

Standard Operating Procedures – Use of Facilities - Contents

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STANDARD OPERATING PROCEDURES USE OF FCPS FACILITIES

I. Purpose

In conjunction with [Regulation 100-01](#) (Rental of FCPS Facilities), this SOP outlines appropriate procedures for an approved community user group (CUG) or FCPS staff for use of Frederick County Public School (FCPS) facilities.

II. Definitions

1. **SchoolDude/FSDirect (FSD):** The online use of facilities (UOF) scheduling program utilized by FCPS to submit use of facility requests. Access at: www.fcps.org/uof.
2. **Approved Community User Group (CUG):** An approved CUG is one that has:
 - a. Applied to become an approved organization for FCPS UOF via www.fcps.org/uof.
NOTE: When registering, use the address to receive invoices as the organization's address; **and**
 - b. Submitted proof of 501c3 non-profit status (IRS letter of approval); **and**
 - c. Submitted an acceptable certificate of insurance (see webpage for sample COI)Once approved in FSD, the CUG may submit a Schedule Request Form (SRF) for use of space at an FCPS location.
3. **Community User Group (CUG) Representatives:** A CUG can have multiple representatives submitting a SRF on behalf of the CUG organization. For a new CUG, the first representative to establish the account is responsible for submitting the items listed in II.2 above. Subsequent representatives who enroll under the CUG should select the official name of the CUG when registering. FCPS only maintains one primary organization address for invoicing purposes. This is based on the information submitted by the initial representative to enroll the CUG, regardless of the number of representatives authorized under the CUG name. Additional representatives will register under the official CUG name using this link: www.fcps.org/uof.
4. **Site Administrator (SA):** A school-based employee (and a back-up designee) who is responsible for confirming availability of space at their school location and processing the SRF submitted by CUG.
5. **Use of Facilities Coordinator:** An FCPS Central Office employee who is responsible for final activation/approval of the SRF. The Coordinator is responsible for ensuring adherence to FCPS policy and regulations, and serves as the primary contact for SAs and CUGs regarding the UOF process.

III. Submitting a Schedule Request Form (SRF)

1. Information to submit a SRF is found on the FCPS Use of Facilities webpage (www.fcps.org/uof)
2. The **Normal Schedule request format will be the only format used when scheduling events.** The Recurring Schedule format may only be used for internal FCPS events, and scheduling HVAC requests for daycare programs and Frederick City/County Parks & Recreation. If any format but Normal is used, the request will be declined. Twenty (20) dates may be selected on a Normal Schedule format. Do not include dates of school holidays or closures (when both schools and offices are closed) or the CUG will be charge for custodian labor to cover your event. Consult the school calendar on www.fcps.org.
3. Internal FCPS events must be submitted on an SRF, particularly events after regular school hours and weekends in order for HVAC to be programmed.
 - a. If school administration allows its faculty/staff to use the school for a before- and/or after-school health/fitness activity (individual or group) which is coordinated by its own staff (not through the FCPS Wellness department; e.g. faculty basketball, yoga, swimming, etc.), the following is required:
 - i. Submit an online use of facility request form to be approved by the school's SA. The event title must state "Faculty" in the title (i.e. "Faculty Basketball", "Faculty Yoga", etc.). It will be entered as an "FCPS School Sponsored" event.
 - ii. The school's SA must email its school staff the link of the online waiver found on the InsideFCPS UOF webpage. The waiver must be completed by each staff member before participating in the activity. Submission of the waiver is automatically collected by the UOF Coordinator. A school may request a list of those who have submitted the waiver from UOF Coordinator.

4. A CUG rep must personally submit the SRF as this serves as our contract with the group. It may not be entered by the school. This includes school PTAs, boosters, etc. A CUG or FCPS rep should not request for use of facility for another group they are not officially affiliated with or sponsoring. The insurance of the group booking is responsible for all damage/liability associated with the booked event.
5. CUG reps should not share their email log-in and password with others in their group. Each person who is allowed to schedule on behalf of the CUG must register their own email address and password under the CUG name.
6. CUG must submit a SRF with a minimum of ten business days prior to the first event date. This allows the SA ample time to evaluate the SRF, determine space availability, assign custodial coverage (if needed) and process. SA can decline a SRF if not submitted with sufficient processing time.
7. CUG event dates will only be considered for the current fiscal year (July 1 through June 30). A SRF for FCPS-sponsored events may be submitted at any time, including past the current fiscal year.
8. A SRF must be submitted as follows:

SUBMISSION TIMELINE FOR REQUESTS OF HIGH SCHOOL ATHLETIC AREAS (INTERIOR AND EXTERIOR, EXCEPT POOLS) AND MIDDLE/ELEMENTARY SCHOOL GYMS AND FIELDS		
<i>Requested Event Dates</i>	<i>Date Range for CUG to Submit the Request Form</i>	<i>Deadline for School Site Administrator to Process the Request Form</i>
July 1 – August 31	May 1 - 15	June 1
September 1 – November 30	July 15 - 31	August 15
December 1 – February 28/29	October 1 - 15	November 1
March 1 – June 30	January 1 - 15	February 1
<p><i>Requests for these areas may be considered past the submission timeline only for intermittent usage, if there is availability.</i></p> <p><i>*Although a CUG may receive an approved SRF at the high school level, please note that due to the uncertain nature of internal FCPS high school athletic schedules (which could be extended due to play-offs, weather reschedules, etc.), previously approved dates for a CUG could be cancelled or postponed as needed with limited notice to the CUG. Notice to the CUG will be given as soon as possible.</i></p>		

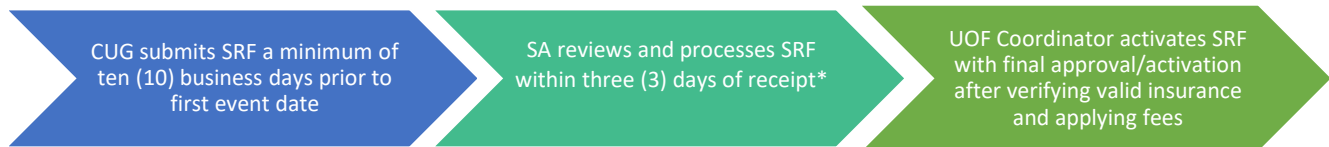
Requests for rooms/areas not covered in the chart above may be submitted for each fiscal year (event dates of July 1 through June 30) according to this schedule:

- a. May 1 – Date that a CUG may begin to submit a SRF for event dates of July 1-August 31
 - b. June 1 – Date that a CUG may begin to submit a SRF for event dates of September 1 – June 30
 - c. A SRF not submitted in accordance with these submission dates will be declined for resubmission at the appropriate time.
 - d. FCPS events may be submitted at any time, including dates into the following fiscal year.
9. Principal or SA has discretion to schedule more than one custodian due to size and/or scope of the event. CUG will be notified by SA if more than one custodian is needed as applicable labor charges will be assessed to CUG for each custodian. If more than one custodian is scheduled, Principal or SA will also make note in Custodial box on SRF stating total number of custodians being scheduled and reason needed. A separate email must be sent by SA to CUG to inform. It is not relayed to CUG using the approval note feature in FSD system.
 10. CUG may not simultaneously submit SRF for multiple locations for an event for the same date/time if only one location is desired. Apply for your first-choice location, and, if declined, then submit to a second-choice location, etc.
 11. No CUG has priority over any other CUG when requesting facility use. If multiple CUGs want the same location and same room(s)/field(s) at the same time, then the SA, school principal (or designee) or UOF Coordinator will work with the CUGs to come to a fair arrangement to equitably share the space and time. However, this is contingent upon the CUG being in good standing with FCPS as far as timely payments and adherence to all policies and regulations.
 12. FSD will generate emails about the status of your SRF in various stages -- submitted, approved and activated. Be sure to thoroughly check the confirmation email closely as any dates cancelled by the school will not show in the list of

approved dates. Also, date, time or room adjustments could be made by SA on certain requested dates. It is recommended to also check the public calendar in FSD to verify the dates you are scheduled.

13. CUG may only utilize the areas approved on the SRF and only for the approved activity as described on the SRF. A CUG may not ask the on-duty custodian for permission to use other areas not on the approved SRF. During the event, a CUG may not request a custodian to extend the approved time of usage. Time changes must be made more than 48-hours in advance with school's SA.
14. It is at the discretion of the school principal to determine what areas/rooms may be available to a CUG; however, the following areas are not available for CUGs: portables, locker rooms (exception for pool usage) and school concessions. Use of computer equipment is not allowed except with special permission of the principal.

IV. Routing of Schedule Request Form (SRF)



****All efforts will be made to process SRF within the three-day timeframe; however, the SA may need additional time to coordinate multiple SRFs for the same date/timeframe. Also see submission/processing timeline shown in III.8. regarding SRFs for high schools and elementary/middle school gyms and fields. SRFs submitted for a new fiscal year may require some additional processing time as the school determines its own fiscal year facility use needs first. Internal FCPS events are a first priority for scheduling facilities. There may be times that a SA will need to reschedule your approved event to another room location or another FCPS facility if an internal FCPS event must take precedence. There may be times that short-notice cancellations are made by a school to a CUG due to rescheduling of FCPS events (i.e. play-off games, rescheduled games/events due to weather cancellations, etc.)***

V. Certificate of Insurance

1. The requirements of an acceptable certificate of insurance (COI) are found in [Regulation 100-01](#). A sample COI is posted on the webpage which can be shared with your insurance carrier: www.fcps.org/uof.
2. An SRF without a COI to cover all dates on the SRF will be placed in a pending status until a valid certificate of insurance is received to cover all dates on SRF.
3. It is highly recommended that your COI effective dates be July 1-June 30 in order to cover all event dates you may request during the fiscal year.
4. Failure to receive a current and valid COI within 48 hours of an event date will constitute cancellation of that date and any other dates until a valid COI is received.

VI. Usage Fees, Invoicing and Failure to Pay

1. The fees associated with rental of space may be found in [Regulation 100-01](#) and posted on www.fcps.org/uof.
2. Invoicing is mailed on a monthly basis for the prior month's services and is payable in net 30 days. The invoice will include an Administrative Processing Fee (APF) or an hourly facility use fee (whichever is applicable) and labor charges for services of custodian(s) or other FCPS personnel (Food & Nutrition Service, Sound/Lighting Technician, etc.) if applicable. A CUG must never pay for labor services directly to the person assigned to work your event. Gratuities are not permissible (please see [BOE Policy 109](#) for guidance).
3. Any issue regarding an invoice must be disputed within 30 days of the invoice date by contacting the FCPS Accounting department or it will not be considered.
4. Delinquent Invoice:
 - a. Should a CUG become delinquent in payment of an invoice, the CUG will be flagged as unable to use space at any FCPS school and log-in to the CUG FSD account will be disabled. Any approved dates for upcoming events will be cancelled.
 - b. The account will be enabled once full payment is received. Once paid, the CUG must submit a new request for those cancelled dates.

3. **Exterior doors of FCPS facilities will remain locked and shut at all times.** Under no circumstances is it allowable to prop an exterior door or alter an exterior door lock to the building without permission of school administration. The safety and security of FCPS buildings is paramount. Please refer to Reg. [200-29](#) (III.B.2.c).

X. Cancellation Notice – Minimum of 48-Hours Required

1. CUG must call and email the school's SA (with copy of email to facilities.uof@fcps.org) to request cancellation at least 48-hours prior to an event date. Access to SA contact information (name, phone number and email address) for each school is posted on the Documents tab in FSD.
2. **SA must make cancellation in the UOF system to assure proper billing to CUG.**
3. If the request is for a weekend event (Saturday or Sunday), cancellation must be made no later than noon on the Thursday prior to the event date.
4. If less than 48-hours is given to cancel, the CUG will be charged the applicable facility fee or APF and/or a minimum of 2-hours of custodian labor if a weekend or after-hours event. The date will not be cancelled on the SRF for a late cancellation or no-show. The SA will indicate in the Billing Comments section the dates that a CUG was a no-show or cancelled without following cancellation deadlines.
5. CUG may request from the Use of Facilities Coordinator an Excel spreadsheet of all approved usage to verify your approved dates in the system for the fiscal year. The request for this report is emailed to facilities.uof@fcps.org. If you need to cancel an approved date shown on the report, immediately notify the school by following the steps above.

XI. No Show by CUG

1. If a CUG is a no-show, the CUG will be charged the facility fee for the entire hour(s) scheduled or the APF.
2. If a CUG is a no-show for an after-hours or weekend event, the reporting custodian will wait one hour from the recorded start time of the event. If no one from the group has shown within the first hour, the custodian will leave and will not return. The CUG will be billed for two-hours of custodian labor.
3. SA will make a note in Billing Comments on SRF if there was a no-show situation and on the custodian's timesheet.

XII. Weather-Related or Emergency Cancellations

1. If FCPS schools are dismissed early or closed due to weather-related or emergency matters, all CUG activities are cancelled. Notification is made via FCPS FindOutFirst email or check www.fcps.org. SA will cancel the date on the SRF.
2. Daycare and City/County Parks and Recreation programs must follow the specific directive given to those programs via FCPS FindOutFirst text/email messages and as posted on www.fcps.org when announcements are made of schedule changes. If FCPS deems that conditions are not safe for any FCPS staff to report, then daycare and Parks & Rec programs must also cancel.
3. If FCPS has not made a notification about cancellation of activities and Frederick County implements the [snow emergency plan](#) (SEP), CUG activities are cancelled for the day and until the SEP is lifted.
4. If an event is underway when the SEP is put in effect, the activity must immediately cease and participants leave the facility. There are no exceptions.
5. In the event of prolonged inclement weather, it is at the school's discretion to cancel an outdoor event, even on the day of the event, should it be deemed that damage could occur to a field or outdoor space. The CUG will be notified by the school's SA as soon as possible and cancelled in the FSD scheduling program. Field damage caused by CUG will result in a charge for damages.

XIII. Summer Hours in FCPS Schools

1. Once students are out of school for the summer, FCPS institutes a summer schedule whereby schools and offices are only open Monday through Thursdays with extended hours.
2. Since FCPS is closed on Fridays, any facility usage scheduled on a Friday will require an after-hours custodian and will incur an hourly custodian labor charge to the CUG as described in Reg. 100-01.
3. Schools often shift the normal hours of their custodians over the summer in order to complete special projects that can only be done over the summer timeframe. Please contact the SA to determine the latest time a custodian will be on-

duty on Monday-Thursday. If you need to use the facility past the on-duty hours of the school's latest custodian, it will require an after-hours custodian labor charge to support your request.

4. As usual, FCPS is closed on Saturday and Sunday year-round, so labor services for custodian coverage applies on those and other non-work days when FCPS schools and offices are closed. See FCPS calendar on www.fcps.org.

XIV. FCPS Grounds and Fields

1. FCPS grounds are maintained on a regular mowing schedule in accordance with the exclusive needs of FCPS.
2. If a CUG finds that the FCPS mowing schedule does not adequately meet their needs for an approved use at a school field, the CUG may request permission from the school principal to personally mow or maintain the field(s) by completing an *Agreement to Mow/Maintain a FCPS Field* (found on <https://www.fcps.org/facilities/use-of-facilities>). Additional insurance coverage is required.
3. Fields at newly opened schools will not be utilized for 18-months from the school opening to assure the grass has adequate time to become established.
4. Vehicles may not be driven on FCPS grounds or fields.
5. See Section XII.5.
6. CUG may not have a storage shed placed on FCPS property. CUG's sheds that were in place prior to January 1, 2019 may remain.
7. CUG may not store equipment or supplies overnight on FCPS property unless it has an approved shed.

XV. Parking

1. Parking by event attendees must be in designated parking lots only. Vehicles may not be parked on grass. CUG rep in charge of event must assure that attendees abide by this requirement. If repair of grass or field is needed due to violation of the parking procedure, the CUG will be charged for repair.
2. Parking on fire lane of school is strictly prohibited.

XVI. Movie License

1. All internal and external users of FCPS facilities (including Parks & Recreation, PTAs and daycare programs) must have a motion picture/movie license in order to show a full-length movie at an event on FCPS property. Email your license to facilities.uof@fcps.org. The SRF will not be approved for the event until a valid license is received.

XVII. Contact Information for School-Based Site Administrators

1. CUG may access current contact information (name, phone number and email addresses) for school-based SAs by accessing the Documents tab in FSD.

XVIII. Assuring Safety of Athletic Equipment on FCPS Fields

1. CUG must check athletic equipment (such as goals, etc.) on FCPS fields before usage to assure it is properly secured and/or weighted with a sand bag. This is especially important if the CUG moves the equipment from its usual location on the field. If any issues with the equipment, report it to the on-duty custodian.

XIX. FCPS Equipment Prohibited from Use by CUG

1. All FCPS Custodial Services or Maintenance & Operations equipment (indoor or outdoor, such as mowers, vacuums, etc.) is prohibited from use by CUGs. It may only be utilized by FCPS staff in support of the CUG.
2. Computer equipment (only allowed with special permission of principal per Reg. 100-01).
3. Consult with the school's SA on what school equipment could be available for your use.

XX. Concessions

1. Use of a school's concession stand (inside or outside) is not permissible by a CUG.

2. Should a CUG wish to sell concessions as part of their event, a room/area must be requested on a SRF.
3. A fryer or any other electrical appliance (besides a crockpot) may not be used in association with the concession.
4. Pre-packaged food items (chips, pretzels, candy, etc.) or cold items utilizing CUG-supplied coolers may be made available.

XXI. Trash Removal

1. Each CUG is responsible to place all trash into the nearest trash receptacle to their booked area (inside or outside). The area utilized must be completely free of trash. Failure to do so may be reported by school as a CUG infraction.
2. FCPS custodial staff will remove all trash from receptacle to the dumpster on the property.

XXII. Calls by CUG to An Emergency Responder When FCPS Staff Is Not On-Duty

1. If a call is made to an Emergency Responder (police, ambulance, etc.) for a CUG event when FCPS staff is not on duty, the CUG must notify facilities.uof@fcps.org by the next business day.

XXIII. Youth Camps

1. A SRF for a youth camp must certify that the program complies with Code of Maryland (COMAR) requirements ([COMAR 10.16.06](#)).

XXIV. Requests for Usage of Swimming Pools

1. There are two FCPS locations with swimming pools – Middletown High and Walkersville High.
2. If additional rooms are required as part of the pool usage at the school on the same date, two separate SRFs must be submitted as the pool request is approved by the FCPS pool operator and all other rooms are approved by the school's site administrator. This also applies to FCPS School Sponsored pool activities when additional rooms are needed.
 - a. Make a note in the description section of each SRF that there is a secondary SRF for either the pool or other rooms.
 - b. For Priority 2 pool users, the Administrative Processing Fee will not be assessed to either request form since the group is charged for an hourly pool usage rate.

XXV. Attendance Log for Community User Groups

1. A school custodian will obtain the name/initials from one representative of each CUG to verify attendance (see exclusions in 3 below). This may best be completed when the custodian grants access to the building.
 - a. PTA and Boosters are considered a CUG and must sign the attendance log.
2. For CUGs using outdoor areas, a CUG contact's name/initials must be obtained by the custodian (see exclusions in 3 below).
3. A CUG contact's name/initials is not required for the following:
 - a. School's with City/County Parks & Rec Centers and contracted daycare providers. (**EXCEPTION:** If your school approves a Parks & Rec request for a short-term event such as a 6-week Zumba class in an area not part of the Parks & Rec program, the name/initials are required.)
 - b. An outdoor weekend or other non-school day event when a custodian is not required to cover the event.
 - c. An FCPS school sponsored event.
4. A blank sign-in sheet is found for FCPS staff on the Inside FCPS UOF webpage under Resources.
5. Each school's set of fiscal year sign-in sheets (July 1-June 30) will be scanned by SA (or designee, if not working over summer) to facilities.uof@fcps.org no later than July 30.

XXVI. Bingo or Other Gaming Events

1. If a fee is charged to participate in a bingo event, a Frederick County Gaming Permit is required: <https://www.frederickcountymd.gov/8006/Gaming-Permits>. The permit must be submitted to UOF Coordinator for uploading to your request form.
2. Cash prizes and prizes of significant value (over \$100) are prohibited on FCPS property per FCPS Reg. 100-01 and BOE Policy 203.
3. PTA or others who are coordinating a bingo event on FCPS property are requested to consult with UOF Coordinator before a request for a bingo event is submitted (facilities.uof@fcps.org).
4. 50/50 or Silent Auction at an approved event does not require a gaming permit. Students are prohibited from selling 50/50 tickets.