



# Community Use of Public Facilities

MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

## Large Event Process for Use of MCPS Facilities (Pilot Program)

Concerns have been raised by MCPS administrators and staff regarding large events at school facilities. Often, schools find that large events have a greater attendance than what was stated on the application, causing the need for additional staff. Schools have shared that some events may not be well suited for school facilities due to a wide variety of issues. Groups wishing to hold large events have expressed concerns as well, such as the long wait time to receive approvals from school administrators.

At the recommendation of the Interagency Coordinating Board (ICB), Procedures and Guidelines Committee, the ICB has approved CUPF's implementation of a two-year pilot program aimed at improving the process and addressing the concerns of both the community groups and Montgomery County Public Schools regarding large events at public school facilities.

Effective April 1, 2016, the term "large event" will be defined as any event requesting:

- a. to have an expected attendance of 500 or more persons, *or*
- b. use of a school auditorium, regardless of attendance expected, *or*
- c. use of athletic facilities including gymnasium, stadium, track or field use for tournaments, fundraisers, track meets or other similar events, regardless of attendance expected, *or*
- d. advanced booking due to size, scope or nature, *or*
- e. significant set-up, *or*
- f. extensive audio-visual equipment or services, *or* (g) an amount of space or hours of use that requires multiple support staff.

The following will be implemented by CUPF to better manage the application, planning and communication process for community groups requesting to utilize MCPS facilities for large events:

CUPF will dedicate a single staff person to oversee the application and planning process of large events held in MCPS facilities.

An application packet will soon be available for download and printing on the CUPF website at [www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf) to include all pertinent details, procedures, guidelines, forms, etc.

There will be two open submission dates established for Large Events that coincide with the new submission deadlines for all other use. These will be opening dates for each session/season. Groups are welcome to submit at any time after that opening date, but are encouraged to do so sooner rather than later. The open submission dates are as follows:

- 1) submit requests beginning May 1, 2016 for dates of use during the 2016-2017 MCPS school year (exact dates vary each year but are posted online at CUPF and MCPS web sites), and
- 2) submit requests beginning February 1, 2017 for dates of use during the MCPS summer 2017 break.

**Applicants must set an appointment to meet with CUPF staff in order to submit their application; call 240-777-2725.** This will ensure that all details and documentation have the utmost clarity, which will assist MCPS School Business Administrators and CUPF in making a well-informed decision as to whether available facilities will meet the needs of the community use request.

CUPF will respond to applicants within 10 business days of receipt of all required documents, regarding space availability at all site options requested (not including staff availability.)

MCPS School Business Administrators will respond to CUPF within 5 business days, regarding space availability at their specific facility.

CUPF will provide a final decision on a facility, including staffing, within 20 business days of receipt of all required documents from applicant.

CUPF will handle coordination/ hiring of media services, security and kitchen staff for overtime opportunities at large events. Staff at the hosting facility will have right-of-first-refusal for three business days once notified; then CUPF will open the overtime to all applicable MCPS staff and acceptance will be on a first-response basis.

Groups holding large events must have at least one person certified in handling large events, crowd control, etc. via the State of Maryland Fire Marshall's Office online training and CPR certification by a recognized group such as the American Heart Association, Red Cross, etc.

CUPF will meet with group representative and School Business Administrator or designee to finalize plans in advance of event. This will include floor plans being completed by group with the assistance of CUPF program specialist for approval by the school, well in advance of the event.

Day-of event oversight to ensure user accountability will be the responsibility of MCPS security staff assigned. MCPS weekend supervisors assigned to CUPF will periodically check in.

CUPF will track and monitor date regarding all applications received, requests sent to MCPS for approval, turnaround time at each school, whether a school approves or denies a request, and the reason in which a request was denied.

A debriefing meeting will be initiated by CUPF within 5 business days after each event, which will include school, CUPF and user group representation. This may be done in-person or via conference call.

CUPF will report all collected data on a quarterly basis to the following: Interagency Coordinating Board, MCPS Chief Operating Officer, Montgomery County Office of Community Partnerships, MCPS Community Partnerships, Montgomery County Association of Administrators and Principals.