



**Community Use of Public Facilities**  
MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

# **PTA/PTSA**

## **2016-2017 SCHOOL YEAR**

Attached are updated standard operating procedures for PTA/PTSA use of public schools.

### **Changes include:**

- User education training is no longer required
- NEW scheduling software requires each representative create an online account
- NEW form for submitting requests
- NEW form for modifying or cancelling requests
- Payment plan is now available
- Additional payment options

### **Review details:**

Please read the attached to ensure that your local PTA/PTSA is able to obtain adequate space for this year's events and activities.

### **Contact us:**

- Call 240-777-2725, Monday-Friday, 8:30 a.m. to 5:00 p.m.
- Send an email to: [cupf@montgomerycountymd.gov](mailto:cupf@montgomerycountymd.gov)

# PTA/PTSA Guidelines

Origination Date: Prior to August 1, 2007  
Updated: June 30, 2016

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## **CHANGES EFFECTIVE THE 2016-2017 SCHOOL YEAR:**

*Changes have been made in the manner in which PTA/PTSA organizations submit requests for reservations, make payment, pick up permits, etc.. Please review all information outlined herein. Call 240-777-2725 or email [cupf@montgomerycountymd.gov](mailto:cupf@montgomerycountymd.gov) with any questions.*

## **General**

The Interagency Coordinating Board (ICB) for Community Use of Public Facilities (CUPF) strongly supports school use for Parent-Teacher Association (PTA)/ Parent-Teacher-Student Association (PTSA) activities, giving them priority scheduling. Some use is free, while other activities are charged nominal fees to cover operating and other related expenses. The County charges users fees for use of schools to defray the costs of operating the facilities, utilities and to cover other associated costs. All PTA/PTSA activities must be booked through CUPF in order to ensure that the space is reserved and that HVAC needs are properly communicated to Montgomery County Public Schools (MCPS).

## **CUPF Works Hand-In-Hand with PTA/PTSA Organizations**

The ICB is confident that centralized scheduling provides a win-win solution for all parties involved. It is desired that PTA/PTSA representatives focus on scheduling their events early, eliminating scheduling conflicts.

To avoid confusion, CUPF recommends that only one designee submit all reservation request forms, no matter what the event.

With advanced planning on everyone's part, it increases the likelihood that all users of public facilities will experience success with their worthwhile endeavors to serve county residents.

CUPF staff are always willing to work with the PTA/PTSA to discuss ways to improve the process.

## Priority Submission Deadline

Facility use requests for PTA/PTSA activities for the entire school year should be submitted by July 15, but **no later than August 15** of each year in order to maintain priority consideration. After that date, CUPF staff will assign space to community users. Community user groups will not be cancelled or 'bumped' to accommodate PTA/PTSA events due to untimely applications.

## Priority of Use, Discounted Rate, Other Considerations

PTA/PTSA-sponsored activities are given priority consideration and the lowest facility rates.

Space is scheduled for MCPS activities first. Then priority is given to groups in the following order:

1. Maryland State Department of Education licensed before and after school childcare selected by Montgomery County Public Schools (does not include dates of use during summer break)
2. PTA/PTSA meetings and activities in schools (when received by CUPF **no later than August 15** for dates of use for the upcoming school year)
3. Government administrative bodies
4. Other publicly supported programs
5. High-volume use meeting applicable criteria
6. General public (via customer e-portal)

If the PTA/PTSA wanted to use multiple rooms in the school for a weekend fee activity, PTA/PTSA would be charged only up to a maximum of three units (rooms), exclusive of the gym, plus any applicable staff costs. Thus, if the PTA/PTSA were using 10 classrooms and the all-purpose room, they would only be charged for three rooms. If a PTA/PTSA were using 10 rooms and the gym, they would be charged for the gym and three rooms. This represents significant savings over what other groups are charged, which is per hour, per room.

It is important to note that when the PTA/PTSA elect to partner with another entity, it is expected that a true partnership will exist. In other words, joint ventures must directly benefit the PTA/PTSA and the PTA/PTSA must both request use of space and assume all liability for its use. In addition, when fees are charged, participants must pay fees to the PTA/PTSA and not to the third party. Third party entities may not 'partner' with the PTA/PTSA merely as a means for obtaining priority of placement, nor to avoid paying fees that would normally be charged of an outside entity.

To take full advantage of these benefits earlier planning is necessary. CUPF understands that PTA/PTSA's are volunteer organizations and it is sometimes difficult to coordinate complex planning far in advance. However, many of the organizers of other community activities that take place in schools face similar obstacles. The County needs to give all groups as much planning time and notice as possible so that their events can also be successful. This is why a PTA/PTSA priority submission deadline is in place.

Booking PTA/PTSA functions in a timely manner (priority submission deadline of August 15) allows CUPF to give other groups an accurate and timely picture of facility availability so they can begin to develop their programs. Of course, CUPF will still serve PTA/PTSA's that do not submit by the priority submission deadline, but CUPF **cannot move or cancel other users** that followed proper procedures to secure facility space and have already planned for their events. These events also serve county residents and, in fact, many serve Montgomery County children that may attend the school itself or live in the neighborhood. **Please note that the cancellation policy also applies to PTA/PTSA use.**

Outside organizations must submit their own forms. Outside organizations cannot ask the PTA/PTSA to submit forms on their behalf.

Please note that for the PTA/PTSA to benefit from priority placement and discounted fees, programs offered under the auspices of the PTA/PTSA must be specific to the students of the school served by that PTA/PTSA.

## Free Use

Because of its close partnership with MCPS, several PTA/PTSA activities are provided free use of space. Activities qualifying for free use of space include:

- Monthly meetings of the PTA/PTSA
- Executive Board or Committee meetings of the PTA/PTSA held in classrooms only
- Book fairs, sponsored by the PTA/PTSA, held Monday thru Friday in a Media Center only
- Bake sales on election days in schools used as polling places (PTA/PTSA's must secure permission directly from the **Board of Elections**—no submission to CUPF is required)

If any of the above activities incur staff costs for cafeteria workers, media services technicians, building service, security staff, etc., the PTA/PTSA must pay the hourly rate for staff services as outlined in the [current fiscal year fee guide](#) also posted on the CUPF web site: [www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf)

## **Why Fees Are Assessed to PTA/PTSA Organizations**

PTA/PTSAs are nonprofit organizations but perhaps what is not apparent is that more than 97% of CUPF users are also nonprofit, less than 3% of users are commercial groups. All nonprofits are concerned with costs but the ICB believes all users must contribute to the “wear and tear” on school facilities and must cover utility costs, supplies, and MCPS staff coverage. Keeping facilities affordable and accessible is an ongoing challenge.

Activities such as PTA/PTSA after-school classes where fees are charged, fairs, carnivals, socials are expected to contribute to ICB's reimbursements to MCPS for staff coverage, supplies, utility costs, and wear and tear on schools. These activities should be scheduled by the PTA/PTSA through CUPF.

## **PTA/PTSA and Licensed Childcare**

The only user group which has priority over the PTA/PTSA and its activities is childcare. Childcare is given priority by State law. This is the only user group which must be in space licensed by the Maryland State Department of Education Childcare Licensing Division at all times. Therefore, it is extremely important that PTA/PTSA organizations and school activities are scheduled, if possible, after 6:30 p.m.

Moving childcare programs to rooms which are not licensed or asking to share their space for a function, e.g., wrapping paper distribution on the stage, setting up for an after-school activity, etc., creates a liability for both the childcare provider and the school. Childcare programs are an important part of the school and community and, therefore, require at least five days' notice to move out of their primary licensed space or rearrange their program to accommodate PTA/PTSA requests.

When childcare programs are asked to move, they may be required to pay a \$25 scheduling adjustment fee. By providing the childcare program advanced notice of school or PTA/PTSA activities last-minute juggling and fees can be avoided. In some situations, the PTA/PTSA may be asked to cover the scheduling adjustment cost.

## **Contracted Service Provider(s) for After-School Activities**

Contracted service providers are often used for after-school programs. Please note that these contractors are NOT given PTA/PTSA priority for scheduling and should not be submitted directly by the PTA/PTSA. As a result, PTA/PTSAs utilizing such contracted service providers will need to ensure that the contractor adheres to the public scheduling go-live dates (July 15 for fall field

use, August 1 for indoor rooms except classrooms, September 1 for all classroom use during the first hour after the school day ends, and February 15 for spring field use).

## User Education Training

User education training is no longer required. Users are required to read and acknowledge school use guidelines included with each permit.

## Authorized Agent(s) Must Register in ActiveMONTGOMERY

Each PTA/PTSA must have their representative create a personal account at [www.ActiveMONTGOMERY.org](http://www.ActiveMONTGOMERY.org) prior to submitting requests for reservations.

Once the account is created online, the representative should notify CUPF that they wish to have their name (personal account) linked to the applicable PTA/PTSA account in ActiveMONTGOMERY as an authorized agent.

This is not an optional step—it is a requirement prior to CUPF being able to process requests for reservations.

## Requesting Reservations

PTA/PTSA organizations should **not** request reservations online via the ActiveMONTGOMERY customer e-portal.

In order to receive priority (explained previously in this document) PTA/PTSA must submit requests via the fillable PDF form titled “[Priority, High-Volume and Other Bulk Use Request Form](#)” located on the *Resources* page on the CUPF web site at: [www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf). **Please send the completed form to CUPF via email: [cupf@montgomerycountymd.gov](mailto:cupf@montgomerycountymd.gov).**

A separate form should be submitted for each event/activity. A group of activities with the same time and room on multiple dates may be submitted as one single request; however, it is imperative that the request clearly indicate that the same activity is being requested on multiple dates specified in the request. Please list the name of the activity or event on the request, such as “sock hop”, “back-to-school picnic”, etc.

## Permit Confirmation, Payment and Pickup

No payment is due at the time of submission. The payment due date will be specified when the permit is issued. See [current fiscal year fee guide](#) posted on our web site: [www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf). A new payment plan is available for PTA/PTSA use. The payment due date will be set for 90 days before the permit start date.

You will receive an email notification when your permit is approved. You may view the permit from the email or log into your account. Permits may also be viewed under *List of Prior Transactions*. Then click *permit* under the *Type* column. When the *Transaction Detail* is displayed, click on the *Permit Number*. In cases of a tentative permit, please note that the permit is not valid until it has been approved and payment terms met.

If there is an outstanding balance due:

You may pay by check, payable to **Montgomery County, Maryland**, by the due date shown on the permit;

**OR**

Log into your ActiveMONTGOMERY account and use the *List Organization Account Balance* link under the Organization Services section on "My Account" to view and pay amount due with a credit card online.

Visit the CUPF web site at [www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf) and click on the *Resources* page for additional information on navigating ActiveMONTGOMERY.

## Cancellations and Modifications

Fees apply for cancellations and modifications of permits issued. Please see current cancellation policies and fees on the CUPF web site at [www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf).

Submit cancellations and requests for changes/modifications to CUPF via the fillable PDF "[Reservation Amendment Form](#)" posted on the *Resources* page on the CUPF web site: [www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf).