



Revised June 15, 2022

## **Conditions of Use Applicable to Weekly Weekend Cultural and Faith Educational Classes at Montgomery County Public Schools Facilities**

These Conditions of Use (COU) apply to Weekly Weekend Cultural and Faith Educational Classes 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 Educational Classes” is defined for CUPF purposes as: a cultural school or faith-based education program, **and** utilizes the same room or set of multiple rooms each week (including All-Purpose Room, Cafeteria, Staff Lounge, Classroom, and Gymnasium 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) to meet weekly other than weeks in which include MCPS holiday dates or student breaks during the months of September through May, and in rare situations extending into early June, **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 use pattern for the purpose of Weekly Weekend Cultural and Faith Educational Classes.

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 within the MCPS School Year.
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, Classroom and Gymnasium 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 the MCPS School Year. User group must submit their annual schedule showing building, dates, rooms, and times via email to [cupf@montgomerycountymd.gov](mailto:cupf@montgomerycountymd.gov) no later than 5:00 p.m. on May 15, annually. If this information is not received by CUPF by this deadline, the group will lose their priority of use for the next MCPS School Year. CUPF will enter reservations 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 December, the adjustment deadline is October 1;
  - B. for dates of use January through June, the adjustment deadline is February 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](mailto: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 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 use pattern for the purpose of Weekly Weekend Cultural and Faith Educational Classes, CUPF will consider the group for this advanced priority placement in the next applicable annual scheduling period.