

# CHARLES COUNTY PUBLIC SCHOOLS APPLICATION FOR USE OF SCHOOL FACILITIES

*Application and Certificate of Liability Insurance must be submitted at least four weeks prior to the event.*

School to be Used:				Date:						
Name of Organization/Group/Agency:										
Contact Person:			Title/Position:							
Address/City/State/Zip:										
E-mail Address:			Daytime Phone:							
<b>SPECIFIC ROOM(S) REQUESTED</b>				<b>JAMES E. RICHMOND SCIENCE CENTER</b>	<b>NORTH POINT HIGH SCHOOL</b>					
Auditorium	Classroom	Lobby	TelePresence	Digital Classroom	Convocation Center/Gymnasium					
Auxiliary Gym	Gymnasium	Locker Room	Other	Inquiry / Discovery Lab	Staff Development Room					
Cafeteria	Kitchen	Media Center	Other	Science on A Sphere	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 (AM/PM)	To (AM/PM)

**USE OF FACILITY FEES: ALL APPLICABLE FEES MUST BE RECEIVED BY SCHOOL AT LEAST TWO WEEKS PRIOR TO EVENT**

Building Use	Base Fee (up to 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. THERE SHALL BE NO RESTRICTIONS, LIMITATIONS, or EXCLUSIONS listed or in the policy that would not provide full primary coverage of the event or use limiting recovery of the general liability to CCPS. The per occurrence shall be no less than \$1 million. 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. The certificate holder must be listed as Charles County Public Schools P.O. Box 2770 La Plata, MD 20646. 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 as well as verify that the applicant has read, understands, and accepts the conditions for Use of Facilities as noted on the application and the Use of School Facilities Brochure by initialing below.

**A CERTIFICATE OF LIABILITY INSURANCE MUST BE SUBMITTED WITH THIS APPLICATION**

\_\_\_\_\_ (APPLICANT MUST INITIAL HERE)

The undersigned is a duly authorized representative of the above organization, assumes responsibility for the use of the facility in accordance with the regulations governing their use, has reviewed and understands the information on the REVERSE side of this form as well as in the Use of School Facilities Brochure, 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 of Supporting Services, and any applicable fees must be re-calculated and collected prior to the event. CCPS reserves the right at all times to revoke or annul any approved application for non-compliance 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 RECREATION, PARKS, & TOURISM SIGNATURE: (IF APPLICABLE) \_\_\_\_\_

**CCPS USE ONLY**

(All approvals/denials are NOT FINAL until signed by BOTH the Principal/Designee AND the Assistant Superintendent of Supporting Services)

<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	PRINCIPAL / DESIGNEE:	DATE:
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	ASSISTANT SUPERINTENDENT OF SUPPORTING SERVICES:	DATE:
COMMENTS (reason for denial, etc.):		RECEIVED CHECK #:
		AMOUNT:
		INITIALS:

Assistant Superintendent of Supporting Services, Charles County Public Schools, P.O. Box 2770, La Plata, MD 20646, 301-932-6610 or 301-870-3814

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 the Education Article, Annotated Code of Maryland. Sections 7-108, 7-109, and 7-110 to ensure equitable use, smooth administration, and adequate safeguards for all concerned. The Superintendent reserves the right to establish special rules, fees, etc. governing use of school facilities if such action is warranted. School System policies are 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. **At time of application, sponsoring groups must provide proof of commercial general liability insurance in the amount of \$1 million combined single limit for bodily injury and property damage. THERE SHALL BE NO RESTRICTIONS, LIMITATIONS, or EXCLUSIONS listed or in the policy that would not provide full primary coverage of the event or use of the facility, limiting recovery of the general liability to CCPS. The per occurrence shall be no less than \$1 million. 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 additionally insured on the policy. The certificate holder must be listed as Charles County Public Schools P.O. Box 2770 La Plata, MD 20646.**
2. **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 of occupancy of the premises of the Board.
3. **Waiver of Subrogation:** To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents, and representative 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, or arising out of Applicant's operations on, at or adjacent to any premises of CCPS. The Application shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies.
4. **Organizations sponsoring youth sports programs must complete the CCPS Statement of Intent form certifying their compliance with the laws concerning concussions, head injuries, and sudden cardiac arrests for participants. Such applications will not be processed without a complete Statement of Intent form.**
5. **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 CCPS.
6. The applicant will be responsible for paying any needed deductible listed on their policy.
7. If any items are sold or auctioned as part of the use of facilities, buyers accept the items are transferred in an "as is" condition. All awards or items to be transferred shall be accepted "as is" with no express or implied warranty as to its usefulness or condition. All invitees, purchasers, or awardees understand by winning an award, bidding, or purchasing the items that the following waiver is agreed to and accepted: To the fullest extent permitted by law, the awarded party agrees to 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, cost, or expense (including attorneys' fees) arising out of the purchase or use of the items. Applicants will post the stipulations listed in this section at the event.
8. Activities held in the school facilities shall be open to the public at all times.
9. School facilities are not to be sued 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, sales of food, merchandise, admission tickets, or any other sale or collection of money. (School sponsored fundraisers are exempt from this limitation.)
10. School facilities are not to be used by individuals for parties, celebrations, receptions, or activities that are essentially private in nature. Refer to Rule 1333.03 for a more detailed listing of prohibited activities.
11. 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 with permission and a county permit, does not occur during the school day, and does not involve students. Proceeds are to be used for the benefit of the school system, its program, or its students.
12. 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 CCPS.
13. The applicant must take proper steps to ensure that all visitors and users of the property use only that part of the building or grounds approved for use by CCPS and to safeguard against any misuse of the property.
14. All persons must adhere to all fire and safety regulations.
15. Applicants are expected to make arrangements in advance to have made ready the part or parts of the building or grounds to be used. Applicants shall arrange to leave the facilities of the school in the same condition in which they are found.
16. Applicants are advised that 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.
17. 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 applicant's organization an hourly fee for each officer.
18. All use of school buildings by outside applicants 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 applicant has paid fees for an activity that is canceled due to inclement weather or other emergency condition, a written request for a refund of any fees associated with the activity may be provided to the Assistant Superintendent for Supporting Services.
19. 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 1333.01 and the "Use of School Facilities by Outside Organizations" brochure) will determine the user. In schools with Community Centers, the Community Center's 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 Center's programs.
20. 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 and initial 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 liability insurance to Charles County Public Schools Assistant Superintendent for Supporting Services office. One copy shall be returned to the organization requesting use of the facility, and one copy shall be returned to the Principal/designee. **All approvals are not final until signed by both the Principal/designee and the Assistant Superintendent of 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.**
21. **All promotional materials related to the use of the CCPS facility must be submitted to and approved by the Principal.**
22. 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.