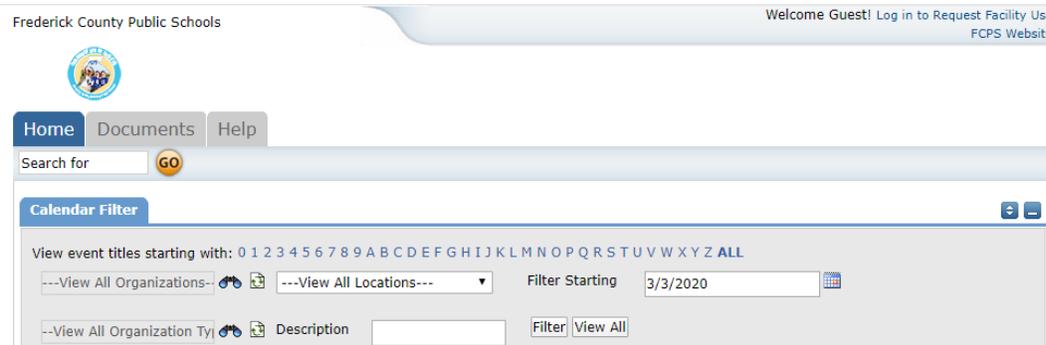


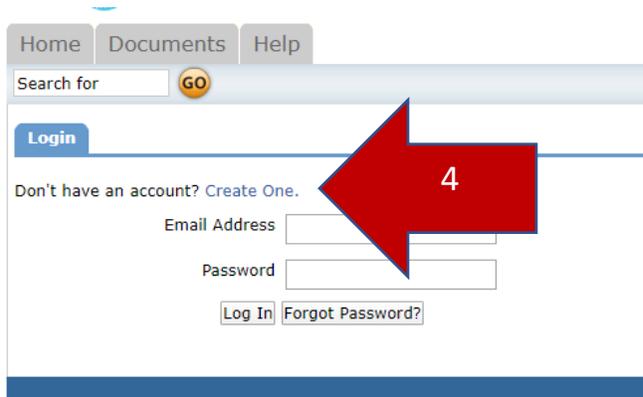
**INSTRUCTIONS FOR A COMMUNITY USER GROUP (CUG)  
TO REQUEST AN ACCOUNT TO USE FCPS FACILITIES OR  
BECOME A NEW REQUESTOR UNDER AN EXISTING CUG ACCOUNT**

Steps to Submit a Request for An Account:

1. Access: [www.fcps.org/uof](http://www.fcps.org/uof)
2. Click on link for **CALENDAR AND REQUEST FORM**.
3. Next screen – Upper Right Corner – WELCOME GUEST – Click link to log-in



4. Next screen – Click “CREATE ONE” and fill out the information to submit the request for an new CUG account or become a new submitter under an existing CUG account.



5. FOR NEW CUG ACCOUNTS: The following documents must be provided before your request will be approved:
  - a. Application must be made by a Frederick County, MD resident.
  - b. Proof of non-profit 501c3 status – Copy of IRS approval letter required
  - c. A Certificate of Insurance (COI) – See sample COI on [www.fcps.org/uof](http://www.fcps.org/uof)

Email these documents to [facilities.uof@fcps.org](mailto:facilities.uof@fcps.org).

If these documents are not received within one week of your account request submission, your request will be declined. However, you may reapply once you have the documents available to submit.

6. Be sure to read Reg. 100-01 and the Standard Operating Procedures found on [www.fcps.org/uof](http://www.fcps.org/uof).
7. Any questions may be directed to [facilities.uof@fcps.org](mailto:facilities.uof@fcps.org) or call 301-644-5229.