



## **Community Use of Public Facilities**

MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

# **PTA/PTSA**

## INFORMATION PACKET

**2018-2019 School Year**

Included are updated CUPF standard operating procedures applicable to PTA/PTSA use of public schools.

### **Important review for successful activities:**

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

### **Important CUPF contact information:**

- 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)



# Priority III Use: Parent-Teacher Association (PTA/ PTSA) Meetings and Activities in Schools

Origination Date: Prior to August 1, 2007  
Updated: June 4, 2018

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## General

The [Facility Use License Agreement \(FULA\)](#) contains the entire Agreement between the user and the County. The FULA is attached to each permit and is available at: [www.MontgomeryCountyMD.gov/CUPF](http://www.MontgomeryCountyMD.gov/CUPF)

The information contained in this *Resource* is subject to change from time-to-time as may be necessary. Please check the CUPF web site or contact the CUPF office to ensure the most up-to-date copy.

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 in advance, staff are scheduled, HVAC needs are properly communicated to Montgomery County Public Schools (MCPS), and for general liability purposes.

## 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 August 15, 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:

- 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)
- 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)
- Government administrative bodies
- Other publicly supported programs
- High-volume use meeting applicable criteria
- General public (via customer e-portal)

If the PTA/PTSA wants to use multiple rooms in the school for a weekend fee activity, the PTA/PTSA will only be charged up to a maximum of three units (rooms), excluding 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 the APR and two classrooms. If a PTA/PTSA were using 10 classrooms and the gym, they would be charged for the gym and three rooms. If the PTA/PTSA were using the APR, gym, and 10 classrooms, they would be charged for the APR, gym and two classrooms. 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 collaborate with another entity, it is expected that a true partnership exists. 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 recommended. CUPF understands that PTA/PTSAs 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/PTSAs 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.**

Organizations or groups that include the PTA/PTSA must submit their own reservation requests. Likewise, such organizations cannot ask a PTA/PTSA to submit reservation requests on their behalf.

Please note that for the PTA/PTSA to benefit from priority placement and discounted fees, their program activities offered must be exclusive and specifically for the students of the school where that PTA/PTSA operates.

## Free use

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

- Monthly meetings (only one per month) of the PTA/PTSA, held Monday through Friday in any room within their home school



- 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/PTSAs 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 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 95% of CUPF users in schools are also nonprofit, less than 5% of users in schools are commercial groups. All nonprofits are concerned with costs. Keeping facilities affordable and accessible is an ongoing challenge. The ICB believes all users contributed to the “wear and tear” on school facilities, and therefore they must contribute to utility costs, supplies, and MCPS staff coverage.

For all PTA’s activities after school hours such as fairs, carnivals, or social gatherings that charge a participation fee, the PTA/PTSA is required to make a contribution 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’s office.

## PTA/PTSA and licensed childcare

The only user group that has priority over the PTA/PTSA and its activities is childcare. Childcare is given priority by State law. This is the only user group that 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 sponsored school activities be scheduled, if possible, after 6:30 p.m.

Moving childcare programs to rooms that 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., may become 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.

## **MCCPTA-EPI, Big Learning Science & Engineering and Foreign Language for English Speakers (FLES)**

Refer to the current fiscal year Memorandum of Understanding for all scheduling processes, fees, etc.

## **Contracted service provider(s) for after-school enrichment 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 15 for indoor rooms during the entire school year, and February 15 for spring field use).

## **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 for large events**

Activities exceeding 500 persons or any activity held in an auditorium may meet the guidelines for the high-volume/ large events process. Please reference SOP/ Resource MCPS-004.vi for more information. PTA/ PTSA representatives should contact the CUPF Core Services Specialist, assigned to handle large events, by calling



240-777-2725 or sending an email to [cupf@montgomerycountymd.gov](mailto:cupf@montgomerycountymd.gov) to obtain clarity, the appropriate application, set up a meeting if necessary, etc.

## Requesting reservations for general use

### Prior to Close-of-Business August 15

- 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 reservation requests via the 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).
- A separate reservation request 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.

### After Close-of-Business August 15

- PTA/PTSA organizations may request reservations online via the ActiveMONTGOMERY customer e-portal based on space availability at least seven days in advance of the event
- PTA/PTSA may submit reservation requests via the 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); however, priority will no longer be given after August 15
- A separate reservation request 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). Payment plans may be available for PTA/PTSA use. The payment due date will be set for 90 days before the permit start date.

PTA/ PTSA will receive an email notification when permit is approved. Group representative may view the permit from the email or log into their online account. Permits may also be viewed under *List Organization 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 are met.

If there is an outstanding balance due:

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

**OR**

Log into ActiveMONTGOMERY account and use the *Pay 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.

## Processing requests

Refer to resource CCC-004, titled *Reservation Request Processing*, for details on how requests are processed, expected turnaround time, etc.

## 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 “[Reservation Amendment Form](#)” posted on the *Resources* page on the CUPF web site: [www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf).





# Inflatables (Moon Bounces, Bounce Houses, etc.)

Origination Date: Prior to August 1, 2007  
Updated: May 21, 2018

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## General

Inflatables (moon bounces, bounce houses) are permitted at MCPS facilities upon approval by MCPS Systemwide Safety Programs and ERSC. Requirements related to inflatable approval and use are provided below.

At least one month prior to the event date:

- A representative photo and description of the inflatable(s) must be submitted to MCPS Systemwide Safety Programs and CUPF for review and approval.
- A current Certificate of Insurance is required, naming 'Montgomery County, Maryland' and 'Montgomery County Board of Education' as 'additionally insured'

Installation and operation requirements for approved inflatables include:

- The inflatable vendor must install and operate the inflatable(s) in compliance with all applicable regulations and industry standards.
- Inflatables may not be used indoors.
- Inflatables may not be used in strong winds, rain, or other severe weather conditions.
- Inflatables must be placed on flat surfaces free of objects that can puncture the inflatable.
- Inflatables must be located clear of buildings, walls, overhead power lines, utility equipment, trees, streets and parking lots, and other potentially hazardous objects.
- The vendor must properly secure all inflatables, taking into consideration weather factors such as wind.
- Underground utilities must be marked prior to inflatables installation, as needed (such as when stakes are used).



- If stakes are used to secure inflatables, protruding ends must be covered to prevent impalement.
- If inflatables are placed on hard surfaces, such as asphalt or concrete, adequate padding must be provided on top of the hard surface.
- Portable generators must be positioned well behind equipment and far enough away to keep exhaust gases and odors away from people and buildings.
- Fuel for the generator must be stored in an appropriate safety can and secured properly during the event, and the generator must be turned off while refueling.
- A portable fire extinguisher, with a vendor employee trained to operate it, must be available when a generator is present.
- Appropriate and undamaged electrical cords must be used, and cords may not be run into a building.
- Electrical cords may not be placed on sidewalks or walking areas where they can create tripping hazards.
- The vendor must have ample staff to supervise use of the inflatable and to monitor/service equipment.

CUPF staff are encouraged to copy/paste the above information on permit notes when feasible.



# After Hours Problem-Line

Origination Date: Prior to August 1, 2007  
Updated: May 21, 2018

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## General

The CUPF after hours problem-line is a Google Voice system phone that is forwarded via software to a smart phone after normal business hours. User groups may also send TEXT MESSAGES to the after-hours problem-line.

If the on-call staff is either busy or on another call, the next incoming call is forwarded to the voicemail, which is retrieved as soon as possible. When leaving a message, callers should speak clearly and leave essential information such as name, phone number, the school/facility where the problem is occurring, and a brief description of the problem calling about.

The phone number to the after-hours problem-line is **240-490-CUPF (2873)**.

The following are examples of issues handled by the after-hours problem-line:

- User group is locked out of the building
- User group is unable to locate staff in the building and needs immediate assistance
- Some services paid for by the user are not being provided
- User group needs to report any problem encountered at the facility

## Hours of Operation

The CUPF after-hours problem line is monitored Monday thru Friday, from 5:00 p.m. through 11:00 p.m., holidays and weekends 6:00 a.m. through 12:00 a.m. midnight. The after-hours problem line is not monitored during regular County business hours.

## School Staff Use of the After Hours Problem Line

School staff experiencing a problem with a group or having a question regarding community use, should call the after-hours problem line after normal operating hours.



This would also include a situation where staff need additional overtime hours approved.

