



Community Use of Public Facilities MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

Revised June 9, 2022

Conditions of Use Applicable to Summer Camp Programs at Montgomery County Public Schools Facilities

These Conditions of Use (COU) apply to Summer Camp programs effective Summer 2023, held at Montgomery County Public Schools (MCPS) facilities permitted by the Montgomery County Maryland Office of Community Use of Public Facilities (CUPF).

The term “Summer Camp” is defined for CUPF purposes as: summer programs for children and youth during dates that MCPS K-12 educational programs are on summer break and operates five days a week Monday through Friday, for the majority of the available hours before or after MCPS K-12 summer programming each day at any school location, serving the same participants, and is registered with verifiable compliancy with all government regulations related to camps. Generally, this includes County and municipal recreation departments, licensed childcare providers with a current agreement with MCPS, and in-County parent-teacher associations.

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. **Eligible Facilities.** Applies to all MCPS indoor and outdoor facilities and all scheduled use required on a permit must be in the same building each applicable day.
4. **Facility Use Times.** Use must be daily, Monday through Friday, except holiday dates or others as may be in use by MCPS or County Government, each week covering the majority of the available dates during the MCPS summer break for students. Use may be requested as early as 7:00 a.m. and must end no later than 6:00 p.m. each date scheduled. All facilities permitted must begin and end at the same time, except when the camp is offering all-day programming combined with a wrap-around program to accommodate MCPS summer instructional programs.
5. **Preferred and Alternate Venue, Date, Time.** Always submit a preferred dates, times, and facility as well as alternate dates, times, and facilities on the original request to allow greater flexibility which will increase opportunity for successfully scheduling space that best meets the needs of the group.
6. **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.
7. **Payment Plan.** A monthly payment plan will be provided with each permit issued.
8. **Required Method to Request Reservation.** Group must submit a [Priority, High-Volume and Other Bulk Use Request Form](#) no sooner than January 15 and no later than February 1 annually for consideration.
9. **Timeliness.** Requests submitted after the submission window closes for each quarter will not be considered.
10. **Processing.** CUPF will enter tentative reservations based upon available space; however, final confirmation may take several weeks after a request is received due to many factors considered by MCPS. CUPF and MCPS meet annually to discuss available facilities in the summer for such consideration, as well as construction projects requiring building closures, summer educational programs being planned for students at each location, etc. Considerable time and effort are required to ensure we have space for summer camp programs at schools, as it supports MCPS students and parents.

Revised June 9, 2022

11. **Permit Issuance.** Upon approval, permits will be issued for all available weekdays within summer scheduling quarter and groups will be notified.
12. **Customer Review Period.** Groups must review and respond with any corrections or changes within 14 calendar days of receiving notification that permit has been issued.
13. **Permit Modification.** 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.
14. **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.