



Some fees have been combined to work within the new ActiveMONTGOMERY software system.

MCPS				
Staff costs only				
PTA, MCPS Partnerships and Government Entities				
	Monday-Friday (1-hour minimum)		Saturday/Sunday/Holiday (3-hour minimum)	
	Before 6:00pm	After 6:00pm	First Room	Additional Rooms
APR, Cafeteria, Other*	\$10.50	\$12.50	\$24.00	\$20.00
Kitchen*	\$40.25	\$42.00	\$56.00	
Gym	\$10.50	\$11.50	\$24.00	\$20.00
Classroom	\$ 7.00	\$ 8.50	\$23.00	\$20.00
				(5 or more classrooms \$10.00 each)
Auditorium *	\$147.00	\$157.00	\$160.00	
Non-Profit Organizations, Community Groups				
			First Room	Additional Rooms
APR, Cafeteria, Other*	\$11.00	\$18.50	\$40.00	\$20.00
Kitchen*	\$41.00	\$48.00	\$56.00	N/A
Gym	\$11.00	\$17.00	\$40.00	\$20.00
Classroom	\$ 7.00	\$ 8.50	\$32.50	\$20.00
				(5 or more classrooms \$10.00 each)
Auditorium*	\$147.00	\$157.00	\$160.00	N/A
Enterprise activities by County businesses				
	Before 6:00pm	After 6:00pm	First Room	Additional Rooms
APR, Cafeteria, Other*	\$12.00	\$20.25	\$50.00	\$26.00
Kitchen*	\$42.00	\$50.00	\$59.00	N/A
Classroom	\$ 9.00	\$14.50	\$42.00	\$26.00
Gym	\$13.50	\$22.50	\$50.00	\$26.00
Auditorium*	\$155.00	\$167.50	\$180.00	N/A
All Categories: Non-County businesses, groups and individuals not located/serving Montgomery County will be charged an additional administrative fee: \$25.00 per day on weekdays; \$50.00 per day on weekends and holidays.				
Childcare Providers Selected by the School				
School Year – Monday-Friday through 6:30pm				
	Non-Profit	For-Profit	Holidays	
APR, Cafeteria, Gym, Other	\$10.50	\$11.50	See weekend rates for non-profit and enterprise	
Classroom	\$ 7.00	\$ 7.50		
Auditorium*	\$147.00	\$155.00		
Camps Operating During Summer and School Breaks				
Monday-Friday until 6:00pm				
	Non-Profit	For-Profit	Holidays	
APR, Cafeteria, Gym Other	\$22.00	\$24.00	See weekend rates for non-profit and enterprise	
Kitchen*	\$41.00	\$42.00		
Classroom	\$12.00	\$14.00		
Auditorium*	\$147.00	\$155.00		
Fields w/ Indoor Access	\$24.50	\$25.50		
Outdoor Facilities				
	Tennis Court Per hour	Parking Lot Per hour	Parking Lot Pick-up/ Drop-off Per Permit	
Enterprise (for profit organizations)	\$15.00	\$30.00	\$75.00	
All other users	\$10.00	\$16.50	\$50.00	
School ball fields for youth practices/games: \$5/hr Park-school fields \$7/hr.			For more information on outdoor facilities visit our web site	

*Includes applicable minimum staff required

All permit charges are estimates and subject to change based on event needs

Other Fees			
Equipment Fees		Staff - Hourly Rate (3-hour minimum)	
Dressing Rooms	See Classroom rate	Building Services Worker (for set-up and clean-up)	\$30.50 per hour
Audio Visuals	\$ 3.00 per hour	Building Attendant	\$30.50 per hour
Computer/lab (with approval, no internet use)	\$ 50.00 per room per use	Cafeteria Worker (required with use of kitchen), plus \$50 deposit	\$29.75 per hour
Piano	\$ 25.00 per use	Media Services Technician (mandatory with auditorium) or User Support Specialist required with use of specialized equipment	\$45.00 per hour
Scoreboard Control Unit (staff costs may apply)	\$ 2.00 per hour	Security Staff	\$33.50 per hour
Non Resident Fee/per day	\$25.00 Weekday \$50.00 Weekend		
Miscellaneous Fees			
Administrative Fee	\$50.00	Late Fees: \$10 per month (with incremental increases of \$5 per additional \$500 owed, based on amounts 30-days past due)	
Adjustment Fee (covers permit modifications)	\$25.00		
Cancellation Fees			
Every application resulting in an approved permit represents a financial obligation. All requests for cancellations or adjustments must be submitted in writing and received during normal office hours. No refund of facility charges is made without adequate notice. Otherwise, all facility fees will be retained. No refunds or credit for permits that are not cancelled in a timely manner even if the space is not used.			
Cancellation/Date Change Policy for Large Events (large events in auditoriums, cafeterias, tournaments, etc): 46 calendar days notice or more \$50.00 cancellation fee 31-45 calendar days notice: 25% of facility charges plus \$50cancellation fee 10-30 calendar days notice: 50% of facility charges plus \$50 cancellation fee Less than 10 business days (Monday – Friday) notice: 100% of facility charges		Cancellation Fee for Camps with at least 20-business days notice	\$50.00
		Cancellation Fee (other than Large Events and Camps) with at least 10-business days notice Staff costs will be retained with less than 2-full business days notice for all bookings	\$25.00
After-Hours Problem line 240-490-2873 (CUPF): Call or text if experiencing any problems after hours, such as a lock-out or lack of heating or air conditioning and leave a message. Your call or text will be returned as soon as possible.			
Fee Category Definitions for Community Use Activities in MCPS Facilities			
MCPS			
<ul style="list-style-type: none"> MCPS K-12 and extracurricular school activities, including booster clubs; MCPS offices. Note: - Anytime staff costs are incurred these costs must be paid, including when using another school location. <ul style="list-style-type: none"> PTA, MCPS Partnerships with Universities and Government Entities rates apply to MCPS partnerships. Schools assume all liabilities to include insurance, ADA and Civil Rights compliance for any sponsored groups. MCPS Partnerships with for-profit entities pay enterprise rates. 			
PTA, MCPS Partnerships and Government Entities			
<ul style="list-style-type: none"> Public recreation classes, camps and activities (Montgomery County Recreation Department and municipal recreation departments of Takoma Park, Rockville, Gaithersburg). City, County, State, Federal and other government agency meetings/programs. MCPS partnerships with government agencies and universities for staff development after hours – specific contract provisions apply. PTA partnerships where PTA assumes all liability to include insurance, ADA and Civil Rights compliance for any sponsored groups. An administrative fee will be charged for field use. Note: MCCPTA insurance does not cover school based PTA programs with for-profit entities. 			
Non-Profit Organizations/Community Groups			
<ul style="list-style-type: none"> Non-profit organizations Informal community groups, e.g., garden clubs, informal/local sports groups, etc. formed for non-profit purposes. Informal Users – Not for personal gain. Non County based organizations pay an extra fee. 			
Enterprise /For Profit			
<ul style="list-style-type: none"> Home-based/sole proprietor/start-up endeavor with rates comparable to those offered by a nonprofit organization. Enterprise activities with personal gain/benefit to individual providing direct services. MCPS/PTA partnership with a local for-profit entity. Business and other activities with business or for personal gain. Extra fee applies to non-County based business. 			
Special Categories			
Non-Profit and For-Profit Before and After School Childcare			
<ul style="list-style-type: none"> MSDE Licensed Before and After School Childcare provider selected by school during school year only. 			
Non-Profit and For-Profit Camps/Clinics/Summer Programs			
<ul style="list-style-type: none"> Summer and school-break camps, clinics and other activities of a programmatic nature not sponsored by public recreation agencies. Typically 3+ hours, 3-5 days per week, same participants, and participation covered by single registration or considered a camp by DHHS criteria. 			