

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 100-01
Subject: RENTAL OF FREDERICK COUNTY PUBLIC SCHOOLS FACILITIES	Issued: 1/1/86
Preparing Office: Office of the Superintendent	Amended: 7/1/15

- 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

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

Tables I and II, as attached to this regulation, identify priorities 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.

E. Applications

1. Application forms for the use of FCPS facilities are available on the FCPS web site www.fcps.org. 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 request shall be submitted to the Facilities Services Division for initial registration. Once registration has been approved, the community user group will apply for use of interior space or fields by completing the electronic application found on the FCPS web site.
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. Approved applications expire at the end of the scheduled event or at the expiration of the approved application.
5. Applications for rental of the central office board room are also available on the FCPS web site www.fcps.org by selecting "central office" in the drop-down menu. The central office building manager will review and process applications in conformance with this regulation. (See Section P)

F. Cancellations

1. The user group has the responsibility of notifying the principal, or designee, 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 400-02, 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, or designee, and the families they serve. (See FCPS Regulation 400-02, Section E)

G. Scheduling of Facilities

- 1. At elementary and middle schools, applications for use of interior spaces or fields may be submitted at any time, but an application cannot extend past the beginning of the next fiscal year (July 1).

Applications for use of high school space or fields, 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.

High School Application Deadline Date	High School 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. For high schools, 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. For high schools, applications received after the established deadline may be approved with the consent of the principal, or designee.
 - 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, or designee, reserves the right to waive the above procedures.

H. Priority Schedule

- 1. Priority Schedule - The ultimate use of facilities shall be determined at all times in accordance with the order of priority as identified in Table I.
- 2. In the event of scheduling conflicts, the principal, or designee, 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. The total fee could consist of:
 - a. Facility 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.
 - c. Application fee: applies to second priority users.
2. As a general rule, when a community group uses FCPS facilities during an FCPS employee's normal working hours, no labor charge will be assessed. If, in the judgment of the principal, or designee, 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.
3. 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.

Board Policy 112 *Drug-free, Alcohol-free and Tobacco-free Workplace and School System* 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, or designee.
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 exempt from 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. (See Board Policy 112 *Drug-free, Alcohol-free and Tobacco-free Workplace and School System*)

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

The Chief Operating Officer, 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 Chief Operating Officer, 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 firefighting 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 a community user 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 Responsibility

1. The principal, or designee, is responsible for coordinating with the community user group the assignment of space necessary to accommodate the user's needs as indicated on the application.
2. The principal, or designee, 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 community user groups only with the consent of the principal, or designee. 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. User's Responsibility

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, or designee, 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, or designee. 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, or designee, in coordination with the director of maintenance and operations.
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 in accordance with the published schedule and shall include the time of the employee(s) assigned by the principal, or designee, 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.) When technical equipment, such as theater lighting or sound systems, is requested, the principal may assign an FCPS-approved technician to operate for the event.

10. The user agrees that alcoholic beverages, controlled dangerous substances, and games of chance shall be prohibited. (See Board Policy 112 *Drug-free, Alcohol-free, Tobacco-free Workplace and School System*)
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. Community user groups may impose an admission charge to cover expenses.
15. Youth sports programs seeking to use FCPS school facilities must distribute concussion information to parents or guardians on an annual basis. In addition, when requested, each youth sports program will affirm to Frederick County Public Schools their intention to comply with concussion information procedures as available on the Centers for Disease Control web site at <http://www.cdc.gov>.
16. 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.
17. 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 and waiver of subrogation must be included. 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. (See Attachment A for an approved example of an insurance certificate)

N. 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 100-01 or approval of an auxiliary custodian as provided in FCPS Regulation 100-05.

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, 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, or designee, and the Chief Operating Officer, or designee, 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.

P. Rental of Central Office Facilities

1. Rental of the central office facilities at 191 South East Street, Frederick, MD 21701, by community user groups is limited to the first floor board room.
2. The central office board room will be available for rent by non-profit community user groups as identified in Table I "Priority List".
3. Use of the board room by community 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 Facility 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 may 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

TABLE I – Priority List



FCPS Community User Group Priority List

NC = **N**o **C**harge
 FC = **F**acility **C**harge (Hourly)
 AC = **A**pplication **C**harge (\$25.00 Per Application/Per School)
 LC = **L**abor **C**harge (Hourly)

FIRST PRIORITY - Frederick County Public Schools Related Groups

<i>Frederick County Public Schools Related Groups</i>	<i>Building</i>	<i>Labor</i>
1. PTA/PTSA	NC	LC
2. Booster Clubs	NC	LC
3. School Staff (events by and for school staff only)	NC	LC
4. Frederick County Teachers Assn (FCTA)	NC	LC
5. Frederick Assn of School Support Employees (FASSE)	NC	LC
6. Frederick County Administrative & Supervisory Assn (FCASA)	NC	LC
7. Other Frederick County Public School-Sponsored Groups	NC	LC
8. School Athletic Officials	NC	LC
9. FFA	NC	LC

SECOND PRIORITY - Youth Groups/Youth Activities/Youth Organizations

<i>Youth Groups/Youth Activities/Youth Organizations</i>	<i>Building</i>	<i>Labor</i>
1. County Rec Councils - Youth Activities	AC	LC
2. Youth Athletic Associations	\$25.00 per application per school	
3. YMCA Youth Programs		
4. Boy and Girls Scouts		
5. 4-H		

THIRD PRIORITY - Other Educational Groups

<i>Other Educational Groups</i>	<i>Building</i>	<i>Labor</i>
1. State and other county-supported higher education	FC	LC
2. Private Schools (all grade levels)	FC	LC
3. Non-profit Nursery Schools & Early Childhood Groups	FC	LC

FOURTH PRIORITY - Federal, State, Local Government

<i>Federal, State, Local Government</i>	<i>Building</i>	<i>Labor</i>
1. County and City Government Agencies-includes local parks & recreation council's adult activities.	FC	LC
2. State Government Agencies	FC	LC
3. Federal Government Agencies	FC	LC
4. Red Cross, Health Department	FC	LC

FIFTH PRIORITY - Fire & Rescue Services, Adult Cultural, Recreational and Community Groups, Charity Fundraisers, Religious Groups, Commercial (not for private gain events)

<i>Fire & Rescue Services, Adult Cultural, Recreational and Community Groups, Charity Fundraisers, Religious Groups, Commercial (not for private gain events)</i>	<i>Building</i>	<i>Labor</i>
1. Fire and Rescue Department Events	FC	LC
2. Cultural and Musical, Community Improvement, Non-profit Charities, Service Clubs, Homeowners Associations, Civic Associations, Adult Social & Recreational, PTA & Faculty-sponsored Adult Activities not limited to members of organization.	FC	LC
3. Fundraiser to benefit non-profit organization	FC	LC
4. Churches, Synagogues, Gospel Singers (non-profit), Church-sponsored athletic teams and leagues.	FC	LC
5. Dance Recitals (not to exceed 2 rehearsals)	FC	LC

Board of Elections State Mandated No Charge

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NOTE 1: Second Priority 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 Second Priority.

NOTE 2: To be considered as a Second Priority, 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 county or city government.

NOTE 3: With the exception of First Priority users, all stadium field users will be charged the fee listed in Table II. There are no fee exemptions for use of the stadium field or track.

TABLE II – Hourly Facility Charges



FCPS Community User Group Fee Structure

Priority Level	Application Charge \$25.00 Per Application Per School	Facility Charge a. Track Meet b. Stadium - Natural c. Stadium - Artificial d. Auxiliary Artificial Turf Field e. Pools (Hourly)	Facility Charge (Hourly)	Labor Charge Weekends Non School Days (Hourly)
1st				✓
2nd	✓	✓ (no application fee)		✓
3rd, 4th, 5th		✓	✓	✓

A				
<u>Hourly Facility Charges</u>				
	Facility	Elementary	Middle	High
a.	Track Meets	N/A	N/A	\$50.00
b.	Stadium-Natural Turf Field	N/A	N/A	\$75.00
c.	Stadium-Artificial Turf Field	N/A	N/A	\$100.00
d.	Auxiliary Artificial Turf Field	N/A	N/A	\$90.00
e.	Pools	N/A	N/A	\$70.00/\$80.00/\$90.00
f.	Auditorium	N/A	N/A	\$75.00
g.	Gymnasium	\$30.00	\$40.00	\$50.00
h.	Auxiliary Gymnasium	N/A	N/A	\$30.00
i.	Cafetorium/Cafeteria	\$10.00	\$20.00	\$30.00
j.	Kitchen	\$15.00	\$25.00	\$35.00
k.	Classroom	\$10.00	\$15.00	\$20.00
l.	Media Center	\$15.00	\$25.00	\$35.00
m.	Track Practice	N/A	N/A	\$5.00
n.	Parking Lot Event	\$10.00	\$20.00	\$30.00
o.	Use of Grounds/Fields	\$5.00	\$5.00	\$5.00
p.	Tennis Courts	\$5.00 per court	\$5.00 per court	\$5.00 per court
B				
<u>Hourly Labor Charges</u>				
1.	School Personnel on Duty	\$25.00	\$25.00	\$25.00

- 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 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 athletic director concerning use of the fields prior to use.
- NOTE 3: The fee for use of FCPS Central Office Board Room will be the same as Auditorium above.

ATTACHMENT A (SAMPLE)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Agency Address	CONTACT NAME: Agents Name PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS: <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td style="text-align: center;">INSURER(S) AFFORDING COVERAGE</td> <td style="text-align: center;">NAIC #</td> </tr> <tr> <td>INSURER A : Insurance Carrier Name</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Insurance Carrier Name		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Insurance Carrier Name															
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED Name/Address of Outside User Group															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS				
A	COMMERCIAL GENERAL LIABILITY	X	X	Policy #	Current	Dates	EACH OCCURRENCE	\$ 1,000,000			
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000			
							MED EXP (Any one person)	\$ 5,000			
							PERSONAL & ADV INJURY	\$ 1,000,000			
	GEN'L AGGREGATE LIMIT APPLIES PER:									GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC									PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:					Retentions	\$ N/A				
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$			
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$			
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$			
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$			
	UMBRELLA LIAB						EACH OCCURRENCE	\$			
	<input type="checkbox"/> OCCUR						AGGREGATE	\$			
	EXCESS LIAB							\$			
	<input type="checkbox"/> CLAIMS-MADE							\$			
	DED							\$			
	RETENTION \$							\$			
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER			
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT	\$			
	If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				E.L. DISEASE - EA EMPLOYEE	\$			
							E.L. DISEASE - POLICY LIMIT	\$			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Board of Education of Frederick County is Additional Insured under General Liability with respect to <event>

CERTIFICATE HOLDER Board of Education of Frederick County 191 South East Street Frederick, MD 21701	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Signed by Agent
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