

Standard Operating Procedures – Use of Facilities - Contents

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STANDARD OPERATING PROCEDURES USE OF FCPS FACILITIES

1. Purpose

In conjunction with [BOE Policy 203](#) and [Regulation 203-01](#) (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.

2. Definitions

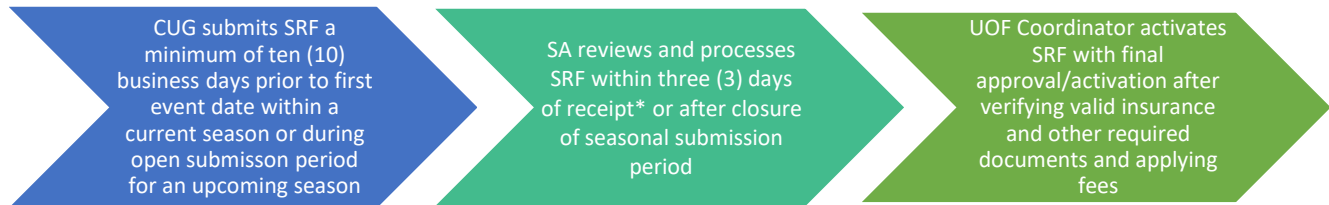
- Brightly/FSDirect (FSD):** The online use of facilities (UOF) scheduling program utilized by FCPS to submit use of facility requests. Access at: fcps.org/uof.
- Approved Community User Group (CUG):** An approved CUG is one that has:
 - Applied to become an approved organization for FCPS UOF via fcps.org/uof; **and**
(NOTE: When registering, use the address to receive invoices as the organization's address)
 - Submitted proof of 501c3 non-profit status (IRS letter of approval); **and**
 - Submitted an acceptable certificate of insurance (see webpage for sample COI); **and**Once approved in FSD, the CUG may submit a Schedule Request Form (SRF) for use of space at an FCPS location.
- 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 2.2. above. Subsequent representatives who enroll under the CUG should select the official name of the CUG when registering. FCPS maintains only 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.
- UOF Site Administrator (SA):** A school-based employee (and a back-up designee) who is responsible for processing SRFs. The SA is responsible for confirming availability of the space and appropriate purpose for use of the space when processing.
- UOF Coordinator:** A FCPS Central Office employee, who reports to Chief Operating Officer, and is responsible for final activation/approval of the SRF. The UOF 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. Contact: facilities.uof@fcps.org.

3. Submitting a Schedule Request Form (SRF)

- Information to submit a SRF is found on the FCPS Use of Facilities webpage (fcps.org/uof)
- The **Normal Schedule request format will be the only format used when scheduling events by a CUG.**
- The Recurring Schedule format may be used only for FCPS School Sponsored events, FCPS Athletic events, PTA events, and HVAC requests for contracted daycare programs and Frederick City/County Parks & Recreation. If any format but Normal is used by a CUG, the request will be declined. Twenty (20) event dates may be selected on a Normal Schedule format.
- The CUG will be charged custodial labor for dates that are school holidays or closures (when both schools and offices are closed). Consult the systemic school calendar on www.fcps.org.
- Internal FCPS events must be submitted on a SRF, particularly events after regular school hours (once students are dismissed) and weekends in order for HVAC to be programmed.
 - FCPS Staff-led Before- or After-School Fitness Activities:** 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:
 - Submit an online use of facility schedule 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 form found on the InsideFCPS UOF webpage. The waiver form must be completed by each staff member before participating in the activity. Submission of the waiver form is automatically collected by the UOF Coordinator. A school may request a list of those who have submitted the waiver from UOF Coordinator.
6. 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 the school PTA and Boosters which are considered a CUG as far as use of facilities. 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.
7. 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.
8. 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.
9. SRFs for Priority 2-5 CUGs are submitted and processed on a seasonal basis. Please see submission timeline chart on fcps.org/uof for full details.
 - a. A SRF submitted early will be declined for resubmission at the appropriate time.
 - b. A SRF combining two season's event dates will be declined for resubmission.
 - c. FCPS school-sponsored and FCPS Athletic events may be submitted at any time, including dates into the next fiscal year.
 - d. PTA/Booster events may be submitted at any time within the current school year.
10. 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.
11. 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.
12. Due to the complexity of preparing for the start of a new school year, requests for event dates to use the building during the full week prior to the start of school could be declined.
13. No CUG, within the same Priority Grouping, 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 UOF Coordinator, in conjunction with SA, 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.
14. 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 some dates requested may be cancelled by the school and 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 important to check the public calendar in FSD to verify the dates you are scheduled.
15. A CUG may email the UOF Coordinator to request an Excel spreadsheet of their approved events.
16. 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.
17. The following areas are not available for CUG use: portables, locker rooms (exception for pool usage), weight rooms, and school concessions. Use of computer equipment is not allowed except with special permission of the principal.

4. 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. Submission/processing timeline is found on fcps.org/uof. 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.)*

5. Certificate of Insurance

1. The requirements of an acceptable certificate of insurance (COI) are found in [Regulation 203-01](#). A sample COI is posted on the webpage which can be shared with your insurance carrier: fcps.org/uof.
2. 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.

6. Usage Fees, Invoicing, Payments and Consequences for Failure to Pay

1. The fees associated with rental of space may be found in [Regulation 203-01](#) and posted on 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.
3. A CUG must never pay labor services directly to the person assigned to work your event. Gratuities are not permissible (please see [BOE Policy 109](#) for guidance).
4. 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.
5. 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.
 - b. Approved dates for upcoming events will be cancelled.
 - c. The account will be enabled once full payment is received. Once paid, the CUG must submit a new request for cancelled dates.
 - d. **If a CUG has multiple delinquencies, privileges to use FCPS facilities may be permanently revoked.**
6. Immediately notify facilities.uof@fcps.org if there is a change to the CUG billing address.
7. Payments may be made via check or money order. **COMING SOON:** Credit Card payments (once available, see info on fcps.org/uof). Credit card information will not be taken over the phone.

7. Requesting Custodial, HVAC and Kitchen Services

1. In the Set-Up Requirements Section of the SRF:
 - a. **Custodial** – On all SRFs, select the box for Custodial. This will activate notification to the lead custodian that a CUG is authorized to be in the building or on grounds and will assure access of CUG to the building by an on-duty custodian.
 - i. List any special set-up requirements needed (tables, chairs, etc.)
 - ii. The SA will review your application to determine if these will be chargeable services.
 - iii. See Section 4.9.
 - iv. See Regulation [100-05](#) for information on Auxiliary Custodians.
 - v. On weekdays when schools are closed but 260-staff work, the shifts of all custodians may not be modified if a CUG needs support for a weekday evening event.
 - vi. During the Summer, when FCPS operates on Monday-Thursdays only, an evening custodian will be available for CUG activities held indoors or in outdoor lockable spaces.
 - vii. Weekends and other days when FCPS buildings are closed for all staff (noted as Schools & Offices Closed in FCPS Calendar Handbook and UOF Calendar), indoor events and some outdoor events may require custodial coverage, which will be charged in accordance to [Regulation 203-01](#). Additional time may be added to the event hours to cover the custodial set-up and/or clean-up.
 - viii. A CUG contact will be required to sign a daily log, provided by the custodian, to verify attendance of the CUG (see Section 26).
 - b. **Food Service (Kitchen Requests)** - An event requiring access/use of the school's kitchen will require that "Kitchen" be selected as a room and the box under Set-Up Requirements for Food Services be selected. Your request will be routed to FCPS Food & Nutrition Services (FNS) personnel who will be in contact regarding the requested kitchen use. An FNS employee must be on site for your event for which labor service fee will be incurred.
 - c. **Heating/Ventilation/Air Conditioning (HVAC)** – If the event is for an interior space at a time after regular school hours (Monday-Friday after students are dismissed) or on a weekend, select the HVAC box and add "As Needed" in the description box. This will assure that HVAC is automatically scheduled for the event. HVAC* is included in your rental fee. (*A/C is not available at all locations, particularly in gyms. A/C availability in gyms is noted on the room selection of the request form).
 - i. For FCPS school sponsored events, it is recommended that portables not be utilized as a meeting space during after school hours or weekends as HVAC cannot be programmed through the Building Automation System (BAS). Portables are not rentable spaces for CUG activities.
 - d. **Performance Lights and Sound** – For High School Auditorium Usage Only. See Section 9. If you have sound or light requirements at an elementary or middle school, indicate needs under Custodial section.

8. High School Auditorium Usage

1. If a CUG or FCPS user requests use of a high school auditorium:
 - a. Review the High School Auditorium Usage section on fcps.org/uof.
 - b. Complete the required High School Auditorium Usage Agreement Form. (**EXCEPTION:** Auditorium Usage Form is not required for Auditorium requests made by FCPS staff for use at their home school.)
 - c. If a FCPS Sound or Lighting Technician/s is/are needed to work an FCPS event scheduled in the auditorium, the FCPS department scheduling the event will be required to pay for that staff's time via a timesheet. This does not apply to FCPS auditorium events scheduled by school staff at their home-school auditorium.
2. In the Set-Up Requirements Section of the SRF:
 - a. Check the box for Performance Lighting and Sound and indicate Advanced Auditorium Rental (AAR), Basic Auditorium Rental (BAR) or NONE as described in the High School Auditorium Guidelines and Usage Agreement.
 - b. CUG will be contacted by the high school theatre manager to assess your needs and estimate the costs. If you have not heard from manager at least two (2) weeks prior to your event, please contact facilities.uof@fcps.org.

9. Accessing FCPS Facilities After-Hours and Weekends

1. The custodian on-duty to support the CUG will open the main entrance door to the building for the first person of the CUG at your approved set-up time. Please be on time. A CUG contact will be required to sign-in on the log provided by custodian. Arrangements must be made through SA to access the school by any other entrance.
2. An adult rep of the CUG must stay to open the door and allow entry only to participants of their group.
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 the permission of school administration. The safety and security of FCPS buildings is paramount. Please refer to Reg. [200-29](#).

10. Cancellation Notice – Minimum of 48-Hours Required

1. CUG must 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 or contact UOF Coordinator for the information.
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 so it will be appropriately billed. 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. Due to the unpredictability of weather, approved outdoor events will not require 48-hours advance notice if being cancelled due to bad weather. However, the CUG must email (facilities.uof@fcps.org) the intention to cancel prior to the start time of the event by email or the charge will still apply.
6. 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.

11. 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.

12. Weather-Related or Emergency Cancellations

1. Status regarding weather-related delays or closures of FCPS facilities will be posted on all UOF calendars when a decision is made. Be sure to check it prior to reporting to an event via [fcps.org/uof](https://www.fcps.org/uof) and clicking the CALENDAR AND REQUEST FORM link as it could be updated at any time.
2. 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. The UOF Coordinator will cancel the date on the SRF for accurate billing purposes.
3. Contracted daycare vendors 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. However, in most cases, these programs will make their own operating decisions.
4. 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. If the SEP is in effect in the morning, but lifted by the afternoon, facilities will remain closed for the remainder of that day.

5. 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.
6. In the event of prolonged inclement weather:
 - a. FCPS UOF Coordinator will email all scheduled outdoor groups notification of a systemic closure to prevent damage to FCPS fields.
 - i. The UOF Coordinator will cancel all scheduled outdoor field events in the use of facilities system to assure there is no charge to CUG.
 - ii. Outdoor use of artificial turf fields, tracks, parking lots, blacktops, or other paved areas may continue unless otherwise specified in the systemic field closure email. If a CUG scheduled for those areas wishes to cancel their event due to the inclement weather, a notification email must be sent to the UOF Coordinator prior to the start time of the event not to be charged.
 - b. For times that a systemic closure has not been announced by FCPS:
 - i. CUG must use good judgment in analyzing field conditions to assure that damage does not occur by their group's use.
 - ii. If CUG decides to cancel due to poor field conditions, an email must be sent to the UOF Coordinator so the event is cancelled to assure no charge for the use.
 - c. Field damage caused by a CUG will result in a charge for the repair of damages. In addition, during the repair, it will require the field to be taken out of use for an extended period of time which will not be beneficial to the CUG.

13. 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 open Monday through Thursdays with extended hours on those days.
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. 203-01](#) (Exception: Parks & Recreation).
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. However, schools are required to have at least one custodian available into the evening hours on Monday-Thursday over the summer to support CUG activities if access to the building or a lockable outdoor space is reserved.
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.

14. FCPS Grounds and Fields

1. FCPS grounds are maintained on a regular mowing schedule in accordance with the exclusive needs of FCPS.
2. FCPS grounds are primarily mowed by a contractor. To determine the next mowing, the school's lead custodian should be contacted.
3. The school's lead custodian should keep the mowing contractor apprised of when events (FCPS or CUG) are scheduled on FCPS grounds to assure the mowing will not adversely impact use by the group.
4. 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 fcps.org/uof). Additional insurance coverage is required. Contact the UOF Coordinator to request.
5. 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.
6. Vehicles may not be driven on FCPS grounds or fields.
7. Field usage during inclement weather -- See Section 13.6.
8. CUG may not have a storage shed/container placed on FCPS property. CUG's sheds/containers that were in place prior to January 1, 2019 may remain until requested by FCPS for removal.
9. CUG may not store equipment or supplies overnight on FCPS property unless it has an approved shed.
10. A bonfire on FCPS property is not permitted.

11. Use of inflatables/bouncy houses is permitted on school grounds with the principal's written permission. A certificate of insurance (COI) from the inflatable vendor will be required naming the Board of Education of Frederick County as Additional Insured. Be sure to note in the description section of the SRF if an inflatable will be part of your event so the UOF Coordinator can obtain required principal permission and COI.
12. See section in SOP on *Requests for Field Closures*.
13. Requests for portable toilets on a school property must be directed to the UOF Coordinator.

15. 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 in a school's fire lane is strictly prohibited.
3. Overflow parking on a school parking lot for an event in the community over a weekend or after-hours does not require submission of a use of facility request form; however, the person interested in utilizing the parking lot should contact the UOF Coordinator. The UOF Coordinator will assure there is no event scheduled at the school affecting the parking lot use and submit a UOF request form on the UOF calendar as a reminder of the overflow parking use.

16. 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. An approved event date will be cancelled if the movie license is not received at least 48 hours prior to the event.

17. 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.

18. Assuring Safety of Athletic Equipment on FCPS Fields

1. CUG must check athletic equipment (such as goals, etc.) on FCPS fields before use 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 equipment is moved, it must be returned to its original location by CUG prior to leaving the facility. If there are any issues with the equipment, report it by email to the UOF Coordinator.

19. FCPS Equipment Prohibited from Use by CUG

1. All FCPS Custodial Services or Maintenance & Operations equipment (indoor or outdoor, such as mowers, vacuums, etc.) are 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. 203-01).
3. Consult with the school's SA on what school equipment may be available for your use.

20. Concessions

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

21. Trash Removal

1. Each CUG is responsible to place all trash into the nearest trash receptacle of their booked area (inside or outside) before leaving the facility. 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(s) to the dumpster on the property.

22. Calls by CUG to 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.

23. 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](#)) in the Additional Information section of the SRF.

24. Requests for Usage of Swimming Pools

1. There are two FCPS locations with swimming pools available to CUGs – 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 SA. 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 (Fee Schedule is on www.fcps.org/uof)

25. 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. Schools 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 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.

26. Bingo or Other Gaming Events

1. If Bingo will be part of an event, a Google form must be completed by the SRF requester: [BINGO FORM](#)
2. If an event is Pay-to-Play Bingo, 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.

3. Cash prizes and prizes of significant value (over \$100) are prohibited on FCPS property per FCPS Reg. 203-01 and BOE Policy 203.
4. 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).
5. 50/50 or Silent Auction at an approved event does not require a gaming permit. Students are prohibited from selling 50/50 tickets.

27. Use of Drones on FCPS Property

1. See FCPS [Reg. 200-29](#)

29. Requests for Building Tours

1. Call or email the school SA to request an appointment to tour the building for your CUG activity. Do not show up without an appointment or your request will be declined.
2. A school tour will most likely be made after school hours once students have been dismissed.

30. False Fire Alarm Pulls

1. Adult supervision of children participating in or spectating an indoor activity must occur while on FCPS property. If a false fire alarm is activated, any charge to FCPS for the false alarm will be billed back to the CUG who rented the facility.

31. Request by School for Field Closure

1. If a school desires to take a field out of use, the following procedures must be followed:
 - a. A Maintenance work order must be submitted to explain the need for the field to be closed. Maintenance will review and approve.
 - b. If closure is approved, the school's UOF SA must notify UOF Coordinator of the start/end dates. UOF Coordinator will enter the approved closure on the school's UOF calendar.

32. Annual Gym Floor Refinishing

1. Each summer, the school principal will receive a Google Form from the UOF Coordinator to schedule the annual gym floor refinishing project at their school. This information will be due by early September to the UOF Coordinator.
2. Schools generally refinish the gym over Winter Break, Spring Break or during the Summer.
 - a. If a school has a Parks & Rec program:
 - i. It is the preference of Parks & Rec for the refinishing to be conducted in this order to cause the least disruption to their programming: (1) Winter Break; (2) Spring Break; and (3) during the two weeks prior to the start of the next school year (first day for students).
 - ii. The UOF Coordinator will share your school's selected schedule with Parks & Rec, so they can plan their annual program schedule around the dates provided.
 - b. If a non-Parks & Rec school chooses Summer to refinish, a start and end time will be required. Two weeks is the maximum that a school gym should be closed for gym floor refinishing.
 - c. The UOF Coordinator will enter the gym refinishing dates on FSD UOF calendar for each school.
 - d. Any change to your originally scheduled dates must be immediately reported to UOF Coordinator to change on the UOF calendar and notify Parks & Rec if change pertains to a Parks & Rec school.

33. Events Requiring an On-Duty Custodian

1. A custodian must be assigned and on-duty for all weekend or other non-school day events (when FCPS is closed for Schools & Offices) to provide building/field access and clean-up services for the following types of events:

- a. **High School Stadium Use** – All CUG games, track meets, or other events that include spectators. Practices are excluded.
- b. **Indoor Building Use (all schools).**
- c. **Other Locked Outdoor Areas (all schools, if applicable).**
- d. An FCPS coach, administrator or teacher may not serve to provide building access to a CUG, in lieu of a custodian, unless they are officially signed up as their school's Auxiliary Custodian. See Reg. 100-05-Auxiliary Custodian for full details. An Auxiliary Custodian is required to submit a timesheet for their coverage hours.
- e. All custodians (regular school custodian, school auxiliary custodian and member of Custodian Coverage Pool) must submit a timesheet for coverage of the event.
- f. All CUGs will be billed for custodian labor for the events described in a-c above.

34. Community Schools (CS) – UOF Events in Support of CS Initiatives

1. The following FCPS locations are considered Community Schools (CS) in accordance with the Maryland Blueprint for Education: (1) Butterfly Ridge Elementary; (2) Hillcrest Elementary; (3) Lincoln Elementary; (4) Monocacy Elementary; and (5) Waverley Elementary. CS Initiatives have been identified as part of the Blueprint.
2. Student enrichment vendors seeking to provide before/after school programs at a CS three or more days per week for an hour or more must go through the RFQ application process via FCPS Purchasing.
 - a. Once the RFQ application is vetted by Purchasing/CS Supervisor, and approved by the Board of Education of Frederick County (BOE), the program will be placed on an approved CS Student Enrichment Vendors list on Google Drive (maintained by the CS Supervisor). This list will be shared with the CS Principals, CS Coordinators and the UOF Coordinator.
 - b. The CS Principal or CS Coordinator will contact an approved Community School Vendor (CSV) if they wish to pursue that vendor's student enrichment program at their school.
 - i. CS Principal/CS Coordinator must notify UOF Coordinator when a CSV program is selected at their school so UOF Coordinator can contact the CSV to set-up their organization up as an approved group in the UOF system so the CSV can submit a SRF. UOF Coordinator will indicate on the Google Drive approved vendors list once a CSV has been established in FSD.
 - ii. The vendor's organization name in FSD will have a "(CSV)" designation to identify it as an approved Community School Vendor.
 - iii. Once the program is agreed upon by the CS Principal/CS Coordinator and CSV, a **Community School Wraparound Services Action Plan/Agreement Form** will be completed and signed by both parties with final approval signature of CS Supervisor. The form will be saved to the [One Drive Folder](#) shared with the CS Supervisor, CS Coordinators and CS UOF Site Administrators.
 - iv. The CSV will be instructed by the CS principal/CS Coordinator to submit their SRF for agreed upon dates/times/rooms following the seasonal submission timeline on www.fcps.org/uof.
 - v. The SRF will first be approved at the school level. During the activation phase of the SRF, the UOF Coordinator will upload to the SRF the Action Plan/Agreement Form found on One Drive file.
3. CUGs providing before/after student enrichment programs one or two days per week at a CS will submit a SRF as is standard UOF protocol.
 - a. The school UOF SA will notify CS Coordinator of the SRF submission to complete the **Community School Wraparound Services Action Plan/Agreement Form** for this group's before/after school activity, if required. The fully executed form will be saved as described in 2.b.iii. and v. above.
4. A CSV will be designated as a Priority 2 user (only if youth activities) and will follow the FCPS UOF policy (203), regulation (203-01), and SOP (posted on www.fcps.org/uof).
5. The CSV must also provide a valid certificate of insurance per FCPS Reg. 203-01.
6. Other Priority 2-5 CUG events (such as church user groups, scouts, youth athletic programs, etc.) at a CS that begin weekdays at 5 PM or later, or on weekends, must follow the normal UOF process. If it is an evening activity that falls under wraparound services, then the **Community Schools Wraparound Services Action Plan/Agreement Form** must be completed.
7. For other daytime or adult programs at a CS that are provided to meet the CS initiatives (e.g., a daytime adult English class for parents of a student), a UOF request form must be submitted by the CUG under the appropriate Priority User Group

designation for the type of activity. Facility fees will be in accordance with the Priority Group designation (posted on www.fcps.org/uof). The CS Coordinator will be responsible for completing a **Community School Wraparound Services Action Plan/Agreement Form** in conjunction with this type of activity and uploading on One Drive file.

8. For CS events requiring use of gyms and/or fields after school hours or on weekends, it is required to give City of Frederick Parks & Recreation (CoFP&R) at least 30-days written notice of the need for the school to use the CoFP&R spaces. A UOF request form must be submitted for the use as well. It is highly recommended that the CS Coordinator work with CoFP&R to plan for quarterly usage needs of these spaces to cause the least disruption to CoFP&R events.

35. Room Booking/After-Hours HVAC Needs at FCPS Central Office Building (191 South East Street) and Leadership and Learning Center (LLC)

1. Room reservations at the FCPS Central Office Building (191 South East Street) and the Leadership and Learning Center (LLC) are booked on Outlook calendars.
2. HVAC needs for after-hours events:
 - a. **191 South East Street** – a SRF must be submitted to request after-hours HVAC for events that begin or run past 4 PM.
 - b. **LLC** – HVAC is automatically programmed through 7 PM on Monday-Friday. Submit a SRF only if your event begins or runs past 7 PM.
 - c. If a SRF is submitted for after-hour HVAC needs, indicate the following information on the SRF:
 - i. **Event Title field:** Include name of your event and HVAC Request Only (e.g. “BOE Meeting/HVAC Request Only”)
 - ii. **Event Description field:** Include statement that your room reservation has already been booked in the appropriate Outlook calendar. The UOF Coordinator will not confirm that the room reservation is on the Outlook calendar.
 - iii. **Setup Requirements field:** Check the box for HVAC and put “as needed” in the Service Description box as this programs the HVAC through the Building Automation System.

36. Process when HVAC is Not Running for After-Hours Weekday/Weekend Event

1. All after-school weekday and weekend school-sponsored and community user group events must be submitted, approved and activated on your school’s use of facilities (UOF) calendar in Brightly to assure that HVAC is provided to those reserved areas through the building automation system (BAS). The HVAC box under Setup Requirements on the request form must be checked.
2. If HVAC is not running as requested for the duration of the event, the CUG or school contact must immediately notify a custodian. The custodian or appropriate school staff member will follow these protocols:
 - a. Immediate notification must be made via the After-Hours Emergency Maintenance Contact Sheets (Maintenance Areas 1-8 attached), starting with the first number at the top of the list and working your way down the list. “After-Hours” is considered any time after student dismissal, and/or weekends and holidays.
 - a. If there is no response within 10 minutes to the first contact number, call the next number on the list until someone with Maintenance is reached to immediately investigate the issue.
 - b. It is extremely important that the investigation is made during the scheduled event for Maintenance to identify the cause.
 - c. Most issues can be corrected remotely.
 - d. Area Emergency Maintenance Contact Sheet must be available and visible in the front office, custodian supply closet, custodian office, and any other appropriate locations.
 - e. Be sure appropriate staff are aware to immediately call if your building is not receiving the requested HVAC.
 - f. The Area Contact Sheets are available on the InsideFCPS Use of Facilities webpage under Resources section.