

**CHARLES COUNTY PUBLIC SCHOOLS**  
**APPLICATION FOR USE OF SCHOOL FACILITIES** (Rev. 10/10)  
*Application must be submitted to the school's principal at least four weeks prior to the event.*

School to be Used:		Date:
Name of Organization/Group/Agency:		
Contact Person: <i>(please print)</i>	Title/Position:	
Address/City/State/Zip:		
E-mail Address:	Daytime Phone:	

SPECIFIC ROOM(S) REQUESTED:				SPECIFIC TO NORTH POINT HIGH SCHOOL:	
<input type="checkbox"/> Auditorium	<input type="checkbox"/> Classroom	<input type="checkbox"/> Learning Hall	<input type="checkbox"/> Media Center	<input type="checkbox"/> Convocation Center/Gymnasium	
<input type="checkbox"/> Auxiliary Gym	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Lobby	<input type="checkbox"/> Multi-Purpose Room	<input type="checkbox"/> Staff Development Room	
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Locker Room	<input type="checkbox"/> Office	<input type="checkbox"/> Football Stadium	

Equipment Requested *(if applicable)*:

Other

Purpose *(specific details must be provided)*:

Estimated Attendance:

Requested Dates of Use		Days of Week Requested							Hours Requested	
From	To	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	From (a.m./p.m.)	To (a.m./p.m.)

**APPLICABLE FEES: PAYMENT FOR ALL APPLICABLE FEES MUST BE ATTACHED TO THIS APPLICATION.**

Building Use	Base Fee (includes min. 6 hours)	# Hours applicable after minimum	Hourly rate after min. and/or set-up	Total Building Cost
Building Services	# Needed	# Hours	Hourly rate	Total Building Services Cost
Cafeteria Services	# Needed	# Hours	Hourly rate	Total Cafeteria Services Cost
Security Fees:	Other Fees:			<b>TOTAL FEES:</b>

Applicants for use of school facilities are required to have commercial general liability insurance in the amount of \$1 million combined single limit for bodily injury and property damage. Board of Education of Charles County, its elected and appointed officials, employees, agents, and authorized volunteers (not an individual school's name) must be named as additional insured on the policy. If the organization has a paid worker on site during the proposed activity, proof of workers' compensation must also be provided. Applicant must acknowledge this requirement by initialing below.

**THE CERTIFICATE OF LIABILITY INSURANCE MUST BE ATTACHED TO THIS APPLICATION.** \_\_\_\_\_ *(APPLICANT MUST INITIAL HERE)*

The undersigned is a duly authorized representative of the above organization, assumes responsibility for the use of the facilities in accordance with the regulations governing their use, has reviewed and understands the information on the REVERSE side of this form, and agrees to pay Charles County Public Schools all expenses specified for this use. In case of any conflict with dates and/or times, the priority schedule explained in the CCPS "Use of School Facilities by Outside Organizations" brochure will determine the user. This application becomes null and void if the requesting organization wants to make any changes; a new application must be submitted and approved by BOTH the principal AND the Assistant Superintendent for Supporting Services, and any applicable fees must be recalculated and collected prior to the event. CCPS reserves the right at all times to revoke or annul any approved application for noncompliance with policy requirements or for any other reason in the best interest of the school system.

APPLICANT'S SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

CHARLES COUNTY DEPARTMENT OF COMMUNITY SERVICES COORDINATION SIGNATURE: *(if applicable)* \_\_\_\_\_

CCPS USE ONLY			
(All approvals/denials are NOT FINAL until signed by BOTH the Principal/Designee AND the Assistant Superintendent for Supporting Services.)			
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	PRINCIPAL / DESIGNEE:	DATE:
<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	ASSISTANT SUPERINTENDENT FOR SUPPORTING SERVICES:	DATE:
COMMENTS <i>(reason for denial, etc.):</i>			RECEIVED CHECK #:
			AMOUNT:
			INITIALS:

## POLICY NO. 1333

School facilities are available for use by the Charles County community for non-profit civic, social, and recreational purposes at hours other than those required for school programs or school-sponsored activities. Therefore, regulations for such use are drawn and administered by the Superintendent of Schools in accordance with Annotated Code of Maryland 7-108, 7-109, 7-110 to ensure equitable use, smooth administration, and provide adequate safeguards for all concerned. The Superintendent reserves the right to establish special rules, fees, etc. governing use of school facilities if he/she judges that such action is warranted. A policy book is available at each school for review, and policies are also posted on the Charles County Public Schools' website ([www.ccboe.com](http://www.ccboe.com), select the link "Board Docs").

### General Regulations and Procedures

(These general regulations and procedures **ARE NOT ALL-INCLUSIVE**—refer to Superintendent's 1333 Series Rules and the Charles County "Use of School Facilities by Outside Organizations" brochure for more information.)

1. Activities held in the school facilities shall be open to the public at all times.
2. School facilities are not to be used for personal financial gain to any individual or group of individuals. No concession for private profit by an individual may be operated on school property nor shall an activity be allowed where an individual user accrues private profit. Concessions for profit include, but are not limited to, sale of food, merchandise, admission tickets, or any other sale or collection of money. (School-sponsored fundraisers are exempt from this limitation.)
3. School facilities are not to be used by individuals for parties, celebrations, receptions, or activities that are essentially private in nature. Refer to Rule 1333.3 for a more detailed listing of prohibited activities.
4. Gambling (such as bingo or other games of chance, raffles, and lotteries) is prohibited on Board of Education property unless the gambling is conducted by a non-profit group, does not occur during the school day or involve students. Proceeds are to be used for the benefit of the school system, its programs, or its students.
5. In accordance with Board policies #1332 and 1334, the use of any tobacco product or alcoholic beverage is prohibited at all times, in all buildings and on grounds owned, operated, or leased by Charles County Public Schools (CCPS).
6. The user organization or group must take proper steps to ensure that the audience, spectators, or participants use only that part of the building approved and to safeguard against any misuse of the property.
7. All persons must adhere to all fire and safety regulations.
8. **At time of application, sponsoring groups must provide proof of commercial general liability insurance coverage with a \$1 million combined single limit for bodily injury and property damage. The Board of Education of Charles County, its elected and appointed officials, employees, agents, and authorized volunteers (not an individual school's name) must be listed as additional insured.**
9. User groups are expected to make arrangements in advance to have made ready the part or parts of the building to be used. User groups shall arrange to leave the facilities of the school in the same condition in which they are found.
10. Applicants are advised that personnel must be properly trained to operate modern technical equipment in schools; therefore, at least one of the regular building service workers of the school must be on duty. Also, when the kitchen portion of the cafeteria is used, at least one of the regular cafeteria staff must be on duty. Fees will be charged for these services in accordance with the rates established by CCPS. Any outside catering service to be hired to serve food must be approved by the principal in consultation with the supervisor of food services.
11. The Superintendent or his/her designee may determine that police supervision is needed for an activity. The school system will schedule the appropriate number of officers for police supervision based on coordination with the Charles County Sheriff's Office and charge the user organization an hourly fee for each officer.
12. All use of school buildings by outside groups shall be automatically canceled when schools must be closed for early dismissal due to inclement weather or other emergency conditions, or when the regular school day is canceled on an unplanned basis. If an outside group has paid fees for an activity that is canceled due to inclement weather or other emergency conditions, a written request for a refund of any fees associated with the activity may be provided to the Assistant Superintendent for Supporting Services.
13. Charles County Department of Community Services, in partnership with the school system, operates Community Centers in certain schools at the close of the regular school day and on weekends. If there is any conflict in dates, the priority schedule (listed in Rule 1333.1 and the "Use of School Facilities by Outside Organizations" brochure) will determine the user. In schools with Community Centers, the Community Centers' programs take priority over activities previously scheduled by outside organizations, and those outside groups may be bumped if a schedule conflict arises with the Community Centers' programs.
14. Four copies of the application, accompanied by the Certificate of Liability Insurance and a check for applicable fees made out to Charles County Public Schools, must be submitted to the principal of the school at least four weeks prior to the event. An authorized member of the organization making the request must sign the application. This person shall assume the responsibility for seeing that all regulations are enforced. The principal shall indicate approval (or disapproval with reason for denial) and forward the application, check, and certificate of insurance to Charles County Public Schools Jesse L. Starkey Administration Building at least four weeks before the date of the event. One copy shall be returned to the organization requesting use of the facility, and one copy shall be returned to the principal. **All approvals are not final until signed by both the principal/designee and the Assistant Superintendent for Supporting Services. If any changes are requested after the initial submission of this form, it will be deemed null and void; a new application must be submitted and approved prior to the event, and any applicable fees must be re-calculated and collected.**
15. **CCPS reserves the right to request and approve in advance all promotional materials related to a request to use school facilities.**
16. **Indemnification:** To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless CCPS, the Board, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Board.
17. **Waiver of Subrogation:** To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against CCPS, the Board and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's use or occupancy of the premises of CCPS, the Board or arising out of Applicant's operations on, at or adjacent to any premises of CCPS. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies.
18. **Damage to Property of the Applicant and its Invitees:** The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Board.
19. CCPS reserves the right at all times to revoke or annul any approved application for noncompliance with policy requirements or for any other reason in the best interest of the school system.

THE CHARLES COUNTY PUBLIC SCHOOL SYSTEM DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, OR DISABILITY IN ITS PROGRAMS, ACTIVITIES, OR EMPLOYMENT PRACTICES.