and sent an application to complete and return as instructed. Upon its receipt, the School Facilities Use Coordinator will sign the application/contract and the event will be scheduled at the facility to be used and incorporated into a master schedule. The following deadlines have been set to facilitate the scheduling of priority groups such as school related activities and those of the Queen Anne's County Recreation and Parks:

Deadlines: August 15
 December 15
 May 15

The approved application becomes the permit to use school facilities. All permits to use public school facilities expire at the conclusion of the scheduled event or activity for which the facility was requested or for the school's fiscal year (July-June). **Permits expire at the end of the scheduling period (1 year) unless renewal is granted for another year following re-application.**

Should the user wish to cancel or modify the request before or after approval, the School Facilities Use Coordinator should be notified immediately via email.

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XII. FEES AND CHARGE PROCEDURE

1. The total fee will consist of three elements as follows:

- A. A building fee - Charges levied to offset costs of building operations and maintenance.
- B. A custodial fee - Charges levied to cover Board of Education personnel required to be present in the building during public use.
- C. A lighting booth fee - Charges levied to offset costs of lighting booth operations and maintenance and to cover Board of Education personnel required to be present in the lighting booth during a performance in the auditorium.

**Queen Anne's County Public Schools
School Facility Use Fee Schedule
6/26/11**

Area to Rent	Cost Per Hour	Number of Hours	Total Cost
Classroom	\$14.00		
Elementary Gymnasium	\$25.00		
Middle School Gymnasium	\$35.00		
High School Gymnasium	\$54.00		
Elementary School Cafeteria	\$25.00		
Middle School Cafeteria	\$35.00		
High School Auditorium	\$54.00		
Elementary Media Center	\$20.00		
Middle School Media Center	\$25.00		
High School Media Center	\$35.00		
QACHS Lobby	\$45.00		
Kitchen (restricted)	\$30.00		
High School Dance Studio	\$29.00		
Portable Classroom	\$1.00		

Heat/Air Conditioning	Cost Per Hour	Number of Hours	Total Cost
Elementary School	\$37.00		
Middle School	\$44.00		
High School	\$120.00		
Portable Classroom	\$1.00		

Personnel Fees	Cost Per Hour	Number of Hours	Total Cost
Custodial	\$27.00		
Cafeteria (3 hr. min.)	\$22.00		
Lighting Booth Technician	\$15.00		

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Lighting Booth Fee - \$15.00 per hour + cost of person to operate lighting booth + \$350.00 refundable deposit

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

1. The Board of Education of Queen Anne's County reserves the right to waive charges and to adjust them annually.
2. Fees will be invoiced by the Board of Education of Queen Anne's County and are payable to the same. Failure to pay fees invoiced within 90 days will be turned over to an attorney for collection and will be reason for denying any future use to the group or individual involved. The Board of Education of Queen Anne's County also reserves the right to require fees in advance for building use at its option.
3. All payments will be made to the Board of Education of Queen Anne's County, within 30 days after receiving an invoice.
4. As a general rule, when school facilities are used by a community group not involved in fund-raising activities during custodial 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.
5. **If the facility is not used at the time requested/approved, the indicated charges will be billed unless the School Facilities Use Coordinator is notified in writing at least 48 hours prior to the scheduled event via email Jolene.gottlieb@qacps.org.**
6. Building and labor rates will be re-computed annually, as of July 1, based on the previous year's history of operation costs.
7. Groups will be charged for after school hour use of the buildings according to the following pages.

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CLASSIFICATION OF USERS AND CHARGES

Key C = Charge NC= No Charge	* Regular Hours		** Non-School Day	
	Bldg	Labor	Bldg	Labor
CATEGORY A - SCHOOL RELATED GROUPS				
1. K-12 Instructional Program	NC	NC	NC	NC
2. School Teams	NC	NC	NC	NC
3. Adult Education	NC	NC	NC	NC
4. School Clubs	NC	NC	NC	NC
5. Faculty and Teacher Association	NC	NC	NC	NC
6. Parent Teacher Association	NC	NC	NC	NC
7. Booster	NC	NC	NC	NC
8. Other School Related	NC	NC	NC	NC
9. County School Alumni Associations	NC	NC	NC	C
CATEGORY B- QUEEN ANNE'S COUNTY RECREATION & PARKS	C	NC	C	C
CATEGORY C – FEDERAL, STATE, LOCAL GOVERNMENT				
1. Town and County Commissioners	C	NC	C	C
2. Election Board	C	NC	C	C
3. County Departments of Health, Public Works, Social Services, Planning & Zoning, Library, Etc.	C	NC	C	C
4. Department of Natural Resources	C	NC	C	C
5. State Highway Administration	C	NC	C	C
6. State Departments of Health, Social Services, Planning & Zoning, etc.	C	NC	C	C
7. Law Enforcement & Fire Companies	C	NC	C	C
CATEGORY D – YOUTH GROUPS / ACTIVITIES CONDUCTED BY ADULTS				
1. Scouts*	C	NC	C	C
2. 4-H*	C	NC	C	C
3. Youth Leagues (Indoor Activities)*	C	NC	C	C
CATEGORY E – OTHER EDUCATIONAL GROUPS				
1. Colleges	C	NC	C	C
2. Non-Profit Training Groups	C	NC	C	C

	* Regular Hours	** Non-School Day
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CATEGORY F – CIVIC GROUPS	Bldg	Labor	Bldg	Labor
1. Service Organizations (i.e., Lions, Rotary, Elks, etc.)	C	NC	C	C
2. Other Approved Charity or Non-Profit Community Activities	C	NC	C	C
CATEGORY G – COMMUNITY, CULTURAL AND IMPROVEMENT GROUPS				
1. Arts federation/Councils	C	NC	C	C
2. Community Improvement Groups	C	NC	C	C
3. Other Community Cultural Events (i.e. Baltimore Symphony, Dance Recitals, Gospel Concerts, Plays, etc.)	C	NC	C	C
CATEGORY H – RELIGIOUS GROUPS				
1. Regular Church Services	C	NC	C	C
2. Other Church Sponsored Activities	C	NC	C	C
CATEGORY I – DAYCARE PROVIDER				
1. Profit	C	NC	C	C
2. Non-Profit	C	NC	C	C
CATEGORY J -				
Celebration of Life & Funeral	N/A	N/A	C	C

XIII. RESERVATIONS

The Board of Education reserves the right to establish special policies and fees governing the use of school facilities, if, in its judgment, the situation demands such action. The right is reserved to revoke or annul any approved application for noncompliance with policy requirements. The Board also reserves the right to waive any or all conditions of this policy and/or to stipulate additional conditions, if, in its judgment, such action is in the best interest of the community and/or school system.

XIV. EXCEPTIONS

Any exceptions or special requests not covered in this stated policy shall be referred to the Office of the Superintendent or his designee.

F. Evaluation

The Superintendent will provide the Board of Education a review of this policy in 2019. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

H. References : Annotated Code of Maryland - Section 3-103, Section 3-104, Section 4-101, Section 4-108