

BOARD OF EDUCATION
POLICY 10020
USE OF SCHOOL FACILITIES
BY NON-SCHOOL GROUPS

Effective: May 23, 2002

Policy Statement

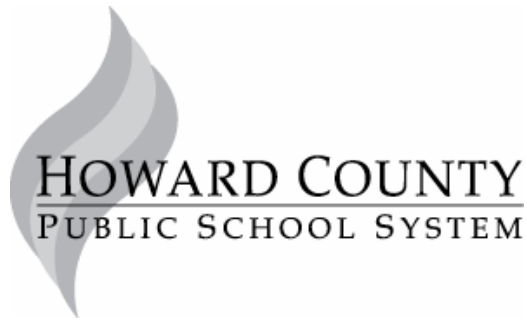
Public school facilities in Howard County shall be devoted primarily to instructional programs and school-sponsored activities. However, the Board of Education recognizes the imperative that facilities paid for by the taxpayers of Howard County should be utilized to the fullest extent possible in order to maximize the benefit from public investment. Thus, the use of school facilities for community purposes is encouraged by the Board of Education of Howard County and is in accordance with the Public School Laws of Maryland. The privilege of using school facilities is subject to the approval of the Superintendent of Schools or his/her designee pursuant to this policy statement, the regulations adopted by the Board of Education, and any implementing procedures established by the Superintendent not inconsistent with this policy, the law, and/or the regulations.

The user must be in compliance with federal, state, and local law in admissions and in the operation of any activity. All nonschool activities must be open to the public and cannot discriminate on the basis of location of residence within Howard County.

Users may be charged fees for use of school facilities without discrimination based upon race, creed, color, religion, national origin, sex, disability, age, and/or any other legally protected status. The Superintendent of Schools is directed to develop regulations and procedures to implement this policy.

Legal Reference: Public School Laws of Maryland, 7-108, 7-109, 7-110
Annotated Code of Maryland, Article 14
COMAR 13A.02.04.01--.07

Original Approval: November 25, 1975
Date of Revision: July 13, 1989
July 8, 1993
March 23, 1995
May 23, 2002



POLICY 10020-R
REGULATIONS
USE OF SCHOOL FACILITIES
BY NON-SCHOOL GROUPS

Effective: May 23, 2002

I. Definitions

- A. Youth Sports - Programs offered for participants who have not attained 18 years of age.
- B. Adult Sports - Programs offered for participants 18 years and older.
- C. Meetings - Programs for disseminating information scheduled on a regular or occasional basis sponsored by organizations such as civic associations, political groups, home owner associations, religious groups, etc.
- D. Day Care - A nonprofit licensed or government-sponsored child care program for which a fee is charged and which serves school age children on a regularly scheduled basis as a supplement to the parent's primary care of the child.
- E. Recreational Activities - Leisure programs or activities of a nonsports nature.
- F. Nonprofit Organization - An organization, institution, association, society, club, and/or corporation that is exempt from taxation under 501 (c) (3) (4) (5) (6) or (7) of the Internal Revenue Code (26 U.S.C. Section 501 or any successor law).
- G. Nonprofit activities - Activities whose objective is to provide a community service and neither profit nor promote the personal gain of an individual or a group of individuals. Groups claiming nonprofit status may be required to provide a letter of determination from the Internal Revenue Service explaining their nonprofit status and/or a copy of their bylaws or incorporation papers.
- H. Educational Activities - Programs or activities that provide instruction to students.
- I. Performing Arts Activities - Activities involving artistic and cultural forms of expression.
- J. User(s) - Agency, organization, or legal entity utilizing public school buildings and grounds.

II. Regulations

Scheduling of Facilities

Priorities - The first priority in determining the use and scheduling of school facilities is to the program and activities, including but not limited to curriculum and extracurricular activities, of the Howard County Public School System.

Therefore, all school activities related to the Howard County Public School System programs and activities, as well as regularly scheduled PTA meetings, shall be accommodated before scheduling any other activities. After meeting the program and activity needs of the school system, priority shall be given to community-based activities in the following manner:

INDOOR AREAS

SEASON: FALL, WINTER, SPRING

WEEKDAYS

Priority

Time	Area	1	2	3	4
7:00	CAFE	Day Care	Rec. Act.	All other req.	
A.M.	GYM	Day Care	Youth Sports	All other req.	
	AUX.GYM	Sports	Rec. Act.	All other req.	
9:00	AUD	Perform. Arts	Meetings	All other req.	
A.M.	CLASSRM	Educ. Prog.	Meetings	All other req.	
2:30	CAFE	Day Care	Rec. Act.	All other req.	
P.M.	GYM	Youth sports	Rec. Act.	All other req.	
	AUX.GYM	Youth sports	Rec. Act.	All other req.	
6:00	AUD	Educ. Prog.	Meetings	Perform. Arts	All other req.
P.M.	CLASSRM	Educ. Prog.	Meetings	All other req.	
6:00	CAFE	Rec. Act.	Meetings	All other req.	
P.M.	GYM	Youth sports	Adult sports	Rec. Act.	All other req.
	AUX.GYM	Youth sports	Adult sports	Rec. Act.	All other req.
8:00	AUD	Perform. Arts	Meetings	Educ. Prog.	All other req.
P.M.	CLASSRM	Educ. Prog.	Meetings	All other req.	
8:00	CAFE	Rec. Act.	Meetings	All other req.	
P.M.	GYM	Adult sports	Rec. Act.	Youth sports	All other req.
	AUX.GYM	Adult sports	Rec. Act.	Youth sports	All other req.
	AUD	Perform. Arts	Meetings	Educ. Prog.	All other req.
	CLASSRM	Educ. Prog.	Meetings	All other req.	

WEEKENDS

Priority

Time	Area	1	2	3	4
7:00	CAFE	Rec. Act.	Meetings	All other req.	
A.M.	GYM	Adult sports	Youth sports	All other req.	
	AUX.GYM	Adult sports	Youth sports	All other req.	
9:00	AUD	Perform. Arts	Rec. Act.	Meetings	All other req.
A.M.	CLASSRM	Educ. Prog.	Meetings	All other req.	

9:00	CAFE	Rec. Act.	Meetings	All other req.	
A.M.	GYM	Youth sports	Rec. Act.	Adult sports	All other req.
	AUX.GYM	Youth sports	Rec. Act.	Adult sports	All other req.
6:00	AUD	Perform. Arts	Educ. Prog.	Meetings	All other req.
P.M.	CLASSRM	Educ. Prog.	Rec. Act.	All other req.	
6:00	CAFE	Rec. Act.	Meetings	All other req.	
P.M.	GYM	Adult sports	Youth sports	Rec. Act.	All other req.
	AUX.GYM	Adult sports	Youth sports	Rec. Act.	All other req.
	AUD	Perform Arts	Meetings	Rec. Act.	All other req.
	CLASSRM	Educ. Prog.	Meetings	All other req.	

INDOOR AREAS

**SEASON: SUMMER
WEEKDAYS**

Priority

Time	Area	1	2	3	4
7:00	CAFE	Day Care	Rec. Act.	Meetings	All other req.
A.M.	GYM	Day Care	Youth sports	Adult sports	All other req.
	AUX.GYM	Adult sports	Youth sports	Rec. Act.	All other req.
9:00	AUD	Rec. Act.	Meetings	Perform. Arts	All other req.
A.M.	CLASSRM	Educ. Prog.	Rec. Act.	Meetings	All other req.
9:00	CAFE	Rec. Act.	Day Care	Meetings	All other req.
A.M.	GYM	Youth sports	Rec. Act.	Adult sports	All other req.
	AUX.GYM	Youth sports	Rec. Act.	Adult sports	All other req.
3:00	AUD	Perform. Arts	Rec. Act.	Meetings	All other req.
P.M.	CLASSRM	Educ. Prog.	Rec. Act.	Meetings	All other req.
3:00	CAFE	Day Care	Rec. Act.	Meetings	All other req.
P.M.	GYM	Day Care	Youth sports	Rec. Act.	All other req.
	AUX.GYM	Youth sports	Rec. Act.	Adult sports	All other req.
6:00	AUD	Perform Arts	Rec. Act.	Meetings	All other req.
P.M.	CLASSRM	Rec. Act.	Day Care	Educ. Prog.	All other req.
6:00	CAFE	Rec. Act.	Meetings	Rec. Act.	All other req.
P.M.	GYM	Adult sports	Youth sports	Rec. Act.	All other req.
	AUX.GYM	Adult sports	Youth sports	Rec. Act.	All other req.
	AUD	Perform. Arts	Rec. Act.	Meetings	All other req.
	CLASSRM	Educ. Prog.	Rec. Act.	Meetings	All other req.

WEEKENDS

Priority

Time	Area	1	2	3	4
7:00	CAFE	Rec. Act.	Meetings	All other req.	
A.M.	GYM	Adult sports	Youth sports	Rec. Act.	All other req.
	AUX.GYM	Adult sports	Youth sports	Rec. Act.	All other req.
9:00	AUD	Perform. Arts	Rec. Act.	Meetings	All other req.
A.M.	CLASSRM	Educ. Prog.	Rec. Act.	Meetings	All other req.

9:00	CAFE	Rec. Act.	Meetings	All other req.	
A.M.	GYM	Youth sports	Rec. Act.	Adult sports	All other req.
	AUX.GYM	Youth sports	Rec. Act.	Adult sports	All other req.
6:00	AUD	Perform. Arts	Rec. Act.	Meetings	All other req.
P.M.	CLASSRM	Educ. Prog.	Rec. Act.	Meetings	All other req.
6:00	CAFE	Rec. Act.	Meetings	All other req.	
P.M.	GYM	Adult sports	Youth sports	Rec. Act.	All other req.
	AUX.GYM	Adult sports	Youth sports	Rec. Act.	All other req.
	AUD	Perform Arts	Rec. Act.	Meetings	All other req.
	CLASSRM	Educ. Prog.	Rec. Act.	Meetings	All other req.

OUTDOOR AREAS

SEASON: FALL, SPRING, SUMMER

WEEKDAYS

Priority

Time	Area	1	2	3	4
9:00	BASE	Youth sports	Adult sports	All other req.	
A.M.	SOFT.	Youth sports	Adult sports	All other req.	
	STADIUM	Youth sports	Adult sports	All other req.	
	M.P.	Youth sports	Adult sports	All other req.	
6:00	TENNIS	Youth sports	Adult sports	All other req.	
P.M.	TRACK	Youth sports	Adult sports	All other req.	
	6:00 BASE	Youth sports	Adult sports	All other req.	
P.M.	SOFT.	Youth sports	Adult sports	All other req.	
	STADIUM	Youth sports	Adult sports	All other req.	
	M.P.	Youth sports	Adult sports	All other req.	
	TENNIS	Adult sports	Youth sports	All other req.	
	TRACK	Youth sports	Adult sports	All other req.	

WEEKENDS

Priority

Time	Area	1	2	3	4
9:00	BASE	Youth sports	Adult sports	All other req.	
A.M.	SOFT.	Youth sports	Adult sports	All other req.	
	STADIUM	Youth sports	Adult sports	All other req.	
	M.P.	Youth sports	Adult sports	All other req.	
6:00	TENNIS	Youth sports	Adult sports	All other req.	
P.M.	TRACK	Youth sports	Adult sports	All other req.	
	6:00 BASE	Adult sports	Youth sports	All other req.	
P.M.	SOFT.	Adult sports	Youth sports	All other req.	
	STADIUM	Adult sports	Youth sports	All other req.	
	M.P.	Adult sports	Youth sports	All other req.	
	TENNIS	Adult sports	Youth sports	All other req.	
	TRACK	Adult sports	Youth sports	All other req.	

Note: Sports programs will be prioritized based on season as follows:

- A. Indoor
 - 1. Fall
 - a. Basketball b. Volleyball c. Soccer d. All others
 - 2. Winter
 - a. Basketball b. Wrestling c. Soccer d. All others
 - 3. Spring
 - a. Baseball/Softball b. Lacrosse c. Soccer d. All others

- B. Outdoor
 - 1. Fall
 - a. Soccer b. Football c. Field Hockey d. All others
 - 2. Spring/Summer
 - a. Baseball/Softball b. Lacrosse c. Soccer d. All others

C. Time Table For Facilities Applications

1. Outdoor Areas

The Superintendent or his/her designee shall be responsible for coordinating the use of all Howard County Public Schools' outdoor areas and facilities throughout Howard County.

Any organization, including schools, wishing to use a field and or facility shall apply to the Superintendent or his/her designee. Applications will be received and acted upon in accordance with the priority schedule and following deadlines:

<u>Scheduled Activity</u>	<u>Submission Date</u>	<u>Principal's Recommendations</u>	<u>Confirmation to School and User</u>
Sept. 1-Dec. 1	June 1 (fall prog.)	June 15	July 1
March 1-Sept. 1	Jan. 1 (spr./sum.)	January 15	February 1

(No activities will be scheduled during the period December 1 - March 1.)

2. Indoor Areas

The Superintendent or his/her designee shall be responsible for coordinating the use of indoor facilities throughout Howard County. Applications shall be received and acted upon in accordance with the priority schedule and following deadlines:

Scheduled Activity	Submission Date	Principal's Recommendations	Confirmation to School and User
Sept. 1-Dec. 31	June 1	June 15	July 1
Jan. 1-March 31	October 1	October 15	November 1
April 1-June 30	January 15	January 30	February 15
July 1-August 31	April 1	April 15	May 1

3. Applications received after the submission dates shall be acted upon on a first-come, first-served basis. These should be submitted at least seven working days prior to the start of the activities.

D. Additional Requirements

1. All organizations wishing to use Howard County Public School facilities must complete the application prescribed by the Superintendent or his/her designee. Signing said application by the indicated organization evidences the agreement of the individual and/or organization to indemnify and hold harmless the Board of Education of Howard County, its officers, agents, and/or employees from any and all suits, demands, claims, complaints, causes of action, and/or actions of any kind, whether at law or in equity, asserted against the Board of Education, its officers, agents, and/or employees, and arising in any way out of the individual and/or organization's use of school facilities, including but not limited to the payment of any judgment, award, compromise, settlement amount, litigation expenses, and actual reasonable attorney's fees incurred in the defense of any such action. Therefore, one must be 18 years of age or older to sign the application. The privilege of using school facilities is not subject to transfer, assignment, and/or subleasing.
2. School facilities may only be used at times that will not interfere with regular school sessions and/or other bona fide educational activities and programs of the Howard County Public Schools.
3. Any alteration or installation of equipment such as goals, backstops, fences, etc., must have prior approval of the Superintendent or his/her designee.
4. In the case of inclement weather, a permit may be suspended in order to prevent damage to an athletic field.
5. The using organization shall make every effort to leave assigned areas as clean and as in good working order as the areas were found. Violations could result in denying further use and/or charges for cleaning and/or repair services.

6. Users may be required to have public liability and property damage insurance if it is deemed in the Board of Education's best interest to assure adequate protection against damages to property and/or liability claims by members of the public against the Board of Education, its officers, agents, and/or employees.
7. The following are not permitted in school buildings or on school grounds:
 - a. Parties, celebrations, recitals, etc. that are essentially personal or private in nature (this exclusion includes birthday, wedding, anniversary, and other similar activities).
 - b. Public dances and car washes unless sponsored by the public school system or the PTA.
 - c. Firearms, weapons, or ammunition in school buildings consistent with any related statutes and/or regulations.
 - d. The possession, use, or distribution of intoxicants and/or controlled dangerous substances.
 - e. The use or sale of tobacco in any form at all times. The using group has the clear and definite responsibility for ensuring a tobacco-free environment during their usage.
 - f. Balloon launches and other activities which result in the release of helium-filled balloons into the atmosphere, including balloon bouquets and presentations, which usually result in release.
8. All use of schools shall be cancelled when schools are closed due to inclement weather or other emergency conditions.
9. School buildings and grounds may be used for education, civic, social, religious, and recreational activities by nonprofit organizations for such nonprofit activities described above in this policy within Howard County. However, profit making organizations may be permitted to use school facilities for nonprofit activities such as: athletic programs, fund-raising activities for charitable purposes, and employee-related activities.
10. Any group or organization using school property shall indemnify and hold harmless the Board of Education and/or any officer, staff member, or agent, of the said Board (herein referred to as indemnities in the paragraph) from any and all lawsuits, claims, demands, or actions that may be brought against the aforementioned indemnities as a result of the use of school property by such group, organization, individual, or such suits allegedly arising out of the use of school property by such group or organization, or any person affiliated with the said group or organization. The indemnification and hold harmless obligation shall include, but not be

limited to: (1) reimbursing the indemnities for attorney's fees, court costs, and all other defense costs; and (2) full payment of any judgment, decree, award, decision, compromise, or settlement rendered against the indemnities. Furthermore, any group or organization using school property shall make all reasonable efforts to maintain the said property in the same condition it was prior to the use of the property, and such group or organization shall compensate the Board fully for any and all costs of normal and/or extraordinary maintenance, repair, or replacement to school property which the Board in its sole discretion determines is necessary as a result of the use of school property by such group or organization.

11. Users must conduct activities that are: (a) orderly and lawful, (b) not of a nature to incite others to disorder, and (c) must be in compliance with federal, state, and local laws as well as the policies, rules, regulations, and procedures of the Board of Education.
12. The use of the Rouse Theatre for the Performing Arts at Wilde Lake High School is coordinated by a shared-use committee defined in the Memorandum of Understanding signed by the Board of Education, Howard County Government, and the Howard County Arts Council.

III. Assessment of Fees

- A. Facility Fee - A facility fee is a fee assessed for the use of the school facility.
 1. It is the determination of the Board of Education that the legitimate interests of the Board of Education and the school community it serves merits the use of school facilities by the following organizations without the charge of a facility fee to such organizations, and this determination is made without regard to race, color, creed, religion, national origin, sex, disability, age, and/or any other legally protected status:
 - a. Board of Education meetings and activities
 - b. Howard County Public School System meetings and activities
 - c. Any educational activity of the Howard County Public School System
 - d. Howard County Public School System employee organizations
 - e. All regularly scheduled meetings of PTA organizations and PTA-sponsored activities
 - f. Howard Community College
 - g. Howard County Government and Departments
 - h. Employee activities sponsored by organizations, businesses, and/or individuals participating in the Howard County school/business partnership program

- i. Nonprofit youth-oriented organizations providing educational /community service
 2. The following organizations shall be charged a facility fee for use of school facilities as applicable:
 - a. Schools, other than the Howard County Public School System
 - b. Cultural schools
 - c. Churches/religious organizations
 - d. Nonprofit organizations, except as provided in A.1.i. above, sponsoring events where an admission or participation fee is charged, or at which participants engage in activities to raise funds or other items of value for the organization, regardless of the intended or actual use of any receipts
 - e. Profit making organizations holding nonprofit activities
 - f. Nonprofit adult organizations such as, partisan political groups, civic associations, social/fraternal groups, and square dancing groups
 - g. All other users
- B. Staffing Fee - A staffing fee is a fee assessed to cover the cost of school personnel presence and/or services at a school facility.
 1. Users of school facilities will be charged for staffing fees in accordance with the following:
 - a. When use occurs on weekends or holidays (when schools and offices are closed)
 - b. When the use of school facilities for activities results in overtime work for school personnel
 - c. When use requires staffing services beyond the staff members' normal working schedule (i.e. cafeteria workers, student technicians)
 2. Staffing fees shall be charged in accordance with the costs incurred by the Board of Education as determined by the Superintendent or his/her designee.
- C. Energy Fee
 1. The Superintendent or his/her designee shall provide the user with any and all pertinent energy management policies, regulations, and procedures adopted by the Board of Education and/or the Superintendent.
 2. Any user desiring a change in the temperature setting for the indoor facility being used, shall submit a written request to the Superintendent or

his/her designee in advance of the date for which the facility is to be used. If the request is approved, the user shall be charged an energy fee to be determined by the Superintendent or his/her designee.

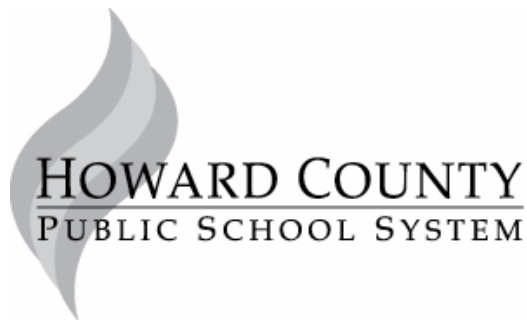
D. Annual Rate Review of Fees

- 1 Rates for the following shall be adjusted at least annually to establish charges based on costs and will be provided to all users of school facilities:
 - a. Facility fee
 - b. Staffing Fee
 - i. Custodial
 - ii. Cafeteria worker
 - iii. Student technician
 - iv. Technical services
 - c. Energy Fee

IV. Disapproval for Use of Facilities

- A. The Superintendent or his/her designee may refuse and/or disapprove the use of any school facility for the purposes stated in the Public School Laws of Maryland, Section 7-108 (b)(1), if it appears that the use is likely to: (i) provoke or add to a public riot or breach of the peace; (ii) create clear and present danger to the peace and welfare of the county or state; (iii) disrupt the education programs and/or activities of the Howard County Public Schools; (iv) result in damage to the property and/or facilities of the Board of Education; or (v) violate federal, state, or local laws or the policies, rules, regulations, or procedures of the Board of Education. The Superintendent or his/her designee shall advise the organization or legal entity in writing of the Superintendent's disapproval of its application for use of school facilities.
- B. Any exception or special request not covered under these regulations shall be referred to the Superintendent or his/her designee for a decision.

Original Approval: November 25, 1975
Revised: July 13, 1989
July 8, 1993
March 23, 1995
May 23, 2002



POLICY 10020-PR
IMPLEMENTATION PROCEDURES
USE OF SCHOOL FACILITIES
BY NON-SCHOOL GROUPS

Effective: May 23, 2002

A. Requirements for Use

1. Permission to use school facilities shall be granted only with the full understanding that the applicant will assume full responsibility and will reimburse the Department of Education for any damage to the grounds, building, or contents resulting from such use. An employee of the Board of Education must be on duty at all times when a school building is being used by a nonschool group. The custodian/school representative and responsible person from the using organization should inspect the facility used, both at the opening and closing time. If damage should result, it shall be reported promptly to the Superintendent or his/her designee by the principal or his/her designee. All damages will be paid in full by the using organization. Remittance of charges must be paid to the Howard County Public School System within 30 days of receipt of invoice.
2. Organizations wishing to use special facilities such as kitchens, auditoriums, lighted stadium field, and therapy tank should submit applications consistent with priority registration guidelines.
3. Adequate and appropriate supervision shall be provided by the using organization. Department of Education personnel assigned as custodians/school representatives will not assume any of the supervisory responsibilities related to the activity.
4. No decorations shall be used in the buildings unless they are of fireproofed material. There shall be no use of flammable materials nor open flames in school buildings or on school grounds.
5. For any public function where 100 or more persons are anticipated, the using organization shall notify the Fire Administrator of Howard County. The Fire Administrator may require that fire safety inspection be made by his office.
6. During all times that any organization is meeting in a school facility, or when any activity involving people is in session in the school, all exits which in any way serve the area(s) being used must be free of padlocks, chains, or other obstructions. There must be free egress for all persons in the event of an emergency. The using organization shall have the clear and definite responsibility for establishing these conditions with the aid of the assigned custodian/school representative. The above-stated conditions shall be maintained by the organization, during the period of its occupancy.

7. Continued use of a school building by any organization is contingent upon the organization's taking proper steps to protect the school property and to ensure complete safety, the observance of the prohibition against smoking in public school buildings and grounds, and the reimbursement of all Howard County Public School expenses to the Business Office.
8. Motor vehicles must be parked only in designated areas; no driving or parking shall be permitted on field areas.
9. Each using organization should have a standard procedure in case of an emergency. Leaders of respective organizations should be familiar with contact procedures of the police, ambulance, and fire department.
10. Equipment and materials owned by the user may be stored in schools at the user's risk. The Board of Education will not be liable for their abuse or theft.
11. If concession stands are permitted, all products must be served in or on disposable containers. No glass containers of any type are permitted.
12. There shall be no temporary or permanent signs, banners, pennants, or the like placed in or on school buildings or school grounds by any user, except those associated with activities sponsored by or for the school community or school PTA/PTSA. Other users may place temporary identification signs on school grounds only during the actual hours the building is being used. At the conclusion of the use of the school, the user must remove the signs.
13. Grass cutting will be performed by school personnel only.
14. Food and beverage are prohibited from classroom areas.

B. Administrative Guidelines

1. To ensure coordinated, maximum public utilization of all facilities, a master schedule shall be established by the Superintendent or his/her designee and maintained at the Department of Education by the Superintendent or his/her designee.
2. In order to provide countywide coordination and maximum utilization of school facilities, the Superintendent or his/her designee shall:
 - a. Ensure that tentative calendars are received from all principals/designees in accordance with the established schedules. All activities conducted by the school system will be accommodated prior to the public scheduling of

- facilities.
- b. Ensure that such seasonal calendars provide adequately for the scheduling of school activities.
 - c. Review principals'/designees' recommendations as listed under seasonal calendars to ensure their compatibility with countywide activities.
 - d. Consolidate all community requests for building usage as submitted by the principal/designee to determine existing available space which would be available for future reallocation.
3. If a school principal or his/her designee feels that the building is being misused by any user, it is the duty of the principal/designee to point out the misuse to the user so that through the cooperation of the user, the misuse will be stopped. The principal shall also notify the Superintendent or his/her designee in writing. If continued misuse occurs, the principal/designee should stop the activity. This shall be reported to the Superintendent or his/her designee who shall (in cooperation with the appropriate department head if educational matters are involved) investigate the complaint and determine whether the user should be prohibited from any further use of county schools. Requests for reinstatement of facility use privileges shall be made in writing to the Superintendent or his/her designee.
4. Occasions arise when school facilities, which have been assigned for use by community organizations, are needed for school purposes on a temporary basis. Reference is made to a situation in which a signed and approved "Application and Permit for Use of School Facilities" form is in force between the school and community organization.

If it becomes necessary for the school to preempt the use of the facility for a certain period of time, the following will be in effect:

- a. The principal/designee shall notify the organization scheduled for use as to the school's need.
- b. The "Cancellation-Use of School Facilities Permit - Community Organization" form must be completed and sent to the Community Services Office for action by the Superintendent or his/her designee.
- c. The above must be done a minimum of one week in advance of the time when the school wishes to use the preempted facility/area. As much advance notice as possible should be given. Every effort should be made to find alternative space for the affected user.
- d. In instances where day care programs are affected, adequate alternate space must be provided. Specific alternative areas will be indicated on permits issued on a seasonal basis.

5. The name and home telephone number of the principal/designee and custodian/school representative assigned to work during the activity will be submitted to the organization at the time of approval of the application.
6. Payment
 - a. All payments will be made to the Business Office.
 - b. Remittance of charges must be paid to the Howard County Public School System within 30 days after receiving invoice.
 - c. If, for any reason, the facilities are not used at the time requested and approved, indicated charges for costs incurred by the Board of Education shall be paid to the Business Office unless the Superintendent or his/her designee is notified of a cancellation at least 48 hours prior to the scheduled activity.

Administrative Approval: July 13, 1989
Date of Revision: July 8, 1993
March 23, 1995
May 23, 2002