

PROGRAM OVERVIEW



Interagency Coordinating Board

- Impartial and independent body striving to meet the needs of many program stakeholders
- Board consists of stakeholder representatives including community member chairperson
- Establish, monitor, and modify policies/procedures
- Promote interagency projects and collaborations

Community Use of Public Facilities

- Implement policies/procedures established by ICB
- Staffed by County employees & partner staff on loan
- Manage day-to-day operations

What We Do

- Facilitate access to public space
- Administer childcare placement at schools
- Manage enterprise fund
- Oversee operations of Silver Spring Civic Building at Veterans Plaza and ice rink
- Oversee operations of Marian Fryer Plaza and Wheaton Veterans Park
- Support ICB quarterly meetings

Where We Do It

- 17,000 facilities permitted by CUPF
- Schools
- Regional Centers
- Fields (schools and recreation sites)
- Executive & Council Office Buildings
- Silver Spring Civic Building / Wheaton Urban District
- Libraries

Why We Do It

- Provide access to space equitably and efficiently
- Maximize efficient use of limited public space
- Balance affordable access and cost recovery
- Minimize bureaucracy and confusion
- Facilitate service delivery and activities in the local community

Strengths/Core Competencies

- Interagency leadership participation on ICB
- Community involvement in policy decisions
- Recognized as a national model
- Nimble organization that embraces technology with the ability to implement change quickly
- Stable enterprise fund—investing in future
- ICB and CUPF are fully committed to our community

SUBSIDY PROGRAMS



Community Access Program

- Silver Spring Civic Building at Veterans Plaza
- Wheaton Urban District
- Fee reductions
- Community Access Program Information Guide
- Community Access Program Application

Facility Fee Assistance Program

- Schools, libraries, County government office buildings
- Fee waivers or reductions
- Maryland non-profits providing direct services to at-risk youth and limited income individuals

WE ARE LISTENING



We Are Listening

- ✓ Bundled fees
- ✓ Elimination of most submission windows
- ✓ Ability to view available facilities online
- ✓ Make reservations with real-time data
- ✓ Receive quick reservation confirmation via email
- ✓ Account transactions available online
- ✓ Communications and public outreach staff

HIGH-VOLUME PRIORITY



Priority Use in Schools

- Primary tenant
- MSDE licensed childcare selected by MCPS
- PTA meetings and activities in schools
- Government administrative bodies
- Other publicly supported programs
- High-volume use
- General public

Balanced Process for High-Volume Use in Schools

- Sports leagues
- Weekly cultural & religious education & assembly
- Large events
- Summer camps

General Information Applicable to All High-Volume Use

- Facility Use License Agreement is required
- Procedures subject to change; notice will be provided
- Seasoned staff assigned to handle high-volume use
- Level of service requires adherence by users
- Groups should assign one primary representative

Indoor and Outdoor Sports League and Athletic Sports Club Use

The term “Sports League and Athletic Sports Club” is defined for CUPF purposes as:

- a group of sports teams that may be members of different sports clubs that compete against each other in a schedule of games, or an athletic sports club for the purpose of playing one or more sports, and
- intends to utilize sports facilities appropriate for their specific sport(s) including fields, tracks, tennis courts, and or gymnasiums, and
- generally, are seasonal or operate year-round, and
- may host or organize leagues and other competitive events such as track meets, tournaments, club vs. club competitions, etc., and
- may be affiliated with or has a membership within a national or local sports association or similar organization, and
- does not include after-school enrichment programs, and
- does not include pickup games, a single team, groups of independent players not part of a team, etc.

Indoor and Outdoor Sports League and Athletics Sports Club Use continued

Additional information: Current season team rosters, and corresponding game schedules, must be available for CUPF to review within thirty calendar days of the start of each scheduling season in order to justify the number of practice hours, should such be necessary. Rosters should be site specific and organized by team with applicable number of team members based upon the sport in which the reservations were issued. Further, rosters should indicate each participant's name, address, and phone.

How to reserve:

- Existing leagues and clubs will receive an email before each season stating that we will begin processing historical use reservations based upon last year, same season use.

CUPF will create a contract of reservations for each site showing dates and times. CUPF will send all use in a spreadsheet for review and ability to sort reservations. Leagues and clubs will be provided a deadline to submit any discrepancies and confirm acceptance of reservations.

- NEW leagues and clubs must submit a Priority, High Volume and Other Bulk Use Request Form for consideration.

RESOURCES



Stay Informed

- eSubscription:
www.MontgomeryCountyMD.gov/GOVDELIVERY
- CUPF Web Site:
www.MontgomeryCountyMD.gov/CUPF
Click on **Resources** tab

Community Use of School Facilities

- User Guidebook
- Facility Use License Agreement

[Community Use of School Facilities User Guidebook and Facility Use License Agreement](#)

Contact CUPF

- Customer Service Email: cupf@montgomerycountymd.gov
- MC311 Call Center: **Call 3-1-1**
(240-777-0311 if outside Montgomery County)
- Direct Assistance: **240-777-2725**