

Amended

Planned changes in scheduling software required additional modifications to the FY16 fees. Some fees have been combined or changed to work within the new software system.

MCPS – Staff costs only, at all times

	Monday-Friday (1-hour minimum)		Saturday/Sunday/Holidays (3-hour minimum)
	Before 6:00 pm	After 6:00 pm	
PTA, MCPS Partnerships with Universities and Government Entities			
APR, Cafeteria, Other	\$10.50	\$12.50	\$17.00
Gym	\$10.50	\$11.50	\$17.00
Classroom	\$ 7.00	\$ 8.50	\$16.00
Auditorium	\$40.00	\$50.00	\$50.00

Non-Profit Organizations, Community Groups (no personal gain)			Saturday/Sunday/Holidays (3 hr. min.)	
			First Room	Add'l Rooms
APR, Cafeteria, Other	\$11.00	\$18.50	\$32.00	\$17.00
Gym	\$11.00	\$17.00	\$32.00	\$17.00
Classroom	\$ 7.00	\$ 8.50	\$27.00	\$16.50
Auditorium	\$40.00	\$50.00	\$50.00	N/A

Special Events, Tournaments and Fundraisers: Add \$100 Administrative Fee per permit which includes use of Auditorium and \$50 per permit for other rooms

Revised Small enterprise activities by County residents with home businesses			Saturday/Sunday/Holidays (3 hr. min.)	
			First Room	Add'l Rooms
	Before 6:00 pm	After 6:00 pm		
APR, Cafeteria, Other	\$12.00	\$20.25	\$41.25	\$20.00
Classroom	\$ 9.00	\$14.40	\$35.00	\$20.00
Gym	\$13.50	\$22.50	\$45.00	\$20.00
Auditorium	\$50.00	\$62.50	\$75.00	N/A

Revised Enterprise Activities by County-Based Businesses			Saturday/Sunday/Holidays (3-hour min.)
APR, Cafeteria, Other	\$ 40.00	\$ 45.00	\$ 55.00
Classroom	\$ 30.00	\$ 32.00	\$ 40.00
Gym	\$ 45.00	\$ 50.00	\$ 60.00
Auditorium	\$100.00	\$125.00	\$150.00
Fields	Games/Special Events: \$55.00, Practices: \$15.00		

All Categories: Non-County Businesses/Groups/Individuals that pay taxes to another County: \$25.00 administrative fee per permit for weekday use; \$50.00 administrative fee per permit for weekend and holiday use

Childcare Providers Selected by the School (School Year/Monday-Friday through 6:30 pm)

	Non-Profit	For-Profit	Holidays
APR, Cafeteria, Gym, Other	\$10.50	\$11.50	See Weekend rates for non-profit and small enterprise
Classroom	\$ 7.00	\$ 7.50	
Auditorium	\$40.00	\$53.00	

Camps Operating During Summer and School Breaks (Monday-Friday until 6:00 pm)

	Non-Profit	For-Profit	Holidays
APR, Cafeteria, Gym Other	\$22.00	\$24.00	See Weekend rates for non-profit and small enterprise
Classroom	\$12.00	\$14.00	
Auditorium	\$55.00	\$60.00	
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 10 days
Special events, fundraisers & enterprise activities	\$15.00	\$30.00	\$75.00
All other users	\$10.00	\$16.50	\$50.00

School ballfields for youth practices/games: \$5/hr,
Park-school fields\$7/hr.

For more information on outdoor facilities visit our web site

Other Fees

Equipment and Auditorium Fees		Staff - Hourly Rate (3-hour minimum)	
Auditorium equipment, plus \$100 security deposit	\$10.00 per hour or \$40.00 per use (whichever is greater)	Building Services Worker (for set-up and clean-up)	\$30.50 per hour
Dressing Room (may be required w/auditorium)	Classroom rate	Building Attendant	\$30.50 per hour
Audio Visuals	\$ 3.00 per hour	Cafeteria Worker (required with use of kitchen), plus \$50 deposit	\$29.75 per hour
Computer/lab (with approval, no internet use)	\$ 50.00 per room per use	Media Services Technician (mandatory with auditorium) or User Support Specialist required with use of specialized equipment	\$53.50 per hour
Grand Piano	\$ 25.00 per use	Security Staff	\$33.50 per hour
Upright Piano	\$ 5.00 per hour	Weekend/Holiday Start-Up Fee	\$16.25 per day
Scoreboard Control Unit (staff costs may apply)	\$ 2.00 per hour	Non Resident Fee	\$25.00 Weekday \$50.00 Weekend
Special Event Auditorium	\$100.00 per permit		
Special Event Other Facility	\$ 50.00 per permit		

Miscellaneous Fees

Administrative Fee	\$50.00	Cancellation/Date Change Policy for <u>Special Events</u> (large events in auditoriums, cafeterias, 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 notice: 100% of facility charges
Adjustment Fee	\$25.00	
Cancellation Fee for Camps and Special Events	\$50.00	
Cancellation Fee (other than Special Events and Camps) with at least 10-business days notice	\$25.00	
NOTE: Staff costs will be retained with less than 2-full business days notice for all bookings		
Late Fees: \$10 per month (with incremental increases of \$5 per additional \$500 owed, based on amounts 30-days past due)		

Fee Category Definitions for Community Use Activities in MCPS Facilities

MCPS
MCPS K-12 and extracurricular school activities, including booster clubs; MCPS offices. <u>Note</u>: Anytime staff costs are incurred these costs must be paid, including when using another school location Note: Category B rates apply to MCPS partnerships with non-profit organizations for staff development partnerships with commercial entities. Category F applies to SAT prep classes and academic enrichment classes <u>with fees</u> (form must be submitted by MCPS). Schools assume all liabilities to include insurance, ADA and Civic Rights compliance for any sponsored groups.
PTA and Public Agencies
- 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 Civic 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 (Extra fee applies for special events and out-of-county based organizations)
- Non-profit organizations - Cultural and religious classes/bible study and regularly scheduled services - Community groups, e.g., Scouts, Kiwanis, HOAs, garden clubs, informal/local sports groups, Boys and Girls Clubs, etc. formed for non-profit purposes. Extra fee applies to - Sports tournaments, e.g., basketball, step, volleyball, cheerleading, pom competitions. Must have Security Staff. - Non-MCPS and PTA fundraisers - Community/religious/cultural events or performances with admission fee, advanced participant reservations, donations, membership dues or ticket sales and/or activity requiring special consideration for placement or timeliness of notification, assigning MCPS staff to work on a holiday, multi-day events, revivals, High Holidays, holiday celebrations, cultural concerts and similar activities. A special event is outside the normal weekly schedule, e.g., religious groups that book weekly service and schedule a holiday banquet or league that hosts a recognition/award dinner. - Non County based organizations
Small Enterprise (Extra fee applies to Non-County based businesses)
- 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
Enterprise (Extra fee applies to Non-County based businesses)
- Business and other activities with business or for personal gain. - Extra fee applies to non-County based business - MCPS/PTA partnership with a for profit entity
Special Categories
Non-Profit and For-Profit Before and After School Childcare
MSDE Licensed Before and After School Childcare provider selected by school during school year only
Non-Profit and For-Profit Camps/Clinics/Summer Programs
- 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