



# Community Use of Public Facilities

MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

Revised June 9, 2022

## Conditions of Use Applicable to Montgomery County Public Schools Facilities

These Conditions of Use (COU) apply to use of all Montgomery County Public Schools (MCPS) facilities, indoor and outdoor, permitted by the Montgomery County Maryland Office of Community Use of Public Facilities (CUPF).

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. **Do** have printed permit with you at all times while using school facilities.
2. **Do** respect staff and facility at all times.
3. **Do** request the use of the cafeteria if food & drinks will be served. NEVER serve food or drink in the gym, auditorium, or classrooms.
4. **Do** request and pay for needed school equipment in advance.
5. **Do** exit building immediately at the sound of a fire alarm.
6. **Do** observe posted parking signs at all times, including weekends. Spaces reserved for school staff, i.e., Principal and Assistant Principal should not be used and cars cannot be parked in fire lanes.
7. **Do** be courteous of neighbors living near a school and try to contain noise during your event and when entering or leaving your event.
8. **Do** remove all signage at the completion of your event or activity.
9. **Do** notify CUPF when wishing to have a moonbounce present at your event or activity—restrictions exist for safety of all participants.
10. **Do Not** prop open any outside doors. This is a critical security concern! It also limits the capacity of the HVAC system.
11. **Do Not** hold car washes or any other outdoor water related activity requiring more than minimal use. The MCPS conservation of resources policy and liability issues requires responsible use of school water.
12. **Do Not** hold public drop-in events at school facilities.
13. **Do Not** use or remove any papers, books, and other MCPS classroom materials and equipment to be used or moved.
14. **Do Not** offer staff gratuities. (Please do not tip the worker)
15. **Do Not** place tape or another similar adhesive to the floor or any other surfaces.
16. **Do Not** touch, write on, or move Promethean boards in classrooms. They may look ordinary, but these boards are very costly to repair or replace. Use utmost caution around these costly boards.
17. **User Accountability Policy.** All reported violations of the FULA or Conditions of Use at MCPS facilities are investigated and documented by CUPF.
  - A. Consequences for major violations of Facility Use License Agreement by community user groups, which includes carrying of weapons, tobacco, illegal drugs, or alcohol on MCPS property, or otherwise place participants or MCPS staff in harm's way: Group shall receive an 18-month ban from use of MCPS facilities, countywide.
  - B. Consequences for lesser violations of Facility Use License Agreement by community user groups:
    - i. first violation of any term(s), the user group shall receive: written warning;
    - ii. second violation of any term(s), the user group shall have: mandatory meeting with CUPF director or designee and written warning;

- iii. third violation of any term(s), the user group shall receive: 18-month ban from use of MCPS facilities, countywide.
  - iv. Subsequent violations of any term(s) after returning from an 18-month ban from use of MCPS facilities, countywide, the user group shall receive: indefinite ban from use of MCPS facilities, countywide.
- C. Notice of violations and action taken by CUPF must be communicated to user groups in writing within 10 business days of the violation.
- D. A banned community user group may request in writing a meeting with CUPF's Director, in writing, within 10 business days of ban notice. The CUPF Director will convene a meeting with the group and applicable County or MCPS staff to discuss the termination of use. The decision of the CUPF Director will be final.
- E. Electronic mail shall be acceptable for all written documentation.