



Wicomico County Board of Education

Community Use of School Facilities Procedure

I. Purpose

The purpose of this procedure is to implement the Community Use of School Facilities Policy of the Wicomico County Board of Education and to establish the process by which schools, parent, teacher, student organizations, outside agencies and organizations, and members of the community may request the use of Wicomico County Public Schools (WCPS) Facilities.

II. Procedure

A. Request Process

1. Any school, organization, outside agency, or individual member of the community (requestor) wishing to use WCPS facilities must submit a request for facility use electronically by accessing the WCPS facility use webpage on the WCBOE website. No facility shall be made available for use to a school, organization, outside agency, or individual without following this request process.
2. As school-sponsored activities take precedence over outside community activities, outside organizations and individual members of the community should submit their request for facility use no more than six (6) months prior to the event, and no less than forty-five (45) days in advance.
3. Once the request for facility use has proceeded through the automated approval process the Rental Coordinator will notify the requestor of approval or denial of the request within ten (10) working days following receipt of the request.
4. If approved, the requestor will be issued a written contract, showing a description of the event as well as dates, times, service, and insurance and payment requirements. The contract will be signed by the Director of Maintenance, Operations, and Energy (MOE) Services.
5. Upon receipt of the contract, the requestor must accept, sign, and return the contract to the Rental Coordinator within ten (10) working days. If the requestor wishes to amend any portion of the contract, an additional fee will be collected for each amendment. No event will be considered confirmed until the contract, and necessary payments, have been received by WCPS Department of Maintenance, Operations, and Energy (MOE).
6. Once the requestor returns the contract, and all necessary payments have been made, the appropriate individuals within school system administration (Operations, Building Service Manager, School Principal, Finance, Energy Management, and Security) will be notified by the Rental Coordinator about the event, and issued copies of the contract.

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Index Code

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ADM-FAC-PR-003



Wicomico County Board of Education

B. Rental Fees

1. Rental fees will be calculated by the Rental Coordinator using the current approved “Fees for Use of Wicomico County School Facilities” located in the WCBOE budget book.
2. Fees will be assessed based upon the particular hours requested for facility use.
3. Fees will be assessed for the request of certain equipment.
4. Fees for additional staffing that may be required will also be calculated.
5. Fees will be calculated based upon whether the organization or agency is either a for profit or non-profit organization.
6. Any organization that identifies as a “non-profit” organization must supply evidence of such status to the Rental Coordinator by providing a copy of the organization’s IRS 501(c)(3) tax-exempt letter, or by some other acceptable means. Upon evidence of non-profit status, the non-profit rates will be used.
7. A waiver of, or discount off calculated rental fees will be considered as follows:
 - a. Waiver
 - i. In order to qualify for a waiver of all calculated rental fees, the event must meet the following criteria:
 1. The event must be sponsored by WCPS or one of our schools, or
 2. The event must be sponsored by one of our schools’ Parent Teacher Student Association (PTSA), or
 3. The event must be sponsored by another governmental entity, educational institution or “non-profit” organization, and the event specifically involves and benefits or supports the staff and/or students and families of WCPS.
 - ii. The event must also:
 1. Occur after school on a scheduled school day and the WCPS Department of Maintenance, Operations and Energy has determined that additional staffing is not required to cover the event.
 2. Require no admission fee to enter the event.
 3. Have a primary objective whose purpose is not fundraising. (i.e. fundraising may be a secondary activity but must not be the main purpose of the event.)
 - b. Discount
 - i. In order to qualify for a discount of all calculated rental fees, the event must meet the following criteria:
 1. The event must be sponsored by WCPS or one of our schools, or
 2. The event must be sponsored by one of our schools’ Parent Teacher Student Association (PTSA), or
 3. The event must be sponsored by another governmental entity, educational institution or “non-profit” organization, and the event specifically involves and benefits or supports the staff and/or students and families of WCPS.
 - ii. Discounts will be applied as follows:

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Index Code

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ADM-FAC-PR-003



Wicomico County Board of Education

1. 30% discount off calculated rental fees will be considered when:
 - a. An admission fee or ticket charge is levied to enter the event, or
 - b. The primary reason for the event is a fund raiser to support the school.
2. 50% discount off calculated rental fees will be considered when a testing fee is charged to students in accordance with a published fee schedule in order for students to take a standardized test.
- iii. If any question arises regarding the application of waiver or discount, the Chief Finance and Operations Officer (CFOO) shall be contacted by MOE Department staff.
8. If security is required, the requestor will be billed for the actual cost of security provided by the Wicomico County Sheriff’s Department after the completion of the event. Security for all events will be considered and will be determined on a case-by-case basis by the Rental Coordinator. Generally, security will be required whenever admission to an event is charged and/or it is estimated that more than 100 people will be in attendance at the event.

C. Payment

1. Application fee is due at time of request. Application fee will be waived when the applicant is a federal, county or local government agency.
2. Rental fees are due as follows:
 - a. All rental fees are due ten (10) working days prior to the event date.
 - b. Any additional charges assessed will be billed after the event and are due within 30 days after receipt of the invoice.
 - c. Any damages assessed by the event supervisor as a result of mis-use of the Board’s property or equipment will be billed after the event and will represent the actual cost of the damages. Payment is due in 30 days upon receipt of the invoice.
3. Security Charges will be billed for the actual cost of security provided by the Wicomico County Sheriff’s Department after the completion of the event.

D. Restrictions

1. Alcohol/Controlled Dangerous Substances:
Maryland State Public School Law prohibits the use and possession of alcohol/controlled dangerous substances in all public schools or on school grounds. It is the responsibility of the renting organization to see that this law is enforced. Violation of this law will negate future use of any facilities. For further information, please refer to the following WCBOE Policies:
 - a. SFS-SAF-PL-005, Wicomico County Public Schools Visitor Policy
 - b. SFS-SAF-PL-007, Student Alcohol/Controlled Dangerous Substance Policy
 - c. ADM-HRR-PL-018, Employee Drug-Free Workplace Policy
2. Tobacco
COMAR 13A.02.04.01-.07 prohibits the sale or use of tobacco in any form in all public schools. Organizations which use school buildings or grounds will be

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Index Code

ADM-FAC-PR-003



Wicomico County Board of Education

responsible for and contractually obligated to comply with BOE-GEN-PL-011, Tobacco-Free Schools Policy. Organizations which do not enforce this policy may be subject to revocation of their opportunity to use school buildings.

3. Food and Drink

Food and drink may be handled or consumed only in the area which has been designated as the lobby or other on-premise areas where such is sold. Under no circumstances will food or drink be allowed in the auditorium or gymnasium portions of the facility. No open flame of any type is permissible on WCBOE property.

4. Firearms, Weapons, or Ammunition

The use of firearms, weapons, or ammunition is prohibited on school property other than in accordance with state and federal statutes. For further information please refer to the following WCBOE policies:

- a. SFS-SAF-PL-024, Dangerous Weapons/Instruments in Schools Policy
- b. SFS-SAF-PL-005, Wicomico County Public Schools Visitor Policy

5. Fundraisers

Public dances and car washes are prohibited unless sponsored by the school system or PTA.

6. Celebratory Decorations and Performance Props and Effects

Celebratory decorations and performance props and effects including but not limited to the following are prohibited:

- a. Open Flame (candles, chafing dishes, heaters, etc.)
- b. Pyrotechnics
- c. Combustible or Hydraulic effects
- d. Fireworks
- e. Any other item that requires modifications to physical structures, such as walls, support beams, electric or lighting.
- f. Streamers or Confetti
Streamers and confetti may be used under the following conditions:
 - i. Their release is not dependent upon a combustible energy source
 - ii. There is no risk of fire, or any fire hazard exists as a result of their use.
 - iii. Custodial Services have been employed for clean-up.

7. Other Improper Use

a. WCPS carefully maintains finished flooring in gyms and other event areas. Attire or other equipment that could cause damage to floors or finishes must be avoided at all times. For example, tap shoes, metal cleats, heavy equipment, and performance props including but not limited to, bricks, boards, batons, color guard rifles, sabers, swords, and other weapon-like or weapon-related items should not be used in areas that could cause damage if dropped or thrown. With written permission from the Director of Facility Services, items may be used with proper floor covering installed.

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ADM-FAC-PR-003



Wicomico County Board of Education

- b. Indoor use of remote-controlled equipment including but not limited to, robots, drones, or toy vehicles, must be approved for use by the Director of MOE and supervised by a teacher, administrator, or event supervisor.
- c. WCBOE encourages responsible behavior at all times when using WCBOE facilities. Criminal, violent, abusive, or harassing behavior will not be tolerated in WCBOE facilities in accordance with the following WCBOE policies:
 - i. SFS-SAF-PL-005, Wicomico County Public Schools Visitor Policy
 - ii. ADM-HRR-PL-028, Workplace Violence Prevention Policy
 - iii. SFS-SAF-PL-017, Gangs, Gang Activity, and Similar Destructive or Illegal Group Behavior Policy
 - iv. SFS-SAF-PL-006, Monitoring Systems Policy
8. Exclusions
Use of school facilities are not available to groups whose values or beliefs are in direct contrast to the mission, values, educational philosophy, and beliefs of WCBOE. Please refer to the following WCBOE policies for further information:
 - a. BOE-GEN-PL-002, School Board Governance Policy
 - b. BOE-GEN-PL-024, WCBOE Mission, Vision, Educational Philosophy, Beliefs, and Values
 - c. BOE-GEN-PL-001, Equal Opportunity and Non-Discrimination Policy
 - d. INS-SCH-PL-030, Religious Observance Policy
 - e. INS-SCH-PR-008, Religious Observance Procedure

Related Documents:

- ADM-FAC-PL-005, Community Use of School Facilities Policy
- COMAR 13A.02.04.01-.07
- SFS-SAF-PL-005, Wicomico County Public Schools Visitor Policy
- SFS-SAF-PL-007, Student Alcohol/Controlled Dangerous Substance Policy
- ADM-HRR-PL-018, Employee Drug-Free Workplace Policy
- BOE-GEN-PL-011, Tobacco-Free Schools Policy
- SFS-SAF-PL-024, Dangerous Weapons/Instruments in Schools Policy
- ADM-HRR-PL-028, Workplace Violence Prevention Policy
- SFS-SAF-PL-017, Gangs, Gang Activity, and Similar Destructive or Illegal Group Behavior Policy
- SFS-SAF-PR-026, Gangs, Gang Activity and Similar Destructive or Illegal Group Behavior Procedure
- SFS-SAF-PL-006, Monitoring Systems Policy
- BOE-GEN-PL-002, School Board Governance Policy
- BOE-GEN-PL-024, WCBOE Mission, Vision, Educational Philosophy, Beliefs, and Values
- BOE-GEN-PL-001, Equal Opportunity and Non-Discrimination Policy
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