



Queen Anne's County Public Schools

Preparing World-Class Students Through Everyday Excellence

202 Chesterfield Avenue

Centreville, MD 21617

410-758-2403

www.qacps.org

July, 2013

Building Use Applicant:

Attached is an agreement/application for the use of a building within Queen Anne's County Public School System. **Please complete both sides of the form, include a copy of your certificate of insurance and have the form notarized.** 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 (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 as the insured and reference the school(s) being requested on the insurance policy.

Return the completed form and copy of your certificate of insurance via email or to:

Jolene Gottlieb
Board of Education of Queen Anne's County
202 Chesterfield Avenue
Centreville, MD 21617
Jolene.gottlieb@qacps.org

Attached is a copy of the revised Building and Use Policy handbook which includes the new fee structure and guidelines for use of the facility. Building and labor rates will be re-computed annually, as of July 1, based on the previous year's history of operation costs.

*Lastly, if the facilities are not used at the time requested/approved, the indicated charges will be billed unless I am notified **48 hours prior to the scheduled event.***

If you have any questions, please contact me at 410-758-5201 or Jolene.gottlieb@qacps.org.

Thank you,

Jolene Gottlieb
Supporting Services

Enclosure