



Community Use of Public Facilities

MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

Revised June 17, 2022

Conditions of Use Applicable to Weekly Weekend Cultural and Faith Assembly at Montgomery County Public Schools Facilities

These Conditions of Use (COU) apply to Weekly Weekend Cultural and Faith Assembly for dates of use on or after September 1, 2022, held at Montgomery County Public Schools (MCPS) facilities permitted by the Montgomery County Maryland Office of Community Use of Public Facilities (CUPF).

The term “Weekly Weekend Cultural and Faith Assembly” is defined for CUPF purposes as: faith-based or cultural assembly/ worship service(s), **and** utilizes the same room or set of multiple rooms each week (including All-Purpose Room, Cafeteria, Staff Lounge, and Classroom facilities), **and** all rooms are the same day(s) of the week (Saturday and/ or Sunday), **and** all rooms and dates are located at the same indoor public building each week, **and** group desires a permit(s) for 52 weeks annually, **and** has at least one year of history showing multiple permits at the same or multiple locations reserved online at facilities managed by CUPF showing a consistent weekly pattern for the purpose of Weekly Weekend Cultural and Faith Assembly.

In accordance with the [Facility Use License Agreement \(FULA\)](#) the user must not proceed with the activity until the User has read and agreed to the Conditions of Use applicable to the requested facility.

1. **Representative.** High-volume priority designation requires each group to provide CUPF a single point of contact for their scheduling needs, to ensure user accountability and clear communication between all parties.
2. **Account In Good Standing.** Permits will not be issued, and historical priority will be lost if the organization’s account is not in good standing, including but not limited to, the account having an outstanding balance or a history of violations of the FULA or any Conditions of Use.
3. **Required Commitment.** Permits will be issued for all available weeks September through August as receiving this advanced priority placement requires 52 weeks of use annually, except for inclement weather or other cancellations by CUPF as outlined in the FULA.
4. **Eligible Days.** Applies to Saturday and Sunday only.
5. **Eligible Buildings.** Applies to Montgomery County Public School buildings only and all scheduled use must be in the same building weekly.
6. **Eligible Rooms.** Applies to All-Purpose Room, Cafeteria, Staff Lounge, and Classroom facilities only.
7. **Minimum Hours of Use.** Permits will only be issued if meeting the three-hour minimum required hours of use, beginning, and ending on the hour or half-hour.
8. **Administrative Fee.** The use described herein is considered by CUPF as an advanced priority placement permit. Each advanced priority placement permit issued is subject to a \$50.00 administrative fee. This fee will be waived for dates of use through May 2023.
9. **Payment Plan.** A monthly payment plan will be provided with each permit issued.
10. **Annual Scheduling.** Use in this priority category will be scheduled once annually based upon established priority of use and facility availability for dates of use September through August. CUPF will enter reservations based upon prior year and issue a permit no later than 5:00 p.m. on July 15.
11. **Permit Modification.** Two opportunities to adjust the permit each year will be provided as follows (adjustments must align with definition above—all dates/rooms/times the same for each week, throughout the school year):
 - A. for dates of use September through March, the adjustment deadline is October 1;
 - B. for dates of use April through August, the adjustment deadline is May 1;

- C. permit adjustments will be reflected in the next year's priority permit;
 - D. after the above adjustment deadlines, no changes may be made to the permit(s) except as may be allowed in the terms of the FULA;
 - E. a full cancellation of the permit or remainder of the permit is allowed in accordance with cancellation policies set by the Interagency Coordinating Board and or as outlined within the FULA.
12. **Additional Reservation Needs.** All groups who receive advanced priority placement are also eligible to request any additional space they need outside of these parameters as 'general public' requests.
13. **Required Method to Request This Advanced Priority Placement.** A group desiring to receive advanced priority placement as outlined herein must submit a written request to CUPF via email to cupf@montgomerycountymd.gov. The email must outline how they meet the definition, which building they desire, the day of the week, rooms, and times. If CUPF determines that the group meets the definition and has at least one year of history showing multiple permits at the same or multiple locations reserved online at facilities managed by CUPF showing a consistent weekly pattern for the purpose of Weekly Weekend Cultural and Faith Assembly, CUPF will consider the group for this advanced priority placement in the next applicable scheduling quarter.