

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 100-1
Subject: RENTAL OF FREDERICK COUNTY PUBLIC SCHOOLS FACILITIES	Issued: 1/1/86
Preparing Office: Office of the Superintendent	Amended: 4/18/12

I. Policy 203

II. Procedures

A. Rental of Frederick County Public Schools (FCPS) Facilities

The Board of Education (Board) recognizes that FCPS facilities are public buildings and, subject to provisions established by Maryland school laws, encourages their use by the public when they are not being used for FCPS purposes. The Superintendent is authorized to establish administrative procedures and regulations which will provide for the use of FCPS facilities by non-school groups without profit to the Board; provided, however, that the costs of operation and maintenance are defrayed by the users or are covered by budget allocation from the Board of County Commissioners.

1. Non-Profit or Not-for-Profit Organizations

FCPS buildings and grounds may be used for educational, civic, social, religious, and recreational activities by approved non-profit or not-for-profit organizations for such purposes as athletic programs, fundraising activities for charitable purposes, and employee-related activities.

To meet the FCPS requirement as a non-profit organization, an organization needs to be recognized by the Internal Revenue Service (IRS) as a non-profit 501(c)(3) organization. When requested, the organization must submit an IRS determination letter stating this status to the school system. Organizations will be directed to www.irs.gov regarding questions about IRS recognition as a non-profit organization and/or IRS determination letters.

2. For-Profit Organizations

With the exception of state-approved supplemental education providers offering services in conjunction with the *No Child Left Behind* improvement process for Frederick County students, rental of FCPS buildings by for-profit businesses or organizations is not permitted.

B. FCPS Facilities Restricted for Outside Use

Because of the special purpose design of Rock Creek School, Career and Technology Center, Heather Ridge School, Earth and Space Science Lab, FCPS Staff Development Center in Walkersville, and future special purpose schools and the equipment located in those facilities, after-hour use of those facilities shall be limited to school-related groups or community groups directly related to the facility. Related community groups using the Rock Creek School will include only groups comprised of or serving disabled persons. Those using the Career and Technology Center will include only Frederick Community College and organizations directly involved in the career education effort.

C. Special Operating Requirements

The Board recognizes individual schools may have special operating requirements under the auspices of "Park School" agreements or other agreements approved by the Board and that these agreements may contain provisions which sometimes may be at variance with Board policy or FCPS regulation in order to meet the needs of specific situations.

D. Classification of Users and Charges

The following tables identify categories of users and charges. Charges for use of FCPS facilities will be reviewed annually to determine whether the charges assessed by regulation are, in fact, designed to cover costs of operating the facilities.

Table I – Classification of Users and Charges

Legend: C – Charge; FC - Full Charge; NC - No Charge; RC - Reduced Charge

	ADMISSION CHARGE		NO ADMISSION CHARGE	
	Bldg.	Labor	Bldg.	Labor
CATEGORY A – School-related Groups				
1. PTA/PTSA	NC	C	NC	C
2. Booster Clubs	NC	C	NC	C
3. Faculty	NC	C	NC	C
4. Frederick County Teachers Assn (FCTA)	RC	C	NC	C
5. Frederick Assn of School Support Employees (FASSE)	RC	C	NC	C
6. Frederick County Administrative & Supervisory Assn (FCASA)	RC	C	NC	C
7. Bus Drivers Association	RC	C	NC	C
8. NCLB Supplemental Service Providers	RC	C	NC	C
9. Other School-related Groups	RC	C	NC	C
CATEGORY B – Youth Groups/Youth Activities conducted by Adult Groups				
Scouts, 4-H, FFA, Jr. Basketball, Little League, Midget Football, Majorettes, Youth Athletic Associations (such as LOUYAA, GVAA, Frederick Youth Sports Assn), YMCA Youth Programs, Sertoma Youth Basketball, Cheerleaders (See Notes 1 and 7) - includes local parks & recreation councils' youth activities. (See Note 2)	RC	C	NC	C
CATEGORY C – Other Educational Groups				
1. State and other county-supported higher education (See Note 5)	FC	C	RC	C
2. Private Schools (all grade levels)	FC	C	RC	C
3. Non-profit Nursery Schools & Early Childhood Groups	RC	C	RC	C
CATEGORY D – Federal, State, Local Government				
1. County and City Government Agencies – includes local parks & recreation councils' adult activities. (See Note 2)	RC	C	RC	C
2. State Government Agencies	RC	C	RC	C
3. Federal Government Agencies (See Note 2)	RC	C	RC	C
4. Red Cross, Health Department	RC	C	RC	C
5. Board of Elections	NC	NC	NC	NC

	ADMISSION CHARGE		NO ADMISSION CHARGE	
	Bldg.	Labor	Bldg.	Labor
CATEGORY E - Fire/Rescue Services				
1. Fire Department-Free Event – 2 per year (See Note 3)	RC	C	RC	C
2. Fire Departments - Other events	RC	C	RC	C
CATEGORY F – Adult Cultural, Recreational and Community Groups				
1. Cultural and Musical	FC	C	RC	C
2. Community Improvement	FC	C	RC	C
3. Non-profit Charities	FC	C	RC	C
4. Service Clubs	FC	C	RC	C
5. Civic Associations	FC	C	RC	C
6. Social and Recreational	FC	C	RC	C
7. PTA and Faculty-sponsored Adult Activities not limited to members of organization	FC	C	RC	C
CATEGORY G – Charity Fundraisers (See Note 4)				
1. Fundraiser to benefit school	RC	C	RC	C
2. Fundraiser to benefit others	FC	C	RC	C
CATEGORY H – Religious Groups (See Note 6)				
1. Churches, Synagogues	FC	C	RC	C
2. Gospel Singers, etc. (non-profit)	FC	C	RC	C
3. Church-sponsored athletic teams and leagues	FC	C	RC	C
CATEGORY I – Commercial (not for private gain events)				
1. Commercial, including athletic leagues for employees	FC	C	FC	C
2. Dance recitals conducted by commercial dance studios	FC	C	FC	C

NOTE 1: This category includes youth groups and youth activities sponsored by adult groups where the participants are 18 years old or younger. Coaches, instructors, and supervisors can be adults; however, no adult participants can be included to qualify for classification in Category B.

NOTE 2: To be considered as a Category B or Category D recreation council, the organization must be officially recognized by the Department of Parks and Recreation as an extension of its activity and must be approved by the Board of County Commissioners or city government.

NOTE 3: No charge will be made for custodians. However, labor charge will be made for cafeteria personnel.

NOTE 4: In order to qualify as a charity fundraiser, at least 50% of the collections must go to the school, organization, or party for which the fundraiser is to be held.

NOTE 5: State and county supported schools utilizing classroom spaces for more than ten (10) days in a three-month period will be charged the full charge for the first ten (10) days and the reduced charge for the remaining period of use.

NOTE 6: Regular services are considered to be admission events and will be charged at full charge. Sunday School, Bible School, etc., where no offerings are taken will be considered to be non-admission events and will be charged at reduced charge. Requests for religious services are to be submitted on separate applications from other church activities, such as Sunday School, Bible studies, etc.

NOTE 7: With the exception of Category A users, all stadium field users will be charged the fee listed on Table II - "Hourly Building Charges." There are no fee exemptions for use of the stadium field or track.

Table II - Hourly Building Charges

FACILITY	FULL CHARGE	REDUCED CHARGE
Auditorium (High School)		
(1) Rehearsals	\$ 33.00	\$ 7.00
(2) Spectator Event	79.00	26.00
Gymnasium (High School)		
(1) Non-spectator Activities	\$ 32.00	\$ 7.00
(2) Spectator Event	66.00	14.00
Auxiliary Gymnasium (High School)		
(1) Non-spectator Activities	\$ 26.00	\$ 7.00
(2) Spectator Event	40.00	10.00
Gymnasium (Middle School)		
(1) Non-spectator Activities	\$ 26.00	\$ 7.00
(2) Spectator Event	40.00	10.00
Gymnasium (Elementary School)		
(1) Non-spectator Activities	\$ 26.00	\$ 7.00
(2) Spectator Event	40.00	9.00
Multipurpose Room (Elementary)	\$ 26.00	\$ 7.00
Cafetorium (Secondary)	\$ 26.00	\$ 7.00
Cafeteria/Kitchen (Elementary)		
(1) Refreshments or Catered	\$ 26.00	\$ 7.00
(2) To serve meals	44.00	20.00
Cafeteria/Kitchen (Secondary)		
(1) Refreshments or Catered	\$ 31.00	\$ 7.00
(2) To serve meals	46.00	20.00
Classroom	\$ 14.00	\$ 7.00
Swimming Pool	(See Section N. 9. for charges)	
Various Spaces (Licensed non-profit before/after child day care programs)	PER LEASE AGREEMENTS	
Stadium (See Note 2*)		
(1) Natural turf with lights	\$ 193.00	\$ 40.00
(2) Natural turf without lights	165.00	33.00
(3) Artificial turf with lights	\$ 286.00	\$ 116.00
(4) Artificial turf without lights	264.00	94.00
(5) Track use only for both natural and artificial turf stadiums	\$165.00	\$ 33.00
Parking Lot (See Note 1*)	\$ 66.00	\$14.00
Use of Grounds	N/C	N/C
Tennis Courts	N/C	N/C
Central Office Board Room	\$26.00	\$ 7.00

Hourly Labor Charges

Custodian, Technician, Pool Operator	\$21.00	\$21.00
Cafeteria Personnel	\$21.00	\$21.00

NOTE 1

- Parking lot fees will be assessed only for specific events held in parking lots such as flea markets.
- No fee will be assessed for vehicle parking by participants or spectators in approved activities on Board of Education grounds or facilities.

NOTE 2

- Artificial turf fees include all fields constructed of artificial turf, whether or not they are in a stadium.
- All user groups renting artificial turf fields must be trained by school staff concerning use of the fields prior to use.

E. Applications

1. Application forms for the use of FCPS facilities are available on the FCPS Web site www.fcps.org (see “forms”). Applications are to be completed and submitted by a responsible Frederick County resident except applications being submitted by government agencies. In this latter case, the submission by the responsible government official will suffice.
2. The electronic application shall be submitted to the e-mail address of the facility being requested for use.
3. Applications from eligible organizations in good standing (no previous record of abuse to FCPS facilities or default of payment of fees) shall be accepted for processing.
4. Upon the approval and the scheduling of the facility, the applications will be forwarded to Facilities Services staff for review. All approved applications will be stored electronically on a shared drive for FCPS staff to access. It is the responsibility of the staff at the FCPS facility being requested to notify the user group once the application is approved.
5. Approved applications expire at the end of the scheduled event or at the expiration of the approved application.
6. Applications for rental of the central office board room are also available on the FCPS Web site www.fcps.org (see “forms”) by selecting “central office” in the drop-down menu. The building manager will review and process applications in conformance with this regulation.

F. Cancellations

1. The user group has the responsibility of notifying the principal/building manager at least 48 hours in advance if it is necessary to cancel the scheduled activity. Failure to cancel may result in the scheduled building and custodial charges being levied.
2. When schools close early or are closed for the entire day due to weather or other emergency conditions, community use of FCPS facilities are automatically canceled except as noted below. (See FCPS Regulation 400-2, Section D.)
3. Daycare centers operating in FCPS facilities will independently make decisions regarding modifications to their program schedules and communicate accordingly with the media, the principal/building manager, and the families they serve. (See FCPS Regulation 400-2, Section E.)

G. Scheduling of Facilities

1. Applications for use of FCPS facilities, other than swimming pools, shall be processed in accordance with the following schedule. Separate applications are required for dates of use before and after July 1. Requested dates of use on each application should be in the same fiscal year:

Application Deadline Date	FCPS Facility Deadline for Approval	Dates Covered
July 1	August 1	September 1 – November 30
October 1	November 1	December 1 – March 31
February 1	March 1	April 1 – August 31

2. Applications received on or before the established deadline date are to be held until the deadline and then are to be considered:
 - a. According to established priorities.
 - b. Assigned the appropriate facility to assure maximum usage and benefit.

3. Applications received after the established deadline may be approved with the consent of the principal/building manager.
 - a. Applications received after the deadline shall be considered on a "first-come, first-served" basis. (See Section H2 below.)
 - b. Applications received after the deadline must be submitted at least two weeks prior to date of use or will not be considered.
 - c. In the event contracts must be signed and arrangements made for performers in advance, the principal/building manager reserves the right to waive the above procedures.

H. Priority Schedule

1. Priority Schedule - The ultimate use of facilities shall be sought at all times in accordance with the following order of priority:
 - a. **FIRST PRIORITY** - Any curricular or extra-curricular program of the educational system.
 - b. **SECOND PRIORITY** - Parent-Teacher Association, faculty group, school affiliated groups, government agencies, and state education agencies.
 - c. **THIRD PRIORITY** - Any public recreation programs, extension service, United Way Agencies (Scouts, YMCA, etc.), non-profit majorette groups, and private education agencies.
 - d. **FOURTH PRIORITY** - All other users such as volunteer agencies, improvement associations, private groups, service clubs, religious groups, social groups, civic fund raisers, Farm Bureau, and civic associations.

2. In the event of scheduling conflicts, the principal/building manager will give appropriate consideration to groups in good standing that have used the facility in prior years and who primarily serve Frederick County residents.

I. Charges

1. Admission events are those where a charge is made as a requirement to participate in or observe the event by the collection of fees which are used to pay salaries to instructors, coaches, teachers, performers, lecturers, organization officials; the payment of dues to the organization which includes salaries for the same officials; the collection of money for use by the organization in construction of organization buildings and facilities; funds to increase the capital of the using

organization; and funds to cover conduct of shows and activities contracted for by the organization.

2. Non-admission events are those where no charges are made as a requirement to participate in or observe the event either by the collection of fees that are used to pay salaries to instructors, coaches, teachers, performers, lecturers, organization officials; the payment of dues that include salaries for the same officials; the collection of money for use in construction of organization buildings and facilities; or the collection of funds to increase capital of the using organization. Using organizations requesting their events to be considered non-admission activities may collect fees solely to cover costs of Board of Education facilities; costs of expendable supplies or rental equipment used in the activity; and costs for sports officials (referees/umpires) required for athletic events.
3. Donations may be collected at non-admission events to cover items permitted in paragraph I.1. if:
 - a. They are not collected at the point of entry into the event.
 - b. Spectators, observers, and participants are not intimidated into making a donation as a requirement for participation or observation of the event.
4. The total fee will consist of:
 - a. Building fee - Charges levied to offset costs of building operations and maintenance.
 - b. Labor fee - Charges levied to cover FCPS personnel required to be present in the building for coverage of the event, including set up and clean up.
5. As a general rule, when a community group uses FCPS facilities during an FCPS employee's normal working hours, no labor charge will be made. If, in the judgment of the principal/building manager, additional work is required in order for the employee to accommodate the user, labor charges will be levied for the number of overtime hours required.
6. FCPS Fiscal Services Division staff will recompute Table II rates periodically and revise the rate schedule as appropriate.

J. Restrictions and Conditions Regarding Use of the Facilities

1. FCPS facilities are to be used for programs and activities that extend benefits to students and the community. Inappropriate use of facilities includes but is not limited to use for commercial purposes, personal gain or profit, and use that is potentially disruptive to FCPS programs or could cause negative public opinion of the school system.
2. The sale or use of tobacco products, alcohol, and controlled dangerous substances in any form is prohibited in FCPS buildings and on FCPS grounds at all times. FCPS buildings are defined as a local school system owned or leased building. FCPS grounds are defined as local school system owned or leased land that surrounds an FCPS building.

The tobacco-free school environment policy states that any person or organization permitted to use FCPS buildings or FCPS grounds (e.g., use of facility form) must

comply with the policy. Violations of the policy will result in the use of the facility permit being terminated through the remainder of the period.

3. Board policy mandates that groups using FCPS facilities shall conduct activities that are orderly and lawful, of a nature not to incite others to disorder, and not restricted by reason of race, creed, color, sex, or age.
4. Gambling and games of chance, such as Bingo, where cash prizes or prizes of significant value are awarded are prohibited on FCPS grounds. Raffles and 50/50 drawings conducted by groups such as PTAs, alumni associations, recognized employee associations, and booster groups are permitted with approval of the principal/building manager.
5. FCPS buildings shall not be used for events or activities private in nature such as birthdays, anniversaries, weddings, receptions, funerals, or memorial services.
6. FCPS buildings and grounds may be used for non-partisan political debates and issues forums sponsored by FCPS or non-partisan organizations (such as the League of Women Voters).

FCPS buildings or grounds shall not be used for partisan political rallies, political fundraisers, and presentations by candidates for public office or related election activities. FCPS buildings or grounds shall also not be used for partisan activities associated with any issue scheduled to be included on the ballot of the next election.

Nothing in the above shall serve to restrict the county Board of Elections in the administration of election day activities.
7. Rental of FCPS facilities for overnight activities is not permitted. The appropriate instructional director may approve exceptions that are consistent with the purposes and intent of this regulation.
8. There shall be no temporary or permanent signs, banners, or pennants placed in or on FCPS buildings or on FCPS grounds by any group except those associated with activities sponsored by FCPS or the PTA. Two exceptions are:
 - a. Activities carried on in FCPS facilities by the Board of Supervisors of Elections shall be free of this restriction.
 - b. Other groups that use FCPS facilities may place temporary identification signs on FCPS grounds only during the actual hours the FCPS facility is used. At the conclusion of the use of the FCPS facility, the group must remove the signs.
9. All use of buildings and/or grounds is restricted to the area and to the activity as described on the application form.
10. Continued use of an FCPS building by any group is contingent upon the group taking proper steps to protect FCPS property and to ensure complete safety and the observance of the regulations concerning smoking or drinking in FCPS buildings.

If a principal/building manager feels that a group is misusing the building, it is the duty of the principal/building manager to point out the misuse to the group so that the misuses may be stopped. If continued misuse occurs, the principal/building manager may stop the activity.

The executive director of Facilities Services or designee shall investigate the complaint and determine whether the group should be prohibited from any further use of FCPS facilities.

11. Occupancy of buildings or rooms shall not exceed capacities established by the fire marshal.
12. Vehicles will be parked in authorized parking areas only. Operation of vehicles on FCPS lawns and play fields is prohibited.
13. All after-hour use of FCPS facilities will be supervised by a person at least 21 years of age representing the user group.
14. Indoor FCPS facilities (gymnasiums, hallways, cafeterias, classrooms, etc.) may not be used for athletic activities which are normally played outdoors and/or for which the indoor facilities are not designed. This definition would normally include such activities as football, field hockey, cross-country, soccer, track, and baseball.
15. Temporary structures including portable toilets, mobile concession stands, and beverage trailers may not be erected or placed on FCPS property without the permission of the executive director of Facilities Services or designee. Beverage trailers and mobile concession stands will not be left on the FCPS grounds overnight. Large tents will not be erected on FCPS grounds. Temporary booths for PTA carnivals are exempt from this restriction.
16. Under no condition will application for after-hour activities be approved where the application permits persons to be on building roofs. This includes fire-fighting practices, rappelling demonstrations, and other such activities.

K. Indemnification Provision

Any group or organization using FCPS property shall hold the Board of Education of Frederick County, individual Board members, and FCPS employees harmless for any loss, liability, or expense that may arise during, or be caused in any way by such use or occupancy of FCPS property. In the event loss is incurred as a result of the use of the facility by an outside group, the amount of damage shall be decided and invoiced by the Board of Education. The group or agency shall also hold harmless and indemnify or reimburse the Board of Education for any liability to third parties arising from use of FCPS facilities.

L. Principal's/Building Manager's Responsibility

1. The principal/building manager is responsible for coordinating with the user group the assignment of space necessary to accommodate the user's needs as indicated on the application. The principal/building manager will have the responsibility for assignment of fees in accordance with the published schedule. If there is a need

for assigning FCPS staff, the principal/building manager shall acquaint the user organization with these charges. The assignment of employees, by name, as well as the assessment of building and labor fees, is to be stated on the application by the principal/building manager.

2. The principal/building manager is responsible for maintaining proper relationships with those organizations that make application to use the FCPS facility. Included in this coordinating role will be the responsibility for informing the custodian of the name of the individual from the user organization who will be identified as the person in charge during the scheduled activity. The custodian shall inform the person in charge of his/her whereabouts during the scheduled activity.
3. FCPS equipment may be utilized by outside groups only with the consent of the principal/building manager. All equipment that is so utilized shall be returned in the same condition as when it was borrowed. Lost or damaged equipment shall be replaced or repaired at the sole expense of the user. Under no condition will equipment be removed from the FCPS facility. Some equipment will not be available for outside use under any conditions.

M. Responsibility of User

1. The group or agency using the building must accept the entire responsibility for supervision of all persons associated with its activities, including participants and spectators in the building or on the grounds. The custodian shall not be expected to accept any of the supervisory responsibility of the activity. Supervision shall include monitoring of entrances to ensure that only authorized persons are in the building.
2. The group or agency must arrange ahead of time with the principal/building manager if the FCPS facility is to be made available for the group or agency to set up chairs, scenery, stage equipment, etc. In no event are electrical power capacities to be exceeded.
3. Tables, chairs, and benches shall not be placed on the playing surface of tennis and multi-use courts by any group. Groups shall not bring heavy mechanical equipment on the grounds without approval of the principal/building manager. Portable booths and equipment shall be removed immediately after the activity.
4. It is assumed that all buildings and grounds shall remain in their original condition, and plans by the user for altering existing facilities is subject to approval of the principal/building manager in coordination with the facilities manager.
5. The group or agency requesting use of FCPS facilities recognizes that FCPS facilities are available to the community for civic, social, and recreational purposes at hours other than those required for school-sponsored activities.
6. The users of FCPS facilities agree that FCPS facilities may not be used by any organization, person, or persons who practice discrimination because of race, color, creed, sex, or national origin.

7. The user of FCPS facilities recognizes that FCPS facilities are not to be used for personal financial gain.
8. The user of FCPS facilities agrees that the charges for the use of the facility shall be as determined by the principal/building manager in accordance with the published schedule and shall include the time of the employee(s) assigned by the principal/building manager as determined essential to the safekeeping and efficient operation of the FCPS facility.
9. Applicants are advised that modern technical equipment in FCPS facilities requires the attention of properly trained personnel. At least one regular custodian must be on duty. When the kitchen portion of the cafeteria is used, at least one of the regular cafeteria staff must be on duty. If an FCPS pool is used, a pool operator must be on duty. (The assignment of a pool operator can be in lieu of a custodian.)
10. The user agrees that alcoholic beverages, controlled dangerous substances, and games of chance shall be prohibited.
11. The user agrees to provide adequate supervision to ensure that good order is maintained.
12. The user agrees that fire regulations shall be strictly followed.
13. The user agrees that all activities shall be planned and clean up provided so that facilities are in readiness for FCPS use prior to the next scheduled session.
14. Outside groups may impose an admission charge to cover expenses. If a charge is made, however, that charge must appear on the application for the use of FCPS facilities and accorded to the public on an entirely uniform basis. This precludes the use of tickets upon which a certain amount is set forth as a donation, gift, or contribution. The admission price must be clearly stated on the ticket and administered to all persons.
15. The agency or group recognizes that in the event there is a breach of any of these responsibilities, it may result in denial of any future use of FCPS facilities by the organization.
16. For the protection of the user, the Board requires that the user furnish to the Board a certificate of insurance satisfactory to the Board evidencing insurance coverage of not less than a combined single limit of bodily injury and property damage liability insurance in the amount of \$1,000,000 per occurrence; \$2,000,000 in the general aggregate (including spectator liability) on a commercial general liability form; \$2,000,000 in products/completed operations aggregate; \$1,000,000 personal/advertising injury; \$50,000 fire damage legal liability; and \$5,000 medical expense. The certificate of insurance can only be cancelled upon 30 days written notice. The certificate of insurance shall state that the Board of Education of Frederick County is named as an additional insured on the insurance policy. Any deductibles or self-insured retentions should be noted on the certificate. The

certificate holder shall read: Board of Education of Frederick County, 191 South East Street, Frederick, MD 21701.

N. Indoor Pool Use

1. All FCPS pools when in use shall be in the immediate control of a person who shall be referred to as a pool operator. The pool operator shall be an FCPS employee and shall possess a valid swimming pool operator's license. The pool operator is responsible for the maintenance and operation of pool equipment and for maintaining a healthy pool environment.
2. When the pool is open, at least one qualified lifeguard must be on duty. Additional guards will be required above the minimum at the rate of one additional guard for each twenty-five (25) users or portion thereof above the first twenty-five (25) users. For example, if there are thirty (30) users, two (2) guards are required.
3. A person may fulfill the functions of both lifeguard and pool operator when such duplication can be accomplished without adversely affecting safety and operational standards. No lifeguard shall be assigned any other duties such as out-of-water supervising, coaching, instructing, or cleaning, no matter how minor, while performing the duties of a lifeguard.
4. Persons acting as lifeguards shall be on deck and observing the pool whenever any person is in the water and shall not leave such post without ascertaining that all persons are out of the water.
5. To qualify as a lifeguard, the individual must be seventeen (17) years of age and must have on file, with the pool operator, a copy of a current senior life saving certificate and proof of current CPR training. Recognized life-saving certificates are those issued by the American Red Cross, the YMCA or YWCA.
6. The organization using the pool will name a person in charge. The person in charge shall supervise the group and shall assume full responsibility for locker room supervision. Each group and/or individual shall be personally responsible for personal valuables left in locker areas.
7. Reservations for any swimming pool will not be granted for longer than six (6) months at a time.
8. The maximum pool capacity shall not exceed seventy-five (75) users in the water at any given time.
9. The charges for swimming pool use for all users are listed below:
 - \$70 per hour – youth user groups that book and use 150 or more hours during a 6-month period
 - \$80 per hour - youth user groups that book and use less than 150 hours during a 6-month period
 - \$90 per hour – adult user groups that book and use for any length of time

The above rates include the cost for the pool operator, up to two lifeguards and all other related expenses associated with pool operations except custodians on weekends and holidays. An extra fee will be assessed in the event more than two lifeguards are required to service the user groups.

Use of the pool on weekends or holidays, or other non-school days when custodians are not normally scheduled, will require scheduling of a school custodian at rates found in FCPS Regulation 100-1 or approval of an auxiliary custodian as provided in FCPS Regulation 100-5.

FCPS may establish such hours of operation and holiday schedules as it deems appropriate for efficient operation of the facility.

The pool fee will be based on the reservation dates requested by the application and submitted by the user groups, and approved FCPS fees will be non-refundable unless cancellation is directed by FCPS users booking less than 20 hours in a six-month period may cancel once, with two weeks' notice, without penalty.

O. Field Use Cancellation

1. Use of any high school athletic field by community groups will be automatically cancelled if one or more inches of rain have fallen or are predicted to fall in the 48 hours prior to the event. If less than one inch of rain has fallen, the principal/building manager or designee may cancel a field event if he/she determines significant damage to the field could occur due to wet conditions.
2. Use of any FCPS field may be cancelled for up to twelve (12) months if, based on the joint assessment of the principal/building manager and the executive director of Facilities Services, the field meets one or more of the following conditions:
 - a. Use of the athletic field by a community group directly interferes with a scheduled FCPS event.
 - b. At least one-third of the field's turf cover has significantly deteriorated.
 - c. The field has unacceptable compaction levels or other safety-related concerns.
 - d. A repair program for the field is underway as a consequence of overuse, turf disease, or vandalism.
 - e. Use of the field interferes with construction under way at the FCPS facility.
 - f. The field is newly constructed and time is needed to establish a healthy turf and root system.
3. At the beginning of the spring and fall athletic seasons, the Facilities Services Division will compile a list and report to the Board the locations of and reasons for any field being removed from community use.

P. Rental of Central Office Facilities

1. Rental of the central office facilities at 191 South East Street, Frederick, MD 21701, by outside user groups is limited to the first floor board room.

2. The central office board room will be available for rent by non-profit outside user groups as identified in Table 1 "Classification of Users and Charges" as follows:
 - *Category A - School-related Groups*
 - *Category B - Youth Groups/Youth Activities conducted by Adult Groups*
 - *Category C - Other Educational Groups*
 - *Category D - Federal, State, and Local Government Agencies*
 - *Category E - Fire/Rescue Services*
 - *Category F - Adult Cultural, Recreational, and Community Groups*
3. Use of the board room by outside user groups is limited to meetings, presentations, conferences, public hearings, or similar events. The board room may not be used for events such as private parties, performances, recreation programs, religious services, or political rallies. Food and drink are not permitted in the board room.
4. Activities scheduled in the central office board room must conclude no later than 10:00 p.m.
5. Activities scheduled in the central office board room on weekends or holidays will require custodial support at the labor rates outlined in Table II "Hourly Building Charges."
6. The rental fee for the central office board room is identified in Table II.
7. User groups must provide their own projection equipment, and Internet access will not be available. However, drop-down projection screens and the public address system will be available for use.
8. All other procedures and requirements as outlined in this regulation will apply to the rental of the central office board room.

Approved:

original signed by

Theresa R. Alban
Superintendent