



Revised June 15, 2022

Conditions of Use Applicable to Indoor and Outdoor Sports Leagues and Athletic Sports Clubs

These Conditions of Use (COU) apply to Indoor and Outdoor Sports Leagues and Athletic Sports Clubs using Montgomery County Public Schools (MCPS) indoor and outdoor facilities and Montgomery County Recreation athletic fields permitted by the Montgomery County Maryland Office of Community Use of Public Facilities (CUPF).

The term “Sports League” is defined for CUPF purposes as: a group of sports teams that may be members of different sports clubs that compete against each other in a schedule of games, **and** intends to utilize sports facilities appropriate for their specific sport(s) including fields, tracks, tennis courts, and or gymnasiums, **and** generally, are seasonal and do not operate year-round, **and** does not include after-school enrichment programs, **and** does not include pickup games, a single team, groups of independent players not part of a team, etc., **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 seasonal pattern for the purpose of Sports League use.

The term “Athletic Sports Club” is defined for CUPF purposes as: an athletic sports club for the purpose of playing one or more sports, **and** intends to utilize sports facilities appropriate for their specific sport(s) including fields, tracks, tennis courts, and or gymnasiums, **and** operates year-round, **and** hosts or organizes leagues and other competitive events such as track meets, tournaments, club vs. club competitions, etc., **and** is affiliated with or has a membership within a national or local sports association or similar organization, **and** does not include after-school enrichment programs, **and** does not include pickup games, a single team, groups of independent players not part of a team, etc., **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 annual pattern for the purpose of Athletic Sports Club use.

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 dates within each scheduling season based upon established past use, except for cancellations by CUPF as outlined in the FULA.
4. **Eligible Facilities.** Applies to Montgomery County Public Schools All-Purpose Room, Cafeteria, Gymnasium, Tennis Court, Track, and Natural Grass Athletic Field facilities and Montgomery County Recreation Athletic Fields managed by CUPF. This does not include Athletic Field facilities at MCPS high school locations.
5. **Eligible Days.** Applies to weekdays and weekend dates. Permits may not exceed three weekdays per week at the same facility, and may not exceed one weekend day per week at the same facility.
6. **Limited Hours Per Team Per Week.** Due to limited availability of space and groups sizes increasing demands annually, CUPF will only allot two hours of practice time, per team, per week, countywide, Monday through Friday.
7. **Rosters Required.** Current season team rosters, and corresponding game schedules, must be received by CUPF within thirty calendar days of the start of each permitting season in order to justify the number of

practice hours—rosters should be site specific and organized by team with applicable number of team members based upon the sport in which the permit was issued.

8. **Minimum Hours of Use.** On weekend and holiday dates permits will only be issued for facilities requiring staff if meeting the three-hour minimum required hours of use, beginning, and ending on the hour or half-hour.
9. **Inclement Weather Credits for Outdoor Facilities.** Request for credits for outdoor facilities not used due to inclement weather must be submitted to CUPF within 14 calendar days of completion of scheduling season in order to receive credits.
10. **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.
11. **Payment Plan.** A monthly payment plan will be provided with each permit issued.
12. **Outdoor Facilities Seasonal Scheduling.** Use in this priority category will be scheduled seasonally as follows based upon established priority of use and facility availability as follows:
 - A. **Timeline for dates of use March 15 through August 15:**
 1. January 15: CUPF will enter reservations and issue a permit based upon groups use of the same facility, day, and time in the same season of the prior year, no later than 5:00 p.m. on January 15.
 2. January 15: Customer review period begins at 5:00 p.m. on January 15.
 3. February 1: Customer review period ends at 5:00 p.m. on February 1. Any errors or adjustments must be communicated to CUPF via email prior to this date and time.
 - B. **Timeline for dates of use August 16 through November 30:**
 1. June 15: CUPF will enter reservations and issue a permit based upon groups use of the same facility, day, and time in the same season of the prior year, no later than 5:00 p.m. on June 15.
 2. June 15: Customer review period begins at 5:00 p.m. on June 15.
 3. July 1: Customer review period ends at 5:00 p.m. on July 1. Any errors or adjustments must be communicated to CUPF via email prior to this date and time.
13. **Indoor Facilities Seasonal Scheduling.** Use in this priority category will be scheduled seasonally as follows based upon established priority of use and facility availability as follows:
 - A. **Timeline for dates of use during the MCPS School Year:**
 1. June 30: CUPF will enter reservations and issue a permit based upon groups use of the same facility, day, and time in the same season of the prior year, no later than 5:00 p.m. on June 30.
 2. June 30: Customer review period begins at 5:00 p.m. on June 30.
 3. July 15: Customer review period ends at 5:00 p.m. on July 15. Any errors or adjustments must be communicated to CUPF via email prior to this date and time.
 - B. **Timeline for dates of use during the MCPS Summer Break:**
 1. April 1: CUPF will enter reservations and issue a permit based upon groups use of the same facility, day, and time in the same season of the prior year, no later than 5:00 p.m. on April 1.
 2. April 1: Customer review period begins at 5:00 p.m. on April 1.
 3. April 15: Customer review period ends at 5:00 p.m. on April 15. Any errors or adjustments must be communicated to CUPF via email prior to this date and time.
14. **Permit Modification and Cancellation.** After customer review period has ended, no changes may be made to the permit(s) except as may be allowed in the terms of the FULA; however, 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. Permit adjustments and cancellations will be reflected in the next year's priority permit.
15. **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. Additional permitted time and space obtained via ActiveMONTGOMERY during the prior year, same season, may be requested at the time priority permits are issued so long as the organization is able to provide rosters to support the additional time requested and the requested space is available.
16. **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. 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 annual and or seasonal pattern for the purpose of Indoor and Outdoor Sports Leagues and Athletic Sports Clubs, CUPF will consider the group for this advanced priority placement in the next applicable scheduling season.