

**M E M O R A N D U M**

September 7, 2022

TO: Education and Culture Committee  
Government Operations & Fiscal Policy Committee

FROM: Vivian Yao, Legislative Analyst

SUBJECT: **Community Use of Public Facilities (CUPF)**

PURPOSE: Follow up on OLO recommended items and other policy concerns

*Those expected for this worksession:*

- Ramona Bell-Pearson, Director, CUPF
- Vanessa Lopez-Cuevas, Acting Financial Administrator, CUPF
- Kareem Davis, Program Specialist, CUPF
- Joshua Watters, Office of Management and Budget (OMB)
- Seth Adams, Director, Department of Facilities Management, Montgomery County Public Schools (MCPS)
- Mike Riley, Director, Department of Parks, Maryland-National Capital Park and Planning Commission

The Education and Culture (E&C) Committee met on June 27, 2022 to receive a briefing on the Office of Legislative Oversight (OLO) report on CUPF and discuss FY23 operating budget follow-up items. The Committee requested that a meeting be scheduled jointly with the Government Operations and Fiscal Policy (GO) Committee to continue the discussion of CUPF issues.

At this meeting, the Joint E&C and GO Committee will have the opportunity to discuss and receive updates on the following:

- Increasing access to public facilities by underserved populations;
- Reclassification and recruitment of marketing and outreach manager;
- MOU agreements with Parks and MCPS; and
- Fee study

**ADDENDUM**  
E&C/GO COMMITTEE #1  
September 12, 2022  
**Discussion**

**MEMORANDUM**

September 9, 2022

TO: Education and Culture Committee  
Government Operations & Fiscal Policy Committee

FROM: Vivian Yao, Legislative Analyst

SUBJECT: **Community Use of Public Facilities (CUPF)**

PURPOSE: Follow up on OLO recommended items and other policy concerns

The purpose of this addendum is to provide background information and analysis for the meeting. Information was not available to allow comprehensive analysis at the time of packet publication.

**A. Fee Study Update**

E&C Committee members have expressed interest in exploring ways that CUPF can better respond to community needs and further racial equity and social justice goals by making public facilities more accessible for underserved communities and programs that serve this population. The Council thus requested that OLO review CUPF operations and provide recommendations for improvement.

OLO Report 2022-5 provided recommendations related to the RFP solicitation for a fee study that CUPF had begun planning prior to the pandemic. In addition to seeking information to update the existing fee structure, the report recommended broadening the scope of the fee study to address possible fee structure or policy changes. Some areas of exploration included: standardizing user groups across facilities; simplifying the fee structure; providing free or reduced use; setting ballfield use fees to cover maintenance costs; and determining appropriate funding sources.

CUPF is currently working with the Office of Procurement (Procurement) to finalize the fee study RFP. An excerpt of a draft RFP that includes the scope of services is attached at ©5-7. CUPF reports collaborating with Montgomery Parks on the fee study procurement process. CUPF has asked Parks Director Mike Riley to participate in the Qualification and Section

Committee for the fee study RFP. In addition, Parks has provided information about contractors that may be interested in competing for the fee study contract. This information was submitted to Procurement.

### ***Additional Information Supporting the Fee Study***

CUPF has provided a comparative study completed by summer fellows Nathalie Kirsch and Isaac Matthias (©8-50) on how other local jurisdictions in the DC Metropolitan area permit community use of their public facilities. The report provides data to inform the work of the successful bidder of the fee study contract.

The comparative study includes information on how other local jurisdictions address equity concerns and support access to public facilities for priority uses, including the following:

- Fairfax County: Public agencies and private business partners that offer activities to benefit students are considered primary users and are not required to pay school rental fees. Fairfax Public Libraries have facilities available for use at no charge.
- Howard County: Public agencies and nonprofit youth organizations are exempt from paying facility fees for school facility use.
- Prince George’s County: Profit-making groups pay higher fees for school facility use than other categories of non-rent and rent paying groups.
- Washington DC: Discounted or free use is provided for public schools and public libraries for certain facilities based on criteria including nonprofit status, service to residents, financial hardship, and under threshold of debt to the DC government.

Parks Director Riley has also provided information about the cost and schedule for renovating and maintaining school ballfields at ©51-57 that should also inform the fee study and setting appropriate field use rates that might cover some of the costs to keep these assets in adequate condition.

## **B. Increasing Access to Underserved Populations**

### ***General Fund appropriations to support fee reductions***

At the June 27 E&C meeting, the Committee requested follow up on whether General Fund dollars could be appropriated to the CUPF Enterprise Fund to support fee reduction. Council attorneys, in consultation with the County Attorney’s Office, have concluded that the County Code allows general fund appropriation to support fee reduction or free use. Currently, General Fund amounts support CUPF’s Facility Fee Assistance Program (FFAP), but it appears that they could also support fee reductions outside of that particular program.

- **Facility Fee Assistance Program Budget and Awards**

Currently, CUPF implements the FFAP program to support reduced fee or free use of nonprofit or charitable community groups whose primary goal is to serve vulnerable youth or low-income individuals. The FY23 budget for the Facility Fee Assistance Program is consistent with pre-pandemic levels of \$50,000 from the CUPF Enterprise Fund and \$25,000 from the General Fund. In addition, a special appropriation of \$125,000 was approved in FY22 and is available to support community use in FY23. A higher level of free use was supported during the pandemic in FY21 and FY22 using special appropriation funding.

The following table summarizes information regarding the FFAP program, including total funding awarded, number of permitted hours, number of permits awarded, number of youth benefited and maximum award, by fiscal year and funding source Hours of Use, size of organizations, number of students served limits of awards

	Special Appropriation FY21	Special Appropriation FY22	FY22	FY23
\$ Awarded	\$ 286,164	\$ 213,837	\$ 53,993	\$ 62,200
Permitted Hours	34,565	12,050	3,680	TBD
# Permits Awarded	525	322	72	TBD
# Youth Benefited	28,456	12,773	7,336	TBD
Maximum Award	\$ 15,000	\$ 15,000	\$ 5,400	\$ 5,400

Locations in the county where awards are targeted include: Silver Spring, Burtonsville, Gaithersburg, Rockville, Germantown Clarksburg. A full list of awards is attached at ©58-62.

The Joint Committee may be interested in exploring the following topics for increasing access to public facilities for underserved populations:

- **Demand:** To what extent can CUPF determine what the unmet demand for access to public facilities for underserved or vulnerable population? What outreach has been performed to let communities know about subsidy opportunities? What requests have been made that have not been able to be supported?
- **Maximum Awards and Priority Populations:** Should there be changes to maximum award? Are current amounts enough to meet the needs of underserved communities? Are they apportioned equitably among small, medium, and large organizations? Should there be categories of free use, similar to the practice of other jurisdictions, for priority populations?

Is it feasible for CUPF to develop budget scenarios around particular policy goals/priority populations for free or reduced fee use of public facilities? For example, how much would it cost to provide free use for all programs primarily service students who live in or attend Title I schools or particular low-income zip codes?

## **B. Reclassification and Recruitment of Marketing and Outreach Manager**

The OLO report 2022-5 recommended reclassifying the Program Specialist (Grade 18), currently vacant, dedicated to handling CUPF outreach and communications, to a Community Outreach Manager or a Communications Manager. The report indicated that improvement to the department's internal and external communications is desperately needed according to stakeholder community. The reclassification would make the position consistent with other departments who communicate regularly with the public.

CUPF reports that the Chief Administrative Officer recently reached out to the Office of Human Resources to ask for the position to be exempted from the County's reclassification freeze. The Department anticipates that the reclassification will be finalized soon.

## **C. Memorandum of Understanding (MOU) with Parks and Ballfield permitting policies**

E&C Committee members requested an update on the MOU between CUPF and Department of Parks. The two agencies have discussed a potential MOU and indicate plans to continue the discussion this fall. The transition to RecTrac, the new facility and activity registration system being used by CUPF, Parks, and the Department of Recreation (Recreation), as well as staffing issues, has hindered progress on the MOU; however, Director Riley intends to provide responses to a draft MOU soon.

Council staff notes that the MOU may be instrumental in facilitating fee assistance funding to support Park ballfield use. Director Riley indicates in his September 2 memo that Parks has not received additional funding to offset the costs of park ballfield permits. While the annual budgeted amount for the FFAP has not supported park ballfield permits, the two agencies determined a way to use federal CARES Act funding to support these permits.

The MOU may also support and enhance coordination of permitting processes. In prior years, the two agencies collocated field permitting staff. The arrangement terminated after the expiration of the previous MOU. Park Director Riley indicates there are not a lot of differences between the CUPF and Parks ballfield permitting processes. The Joint Committee may want to better understand and discuss some of the remaining differences, including the following:

- **Fees for ballfield:** The fees charged for ballfields by Parks and CUPF differs. For example, practice and game use for MCPS fields is \$5 per hour and \$9 per hour for Park local/neighborhood fields (and \$18 for regional/recreational fields for game use only).<sup>1</sup> Conversely, Park synthetic turf fields without lights costs \$100 per hour for nonprofits/county residents and \$125 for MCPS fields. **Is it feasible and desirable to have consistent fees among County agencies?**
- **Historical Use:** Council staff understands that the historical use policies for scheduling school and park ballfields differs. Parks has applied a historical use policy for field

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<sup>1</sup> Park fees are anticipated to increase in January 2023.

permitted based on what permits a user held for same season from the previous year, and CUPF has frozen historical use (with some exceptions). **The Joint Committee may want to discuss how historical use policies impact historically underserved groups that seek access to ballfields and whether there are any changes that may make the distribution of these resources more equitable.**

- **Priority Use for Public Recreation Programs:** CUPF provides priority use of school ballfields for recreation activities for the County and local municipalities. Parks does not have this priority, and County programs that increasingly serve underserved and vulnerable population are treated the same as private users when scheduling park field use. **Would racial equity and social justice or other public interest goals be served by prioritizing use of park fields by public recreation departments?**

The packet contains the following attachments:

	<u>Circle #</u>
September 7, 2022 Memo from CUPF Director Pearson	©1-4
Excerpt from Draft RFP for CUPF Fee Study	©5-7
August 2022 report by Nathalie Kirsch and Isaac Matthais: Community Use of Public Facilities: A Comparative Study	©8-50
September 2, 2022 Memo from Parks Director Riley	©51-57
FFAP awards for FY21-FY23	©58-62




## COMMUNITY USE OF PUBLIC FACILITIES

Marc Elrich  
County Executive

Ramona Bell-Pearson  
Director

September 7, 2022

**TO:** Vivian Yao  
Legislative Analyst

**FROM:** Ramona Bell-Pearson, Director  
Community Use of Public Facilities 

**SUBJECT:** Updates for Joint Council Committees  
Education and Culture Committee and Government  
Operations

The purpose of this memorandum is to update the Education and Culture Committee (E&C) and Government Operations (GO) Committees on further progress and achievements that have been made by Community Use of Public Facilities (CUPF) related to issues raised in the Office of Legislative Oversight Report as well as those discussed at the June 27, 2022 Committee work session.

Ms. Yao, as the Council Legislative Analyst assigned to CUPF, presented the following questions which CUPF has endeavored to answer:

- (1) the reclassification and hiring of the communications manager:

I am working with Daryl Gorman and Kimberly Williams in HR to get this addressed. The CAO recently reached out to them to ask for this position to be exempted from the reclassification freeze so I expect that it will be finalized soon. The position is currently a Grade 18 but which if successful, will be reclassified to a Grade 25 as the communications and marketing specialist for CUPF.

- (2) the status of the MOU with Parks:

Mike Riley and Ramona Bell-Pearson met in June to discuss general subjects between CUPF and Parks. During that meeting a potential MOU was discussed with a plan to continue discussions in the future. We have not met as yet largely because we have been overwhelmed with transition issues to RecTrac and Go Live open registration for the fall which just occurred on August 15, 2022 for all three Departments using RecTrac. In addition, there have been delays due to staffing

issues experienced by Mr. Riley at Parks. Recently Mike reached out to Ramona indicating that he was working on the draft MOU that the two organizations started last year. He indicated an intent to get a redlined copy to CUPF within the coming weeks to further discussions.

- (3) if there are any updates on renegotiating the MCPS MOU for after this year):

An extension of the expired MOU with MCPS was finalized on June 15, 2022. The Parties now have an extension of the MOU in place as of June 15, 2022 and CUPF has now made payments as the FY22 reimbursements owed to MCPS. The term of the extended MOU is June 15, 2022 through June 15, 2023 with the opportunity for an extension for a period of one year which would extend it to June 2024. MCPS MOU is effective for two years if CUPF and MCPS agree to an extension. This allows the Parties to continue to do business operations until the end of FY24. MCPS and CUPF have not had recent conversations about the MOU but CUPF has been working with the MCPS Procurement office related to the Before and After School Child Care Rebid process. MCPS would need to be consulted to understand the current status of the rebid process because CUPF has only been providing answers to MCPS Procurement to answer questions they pose.

- (4) where things stand with the fee study:

Vanessa Lopez-Cuevas reached out to ask Mike Riley to participate on the CUPF Qualification and Selection Committee (QSC) for the fee study Request For Proposals (RFP). In addition, CUPF has submitted the information that Mike Riley provided to CUPF about contractors with whom Parks has worked in the past to the CUPF Procurement Analyst. This was done so that the Analyst can reach out to advertise the RFP as a contract that those Vendors may be interested in competing for. Hopefully this will increase our chances of getting a Vendor who is qualified to perform the study we need. Attached to this report please find the Summer Fellows report that represents work done to collect data for use by the successful bidders for the fee study contract. The RFP (which is a confidential document representing potential contract terms) has been developed and will be transmitted to the Office of Procurement shortly.

- (5) information on Facility Fee Assistance Program (FFAP) awards for FY21 through FY23 including the following, as available:<sup>1</sup>
  - the organization/program and amount of the award;
  - the area(s) of the County targeted for service delivery;
  - the number of participants served/projected to be served;
  - the type of space permitted;
  - the size of the organization; and

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<sup>1</sup> The responses to the information listed above are included in the attached excel spread sheet.



- the maximum award possible and any reason for not awarding 100% of the request.
- (6) is the Enterprise Fund Balance currently consistent with projections reported during budget discussions it is too early to know as funds are still being collected from fall permitting additional questions include:

- did the recent Go Live significantly change the projections for the fund balance by showing either an increase or decrease in permitting?  
At this point it is too early in the fiscal quarter to tell how the recent Go Live and return to permitting for fall and winter events will affect the Fund budget projections

- does CUPF think that any losses during the recent Go Live indicate permanent or long term losses to the enterprise fund or merely a slow return to pre-pandemic numbers?  
There has been a healthy return to permitted by our customers just as there has also been a reluctance for some to return or some were discouraged by the new software platform that presented challenges to them as they attempted to make permit reservations

- can a copy of the most recent RFP that CUPF has or will be sending to Procurement be provided to understand the scope of the bid?

CUPF checked with Procurement and was told that the RFP is not a confidential document and can therefore be released. It is attached to this memo.

- Can the Summer Fellows report be shared?

Attached to this memo you will find the Summer Fellows report. This is provided to demonstrate what information will be made available to the selected Vendor for the RFP based on data collected by the Summer Fellows. This information has also been presented to the ICB by the Summer Fellows.

- What will the MOU with Montgomery Parks seek to improve or change about the permitting practices between CUPF, Parks and the community?

From the CUPF perspective the MOU will seek to reinstate the coordination between Parks permitting staff and CUPF so that community groups will have the benefit of access to all fields through one joint entity. Additionally, CUPF will seek to have provisions in the MOU that will allow use of FFAP funds for Parks fields. This will allow turf and other fields that are otherwise

unaffordable to some community groups to be permitted with grants from the FFAP program.

Attachments

- (1) Summer Fellows Report
- (2) Excel Spread Sheet for FFAP
- (3) Fee Study RFP

cc: Ken Hartman-Espada, Dir. Strategic Partnerships  
Vanessa Lopez-Cuevas, Acting CUPF Finance Manger  
Kareem Davis, Program Specialist II FFAP Lead

## 5. SECTION B - SCOPE OF SERVICES:

The Office of Community Use of Public Facilities seeks proposals from experienced and qualified firms or individuals to provide consulting services related to a study of user fees for public facilities in Montgomery County. This office is responsible for scheduling and administering community use in more than 200 opened and closed public schools as well as library meeting rooms and conference rooms, auditoriums and cafeterias in the county government buildings. This amounts to over 300 public centers and as well as fields. Any proposed changes to the current fee structure must be consistent with the office's mission to maximize the community's access to public facilities at affordable rates. The requirements for these services are described in this RFP.

### 5.1. BACKGROUND

Community Use of Public Facilities (CUPF) was created as an agency of Montgomery County Government in 1978 to administer and coordinate the after hours use of Montgomery County Public Schools (MCPS) by the community. Currently, CUPF administers and coordinates additional government facilities as listed below. The mission of the office is to maximize the community's access to public school facilities without interference to the educational program and business operations of government facilities. The enabling legislation established an Interagency Coordinating Board (ICB), comprised of the County's Chief Administrator Officer, the Superintendent of Schools, the President of Montgomery College, a member of the Planning Board, a representative from the County Council and four citizen members. There are also three ex-officio members of the Board: a member of the Board of Education and a representative from the Montgomery County Association of Secondary School Principals. CUPF is responsible for implementing the policies adopted by the ICB.

An enterprise fund was established to receive and disburse funds. The agency has been fully self-supporting since 1985 and depends upon user revenue to cover administrative operating costs as well as reimbursements to MCPS for cost incurred or services rendered in making school facilities available for community use. User fees are recommended by the ICB to the County Executive for submission in his budget for approval by the County Council. The last fee study was done in 2002.

CUPF has responsibility for scheduling public facilities such as:

Government building including

- Executive Office Building
- Council Office Building
- Public Libraries
- Recreation Facilities/Fields
- Regional Service Centers
- Public Schools
- School Fields
- Silver Spring Civic Building and Veterans Plaza

Fees need to take into consideration all aspects of County government philosophy such as equity in access, grant programs and any relevant policies related to user access.

As the volume of paid hours of use increased, there was an accompanying growth in CUPF's enterprise fund balance. The interest earned on the fund balance was used to write down the cost of free uses and to fund pilot projects. During the last two years, a concerted effort was made to spend down the fund balance. As an example, one million dollars was allocated over three-year period to renovate school playing fields. The ICB adopted a fund balance policy in early 2000 that recommends a goal of 10% of annual resources as a prudent and appropriate target to achieve and maintain.

## 5.2. INTENT

The intent of this RFP is to solicit strategies and recommendations for a comprehensive six-year fee structure for community use of public facilities which incorporates cost recovery, adherence to the fund balance policy and ensures continued access to public facilities by the community with appropriate reimbursement for use of government facilities.

## 5.3. SCOPE OF SERVICES/SPECIFICATIONS/WORK STATEMENT

The successful offeror will propose a methodology for analyzing costs, reviewing rates of comparable facilities and developing recommendations for a comprehensive six-year fee structure for user fees for government facilities.

The consultant will be expected to perform the following tasks as part of the process:

1. Conduct a market survey surrounding jurisdiction that charge user fees for comparable government facilities including schools. This survey should take in consideration the following factors, including but not limited to:
  - a. Scheduling policies
    - Agency responsible for scheduling
    - Priority of use, if any
    - Other scheduling issues
  - b. Rates
    - Fees based on a flat unit rate or varied according to room or type
    - Weekend and holiday rates
    - Rentals to “for-profit groups”
    - Non-profit rates
    - Fees charged to PTAs
    - Free use policies
    - Special rates, if any, for youth groups or local recreation departments
    - Outdoor fees
    - Government user rates
  - c. Additional facility charges
    - Lighting for outdoor activities
    - Custodial or other staff services
    - Security fee
    - Equipment rental
    - Maintenance for artificial turf fields
    - Artificial turf field fees for usage
  - d. Refund/Cancellation policies
2. Review assumptions inherent in the current fee structure for their future or continued relevance.
3. Assess and evaluate reimbursement rates to any relevant government facilities for costs incurred or wear and tear attributed to the community’s use.
4. Review expenditure history and proposed future years’ expenditures, including implementation of security strategies, to determine the basis for fee recovery.
5. Interview stakeholders, including government, community, CUPF scheduling staff and ICB representatives to produce an equitable representation of relevant issues.

6. Meet on monthly basis, or more frequently if needed, with CUPF to discuss findings. Within 180 days of execution of contract, provide a draft of the final report to CUPF and solicit input and suggestions to be incorporated into final work product.
7. Provide written bi-weekly progress reports to the Director, Community Use of Public Facilities.

#### 5.4. CONTRACTOR'S QUALIFICATIONS

1. Consultant shall be experience in performing market surveys with a particular emphasis on rates or fees in the public and private sectors.
2. Consultant shall be experienced in performing financial and cost recovery analyses.
3. Consultant shall have ability to collect data and to propose strategies to meet desired outcomes.

#### 5.5. CONTRACTOR'S RESPONSIBILITY

The Contractor will be responsible for providing all office space, staff and equipment required to complete project.

#### 5.6. COUNTY'S RESPONSIBILITY

The County will provide the contractor with past and current financial data as well as future projections for the Consultant's use.

#### 5.7. REPORTS/DELIVERABLES

The contractor will prepare and deliver 25 copies of final report that will include a detailed description of the methodology employed and information used, including sources. The report will also include a description of all analyses performed and thorough justification for recommended strategies and fee proposals.

A draft of the final report will be due to the contract administrator no more than 180 days after execution of contract. The final report, which will incorporate any suggestions and/or feed-back from CUPF to the draft of the final report, will be due no later than 210 days from the date of execution of contract.

### 6. SECTION C - PERFORMANCE PERIOD

#### 6.1. TERM

##### STANDARD TERM A:

The effective date of this Contract begins upon signature by the Director, Office of Procurement and shall be for a period not to exceed 210 days. Contractor must also perform all work in accordance with time periods stated in the Scope of Services.

#### 6.2 PRICE ADJUSTMENTS

Not applicable to contract resulting from the RFP.

### 7 SECTION D - METHOD OF AWARD/EVALUATION CRITERIA

#### 7.1 PROCEDURES

- 7.1.1. Upon receipt of proposals, the Qualification and Selection Committee (QSC) will review and evaluate all proposals in accordance with the evaluation criteria listed below under Section

# Community Use of Public Facilities: A Comparative Study



**AUGUST 2022**

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**Nathalie Kirsch and Isaac Matthias  
Summer Fellows**

**Prepared for Community Use of Public Facilities**

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# Table of Contents

<b>Table of Contents .....</b>	<b>2</b>
<b>Introduction .....</b>	<b>3</b>
<b>Organizational Structure Questions .....</b>	<b>4</b>
<b>Which Departments Control Facilities? .....</b>	<b>5</b>
<b>Are Other Departments Enterprise Funds? .....</b>	<b>6</b>
<b>Fee Questions .....</b>	<b>7</b>
<b>How Do Other Jurisdictions Determine Fees? .....</b>	<b>8</b>
<b>When Do Other Jurisdictions Change Their Fees? .....</b>	<b>13</b>
<b>Operational Questions.....</b>	<b>14</b>
<b>How Do Other Jurisdictions Determine Priority of Use? .....</b>	<b>15</b>
<b>What is the Process for Reserving a Space? .....</b>	<b>19</b>
<b>Do Other Jurisdictions Allow Private Use of Facilities? .....</b>	<b>23</b>
<b>What Relationship Do Other Jurisdictions Have with Their School Systems? Do They Reimburse Them for the Use of School Facilities and Staff? .....</b>	<b>25</b>
<b>Equity Question .....</b>	<b>26</b>
<b>How Do Other Jurisdictions Ensure Equity? .....</b>	<b>27</b>
<b>Questions We Were Unable to Answer .....</b>	<b>29</b>
<b>Conclusion .....</b>	<b>30</b>
<b>References .....</b>	<b>31</b>

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# Introduction

This comparative fee study aims to provide Montgomery County’s Community Use of Public Facilities (CUPF) with a better understanding of how their operations compare to those of surrounding counties:

- Fairfax County, Virginia
- Howard County, Maryland
- Prince George’s County, Maryland
- Washington, District of Columbia

The Community Use of Public Facilities, formed in 1978, “issues use permits for public access to County facilities at scheduled times,” and is structured as an Enterprise Fund within Montgomery County.<sup>1</sup> For comparison’s sake, we will focus on the departments that issue permits for facilities other than those that are under control of the jurisdiction’s version of the Parks and Recreation Department, since CUPF does not issue permits for those facilities within Montgomery County. While these departments will be mentioned as we discuss which departments handle which facilities within jurisdictions, all other discussions will largely exclude details of the versions of Parks and Recreation departments.

In this study, we examine:

- The structure of the organizations overseeing the community use of public facilities.
- The amount of the fees charged and how that amount is determined.
- The logistics of administering the community use of public facilities.
- The equity considerations involved in providing access to public space.



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# Organizational Structure Questions

This section seeks to answer questions surrounding the four jurisdiction's organizational structure and approach to the use of public facilities. Montgomery County utilizes both the Community Use of Public Facilities and Montgomery Parks to permit public facilities. These facilities are under control of Montgomery County Public Schools, Montgomery County Recreation Department, and Montgomery Parks. Furthermore, CUPF is structured as an Enterprise Fund, rather than receiving contributions from Montgomery County's budget under a general fund. Montgomery County's structure for permitting the use of public facilities led to questions of what departments control facilities in the surrounding jurisdictions, and if these other departments are structured as an enterprise fund. Such questions will be answered throughout this section.

# Which Departments Control Facilities?

## Fairfax County, VA

Fairfax County has four separate departments that manage the community use of public facilities: Fairfax County’s Community Use of School Facilities via Fairfax County Public Schools, Fairfax County’s Department of Neighborhood and Community Services, Fairfax County’s Park Authority, and Fairfax County Public Libraries.<sup>2</sup>

## Howard County, MD

Howard County has three separate departments that manage the community use of public facilities: Howard County’s Use of School Facilities via Howard County Public School System, Howard County’s Department of Parks and Recreation, and the Howard County Library System.<sup>3</sup>

## Prince George’s County, MD

Prince George’s County has three separate departments that manage the community use of public facilities: Prince George’s County Public Schools, Prince George’s County Memorial Library System, and Prince George’s County Department of Parks and Recreation, which operates through the Maryland - National Capital Park and Planning Commission (M-NCPPC) shared with Montgomery County.<sup>4</sup>

## Washington, DC

D.C. has three separate departments that manage the community use of public facilities: DC Public Schools, DC Public Library, and DC Department of Parks and Recreation.<sup>5</sup>

**Figure 1**  
**Departments Controlling Facilities Across Jurisdictions**

<b>Montgomery County</b>	<b>Fairfax County</b>	<b>Howard County</b>	<b>Prince George's County</b>	<b>D.C.</b>
Community Use of Public Facilities	Use of School Facilities via Fairfax County Public Schools	Use of School Facilities via Howard County Public Schools	Prince George's County Public Schools	DC Public Schools
Montgomery Parks	Department of Neighborhood and Community Services	Department of Parks and Recreation	Department of Parks and Recreation	Department of Parks and Recreation
	Park Authority Public Libraries	Public Libraries	Memorial Library System	Public Libraries

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## Are Other Departments Enterprise Funds?

### Fairfax County, VA

Fairfax County, Virginia does not have departments structured as an Enterprise Fund.<sup>6</sup>

### Howard County, MD

Howard County, Maryland does not have departments structured as an Enterprise Fund.<sup>7</sup>

### Prince George's County, MD

Prince George's County, Maryland does not have departments structured as an Enterprise Fund.<sup>8</sup>

### Washington, DC

Washington, DC does not have departments structured as an Enterprise Fund.<sup>9</sup>

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**Figure 2**  
**Structure as an Enterprise Fund**

<b>Montgomery County</b>	<b>Fairfax County</b>	<b>Howard County</b>	<b>Prince George's County</b>	<b>D.C.</b>
Yes	No	No	No	No

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# Fee Questions

This section seeks to answer questions related to the fees of the surrounding jurisdictions' departments which control the use of public facilities. In comparing the fees of Montgomery County's Community Use of Public Facilities to the fees of surrounding jurisdictions, CUPF can gain greater insight into their positionality in the region and the competitiveness of their fees. Furthermore, in answering questions relating to how different jurisdictions structure their fees and how often they update their fees, CUPF can further compare their policies relative to the practices of other jurisdictions. This section will tackle these questions and provide a greater understanding of how CUPF's fees compare to those of surrounding jurisdictions.

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## How Do Other Jurisdictions Determine Fees?

### Fairfax County, VA

Fairfax County's Community Use of School Facilities has different fees for various groups. For example, FCPS student organizations, school support organizations, and approved Ignite school business partners engaged in activities to benefit students, as well as federal, state, county, city, and town agencies are deemed primary users and are not required to pay rental fees. On the other hand, all for-profit users will pay rental fees.<sup>10</sup>

The rental fees for Fairfax County's Community Use of School Facilities cover the use of equipment located in the rented area. Rental fees are further based on the type of facility requested (elementary, middle, or high school), the type of room or space requested (cafeteria, auditorium, gymnasium, classroom, or athletic field), and the length of time the facility is used. Only minimal support services such as unlocking doors and turning on lights are included in these fees. Users can pay additional fees for additional personnel services upon request. Additionally, special fees will be assessed for the use of non-classroom lights, the use of kitchen equipment and utilities, the use of school equipment, and heating and air condition.<sup>11</sup>

A spreadsheet containing Fairfax County's fee schedules can be found in the appendix of this report. The appendix contains both a comparison of fees between Montgomery County and all the surrounding jurisdictions, as well as Fairfax County's standalone fee schedules.

### Howard County, MD

Howard County's Use of School Facilities appears to charge the same base rates for different groups.<sup>12</sup> However, specific organizations (board meetings and activities; Howard County Public School System (HCPSS) meetings and activities; HCPSS employee organizations; school-related support organizations; Howard Community College; Howard County Government and Departments; and nonprofit youth organizations) are exempt from the charge of a facility fee, while other organizations (schools other than the HCPSS; churches/religious organizations; nonprofit organizations sponsoring events where an admission or participation fee is charged, or at which

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participants engage in activities to raise funds or other items of value for the organization; profit-making organizations holding nonprofit activities; nonprofit adult organizations) are charged a facility fee for use of school facilities. Furthermore, all users, except for HCPSS programs and activities, will be charged staffing fees when use occurs on weekends or holidays, when use results in overtime costs for school personnel, or when use requires staffing services beyond the staff members' normal working schedule. All users will additionally be charged with an energy fee when a change in the prescribed temperature is requested.<sup>13</sup> Cancellations are made online and, if they are not made prior to the 48 hours before the activity, the charges for costs will still be paid by the organization.<sup>14</sup>

A spreadsheet containing Howard County's fee schedules can be found in the appendix of this report. The appendix contains both a comparison of fees between Montgomery County and all the surrounding jurisdictions, as well as Howard County's standalone fee schedules.

#### Prince George's County, MD

Prince George's County Public Schools provide different base rates for energy fees and rental fees for school use. Non-rent paying groups are exempt from these fees, rent paying groups pay a reduced rate for these fees, and profit-making groups pay the largest rate for these fees. Despite differences in energy and rental fees, all three groups appear to pay the same base rate for additional fees, such as custodial fees.<sup>15</sup> In addition to differences in fees based on group characteristics, fees also differ by school type, with high school fees exceeding those for middle schools and elementary schools, respectively. Fees also differ by weekday, with higher custodial fees on Sunday than for other days of the week. All fees are provided as hourly charges, so longer use of a facility corresponds to higher total fees paid.<sup>16</sup>

Prince George's County Memorial Library System, on the other hand, does not distinguish between groups, charging them all the same hourly fee for rentals. Instead, their fees are based solely on the hours of use, as well as the capacity of the space. For example, small meeting rooms accommodating 20 to 40 people carry a lower hourly charge than lecture halls accommodating 120 people.<sup>17</sup>

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Prince George’s County Public Schools collects payments for all dates requested before issuing permits. They do not issue refunds for unused dates unless the cancellation is because of a school event.<sup>18</sup> Meanwhile, Prince George’s County Memorial Library System allows cancellations at any time up to seven days before room use for a full refund, issued to the credit used for the booking within three business days.<sup>19</sup>

A spreadsheet containing Prince George’s County’s fee schedules can be found in the appendix of this report. The appendix contains both a comparison of fees between Montgomery County and all the surrounding jurisdictions, as well as Prince George’s County’s standalone fee schedules.

### Washington, DC

DC Public Schools charge Schedule A users—business, government, and nonprofit groups—higher monthly fees for classrooms than Schedule B users—school groups like Parent-Teacher Associations (PTA). However, both groups pay the same fees for daily classroom rental usage. Meanwhile, for gymnasiums or auditoriums, children’s events face a lower fee than adults’ events for daily use, but all groups are charged the same monthly fee. Other locations, including kitchens and sports fields, carry the same fee for all users. Fees are generally listed as a daily rate or a monthly rate, apart from sports fields and equipment, which are provided as an hourly rate.<sup>20</sup> Additionally, DC Public Schools also base fees on the number of square feet of a space. The classroom fee, for example, is provided for an average classroom of 750 square feet. If users rented a smaller room, like an office space, or a larger room, like a multi-purpose room, the fees would be adjusted accordingly. Finally, DC Public Schools also charge security fees for events, as provided by the Office of School Security.<sup>21</sup>

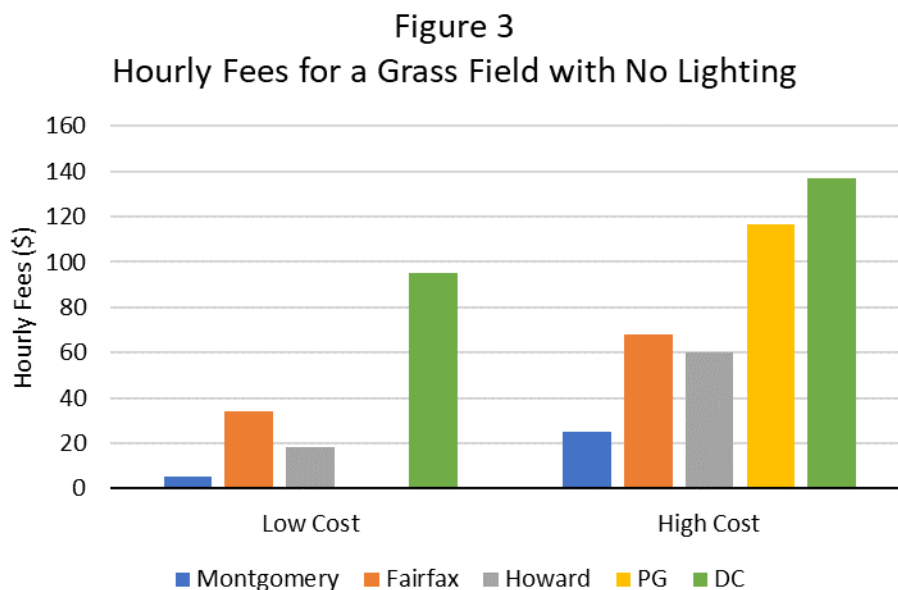
DC Public libraries only charge fees for private events at the MLK Library; they do not charge rental fees for public meeting rooms or study rooms available at other libraries.<sup>22</sup> For private events, fee levels are based on the time of events (with holidays and weekend events facing higher charges than other days), the type of space (e.g., event hall, auditorium, or meeting room), and the duration of the event. Additionally, corporations and individuals are charged a higher rate for the use of MLK Library spaces than nonprofits, associations, and federal government agencies.<sup>23</sup>

Private rentals at DC’s MLK Library include a non-refundable deposit of 50% of the rental fee due with the signed contract at the time of reservation. Full payments for events are generally due no less than 30 days prior to an event; however, reservations booked less than 90 days out require payment at the time of the contract’s execution. In the case of cancellations, deposits are non-refundable, but the library will work with clients to reschedule events up to 90 days before the date of the event. Aside from the deposit, clients can receive a full refund if they cancel more than 30 days before the event. Clients must forfeit the full cost of an event if they cancel within 30 days or less of the event.<sup>24</sup>

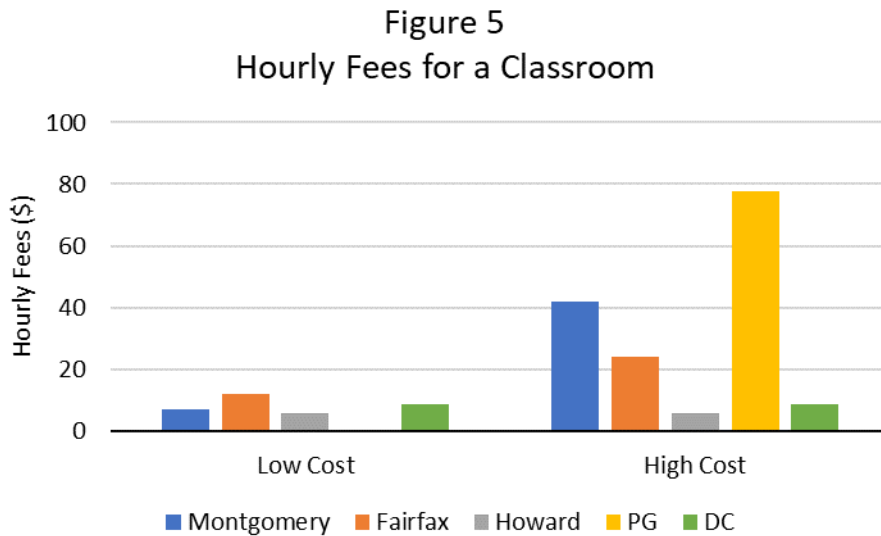
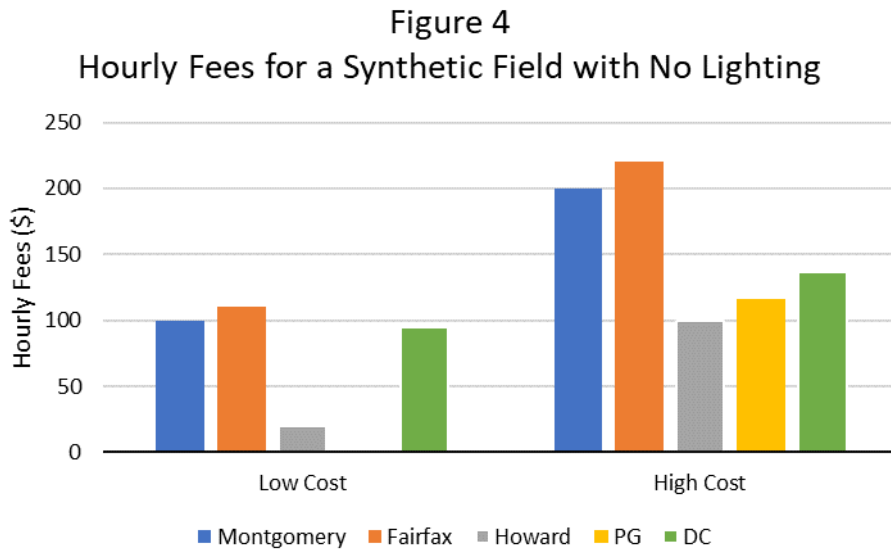
A spreadsheet containing Washington, DC’s fee schedules can be found in the appendix of this report. The appendix contains both a comparison of fees between Montgomery County and all the surrounding jurisdictions, as well as DC’s standalone fee schedules.

Comparative Figures

The following figures provide an illustration of how CUPF’s fees differ from those of surrounding jurisdictions. Specifically, the figures below compare the lowest and highest hourly fees for the use of a grass field with no lighting, a synthetic field with no lighting, and a classroom. From these figures, we can see CUPF’s fees for grass fields are very low compared to neighboring jurisdictions’ fees, while its fees for synthetic fields and classrooms are more in line with neighboring jurisdictions’ fees.







Notes for Figures 3-5:

[1] Lacking a bar indicates a price of \$0.

[2] Repeated bars mean there is no price differentiation, so the low cost is the same as the high cost.

[3] The cost of a classroom rental in DC is \$35/day. For comparison purposes, we use a cost/hour of \$8.75, which assumes four hours of classroom use.

[4] PG County does not directly list classroom fees; rooms are listed as "Multipurpose" with a cost ranging from \$0 to \$234.40 or "Other" with a cost ranging from \$0 to \$77.60. Classrooms are assumed to fall in the "Other" category.

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## When Do Other Jurisdictions Change Their Fees?

### Fairfax County, VA

Fairfax County Community Use of School Facilities publishes their new fee schedule annually in Notice 8420, which goes into effect on July 1st.<sup>25</sup>

### Howard County, MD

Howard County Use of School Facilities' current fee schedule went into effect on July 1st, 2019. They have not raised their fees since the beginning of the COVID-19 pandemic. In order to raise fees, approval from the Howard County Board of Education would be required for that fiscal year.<sup>26</sup>

### Prince George's County, MD

Prince George's County Public Schools' current fee schedule went into effect on July 1, 2011.<sup>27</sup>

Prince George's County Memorial Library System's current fee schedule went into effect on November 1, 2018.<sup>28</sup>

### Washington, DC

DC Public Schools last raised their fees on September 4, 1990,<sup>17</sup> and last reviewed them on June 3, 2016.<sup>29</sup>

DC Public Library last raised their fees for private event room rentals on October 1, 2020.<sup>19</sup> They do not charge fees for meeting or study rooms.<sup>30</sup>

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# Operational Questions

This section will compare the operations of the Community Use of Public Facilities and the similar departments in the surrounding jurisdictions. Crucial aspects of CUPF and how CUPF operates include the priority of use of facilities, the reservation process, and which facilities allow private events to be held. Here, questions surrounding these crucial aspects of CUPF's operations will be asked of departments in Fairfax County, Howard County, Prince George's County, and Washington, DC, to better understand CUPF's policies in relation to those of the surrounding jurisdictions.

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## How Do Other Jurisdictions Determine Priority of Use?

### Fairfax County, VA

Fairfax County's Community Use of School Facilities has a priority order for the use of school facilities:<sup>31</sup>

- First Priority: FCPS instructional and extracurricular programs.
- Second Priority: School-related groups such as PTA, PTO, booster club, private tutoring, and school-business Ignite Partners, defined as a high value, long-term relationship between a business, not-for-profit, or governmental entity and Fairfax County Public Schools, operating under special provisions.<sup>32</sup>
- Third Priority: Fairfax County Department of Neighborhood and Community Services and Fairfax County Park Authority.
- Fourth Priority: Others, when space is available, including youth groups, Fairfax County employee organizations, cultural and civic groups, colleges and universities, religious organizations, state and federal agencies, private organizations and individuals, and commercial entities.

Fairfax County Public Libraries give first priority use of rooms to library sponsored programs, while the rest is first come first served.<sup>33</sup>

### Howard County, MD

Howard County's Use of School Facilities Department within Howard County Public School System (HCPSS) has a list of scheduling priorities:<sup>34</sup>

- First Priority: HCPSS programs and activities including, but not limited to, curriculum and extracurricular activities are given priority in determining use and scheduling of school facilities.
- Second Priority: Regularly scheduled school-related support organization meetings will be accommodated before scheduling any other activities.
- Third Priority: Community activities will be assigned in accordance with the priority rankings indicated in the facility use schedules in the implementation procedures of this policy.

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Furthermore, Howard County's Use of School Facilities Department has a spreadsheet of priorities of use for each area at various times of the day and week.<sup>35</sup>

Howard County Public Library rooms are available on a first come, first served basis.

### Prince George's County, MD

Prince George's County Public Schools has a priority order for the use of school facilities:<sup>36</sup>

- First Priority: Any curricular or extracurricular program of the education system.
- Second Priority: Parent-Teacher Associations (PTA) or Parent-Teacher-Student Associations (PTSA).
- Third Priority: Any public park and recreation program sponsored by the Maryland National Capital Park and Planning Commission (M-NCPPC), its affiliated Recreation Councils, the Prince George's County Boys and Girls Clubs, and the Municipal Recreation Departments of any municipality within the jurisdictional limits of Prince George's County.
- Fourth Priority: Other youth groups, such as Boy Scouts, Girl Scouts, Cub Scouts, Brownies, 4-H Clubs, YMCA, YWCA, and Recreation Councils not affiliated with the M-NCPPC.
- Fifth Priority: All other users such as volunteer agencies, improvement associations, private groups, and the like.

PG County Memorial Library's meeting and conference rooms are available on a first-come, first-served basis.<sup>37</sup>

### Washington, DC

DC Public Schools (DCPS) has a general priority order for the use of school facilities:<sup>38</sup>

- First Priority: Use of the school facility by the public school where the school facility is located.
- Second Priority: Use of the school facility by DCPS.
- Third Priority: Community use at times designated by the mayor.
- Fourth Priority: Use of the school facility by permit holders.

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DC Public Schools also has a priority order for what to do in cases where multiple applicants submit requests for the same school facility for the same period. If two applicants fall under the same priority level in the list below, priority is given to the applicant that submitted their application first.

- First Priority: DCPS school program providers, including Adopt-a-School Program participants and School Partnership Fellows.
- Second Priority: Athletic programs organized by the Department of Parks and Recreation, District of Columbia public charter schools, or the District of Columbia State Athletic Association.
- Third Priority: Nonprofit organizations that principally serve District residents who are youths.
- Fourth Priority: Other nonprofit organizations that principally serve District residents.
- Fifth Priority: Individuals who are District residents or entities whose principal place of business is in the District.
- Sixth Priority: Others.

DC Public Schools provide field rentals through a different permit process than general facilities, which carries its own priority order, as follows:<sup>39</sup>

- Throughout the year, permits are issued on a first come, first served basis.
- At times when DCPS accepts applications during a “Permit Window,” all applications during that time are considered concurrent and therefore are prioritized in the following order:
  - DCPS sponsored activities.
  - Partners with written agreement.
  - Athletic programs organized by DC Public Schools, District Public Charter School, or the DC State Athletic Association for competitive league pay (games only).
  - Youth nonprofit organizations, including schools, principally serving District residents.
  - Adult nonprofit organizations principally serving District residents.
  - Other organizations, groups, or individuals for private use that are based in the District; and then others.
  - Organizations that "principally serve District residents" are defined as organizations with over 75% of participants residing in the District. Roster or other proof of residency may be required.

- Even if space and time are available, DCPS may issue a permit for less than the hours requested to ensure 1) DCPS property is not overtaxed, 2) to provide for community time, 3) to allow for other types of permitted uses, or 4) to accommodate other applicants who have requested the same space for the same times.

**Figure 6**  
Priority of Use Across Jurisdictions

Montgomery County	Fairfax County	Howard County Public Schools	Prince George's County	D.C.
Primary Tenant (Schools or County Department)	Fairfax County Public Schools	Howard County Public School System	Prince George's County Public Schools	DC Public Schools and program providers
Maryland State Department of Education licensed childcare selected by MCPS	School-related groups like PTA	School-related groups like PTA	School-related groups like PTA	Department of Parks and Recreation, DC State Athletic Association
Parent Teacher Association meetings and activities in schools	Fairfax County Department of Neighborhood and Community Services and Fairfax County Park Authority	Others - youth groups, county employees, religious organizations, etc.	M-NCPPC, Boys and Girls Clubs, Municipal Recreation Departments	Nonprofit organizations that serve DC youths
Government administrative bodies	Others - youth groups, county employees, religious organizations, etc.		Other youth groups - Boy/Girl Scouts, YMCA, 4-H Clubs, etc.	Nonprofit organizations that serve DC residents (not specifically youth)
Other publicly supported programs			Other - volunteer agencies, private groups, etc.	DC residents or DC-based entities
High-volume use (sports leagues, cultural/religious assembly, large events, and camps)				Other - volunteer agencies, private groups, etc.
<b>General public</b>				
<b>Libraries</b>				
Primary Tenant (Schools or County Department)	Library sponsored programs	First come, first served	First come, first served	First come, first served
Government administrative bodies	First come, first served			
Other publicly supported programs				
High-volume use (sports leagues, cultural/religious assembly, large events, and camps)				
<b>General public</b>				

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## What is the Process for Reserving a Space?

### Fairfax County, VA

Fairfax County Community Use of School Facility's process for requesting a space is the following:<sup>40</sup>

- Step 1: Applicant registers online with *CommunityUse* as an Organization Event Coordinator (OEC). Once approved, OEC can submit requests online.
- Step 2: OEC applies online for space. Will receive automatic email that request has been submitted and waiting for school approval.
- Step 3: School either approves or declines submitted request.
- Step 4: OEC will receive email when request is approved or declined.
  - Declined: If declined, process is complete.
  - Approved: If approved, then go to Step 5.
- Step 5: FCPS determines if event should be invoiced. If no invoice is needed, then process is complete. If invoice is needed, proceed to Step 6.
- Step 6: Invoice created by FCPS Community Use Section and emailed to organization contact
- Step 7: Payment (check, cash, or credit) is due at least 10 business days prior to event. If not received by due date, 10% late penalty fee will be assessed.
- Step 8: Process complete once payment is received unless additional invoice is necessary after event is finished.
- Step 9 (If necessary, after use): After event has taken place, school will notify Community Use if additional fees are necessary.
- Note: Requests must be made at least 15 business days prior to the event.<sup>41</sup>

### Howard County, MD

Howard County's Use of School Facilities requires the following documentation to request a space:<sup>30</sup>

- Articles of Incorporation.
- Proof of Nonprofit status (excluding HOA/Community Associations).
- Certificate of Insurance with minimum \$1M general liability coverage listing HCPSS as "Certificate Holder" and "Additionally Insured." Certificate of Insurance must be updated before expiration date.



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## Prince George's County, MD

Prince George's County Public Schools uses an online Community Use Portal to manage applications.

The process for applying is as follows:<sup>42</sup>

- Create an account with the Community Use Portal, which requires registering as an Organizational Event Coordinator.
  - To access the portal for bookings, applicants must provide 501(c)(3) IRS documents and liability insurance documentation. PGCPs can obtain liability insurance coverage on behalf of civic and citizen organizations.
- Create an account with My School Bucks, which online payments are collected through.
- Request facility use through the Community Use Portal.
  - Requests will be emailed to the school and applicants will be sent a confirmation email once the request has been submitted and routed to the school.
  - Applicants will receive another email once schools have approved the request. Requests are then routed to the Facility Use Department for final approval and activation.
  - If the Facility Use Department approves the request, then applicants receive another email stating their request is “approved and activated.” This final email then serves as authorization to use the facility and should be printed and brought to the event.

Applicants are required to upload 501c3 IRS documentation and liability insurance certificates naming PGCPs as an additional insured party with \$1,000,000.00 in coverage.<sup>43</sup>

According to the help page on their booking website, Prince George's County Public Schools Facilities will respond to requests within a few weeks, and payments are required for all dates requests before permits are issued.<sup>44</sup>

Prince George's County Memorial Library System allows library users to make reservations online with their library card IDs. Reservations can also be made by calling Central Booking during business hours or in-person at a branch library Information Desk.<sup>45</sup> Reservations are instantaneous, as they operate on a first-come, first-served basis and they pay at the time of reservation.<sup>46</sup> Payment is due

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when the reservation is made.<sup>47</sup> Reservations for Library meeting rooms operate on a 90-day cycle, so applicants can make a reservation for any time the space is available in the next 90 days.<sup>48</sup>

### Washington, DC

DC Public Schools has two systems – one for facilities and one for fields.

To use a DCPS facility, applicants must do the following:<sup>49</sup>

- Fill out an Application to Use Facilities form.
- Secure the signature of the principal at the bottom of the form.
- Submit the signed form to the Department of General Services Realty Office at least twenty working days prior to the proposed use. The website indicates that in some cases, the school will do this for you.
- Upon receipt of the application, the DGS Realty Office will respond in writing stating the terms and conditions, to include applicable fees associated with the usage. Non-DCPS Users and non-DC Government Users will be required to execute and submit an Assumption of Risk Indemnification and Waiver Form, a valid insurance certificate that meets the requirements below, and all applicable payments to the DGS Realty Office, prior to the commencement of the activity.

There are also general insurance requirements, though the specifics vary by organization and are determined when organizations enter into a Memorandum of Agreement with DCPS or a Building Use Agreement with the Department of General Services. DCPS lists some general requirements, which are that:

- The User must maintain a policy of commercial general liability insurance, and any other such insurance as may be deemed necessary by the District.
- The insurance requirements will be listed as a condition of use in the usage agreement.
- All required insurance policies must list the District as an additional insured.
- The insurance documentation must be provided prior to use of the DCPS facility.

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To use a DCPS field, applicants must submit an online application each season within the permit window, which lasts a week and occurs around a month before a given permit season begins.<sup>50</sup>

DC Public Library has an online reservation system for booking meeting rooms and study rooms, which are available for free to customers with valid library cards. Study room reservations can also be made by phone or in-person the same day and up to two months in advance.<sup>51</sup> Private event rentals at the MLK Library can also be made online easily through a google form.<sup>52</sup> DC Public Library indicates that booking requests will be responded to within 48 business hours.<sup>53</sup>

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## Do Other Jurisdictions Allow Private Use of Facilities?

### Fairfax County, VA

Fairfax County Community Use of School Facilities allows private use of their facilities. This is outlined in regulation 8420.12, which states: “renting FCPS [...] to a for profit individual or organization for the purpose of promoting or conducting a business or selling merchandise is permitted. Commercial rental fees will apply.” It is unclear whether Fairfax County allows for private use for events such as weddings, birthday parties, and other private celebrations.<sup>54</sup>

### Howard County, MD

Howard County Public Schools Use of Facilities does not allow for private use. Profit-making institutions may only use school facilities for nonprofit activities.<sup>55</sup>

Additionally, Howard County Public Libraries do not allow for private use, stating: “Meeting rooms may not be used for commercial or social purposes.”<sup>56</sup>

### Prince George’s County, MD

Prince George’s County Use of School Facilities allows private groups to use their space but does not permit private events. In their Administrative Procedures for the After School Use of Facilities, they state, “All other users such as volunteer agencies, improvement associations, private groups, and the like” are the fifth priority for use.<sup>57</sup> However, they note that, “School buildings shall not be used for funerals, parties and celebrations that are essentially private in nature-this exclusion includes birthday, anniversary and other similar events.”<sup>58</sup>

While Prince George’s County Use of School Facilities allows for private events, the Prince George’s County Memorial Library System does not. According to the Memorial Library System, “No private parties are allowed in the Library meeting/conference rooms or auditoriums. This includes showers, receptions, birthday parties and other purely social gatherings. Rooms may not be used as the sole or primary location to conduct business.”<sup>59</sup>

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## Washington, DC

Washington, DC's Use of School Facilities allows for private use of facilities. While private groups are allowed, they have a lower priority order compared to other groups, meaning they may be less likely to reserve a facility than other groups.<sup>60</sup> It is unclear whether DC Public Schools allows for private use for events such as weddings, birthday parties, and other private celebrations.

On the other hand, Washington, DC's Public Library system allows for meeting rooms to be reserved for private events only at the MLK Library. The rest of the libraries within DC's Public Library system only allow for public events in their spaces.<sup>61</sup>

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## What Relationship Do Other Jurisdictions Have with Their School Systems? Do They Reimburse Them for the Use of School Facilities and Staff?

### Fairfax County, VA

We were unable to locate this information for Fairfax County.

### Howard County, MD

We were unable to locate this information for Howard County.

### Prince George's County, MD

We were unable to locate this information for Prince George's County.

### Washington, DC

DC Public Schools collect their fees for the use of school facilities in the DCPS School Facility Fund, which is administered by the mayor. Of the money in the fund, 75% is transferred to DC Public Schools for cleaning, maintaining, and repairing school facilities, while the remaining 25% is transferred to the Department of General Services for administering the permitting process for the use of school facilities. The money is transferred by October 1 and February 1 of each year. To better track funds, the mayor is responsible for providing an accounting of fees and an annual report to Council describing all fees collected, organized by DCPS school and permit holder.<sup>54</sup>

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# Equity Question

A key guiding principle in the operations of the Community Use of Public Facilities within Montgomery County is ensuring equity in the use of public facilities across residents. This principle can be seen in CUPF's Facility Fee Assistance Program (FFAP), which is a subsidy program that "helps groups pay for the use of public schools, libraries or County Office Buildings when they provide community services that directly benefit vulnerable or at-risk youth, or limited income individuals and their families."<sup>62</sup> Furthermore, CUPF offers the Community Access to Public Space program, which provides community organizations and public agencies with access to the Silver Spring Civic Building and Veterans Plaza for community services, programs, and public and private events.<sup>63</sup> In addition to these programs, CUPF offers reduced fees to certain organizations, such as nonprofit organizations. These measures are implemented with the goal of ensuring equitable access to facilities across the community, leading us to examine the ways in which other jurisdictions also seek to ensure equitable access in their own communities. This section will seek to tackle this question and work to compare the equity work of CUPF to the work of other jurisdictions.

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## How Do Other Jurisdictions Ensure Equity?

### Fairfax County, VA

Fairfax County Use of School Facilities works to ensure equity through their policy which outlines that student organizations, school support organizations (e.g., PTAs, PTOs, and boosters), and approved Ignite school business partners engaged in activities to benefit students, as well as federal, state, county, city, and town agencies are deemed to be primary users and are not required to pay rental fees.<sup>64</sup>

In addition to the Fairfax County Use of School Facilities, the Fairfax County Public Libraries works to ensure equity in their use of facilities by having facilities available for use at no charge to the user. This means that no person or organization would be unable to access the space due to price.<sup>65</sup>

### Howard County, MD

Howard County ensures equity through the Howard County Use of School Facilities policy in which certain organizations (board meetings and activities; HCPSS meetings and activities; HCPSS employee organizations; school-related support organizations; Howard Community College; Howard County Government and Departments; and nonprofit youth organizations) are exempt from paying the facility fee.<sup>66</sup>

Furthermore, Howard County Public Libraries do not charge for the use of study or meeting rooms, ensuring equity as no person or organization would be unable to access the facility based on the price point.<sup>67</sup>

### Prince George's County, MD

Prince George's County Public Schools encourage equity through a three-tiered system for fees. Non-rent paying groups are not subject to energy fees or room rental fees, so they must only pay custodial and equipment fees to use school spaces. Meanwhile, rent paying groups face lower fees for energy and room rentals relative to profit-making groups.<sup>57</sup>



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## Washington, DC

Both DC Public Schools and Public Library encourage equity by providing minimal to no fees for certain facilities, as well as discounted fees for others. For example, DC Public Schools provides waivers or reductions in permit, custodial, or security fees for the use of school facilities based on the following requirements:<sup>68</sup>

- The entity is a nonprofit organization that is exempt from taxation under section 501(c)(3) or (4) of the Internal Revenue Code of 1986.
- The entity has Clean Hands pursuant to the D.C. Official Code §§ 47-2862 and 47-2863
- At least 75% of the people who will benefit from the issuance of the permit are District Residents.
- Demonstrated financial hardship.

Meanwhile, DC Public Library offers free access to meeting and study rooms for DC residents with valid library cards and reduced fees for private event rentals at the MLK library for nonprofits, associations, and federal government agencies.<sup>69</sup>

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# Questions We Were Unable to Answer

In answering the above questions, we experienced difficulties in contacting representatives from the various departments within the jurisdictions of Fairfax County, Howard County, Prince George's County, and Washington, DC. Despite multiple efforts, we were unsuccessful in most of our attempts, leaving our report to heavily rely upon information strictly available to the public. As a result, we were unable to access the information needed to answer questions we hoped to be able to, such as:

- How many facilities does each department within each jurisdiction control?
- What relationship do other jurisdictions have with their school systems? Do they reimburse them for the use of school facilities and staff?<sup>i</sup>
- What questions have other jurisdictions learned from the use of their software?
- What are the guiding principles of other jurisdictions?

These questions did not have information that was readily available and accessible to the public across the board for each jurisdiction, making us reliant on responses from representatives from the various departments. Without enough responses from these representatives, we were unable to accumulate enough information to include it within the report.

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<sup>i</sup> We have this information for Washington, DC but are missing it for the other three jurisdictions.

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# Conclusion

This report provides details on how other jurisdictions handle permitting of spaces for the use of public facilities. However, this report does not provide additional insights or recommendations for how the Community Use of Public Facilities should adjust their fees or alter their structure in the coming years. More research will need to be done to make such conclusions.

This report can be utilized as the groundwork for future fee studies that seek to provide these additional insights or recommendations for future changes to CUPF; however, due to the inability to accumulate all the information needed due to the difficulty in contacting representatives from departments in other jurisdictions, it is impossible to have a full and complete comparison.

We hope this report comparing the Community Use of Public Facilities to its counterparts in Fairfax County, Howard County, Prince George's County, and Washington, DC can be utilized as an informational resource moving forward.

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- <sup>45</sup> Prince George’s County Library, *Meeting & Conference Rooms*.
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- <sup>48</sup> Ibid.
- <sup>49</sup> DC Public Schools, *Use of School Facilities and Grounds*.
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- <sup>53</sup> *Ibid.*
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- <sup>59</sup> “Reserving a Meeting / Conference Room.” *Prince George’s County Memorial Library System*. Accessed 2 August 2022. ([online](#))
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- <sup>68</sup> DC Council, *D.C. Law 22-210*.
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DC Public Library, *Private Event Rental Rates*.

**Appendix A  
Fee Comparison Across Jurisdictions  
Hourly Fees (\$)**

Fee Type	Montgomery County		Fairfax County		Howard County		Prince George's County		D.C.	
	Low Cost	High Cost	Low Cost	High Cost	Low Cost	High Cost	Low Cost	High Cost	Low Cost	High Cost
<b>Athletic Fields</b>										
Grass Field	5	25	34	68	18	60	0	116.40	95	137
Grass Field, With Lights	32	40			53	95	0	154.90	95	137
Synthetic Field	100	200	110	220	20	100	0	116.40	95	137
Synthetic Field, With Lights	135	235	180	360	55	135	0	154.90	95	137
Stadium Field	50	175	500	NA			0	116.40	95	137
Stadium Field, With Lights	85	210	500	NA			0	154.90	95	137
Outdoor Tennis or Basketball Courts	10	15	20	NA						
Track			68	NA						
Baseball Field	25	NA			10	100	NA	NA	35/use	NA
<b>Schools</b>										
Classroom	7	42	12	24	6	NA	0	77.60	35/day 100/month	360/month
Multipurpose Room							0	234.40		
Kitchen	40.25	59	70	384	66	NA	0	248	70/day	NA
Cafeteria	10.50	50	46	196	18	66			100/day	NA
Main Gym	10.50	50	46	256	18	66	0	294.60	70/day 480/month	137/day
Auxiliary Gym			46	156			0	139.70	NA	NA
Auditorium	147	180	78	204	18	199	0	342.90	70/day 480/month	137/day
Parking Lot	16.50	30								
Parking Lot Pick Up/Drop Off	50/use	75/use								
<b>Libraries</b>										
Small Room	11	30	0	NA	0	NA	17.50	NA	0	NA
Medium Room	14	40	0	NA	0	NA	25	NA	0	NA
Large Room	19	50	0	NA	0	NA	62.50	NA	0	NA
Auditorium/Lecture Hall			0	NA	0	NA	100	NA	0	NA
<b>Other (e.g., Regional Services)</b>										
Small Room	11	30								
Medium Room	14	40								
Large Room	19	50								
Other							0	217		
<b>Additional Fees</b>										
<b>Staff</b>										
Security	33.50	NA							Variable	NA
Cafeteria/Kitchen	29.75	NA	28	NA			Variable	NA	Variable	NA
Building/Custodial Services	30.50	NA	20	400			37	49	Variable	NA
Student Technician			14	NA			7	NA		
Media Services	45	NA	50	NA						
<b>Equipment</b>										
Audio Visuals	3	NA	20/use	NA			221.60	NA	Variable	NA
Computer Lab	50/use	NA					443.20	NA		
Custodial Supplies							2	NA		
Piano	25/use	NA	30	50						
Scoreboard Control Unit	2/use	NA								
Kitchen Use	50/use	NA					26.40	NA	Variable	NA
<b>Sports</b>									5	NA
Outdoor Self-Contained Sound System			20	NA						
Indoor Self-Contained Sound System			10	NA						
Additional Microphones for Spotlights			10	NA						
Stage Lights			22	NA						
Headsets			14/use	NA						
LCD			50/use	NA						
Time Clocks			50/use	NA						
Music Stands			10/pack	NA						
Risers			26/use	NA						
Choral Sets			100/use	NA						
Stage Music Equipment			26/use	60/use						
<b>Energy</b>										
Entire School					119	244	0	27.20		
Auditorium					30	70				
Atrium/Mini Theater					30	83				
Mini Auditorium					30	NA				
Cafeteria					50	NA				
Gymnasium					50	NA				
Pod/Media					30	NA				
Dance Studio					21	NA				
Band/Choral Room					15	21				
Classroom/Conference Room					9	NA				
<b>Non-Resident</b>										
Non-Resident Fee	25	50								
Administrative Fee	50	NA								
Adjustment/Amendment	25	NA								

**Note:**

Blanks mean that information is not listed in the fee schedules for a given jurisdiction, while NAs mean that a fee category is not applicable (i.e., the high cost category is not relevant because the jurisdiction charges the same fee to all users).

**Sources:**

See report citations.

**Appendix B.1**  
**Fee Structure for Fairfax County's Public Schools**  
**Non-Commercial Users**

Item	Charge (\$)		
	Elementary School	Middle School	High School
<b>Cafeteria</b>			
Without Kitchen	46	66	98
Cleanup Fees (per use)	80	120	160
With Kitchen	70	104	192
Cleanup Fees (per use)	160	200	280
<b>Gymnasium</b>			
Main	46	78	128
Cleanup Fees (per use)	80	100	160
Auxiliary	NA	46	78
Cleanup Fees (per use)	NA	80	100
<b>Auditorium</b>			
Seating Capacity 750 or Less	NA	78	78
Cleanup Fees (per use)	NA	120	120
Seating Capacity 751 or More	NA	102	102
Cleanup Fees (per use)	NA	200	200
<b>Multipurpose Room</b>			
Capacity 61-200	36	36	36
Cleanup Fees (per use)	40	40	40
Capacity 201-400		46	46
Cleanup Fees (per use)		80	80
<b>Classroom</b>			
Single and Resource Room	12	12	12
Cleanup Fees (per use)	20	20	20
<b>Athletic Facility</b>			
Grass Playing Field 60/90	34	34	34
Cleanup Fees (per use)	80	80	80
Artificial Turf Field w/o Lights	110	110	110
Cleanup Fees (per use)	80	80	80
Artificial Turf Field w/ Lights	180	180	180
Cleanup Fees (per use)	80	80	80
Tennis/Basketball Outdoor Courts	10	10	10
Track		34	34
Cleanup Fees (per use)		40	40
Main Stadium Field (per use)			500
Cleanup Fees (per use)			400
<b>Parking Lot</b>			
Outside Activity	12	12	24
Cleanup Fees (per use)	40	40	40

**Note:**

Blanks mean that information is not listed in the fee schedules for a given jurisdiction, while NAs mean that a fee category is not applicable (i.e., the high cost category is not relevant because the jurisdiction charges the same fee to all users).

**Source:**

Fairfax County Community Use of School Facilities, Notice 8420



**Appendix B.2**  
**Fee Structure for Fairfax County's Public Schools**  
**Commercial Users**

Item	Charge (\$)		
	Elementary School	Middle School	High School
<b>Cafeteria</b>			
Without Kitchen	92	132	196
Cleanup Fees (per use)	80	120	160
With Kitchen	140	204	384
Cleanup Fees (per use)	160	200	280
<b>Gymnasium</b>			
Main	92	156	256
Cleanup Fees (per use)	80	100	160
Auxiliary		92	156
Cleanup Fees (per use)		80	100
<b>Auditorium</b>			
Seating Capacity 750 or less		156	156
Cleanup Fees (per use)		120	120
Seating Capacity 751 or more		204	204
Cleanup Fees (per use)		200	200
<b>Multipurpose Room</b>			
Capacity 61-200	68	68	68
Cleanup Fees (per use)	40	40	40
Capacity 201-400		92	92
Cleanup Fees (per use)		80	80
<b>Classroom</b>			
Single and Resource Room	24	24	24
Cleanup Fees (per use)	20	20	20
<b>Athletic Facility</b>			
Grass Playing Field 60/90	68	68	68
Cleanup Fees (per use)	80	80	80
Artificial Turf Field w/o Lights	220	220	220
Cleanup Fees (per use)	80	80	80
Artificial Turf Field w/ Lights	360	360	360
Cleanup Fees (per use)	80	80	80
Tennis/Basketball Outdoor Courts	20	20	20
Track		68	68
Cleanup Fees (per use)		40	40
Main Stadium Field (per use)			500
Cleanup Fees (per use)			400
<b>Parking Lot</b>			
Outside Activity	24	24	48
Cleanup Fees (per use)	40	40	40

**Note:**

Blanks mean that information is not listed in the fee schedules for a given jurisdiction, while NAs mean that a fee category is not applicable (i.e., the high cost category is not relevant because the jurisdiction charges the same fee to all users).

**Source:**

Fairfax County Community Use of School Facilities, Notice 8420

**Appendix B.3**  
**Fee Structure for Fairfax County's Public Schools**  
**Additional Fees for Both Non-Commercial and Commercial Users**

Item	Charge (\$)
<b>Personnel Service Fees</b>	
Cafeteria Staff Member	28
Custodian	40
Faculty Supervisor	42
Maintenance or Sound Technician	50
Student Technician Level 1	14
Student Technician Level 2	18
<b>Other Fees</b>	
Football Field Lights	70
Baseball Field Lights	70
Kitchen Equipment and Utilities	16
Outdoor Self-Contained Sound System	20
Indoor Self-Contained Sound System	10
Additional Microphones for Self-Contained Sound System	10
Spotlights	22
Stage Lights	22
Headset	14 per use
Audiovisual Equipment	20 per use
LCD	50 per use
Time Clocks	50 per use
Upright Piano	30 per use
Grand Piano	50 per use
Music Stand (10 per pack)	10 per pack
Risers (per section)	26 per use
Choral Shells (set)	100 per use
Stage Music Equipment (Triangles, Slapsticks, Woodblocks, Sleigh Bells)	26 per use
Stage Music Equipment (Bells/Glockenspiel,	50 per use
Stage Music Equipment (Timpani, Xylophone, Chimes, Vibraphone, Base Drum, Marimba)	60 per use

**Source:**

Fairfax County Community Use of School Facilities, *Notice 8420*

**Appendix B.4**  
**Fee Structure for Fairfax County's Department of Neighborhood and Community Services**

Item	Hourly Charges (\$)				
	Fee (All Participants)	Non-County Fee (Additional)	NCS Building Director Fee	Custodial Fees (Weekends Only)	Open/Close/Clean-up (Weekends Only)
<b>Gymnasium</b>					
One-Time Use	50	NA	12.12 per hour	40 per hour	Up to 1.5 hours additional time per day (60)
Practice, Games, Leagues	5.50 per person	30 per person	12.12 per hour	40 per hour	Up to 1.5 hours additional time per day (60)
Tournament	15 per team	NA	12.12 per hour	40 per hour plus second custodian scheduled half time	Open/Close: 1 hour per day (60) Clean-up at High Schools: 160/main gym, 100/aux gym Clean-up at Middle Schools: 100/main gym, 80/aux gym
<b>Athletic Field</b>					
One-Time Use	50	NA	NA	NA	NA
Practice, Games, Leagues	Rectangular Fields:	30 per person	NA	NA	NA
Tournament	50 per team	NA	NA	NA	NA

**Sources:**

[1] Fairfax County Department of Neighborhood and Community Services, *Gymnasium Use Fees*

[2] Fairfax County Department of Neighborhood and Community Services, *Athletic Field Use Fees*

**Appendix C**  
**Fee Structure for Howard County's Public Schools**

Item	Charge (\$)	
	Per-Hour Rate	4-Hour Minimum Rate
<b>Facility Charges</b>		
<b>High School</b>		
Auditorium/Atrium/Mini Theater	119	476
Gymnasium/Cafeteria	66	264
Pod/Media	64	256
Classroom/Dance Studio/Conference Room	6	24
<b>Middle School</b>		
Gymnasium/Cafeteria	44	176
Pod/Media	44	176
Classroom/Conference Room	6	24
<b>Elementary School</b>		
Gymnasium/Cafeteria/Mini Auditorium	18	72
Pod/Media	18	72
Classroom/Conference Room	6	24
<b>Energy Charges</b>		
<b>High School</b>		
Entire School	244	976
Auditorium	70	280
Atrium/Mini Theater	83	332
Mini Auditorium	30	120
Gymnasium/Cafeteria	50	200
Pod/Media	30	120
Dance Studio	21	84
Band/Choral Room	21	84
Classroom/Conference Room	9	36
<b>Middle School</b>		
Entire School	158	632
Auditorium	70	280
Atrium/Mini Theater	83	332
Mini Auditorium	30	120
Gymnasium/Cafeteria	50	200
Pod/Media	30	120
Band/Choral Room	15	60
Classroom/Conference Room	9	36
<b>Elementary School</b>		
Entire School	119	476
Gymnasium/Cafeteria	50	200
Pod/Media Center/Mini Auditorium	30	120
Band/Choral Room	15	60
Classroom/Conference Room	9	36
<b>Custodial Charges for Kitchen Use</b>		
Kitchen (All School Types)	66	264

**Source:**

Howard County Public Schools, *Community Use Fees*

**Appendix D.1**  
**Fee Structure for Prince George's County Public Schools**

Item	Hourly Charge (\$)		
	Non-Rent Paying	Rent Paying	Profit-Making
<b>Custodial Fees</b>			
Weekday (if required)	37	37	37
Saturday/Holiday	37	37	37
Sunday	49	49	49
<b>Equipment Fee</b>			
Kitchen	26.40		
Lighted Athletic Field	34.40		
Auditorium (Includes Tech Fee)	83.20		
Custodial Supply Fee	2	2	2
<b>Energy Fee</b>			
Elementary School	NA	9.50	9.50
Middle School	NA	17.90	17.90
High School	NA	27.20	27.20
<b>Elementary School Rental Fees</b>			
Multipurpose Room	NA	10.60	100.90
Instructional Gymnasium	NA	13.40	124.20
Multipurpose Room/Kitchen	NA	61.80	131.70
All Other	NA	8.20	77.60
<b>Middle School Rental Fees</b>			
Multipurpose Room	NA	15.70	131.70
Instructional Gymnasium	NA	16.70	131.70
Multipurpose Room/Kitchen	NA	63.30	162.90
All Other	NA	8.20	77.60
<b>High School Rental Fees</b>			
Multipurpose Room	NA	19.20	234.40
Instructional Gymnasium	NA	16.70	139.70
Spectator Gymnasium	NA	28.90	294.60
Multipurpose Room/Kitchen	NA	67.10	248
All Other	NA	8.20	77.60
Lighted Athletic Fields	NA	56.90	154.90
Unlighted Athletic Fields	NA	22.80	116.40
Auditorium (Includes Tech Fee)	NA	106.20	342.90
Oxon Hills Staff Dev. Ctr	NA	19.20	217
<b>Optional Lighting and Sound Package</b>			
Basic Package		221.60	221.60
Deluxe Package		443.20	443.20

**Notes:**

[1] Blanks mean that information is not listed in the fee schedules for a given jurisdiction, while NAs mean that a fee category is not applicable (i.e., the high cost category is not relevant because the jurisdiction charges the same fee to all users).

[2] The Basic Package for Lighting and Sound includes a CD player, 8 corded microphones, 2 wireless microphones, 4 staged effects, and use of the Rehearsal Hall. The Deluxe Package includes all elements of the Basic Package plus a custom sign, stage design, 2 overhead microphones, and a computer and projector.

**Source:**

Prince George's County Public Schools, *Community Use Rate Schedule* .

**Appendix D.2**  
**Fee Structure for Prince George's County Public Libraries**

<b>Item</b>	<b>Capacity</b>	<b>Hourly Charge (\$)</b>
Lecture Hall	120 people	100
Auditorium	150 people	100
Large Meeting Room	60 to 100 people	62.50
Small Meeting Room	20 to 40 people	25
Conference Room	10 to 15 people	17.50

**Note:**

PG County's Memorial Library System provides rentals in 2 hour intervals. The charges here are the provided fee amounts divided by two.

**Source:**

Prince George's County Library, *Meeting and Conference Room Fees* .

**Appendix E.1**  
**Fee Structure for Washington, D.C.'s Public Schools**

<b>Item</b>	<b>Details</b>	<b>Charge (\$)</b>
<b>Classroom</b>		
Both Groups	Per Day	35
Schedule A - Business, Government, Nonprofit	Per Month	360
Schedule B - School Groups like PTAs	Per Month	100
<b>Gymnasium or Auditorium</b>		
Children's Event	Per Day	70
Adults' Event	Per Day	137
Both Groups	Per Month	480
Kitchen	Per Day	70
Cafeteria	Per Day	100
<b>Sports Fields</b>		
Fields/Stadiums for Vigorous Sport	Per Hour	95
Equipment	Per Hour	5
Field for Marching Band or Pageant	Per Use	137
Baseball Field	Per Use	35

**Sources:**

- [1] DC Public Schools, *DCPS Fee Schedule* .
- [2] DC Public Schools, *Use of DCPS Fields* .
- [2] DC Public Schools, *Use of School Facilities and Grounds* .

**Appendix E.2**  
**Fee Structure for Washington, D.C.'s Public Libraries**

Item	Details	Hourly Charge (\$)
<b>All Libraries</b>		
Meeting Rooms		0
Study Rooms		0
<b>Private Events at MLK Library</b>		
<b>Event Hall, Regular Rate</b>	M-F, 8 am - 5 pm	
Corporations and Individuals		5750
Nonprofits, Associations, and Federal Government Agencies		4500
Each Additional Hour Over 6 Hours		750 - 950
<b>Event Hall, Peak Rate</b>	M-F, 5 pm - 11 pm Sa - Su, 9 am - 11 pm Rooftop included after 6 pm and otherwise outside	
Corporations and Individuals		6250
Nonprofits, Associations, and Federal Government Agencies		5000
Each Additional Hour Over 6 Hours		800 - 1000
<b>Great Hall</b>	F - Su, 7 pm - 11 pm	
Corporations and Individuals		8500
Nonprofits, Associations, and Federal Government Agencies		6500
<b>Auditorium</b>	Su - Sa, 8 am - 11 pm Requires additional A/V support Capacity - 291, 190 if seated dinner	
Corporations and Individuals		2000
Nonprofits, Associations, and Federal Government Agencies		1400
<b>Additional Event Fees</b>		
Event Overtime		500 + hourly rate
Event Cancellation		Security Deposit non-refundable Full payment non-refundable after 30 days
<b>Meeting Room</b>	4 hour rental	
Corporate		500
Nonprofit		300
Alliance		150
<b>Additional Security</b>		
Additional Security, Regular	Per hour per officer	60
Additional Security, Holiday	Per hour per officer	75
<b>Additional Facilities/Custodial Services</b>		
Additional Services, Regular	Per hour per porter	35
Additional Services, Holiday	Per hour per porter	42
<b>Additional Engineering Services</b>		
Additional Services, Regular	Per hour	48
Additional Services, Holiday	Per hour	55
<b>Audio/Visual</b>		
Technician, Regular	Per hour per technician	75
Technician, Holiday	Per hour per technician	90
Projector Package	Per hour	800
Sound System	Per hour	500
<b>Damage Fees</b>	Non-routine cleaning or damage repairs	Variable

**Sources:**


- [1] DC Public Library, *Meeting and Study Rooms* .  
[2] DC Public Library, *Private Event Rental Rates* .





**MONTGOMERY COUNTY DEPARTMENT OF PARKS**  
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

**MEMORANDUM**

DATE: September 2, 2022  
TO: Vivian Yao, Council Analyst  
FROM: Michael F. Riley, Director   
SUBJECT: **The Department of Parks Program (the Program) for the Renovation and Maintenance of Montgomery County Public Schools Athletic Fields**

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Montgomery Parks continues our quest to renovate and maintain athletic fields for improved safety and playability on Montgomery County Public School sites. We have worked diligently on providing maintenance on over 208 athletic fields Countywide while completing renovations on ten School sites in the past three years and continue to be on track for renovation of seven additional sites in FY23.

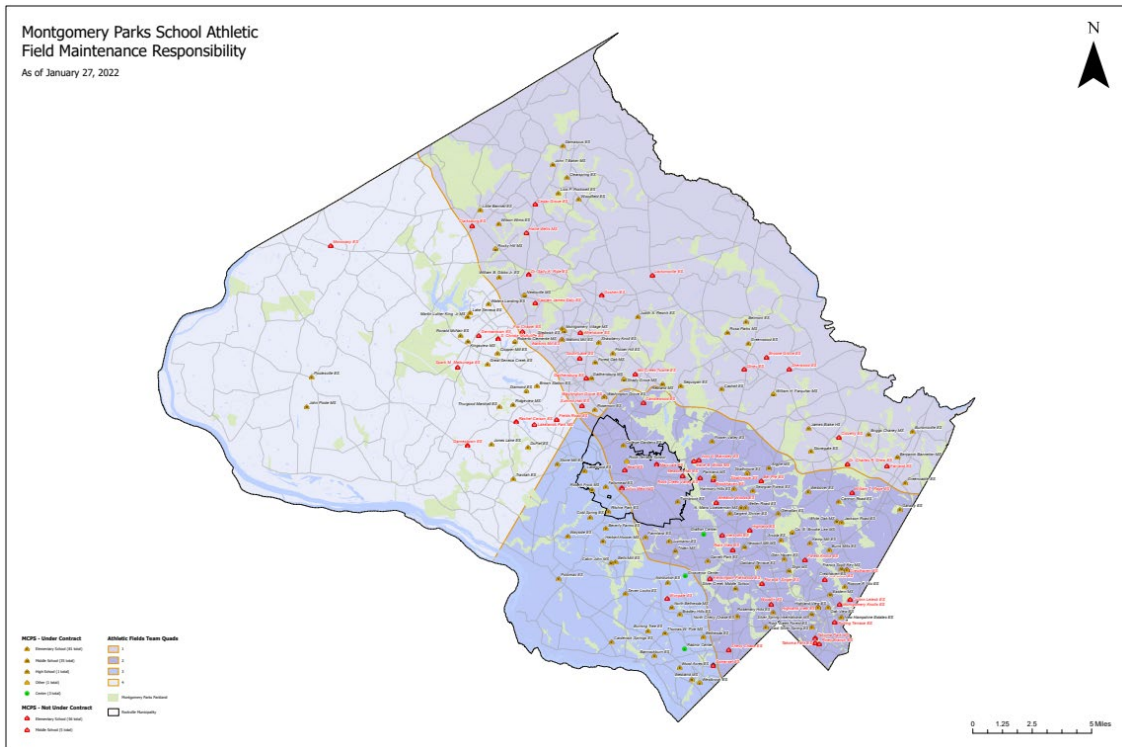
While reading this memo, the term “**maintenance**” refers to ongoing, annual activities required to sustain an athletic field at a desired standard funded through the annual **Operating Budget**. The term “**renovation**” refers to periodic life-cycle capital projects funded through the **Capital Improvements Program (CIP)** that create a sustainable athletic field. Both programs must be adequately funded to achieve sustainable athletic fields at desired standards.

Montgomery Parks maintains and administers the largest Athletic Field maintenance contract in the Country with 208 athletic fields on Montgomery County Public School property with 85 diamonds and 123 rectangles. This contract is split into four quadrants for maintenance with the ability to award each quadrant to successful bidders independently. The maintenance contract is approximately two million dollars annually, managed by three full-time staff for contract adherence, specification compliance, and service delivery for our students and after-hour community use. Each field in the contract is unique with different sizes on both rectangles and diamonds but the contract cost averages around ten thousand dollars per field.

This maintenance contract includes weekly mowing and infield maintenance; seasonal aeration, seeding, nutrient management; and annual infield mix installation and grading to provide daily recreational opportunities for Montgomery County Public School students and evening and weekend community permitting and walk on use. These services are vital in the overall inventory for public athletic field offerings for healthy living for youth, young adults, and adults.

Montgomery County Public School administration have provided positive feedback about the maintenance program such as TJ Caswell, Athletic Coordinator at Thomas Pyle Middle School which communicated “*I just wanted to thank you for keeping up with the softball field at Pyle. It has over the last 15 years, been a nightmare from shortstop all the way through 1st base dugout when after a rain it*

looks like the Grand Canyon. You all twice repaired that this Fall alone. You also replaced our home plate and put in a new mound as well. Thank you for taking care of us this year."



\*Map represents the Athletic Fields on Montgomery County Public School sites which includes Elementary, Middle Schools fields as well as Blake High School.



**Dufief Elementary School**



**Harmony Hills Elementary School**



**John Poole Middle School**



**John Poole Middle School**



**Damascus Elementary School**



**Grosvenor Elementary School**

Montgomery Parks Athletic Field Program has also successfully managed fifteen renovations over the past three fiscal years focusing on sites within Equity Focus Areas (EFAs) throughout the County such as Silver Spring, Wheaton, and Layhill. In FY20 renovations were completed at Weller Road Elementary, Lois P. Rockwell Elementary, Glen Haven Elementary, Glenallan Elementary, Kemp Mill Elementary, FY21 at Oakview Elementary, Stedwick Elementary, Rock Terrace School, Harmony Hills Elementary, and College Gardens Elementary School, and FY22 at Watkins Mill Elementary, Washington Grove Elementary, Highland Elementary, Strathmore Elementary, and Cresthaven Elementary. There are currently seven sites projected in FY23 at Monacacy Elementary, Rockview Elementary, Captain James Daly Elementary, Mill Creek Elementary, Cedar Grove Elementary, Fairland Elementary, and Briggs Chaney Elementary (baseball field). The table below details the costs of each renovation over the past three fiscal years which vary depending on the site conditions, scope of work, and size of the athletic field areas. A cost savings in FY22 was pushed forward to add an additional site into FY23 at Briggs Chaney Middle School. This site was an original FY17 site, but the baseball field was in an adopt-a-field and was not included in the renovations. The adopt-a-field has now expired, and we are planning to

return for a renovation on the baseball field to provide all fields on the Briggs Chaney Middle School site to be maintained through this contract.

Montgomery Parks received a total of \$600,000 in the Capital Improvements Program for FY23 athletic field renovations on MCPS property but future years only fund the program at \$300,000. The projections for future years at this funding level will decrease the renovation rate to only four sites per fiscal year.

**At only \$300,000 per year, there will still be 13 schools whose fields will remain outside Parks renovation and maintenance program post FY 24.** CIP funding should ultimately be ramped up to \$1.5 million / year to provide a sufficient lifecycle field renovation program for all the school fields.

These successful renovations have increased safety and playability for our school students with consistent positive feedback from Montgomery County Public School principals and administrative staff. School administration has been very complementary of the work which Montgomery Parks manages, performs, and communicates for students and community use such as the Principal at Oakview Elementary School, Jeff Cline, who provided feedback about the recent renovation, *“This renovation has been a real plus for our kids and community. I thank Montgomery Parks for working with us to get this accomplished. It truly is a “field of dreams” for our kids!”*.

Another testimonial received from the Highland Elementary School Principal, Scott Steffan, *“I am reaching out to express my utmost gratitude for the renovation of our athletic/soccer field out back. I can’t tell you how excited our students...and really our entire community...have been to be able to use what we have deemed as our own “Highland Elementary School Version” of Audi Field. No longer do our students have to lay down their jackets to serve as goals outside at recess, but they actually get to feel as if they were playing in a real game. Not to mention the increased safety outside with the new sod. The previous field was pretty barren and rocky, so injuries were frequent, and conditions could get very messy very quickly when it rained. At any rate, thank you again and, it goes without saying, that you are welcome anytime to come out during recess and watch our soccer players in action.”*

FY20		
School	Date Completed	Cost
Weller Road Elementary	September 2020	\$92,195.66
Lois P Rockwell Elementary School	September 2020	\$74,955.96
Glen Haven Elementary School	September 2020	\$61,953.61
Glenallan Elementary School	September 2020	\$37,515.18
Kemp Mill Elementary School	September 2020	\$63,711.74
		Total: \$330,332.15
FY21		
School	Date Completed	Cost
Oakview Elementary School	September 2021	\$108,891.24
Stedwick Elementary School	September 2021	\$47,371.12
Rock Terrace School	September 2021	\$53,950.62
Harmony Hills Elementary School	September 2021	\$58,297.64
College Gardens Elementary School	September 2021	\$33,834.64
		Total: \$302,345.26
FY22		
School	Date Completed	Cost
Watkins Mill Elementary School	September 2022	\$67,603.90
Washington Grove Elementary School	September 2022	\$29,594.00

Highland Elementary School	September 2022	\$52,237.87
Strathmore Elementary School	September 2022	\$53,122.92
Cresthaven Elementary School	September 2022	\$32,288.00
		Total: \$234,846.69
<b>FY23</b>		
<b>School</b>	<b>Estimated Completion</b>	<b>Cost Estimate</b>
Monacacy Elementary School	September 2023	\$67,000
Rock View Elementary School	September 2023	\$63,000
Captain James Edward Daly Elementary School	September 2023	\$65,000
Mill Creek Towne Elementary School	September 2023	\$66,000
Cedar Grove Elementary School	September 2023	\$179,000
Fairland Elementary School	September 2023	\$123,000
Briggs Chaney Middle School	September 2023	\$126,000
		Total: \$689,000
<b>FY24</b>		
<b>School</b>	<b>Estimated Completion</b>	<b>Cost Estimate</b>
William Tyler Page Elementary School	September 2024	\$80,000
Brookhaven Elementary School	September 2024	\$50,000
Sally K. Ride Elementary School	September 2024	\$95,000
Rock Creek Valley Elementary School	September 2024	\$75,000
		Total: \$300,000

**Kemp Mill Elementary School**



Before



After

**Stedwick Elementary School**



Before



After

**Oakview Elementary School**



Before



After

**Highland Elementary School**



Before



After

Our renovations continue into FY23, FY24, and beyond for additional site improvements for students and our community to include areas Colesville, Fairland, Gaithersburg, Germantown, and Rockville and the school sites are detailed below.

FY23	FY24
Cedar Grove Elementary School	William T. Page Elementary School
Monacacy Elementary School	Brookhaven Elementary School
Fairland Elementary School	Dr. Sally K. Ride Elementary School
Captain James Daly Elementary School	Rock Creek Valley Elementary School
Mill Creek Towne Elementary School	
Rock View Elementary School	
Briggs Chaney Elementary School (baseball field)	

As we are nearing our completion for our Montgomery County Public School renovations to add into our managed contract, funding is required to continue to provide life-cycle replacement on the sites which were last renovated in the late 1990's. Our maintenance efforts to provide a safe, activating area for recreation and physical education are reaching a critical point which need renovation funding on existing maintenance sites. Future funding will be used for soil improvements, conversion from cool season turfgrass to bermudagrass which is more sustainable for the high foot traffic and drought conditions without irrigation, backstop replacement, and diamond lip removal for safety and playability.

The athletic field maintenance and renovation program, managed by Montgomery Parks, continues to provide safe recreational areas for physical education, recess, and programmed and unprogrammed use by our community and is a vital asset to overall successful communities. We thank the Montgomery County Council, Montgomery County Public Schools, and Community Use of Public Facilities for their continued collaboration for our mutual goals in providing a higher quality of life for our community.

You also wanted to know about our permitting fees. There are too many different varieties to list in this response, but here's [a web link to that information](#).

Parks has not received additional funding to offset the costs of permits. CUPF receives funds from the Facility Fees Assistance Program (FFAP) to assist with permit fees associated with school properties only. Recently, CUPF received some CARES act funding to be used for permit fees for groups seeking permits at schools and parks. The group applying for those funds can spend the funds on Parks Permits. This is the first time that any of that type of funding has included Montgomery Parks.

Finally, you also wanted to know about differences between the way CUPF and Parks issues permits. There are not a lot of differences in our processes. We follow the same "[Milestone Calendar](#)" for registration opening dates. We also use the same software system [ActiveMontgomery](#) to process permit requests. We coordinate our work through a Governance Committee of partners who use the same software, this group includes the Recreation Department too.

Please let me know if you have further questions or request additional information about the program and the successful recreational opportunities provided for Montgomery County.

**Special Appropriation Breakdown 19-589  
FY21-FY22**

Organization/ Customer	# of Permits Awarded	Permitted Hours	Award Amount	# of Youth Benefited	Percent Covered	Type of Use	Areas of the County Served	Organization Size
480 CARES Inc.	1	409	\$2,045.00	125	100%	CUPF Fields	Gaithersburg	Small
Angels Baseball	20	303	\$1,730.00	211	100%	PARKS/CUPF Fields	Gaithersburg	Medium
Avanti Athletics Association Inc.	9	155.5	\$802.50	270	99%	CUPF Fields	Chevy Chase, Silver Spring	Medium
Backyard Sports	3	38	\$2,440.00	18	100%	PARKS Fields	Silver Spring	Small
B-CC Baseball, Inc.	15	2021	\$10,105.00	1900	100%	CUPF Fields	Bethesda, Potomac, Rockville, Silver Spring, Kensington	Large
Bethesda Lacrosse Association	22	1,389.2	\$10,531.50	660	98%	PARKS/CUPF Fields	Bethesda, Potomac, Rockville, Darnestown, Chevy Chase, Cabin John	Large
Burtonsville Athletic Association	13	2002	\$15,000.00	247	100%	PARKS/CUPF Fields	Burtonsville, Colesville, Silver Spring	Large
Calverton Soccer Club	3	404	\$7,675.00	228	100%	PARKS/CUPF Fields	Fairland, Silver Spring	Large
Cerritos Soccer Academy Corp	2	127	\$1,350.00	240	100%	CUPF Fields	Silver Spring	Medium
Clarksburg Baseball Inc.	25	2193.5	\$14,975.00	1633	97%	PARKS/CUPF Fields	Clarksburg, Boyds, Gaithersburg, Damascus, Germantown,	Large
CORE FC, Inc.	1	3	\$15.00	30	100%	CUPF Fields	Gaithersburg	Small
Damascus Sports Association	26	2199	\$13,459.00	1211	99%	PARKS/CUPF Fields	Clarksburg, Damascus, Gaithersburg, Laytonsville	Large
Elite Soccer Youth Development Academy	9	1930	\$14,286.50	318	100%	PARKS/CUPF Fields	Gaithersburg, Silver Spring, Fairland, Colesville	Large
Ethio Silver Spring Soccer Academy	1	49	\$4,620.00	30	81%	PARKS Fields	Silver Spring	Medium
Fit 2 Believe	1	1.5	\$15.00	30	100%	CUPF Fields	Germantown	Small
Girls on the Run	2	18.5	\$92.50	855	100%	CUPF Fields	Kensington	Large
Go Premier	17	371.5	\$8,723.00	510	98%	PARKS/CUPF Fields	Gaithersburg, Darnestown, Germantown, Rockville	Medium
I9 Sports/Aduwu	5	560	\$3,237.50	150	98%	CUPF Fields/School Facility	Silver Spring, Burtonsville	Large
IMPACT Silver Spring	14	1027	\$5,852.50	255	100%	PARKS/CUPF Fields	Silver Spring	Large
Kidball Foundation Inc.	24	1712	\$14,430.00	3492	100%	PARKS/CUPF Fields	Potomac, Bethesda, Rockville, Fairland	Large
KIDSPIRED, LLC	1	1.5	\$15.00	33	100%	CUPF Fields	Gaithersburg	Medium
KOA Sports League	15	1115	\$15,000.00	7224	93%	PARKS/CUPF Fields	Rockville, Bethesda, Silver Spring, Fairland, Gaithersburg, Kensington, Potomac	Large
Ko-ach Sports	1	70	\$660.00	30	100%	CUPF Fields	Silver Spring	Small
Laurel/Calverton/Takoma Park Soccer Club	10	760	\$12,618.00	687	99%	PARKS/CUPF Fields	Potomac, Fairland, Darnestown, Gaithersburg, Rockville	Large
Luciano Emilio Brazilian Soccer Academy	22	99	\$990.00	480	95%	CUPF Fields	Rockville, Clarksburg	Medium
Maryland Flyers Football Club	1	414	\$2,070.00	100	100%	CUPF Fields	Silver Spring	Medium



**Special Appropriation Breakdown 19-589  
FY21-FY22**

Organization/ Customer	# of Permits Awarded	Permitted Hours	Award Amount	# of Youth Benefited	Percent Covered	Type of Use	Areas of the County Served	Organization Size
MD Rush Montgomery League	32	1435	\$14,221.00	453	99%	PARKS/CUPF Fields	Damascus, Fairland, Darnestown, Potomac, Bethesda, Chevy Chase, Clarksburg, Germantown, Cabin John, Gaithersburg, Rockville, Silver Spring	Medium
Metro Girls Lacrosse	1	197	\$985.00	35	100%	CUPF Fields	Gaithersburg	Small
MEYSA/MD Eritrean Youth Soccer Assoc	1	29	\$2,640.00	146	92%	PARKS Fields	Fairland	Medium
Montgomery County Baseball Assoc. (MCBA)	1	103	\$515.00	43	100%	CUPF Fields	Rockville	Large
Montgomery County Gov./HHS	4	164	\$7,390.00	178	97%	PARKS/CUPF Fields	Silver Spring, Fairland, Rockville	Large
Montgomery County Little League	36	1784.5	\$8,922.50	870	98%	CUPF Fields	Germantown, Gaithersburg, Potomac, Rockville, Kensington, Bethesda, Darnestown, Silver Spring	Large
Montgomery Sports Association-Youth Sports Montgomery County	41	680	\$5,297.50	820	100%	CUPF Fields/School Facility	Bethesda, Rockville, Clarksburg, Silver Spring, Kensington, Potomac, Gaithersburg	Large
OBG/Clarksburg Boys & Girls Club	13	3002	\$15,000.00	139	99%	CUPF Fields	Olney, Rockville, Derwood	Large
Ofer Levy, LLC	4	21.25	\$200.75	120	100%	PARKS/CUPF Fields	Silver Spring, Gaithersburg	Small
Open Door Sports	5	32	\$192.00	330	84%	PARKS/CUPF Fields	Bethesda, Chevy Chase	Small
Overtime Athletics	8	76	\$737.50	270	100%	PARKS/CUPF Fields	Bethesda, Silver Spring, Gaithersburg	Medium
Pachuca Futbol Club USA	1	85	\$425.00	37	100%	CUPF Fields	Gaithersburg	Medium
Silver Spring Warriors Lacrosse	4	307	\$2,553.00	235	94%	PARKS/CUPF Fields	Silver Spring	Medium
Soccer Shots	56	1580.75	\$15,000.00	2306	98%	CUPF Fields	Bethesda, Gaithersburg, Potomac, Silver Spring, Sandy Spring, Kensington, Clarksburg, Germantown, Takoma Park, Rockville	Large
STAT Performance Inc.	9	2220	\$11,300.00	154	100%	CUPF Fields	Rockville, Silver Spring, Burtonsville, Gaithersburg	Large
Stoddert Soccer of MD	27	2417	\$15,000.00	512	98%	PARKS/CUPF Fields	Bethesda, Chevy Chase, Silver Spring	Medium
Super Delegates Football Club	5	89	\$5,500.00	328	72%	PARKS/CUPF Fields	Gaithersburg, Silver Spring	Large
Total Futbol LLC	1	1.5	\$13.50	30	100%	PARKS Fields	Silver Spring	Small
Unity Youth Development Inc.	5	323.5	\$14,802.50	243	100%	PARKS/CUPF Fields	Burtonsville, Silver Spring	Large
Upcounty Rec Sports & Fitness	1	28	\$280.00	30	100%	CUPF Fields	Clarksburg	Small
Upper Montgomery Athletic Club/Youth sports Montgomery County	3	106	\$530.00	60	100%	CUPF Fields	Clarksburg, Germantown	Medium
Washington Area Frisbee Club	4	510.25	\$1,920.25	152	89%	PARKS/CUPF Fields	Silver Spring, Germantown, Gaithersburg	Medium
<b>Grand Totals:</b>	525	34,564.90	\$286,163.50	\$28,456.00	97%			

Organization/ Customer	# of Permits Awarded	Permitted Hours	Award Amount	# of Youth Benefited	Percent Covered	Type of Use	Areas of the County Served	Organization Size
480 Cares Inc.	1	5	\$440.00	125	93%	PARKS Fields	Gaithersburg	Small
Angel's Baseball	3	89	\$445.00	211	100%	CUPF Fields	Gaithersburg, Germantown	Medium
Balls 2 Life Program	3	54	\$1,650.00	100	78%	School Facility	Gaithersburg, Silver Spring	Small
Burtonsville Athletic Assoc	2	209.5	\$1,047.50	247	100%	CUPF Fields	Silver Spring, Burtonsville	Large
Camp Connections	3	475	\$13,880.00	81	100%	School Facility	Gaithersburg	Small
Cerritos Soccer Academy Corp	6	130	\$6,240.00	220	85%	PARKS/CUPF Fields	Silver Spring, Fairland	Medium
Children's Soccer Academy	6	214.5	\$3,638.75	170	97%	PARKS/CUPF Fields	Silver Spring, Colesville, Rockville	Small
CYO Archdiocese of Washington Soccer	3	234	\$2,112.50	115	77%	CUPF Fields/School Facility	Silver Spring	Large
Damascus Sports Association (DSA)	9	278.5	\$4,616.00	1211	100%	School Facility	Damascus, Gaithersburg	Large
DreamMakers, Inc.	15	167.5	\$2,775.50	86	100%	School Facility	Silver Spring, Kensington, Rockville	Small
Elite Soccer Youth Development Academy (ESYDA)	1	390	\$1,995.00	318	100%	CUPF Fields	Silver Spring	Large
Flag Star Football	5	249	\$2,253.00	75	100%	PARKS/CUPF Fields	Chevy Chase, Cabin John, Bethesda	Small
Germantown Kids Cricket Club	2	120	\$1,080.00	30	100%	Parks Fields	Gaithersburg	Small
Germantown Lady Panthers Basketball	3	87	\$2,788.00	45	100%	School Facility	Gaithersburg, Germantown	Small
Germantown Sports Association	8	120	\$2,388.50	240	73%	School Facility	Gaithersburg, Germantown, Clarksburg	Medium
Germantown Wrestling Club	6	79	\$1,778.00	100	96%	School Facility	Germantown	Medium
Girls on the Run	55	1253	\$9,422.25	855	98%	School Facility	Rockville, Germantown, Burtonsville, Olney, Gaithersburg, Silver Spring, Bethesda, Kensington, Damascus, Chevy Chase, Darnestown, Brookeville	Large
Grand Slam Baseball/Dominican Basketball League	6	88.5	\$3,256.50	180	100%	School Facility	Silver Spring	Small
1-270 Youth Sports Association	15	501	\$15,000.00	450	57%	School Facility	Germantown, Bethesda, Gaithersburg, Olney, Derwood, Rockville	Large
IMPACT Silver Spring	10	544	\$4,061.00	255	77%	PARKS/CUPF Fields/School Facility	Silver Spring	Large
KEEN Greater DC	1	24	\$1,080.00	30	38%	School Facility	Rockville	Small
KIDSPIRED	3	195	\$4,522.50	72	66%	School Facility	Clarksburg	Medium
Make a Difference Basketball	2	16	\$272.00	30	100%	School Facility	Gaithersburg	Small
Maryland Flyers Football Club	2	275	\$5,575.50	100	69%	CUPF Fields/School Facility	Silver Spring	Medium
MCG-HHS/Street Outreach	2	134	\$1,044.00	77	57%	PARKS Fields	Rockville	Large
MD Youth Cricket Assoc. Rockville Rockstars	1	94	\$846.00	30	100%	PARKS Fields	Gaithersburg	Small
MEYSA/MD Eitirean Youth Soccer Assoc	6	192	\$11,649.07	146	67%	CUPF Fields	Fairland, Silver Spring	Medium
MoCo Warriors	3	39	\$663.00	91	74%	School Facility	Clarksburg, Gaithersburg	Small
Montgomery County Heat Basketball	4	10	\$1,142.00	120	100%	CUPF Fields	Silver Spring, Rockville	Small
Montgomery County Rec Dept.	14	675	\$14,385.00	1400	48%	CUPF Fields/School Facility	Germantown, Bethesda, Silver Spring, Kensington, Gaithersburg	Large
MVSA VBC	3	332	\$6,336.75	91	29%	School Facility	Gaithersburg	Small
ORGC/Olney Boys & Girls Club	1	160	\$4,441.00	139	44%	School Facility	Olney	Medium
Open Door Sports Inc.	6	58	\$290.00	90	100%	CUPF Fields	Bethesda, Rockville, Chevy Chase, Kensington	Medium
Overtime Athletics	1	168	\$2,593.00	30	100%	School Facility	Gaithersburg	Small
Pachuca Futbol Club USA	2	160	\$3,592.50	60	73%	CUPF Fields	Gaithersburg	Large
Play Ball Academy LLC	6	81	\$5,235.00	1973	100%	PARKS Fields/School Facility	Kensington, Silver Spring	Small
Ponce De Leon Baseball League	2	168	\$3,726.00	358	92%	PARKS Fields	Silver Spring	Small
Project Linus Montgomery County Chapter	1	15	\$277.50	63	56%	CUPF Fields	Rockville	Small
Quince Orchard Wrestling Club	1	24	\$273.38	30	75%	School Facility	Gaithersburg	Small
Raising Kings	1	154	\$780.00	33	100%	CUPF Fields	Olney	Medium
Reach Beyond Basketball	4	53	\$1,660.00	60	100%	School Facility	Silver Spring, Olney	Medium
Rising Stars Heart Over Talent	2	27	\$459.00	60	100%	School Facility	Gaithersburg	Medium
Seneca Creek Community Church	1	6	\$480.00	30	50%	School Facility	Gaithersburg	Medium
Silver Spring Saints	3	157	\$1,149.50	97	100%	CUPF Fields/School Facility	Silver Spring	Small
South Germantown Football Association	2	52	\$1,022.00	62	100%	School Facility	Germantown	Large
Special Olympics MD	3	44	\$440.00	97	100%	School Facility	Silver Spring, Bethesda	Large
St. Bernadette's CYO - Youth Sports	10	226	\$2,745.00	300	71%	PARKS/CUPF Fields/School Facility	Silver Spring	Small
St. Peter's Athletic Association	8	296	\$6,399.00	240	65%	School Facility	Silver Spring, Sandy Spring, Olney	Small
STAT Performance	1	142	\$1,608.75	154	40%	School Facility	Silver Spring	Large
Sts. Constantine & Helen GOYA	1	21	\$840.00	30	100%	School Facility	Silver Spring	Small
Student Athletes For Educational Opportunities Inc	1	76	\$861.00	48	38%	School Facility	Silver Spring	Small
Super Delegates Football Club, LLC	1	186	\$9,584.25	63	93%	CUPF Fields	Burtonsville	Large
Takoma Park Family Hoops	1	4	\$56.00	30	100%	School Facility	Silver Spring	Small
The Imprint LLC	2	161	\$1,200.50	35	72%	CUPF Fields/School Facility	Silver Spring, Burtonsville	Small
Triple Threat Basketball	15	187	\$5,514.00	410	100%	School Facility	Burtonsville, Rockville, Silver Spring	Small
Tru2Form Hoops	16	304	\$3,832.00	240	80%	School Facility	Bethesda, Potomac, Chevy Chase	Small
Unity Youth Development Inc.	11	481.5	\$12,218.00	243	91%	PARKS/CUPF Fields/School Facility	Burtonsville, Silver Spring	Large
Washington Area Frisbee Club	6	1089	\$4,615.00	152	90%	CUPF Fields	Silver Spring, Bethesda	Medium
Washington Chinese Youth Club	5	83.75	\$3,344.80	150	100%	School Facility	Silver Spring, Gaithersburg, Bethesda, Rockville	Small
Wheaton Majorettes DBA Wheaton Dance & Twirl Team	3	134	\$5,560.00	117	80%	School Facility	Germantown, Clarksburg	Small
White Oak Youth Sports Assoc	2	57	\$656.00	80	83%	PARKS/CUPF Fields	Silver Spring	Small
<b>Grand Totals:</b>	<b>322</b>	<b>12,049.8</b>	<b>\$213,836.50</b>	<b>12,773</b>	<b>83%</b>			

Organization/ Customer	# of Permits Awarded	Permitted Hours	Award Amount	# of Youth Benefited	Percent Covered	Type of Use	Areas of the County Serviced	Organization Size
Ball 2 Life Programs	1	36	\$2,736.00	75	100%	School Facility	Silver Spring	Small
Clarksburg Baseball Inc.	5	131	\$5,400.00	700	88%	School Facility	Clarksburg	Large
Cross Community Rockville	1	42	\$930.00	60	100%	Gov Facility	Gaithersburg	Small
DreamMakers	3	534	\$5,400.00	172	72%	School Facility	Silver Spring	Small
East Silver Spring ES PTA	1	12	\$75.00	497	100%	CUPF Fields/School Facility	Silver Spring	Large
Elite Soccer Youth Development Academy (ESYDA)	5	668	\$3,313.50	1200	51%	CUPF Fields	Gaithersburg, Silver Spring, Burtonsville	Large
Eritrean American Youth Sports Association	1	84	\$2,847.25	800	100%	CUPF Fields	Burtonsville	Large
Future Stars Sports Corporation	12	61	\$1,022.50	80	100%	School Facility	Clarksburg	Small
Germantown Sports Association	2	14	\$637.50	400	100%	School Facility	Gaithersburg, Germantown	Medium
Go Premier Soccer	3	81	\$840.00	227	81%	CUPF Fields	Gaithersburg	Small
IMPACT Silver Spring	8	184	\$3,931.00	255	85%	CUPF Fields/School Facility	Silver Spring	Large
KIDSPIRED, LLC	3	332	\$3,823.50	115	100%	School Facility	Clarksburg, Germantown	Small
Maryland Flyers Football Club	1	301	\$2,075.00	100	100%	CUPF Fields	Silver Spring	Small
MCAEL - Covenant Life Church (ESOL Ministry)	1	213	\$3,793.50	50	100%	School Facility	Gaithersburg	Medium
MCG-HHS/Street Outreach	1	40	\$40.00	75	100%	CUPF Fields	Silver Spring	Large
MEYSA/MD Eritrean Youth Soccer Assoc	1	146	\$175.93	600	100%	PARKS Field	Fairland	Medium
MoCo Warriors	11	148	\$5,400.00	95	94%	School Facility	Gaithersburg, Rockville, Clarksburg	Small
Play Ball Academy	1	60	\$3,902.00	350	100%	CUPF Fields/School Facility	Kensington	Medium
PlayHer Sport	1	30	\$300.00	80	100%	CUPF Fields	Gaithersburg	Small
P.O.M. Squad (Positive Outcome Mentoring)	3	77	\$1,907.00	225	88%	School Facility	Silver Spring	Medium
Silver Spring Warriors Youth Lacrosse	2	318	\$1,587.50	80	100%	CUPF Fields	Silver Spring	Small
UNITY Youth Development	5	168	\$2,856.00	1100	100%	School Facility	Silver Spring, Burtonsville	Large
<b>Grand Totals:</b>	<b>72</b>	<b>3,680</b>	<b>\$52,993.18</b>	<b>7336</b>	<b>94%</b>			

Organization/ Customer	# of Reservations Awarded	Permitted Hours	Award Amount	# of Youth Benefited	Percent Covered	Type of Use	Areas of the County Served	Organization Size
Ball 2 Life Programs	TBD	123	\$5,000	TBD	70%	School-Facility	Siver Spring	Small
Cross Community Rockville	TBD	TBD	\$2,000	TBD	TBD	TBD	TBD	Small
DreamMakers	TBD	166	\$5,400	TBD	TBD	School-Facility	Siver Spring	Small
East Silver Spring ES PTA	TBD	TBD	\$2,500	TBD	TBD	TBD	TBD	Large
Elite Soccer Youth Development Academy (ESYDA)	TBD	1,080	\$5,400	TBD	84%	CUPF Fields	Gaithersburg, Silver Spring	Large
Eritrean American Youth Sports Association	TBD	TBD	\$5,400	TBD	TBD	TBD	TBD	Large
Future Stars Sports Corporation	TBD	135	\$5,400	TBD	TBD	School-Facility	Clarksburg	Small
Girls on the Run	TBD	TBD	\$5,400	TBD	TBD	School-Facility	TBD	Large
MCG-HHS/Street Outreach	TBD	TBD	\$5,400	TBD	TBD	TBD	TBD	Large
Open Door Sports	TBD	TBD	\$5,400	TBD	TBD	CUPF Fields/School Facility	Besthesda, Rocville, Kensington, Potomac	Medium
P.O.M. Squad (Positive Outcome Mentoring)	TBD	TBD	\$4,500	TBD	TBD	TBD	TBD	Medium
Reach Beyond Basketball	TBD	TBD	\$5,400	TBD	TBD	School-Facility	TBD	Small
UNITY Youth Development	TBD	1,000	\$5,000	TBD	TBD	CUPF Fields	Burtonsville	Large

\$62,200