

**AGREEMENT TO MOW/MAINTAIN A FCPS FIELD
BY A COMMUNITY USER GROUP
School/Fiscal Year: FY 20_____**

Community User Group (CUG) must complete and sign this request form and submit to school principal for approval.

Name of Community User Group (CUG)			
Contact Person			
Email Address			
Cell Number			
School Requested			
Field(s) To Maintain (use field names shown on approved FSDirect Schedule Request Form)			
Effective Dates of Maintenance	Start Date:	End Date:	
Approved Schedule Request Form #			

Frederick County Public Schools (FCPS) grounds are mowed/maintained on a regular schedule to meet the specific needs of FCPS. The above-named CUG requests permission from the school principal to provide additional mowing/maintenance of the school's field(s) to meet the needs of the CUG for their approved use of facility activity.

The CUG agrees to the following:

1. CUG acknowledges that there is no compensation or reduction in the use of facility fees for mowing or maintenance of a field (including turning of dirt or lining fields, etc.)
2. CUG will provide their own equipment and supplies at their sole cost. CUG equipment and supplies may not be stored or left overnight on school property.
3. CUG will notify the school's administration at least 48-hours prior to performing each mowing/maintenance service to assure that FCPS' schedules are not interrupted.
4. Mowing/maintenance must be performed before or after regular school hours or on weekends when not being utilized by FCPS or another CUG.
5. Mowing height must be no less than three inches.
6. CUG is responsible for any damage to FCPS property or liability associated with the mowing/maintenance. If damage occurs, it must be reported to the school principal.
7. CUG holds FCPS and the Board of Education of Frederick County harmless from any damage or liability associated with their mowing/maintenance of the field(s).
8. The CUG's certificate of insurance on file with FCPS for use of facilities must be modified to include the following:
FCPS and the Board of Education of Frederick County are included as additional insured with respect to automobile liability (hired and non-owned) and general liability.
9. CUG may not apply any chemical applications to the property.
10. CUG acknowledges that mowing/maintenance of the field(s) gives no special privilege to the CUG for exclusive or ongoing use of the field. Mowing/maintenance may be shared between multiple CUGs utilizing the same space. It will be up to the CUGs to work out a schedule between multiple users.
11. Maintenance of high school competition athletic fields (e.g. stadiums, baseball and softball fields, field hockey fields, etc.) will require special permission from the Maintenance and Operations department. Email facilities.uof@fcps.org to be routed to proper FCPS personnel for permission.
12. Permission may be revoked by FCPS at any time for any reason.
13. A new agreement form must be in place for each school/fiscal year (July 1-June 30).

COMMENTS:

AGREED AND ACCEPTED BY CUG	AGREED AND ACCEPTED BY PRINCIPAL
Signature:	Signature:
Date:	Date:

Copies of fully executed agreement shall be routed to:

- Principal
 CUG Contact Person
 Coordinator of Use of Facilities
 Manager of Custodial Service - Hayward Road
 - Central Office