



Revised July 7, 2022

Conditions of Use Applicable to Large Events at Montgomery County Public Schools Facilities

These Conditions of Use (COU) apply to each Large Event 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 "Large Event" for CUPF purposes is defined as any event requesting: to have an expected attendance of 500 or more persons, regardless of facility being requested, or use of a school auditorium, regardless of attendance expected, or advanced booking due to size, scope or nature, or significant set-up, or extensive audio-visual equipment or services, or an amount of space or hours of use that requires multiple support staff.

Exemptions to the definition of Large Event above include: (a) Parent-Teacher Association / Parent-Teacher-Student Association fundraisers and large events being held at their home school even if the event meets the large event definition, regardless which room(s) or other facilities are being used at the school site, and (b) parking lot use ONLY if the intended use is for parking vehicles in the parking lot for an off-site activity.

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.** User group representative submitting request must provide photo identification with application.
2. **Scheduling Timeframes.** Large events must be scheduled, as follows:
 - A. Dates of use during the school year must be submitted no sooner than May 1, annually, but must be submitted with a minimum of 45 days advanced notice without exception.
 - B. Dates of use during the MCPS summer break must be submitted no sooner than February 1, annually, but must be submitted with a minimum of 45 days advanced notice without exception.
3. **Preferred and Alternate Venue, Date, Time.** Always submit a preferred date, time, and facility as well as alternate dates, times, and facilities within the appropriate scheduling submission timeframe on the original request to allow greater flexibility which will increase opportunity for successfully scheduling event space that best meets the needs of the group.
4. **August Dates Not Available in Schools.** Reservation requests for school facilities will not be accepted for dates of use during the month of August due to cleaning in preparation for the return of staff and students.
5. **Auditorium Availability.** Availability of high school auditorium facilities when requesting the use of entire stage may become limited for community use during the school's play seasons in February, March, April, September, October, and November. In addition, when the school's entire play set is on stage typically from March through mid-April and mid-October through November, the stage use by community user groups will be restricted to the front apron area only.
6. **Crowd Manager Certification.** Groups using public facilities for large events must have at least one person present at the event who is certified in handling large events, crowd control, etc. via the State of Maryland Fire Marshall's Office online training. Permits cannot be finalized without verification that this requirement has been met and verified by the end of the above customer review period(s). Below is the link to the required crowd manager training: [Click here for Required Crowd Manager Certification](#)
7. **CPR Certification.** Groups using public facilities for large events must have at least one person present at the event who has current CPR certification by a recognized group such as the American Heart Association, Red Cross, etc.. Permits cannot be finalized without verification that this requirement has been met and verified by the end of the above customer review period(s). Below is the link to the required crowd manager training: [Click here for one of the accepted CPR Certification sources](#)

8. Facility Walk-Through.

- A. A walk-through of school facilities is not required and at times may not be permitted by school administration.
- B. Groups that have used the same facility in the past, will not be afforded a walk-through.
- C. If approved, a first-time user of a facility may schedule a 15-minute walk-through directly with the facility and must adhere to the provisions herein. A walk-through of a facility:
 - 1. is simply for a very quick visual, not for a tour with specifics of each facility attribute;
 - 2. will not require CUPF staff to be present;
 - 3. may not include more than three (3) persons from the user group—no exceptions;
 - 4. may be limited to specific hours at some facilities due to liability, safety, and security reasons;
 - 5. must not exceed 15 minutes—no exceptions. Group participants at visits may not remain at the facility beyond the 15-minute maximum time as it violates the Agreement.
- D. General floorplans, pictures of facilities, and where applicable virtual online tours, dimensions of the stage area(s), cafeteria, gymnasium, auditorium, auditorium lobby, capacities, and a detailed list of equipment available to groups, supplied by each facility, will be utilized in lieu of facility tours.

9. **Application Fee.** CUPF will collect a \$250.00 application fee (down payment) at the time of application; this fee will be applied to the total cost of the permit and not an additional charge to the permit. If the reservation request is not approved, this fee will be refunded. Note that the \$250.00 application fee will be waived for dates of use through May 2023.
10. **Required Method to Request Reservation.** An official reservation request consists of CUPF having received a fully completed [Large Event Reservation Request Form](#) and the \$250.00 application fee; general email requests, letters, notes, or inquiries in other forms do not constitute an application or official reservation request for use of space—note that this process may soon be more automated so keep an eye out for announcements sent from CUPF.
11. **Confirmation of Facility Availability.** Facility staff must respond to CUPF within five (5) business days from the date CUPF notified them if the facilities requested are NOT available due to a planned internal activity not yet scheduled with CUPF; no response from facility staff will constitute an approval of request as submitted.
12. **Event Staffing.** CUPF will manage hiring of event staff such as media services, security, building services, and kitchen staff for opportunities to work at large events in conjunction with hosting schools and MCPS central offices. It is imperative to know that MCPS staff such as security and media services, which are required for a large event to take place, are not required to work community use events. If CUPF and MCPS are not able to secure staff or if staff determine that they do not wish to work an event, the event may be canceled. CUPF works diligently to prevent such from occurring; however, at times, cancelations are necessary due to lack of appropriate staff availability.
13. **Permit Modification.** No changes may be made to the permit(s) within 10 days of the event except as may be allowed in the terms of the [Facility Use License Agreement \(FULA\)](#) and the [Conditions of Use Applicable to All Facilities Regarding Reservation Fees, Payments, Modifications, Cancellations, and Refunds](#).