



# Community Use of Public Facilities

MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

## PTA/ PTSA Priority Use of Schools

PTA/ PTSA use of school facilities receives high priority IF requests for the entire school year are submitted by the long-established deadline of August 15 each year.

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/ PTSA's utilizing such contracted service providers will need to ensure that the contractor adheres to the public scheduling go-live dates (July 15 for field use, August 1 for indoor rooms except classrooms, and September 1 for all classroom use during the first hour after the school day ends).

Effective the 2016-2017 school year, all community use for the entire school year may be submitted on August 1, 2016. While this has always been the case for PTA/ PTSA's, it has not been the procedure for other community user groups. This is an important change for all community user groups to note.

Annual PTA/ PTSA informational packets regarding ICB/CUPF reservations will be sent on or before July 1 each calendar year. Packets will include information on the IMPORTANT CHANGES in the process to submit PTA/ PTSA requests so that you may receive priority placement. Please keep an eye out for these packets to arrive in your email, attached to our next electronic newsletter and at your school administrative office.

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