

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: 1/29/20

I. Policy 203

II. Procedures

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

The Board of Education of Frederick County (BOE) recognizes that FCPS facilities are public buildings and, subject to provisions established by Maryland school laws, encourages their use by an approved community user group (CUG) when they are not being used for FCPS purposes. The Superintendent or designee is authorized to establish standard operating procedures and regulations which will provide for the use of FCPS facilities by CUGs without profit to the BOE; provided, however, that the costs of operation and maintenance are defrayed by the CUG.

1. Non-Profit 501(c)(3) Organizations

FCPS buildings and grounds may be used for educational, civic, social, religious, and recreational activities only by approved 501(c)(3)non-profit CUGs.

To meet the FCPS requirement as a non-profit organization, a CUG must be recognized by the Internal Revenue Service (IRS) as a non-profit 501(c)(3) organization. The CUG must submit an IRS determination letter stating this status to FCPS. CUGs may obtain information about IRS recognition as a non-profit organization and/or IRS determination letters at www.irs.gov

2. For-Profit Organizations

Rental of FCPS property by a for-profit business or CUG 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, Lincoln A, 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 CUGs directly related to the facility. Related CUGs using the Rock Creek School will include only groups comprised of or serving students or persons with disabilities. 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 BOE recognizes individual schools may have special operating requirements under the auspices of "Park School" agreements (shared use agreements with county or city parks and recreation) or other agreements approved by the BOE. These agreements

may contain provisions which sometimes may be at variance with BOE 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 fees assessed by regulation are, in fact, adequate to cover costs of operating the facilities.

E. Applications to Become an Approved Community User Group (CUG)

1. An online application to become an approved CUG is made through the program found at www.fcps.org/uof. An application must be completed and submitted by a Frederick County adult resident who is a representative of the CUG. An application submitted on behalf of a governmental agency may be submitted by an official with the agency who is not a Frederick County resident.
2. The online application to become an approved CUG will be received by the Use of Facilities Coordinator. Proof of 501(c)(3) non-profit status and a valid certificate of insurance is required for approval. Once the request as a CUG has been approved, the CUG may submit a schedule request form (SRF) via the online program to request use of FCPS interior spaces or fields.

F. Standard Operating Procedures (SOP) for Use of Facilities

1. Refer to the SOP for Use of Facilities found at www.fcps.org/uof which details information on topics such as submitting a use of facility request form, requirements for valid certificate of insurance, invoicing and payment process, HVAC and custodial services, usage of high school auditoriums, accessing FCPS facilities, cancellation requirements, weather-related cancellations, summer hours, usage of FCPS grounds and fields, permission to mow or maintain FCPS fields, movie licenses, etc.
2. When updates are made to the SOP, an email announcement will be made to all approved CUGs and the revised copy will be posted on www.fcps.org/uof.

G. Scheduling of Facilities

1. Elementary and Middle Schools
A schedule request form (SRF) for use of gyms or fields at elementary and middle schools must follow a submission timeline, but event dates cannot extend past the end of the current fiscal year (June 30). An SRF for all other areas at elementary or middle schools may be submitted at any time within the current fiscal year. See SOP for full details, including the timeline for submission/processing of requests.
2. High Schools
An SRF for use of interior spaces or fields at high schools, other than swimming pools, shall be processed in accordance with the following schedule, but event dates cannot extend past the end of the current fiscal year (June 30). See SOP for full details, including the timeline for submission/processing of requests.

3. An SRF received on or before the established deadline date are to be held until the deadline date will be held until the deadline for consideration of all received SRFs.
4. An SRF received after the established deadline may be considered at the discretion of the principal or designee.

H. Priority Schedule

Use of facilities shall be determined in accordance with the order of priority as identified in Table I.

I. Charges – See Table II

1. The total fee could consist of:
 - a. Facility fee: Charges levied to offset costs of building operations and maintenance (applies to third, fourth and fifth priority users – See Table I).
 - 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 (applies to all priority users – See Table I).
 - c. Administrative Processing Fee: Charges levied to offset personnel time for services associated with the event (applies to second priority users only when not being charged an hourly facility fee – See Table I).
2. As a general rule, when a CUG uses FCPS facilities during a FCPS custodian's (or other in-house FCPS staff'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 custodian (or other FCPS staff) to accommodate the CUG's event, labor charges may be levied to the CUG for the number of overtime hours required.
3. FCPS staff will review Table II rates periodically and revise the rate schedule as appropriate, with approval of the BOE (per Policy 203.3).

J. Restrictions and Conditions Regarding Use of the Facilities

1. All use of facility events (particularly after regular school hours and weekends) must be entered on an online schedule request form for both internal FCPS events and CUG events.
2. 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, for-profit 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. It is not appropriate for an approved CUG (including a PTA or booster groups) to request use of facility on behalf of a for-profit group that they are not sponsoring.
3. 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.

All CUGs must comply with BOE Policy 112 *Drug-free, Alcohol-free and Tobacco-free Workplace and School System*. Violations of the policy will result in permanent revocation of the CUG's status as an approved user of FCPS facilities.

4. BOE 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.
5. 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. Students are prohibited from selling or distributing 50/50 or raffle tickets.
6. FCPS buildings shall not be used for events or activities private in nature such as birthdays, anniversaries, weddings, receptions, funerals, or memorial services.
7. FCPS buildings and grounds may be used for non-partisan political debates and issues forums sponsored by FCPS or non-partisan organizations.

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.

8. 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.
9. There shall be no temporary or permanent signs, banners, or pennants placed in or on FCPS buildings or on FCPS grounds by any CUG except those associated with activities sponsored by FCPS or the PTA. Two exceptions are:
 - a. Activities carried on in FCPS facilities by the county Board of Elections shall be exempt from this restriction.
 - b. Other CUGs 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 CUG must remove the signs.
10. All use of buildings and/or grounds is restricted to the area and to the activity as described on the SRF.
11. Continued use of an FCPS building by any group is contingent upon the following:
 - a. CUG taking proper steps to protect FCPS property.
 - b. CUG ensuring complete safety and the observance of policies and regulations concerning smoking or drinking in FCPS buildings.
 - c. Timely payment of invoices.

12. If a principal, or designee feels that a CUG is misusing the building, it is the duty of the principal, or designee to provide written correspondence documenting the misuse to the CUG. The principal or designee must report each incident to the Use of Facilities Coordinator via a Google form found on the Inside FCPS Use of Facilities webpage. If continued misuse occurs, the principal or designee may cancel future event dates with the CUG, and contact the Use of Facilities Coordinator about the possibility of terminating the CUG's privilege to use FCPS facilities (after investigation and determination by the Chief Operating Officer).
13. Occupancy of buildings or rooms shall not exceed capacities established by the fire marshal.
14. Vehicles will be parked in authorized parking areas only. Operation of vehicles on FCPS lawns and play fields is prohibited.
15. All after-hour use of FCPS facilities must be supervised by a person at least 21 years of age representing the user group.
16. 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 includes activities such as football, field hockey, cross-country, soccer, track, softball, lacrosse, baseball, etc.
17. 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 school principal and the Chief Operating Officer. 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.
18. Under no condition will an SRF for after-hour activities be approved where the SRF requires persons to be on a building roof. This includes firefighting practices, rappelling demonstrations, and other such activities.
19. It is at the discretion of the school principal to determine what areas/rooms may be available to a CUG; however, the following areas are not available for CUGs: portables, computer labs (see M.9.a), locker rooms (except in conjunction with pool usage), and high school concessions.

K. Indemnification Provision

Any CUG using FCPS property shall hold the BOE, individual BOE 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 CUG, the amount of damage shall be decided and invoiced by the BOE. The CUG shall also hold harmless and indemnify or reimburse the BOE 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 CUG the assignment of space necessary to accommodate the CUG's needs as indicated on the SRF.
2. The principal or designee is responsible for being familiar with use of facility documents and procedures found on the Inside FCPS Use of Facilities webpage.
3. The principal or designee is responsible for maintaining proper relationships with CUGs that use their facility.
4. FCPS equipment may be utilized by CUGs 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 CUG. Under no condition will equipment be removed from the FCPS facility. Some equipment will not be available to CUGs under any conditions. Damage to equipment must be reported by the principal or designee to the Use of Facilities Coordinator using the Incident Report Form found on the Inside FCPS Use of Facilities webpage.

M. User's Responsibility

1. The CUG 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 school custodian will not be expected to supervise the CUG activity. Supervision by the CUG shall include monitoring of entrance to ensure that only authorized persons are permitted in the building and that exterior doors remain locked/closed at all times.
2. The CUG must include all set-up requirements on the SRF. 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. CUGs 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. Plans by the CUG for altering existing facilities is subject to approval of the principal or designee in coordination with the Director of Maintenance and Operations.
5. The CUG 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 CUG agrees 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 CUG recognizes that FCPS facilities are not to be used for personal financial gain.
8. The CUG acknowledges that the charges for the facility shall be in accordance with Table II and shall include the labor time of the custodian(s) or other required staff assigned by the principal or designee as determined essential to the safekeeping and efficient operation of the FCPS facility.
9. CUGs are advised that technical equipment in FCPS facilities requires the attention of properly trained FCPS personnel.
 - a. A CUG may not use FCPS computer equipment unless special permission is received by the school principal.
 - b. When the kitchen portion of the cafeteria is requested, at least one of the Food & Nutrition Services staff must be on duty.
 - c. When an FCPS pool is requested, a pool operator must be on duty. (The assignment of a pool operator can be in lieu of a custodian.)
 - d. When a high school auditorium is requested to include use of theater lighting or sound systems, the high school auditorium facilitator will assign an FCPS-approved technician(s) to operate for the event. (See High School Auditorium Usage Guidelines for full details at www.fcps.org/uof)
 - e. Services provided in b-d above will incur a labor charge to the CUG. (See Table II).
10. The CUG agrees that alcoholic beverages, controlled dangerous substances, and games of chance are prohibited.
11. The CUG agrees to provide adequate supervision to ensure that good order is maintained.
12. The CUG agrees that fire regulations shall be strictly followed.
13. The CUG agrees that all activities shall be planned and clean-up provided so that facilities and grounds are ready for instruction on the next instructional day.
14. The CUG 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. Via the SRF, each youth sports program will affirm to FCPS its intention to comply with concussion information procedures as available on the Centers for Disease Control web site at <http://www.cdc.gov>.
16. The CUG recognizes that in the event there is a breach of any of these responsibilities, it may result in revocation of privilege to any future use of FCPS facilities.
17. For the protection of the CUG, the BOE requires that the CUG furnish to the BOE a certificate of insurance satisfactory to the BOE 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, and the CUG must notify the Use of Facilities Coordinator of its cancellation. 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 sample of an acceptable insurance certificate at www.fcps.org/uof)

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 must be an FCPS employee who possesses 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 at least 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 CUG 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:

- \$80 per hour: Youth CUG that books and uses 150 or more hours during a 6-month period
- \$90 per hour: Youth CUG that books and uses less than 150 hours during a 6-month period
- \$100 per hour: Adult CUG that books and uses 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 CUG.

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 Table II.

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 and times requested on the SRF. 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 school field by a CUG may be cancelled at the discretion of the principal or the Chief Operating Officer based on weather and field conditions. (See SOP for more details.)
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 field by a CUG 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 (available for use 18 months from opening of new school).

P. Rental of Central Office Facilities

1. Rental of the central office facilities at 191 South East Street, Frederick, MD 21701, by an approved CUG is limited to the first floor board room and conference room 1A.
2. Use of the board room by a CUG 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.

3. Activities scheduled in the central office board room must conclude no later than 10:00 p.m.
4. Activities scheduled in the central office board room on weekends or holidays will require custodial support at the labor rates outlined in Table II.
5. The rental fee for the central office board room is identified in Table II (See Note 3).
6. The CUG must provide its own projection equipment. Internet access may not be available. Drop-down projection screens and microphone will be available for use. The CUG must detail equipment needs in the Set-Up Requirement section of the SRF.
7. 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

Other Relevant Policies/Regulations/Documents

Policy 112 – *Drug-free, Alcohol-Free, Tobacco-free Workplace and School System*

Policy 203 – *Facilities and Grounds*

Reg. 100-05 – *Auxiliary Custodians*

Reg. 200-29 – *School Security and Safety*

Standard Operating Procedures (SOPs)

- For Approved Community User Groups (see www.fcps.org/uof)
- Various SOPs for internal FCPS use only (see Inside FCPS Use of Facilities webpage)

TABLE I – Priority List



FCPS Community User Group Priority List

NC = **N**o **C**harge
 FC = **F**acility **C**harge (Hourly; See Table II)
 APF = **A**dministrative **P**rocessing **F**ee (See Table II)
 LC = **L**abor **C**harge (Hourly or Flat Fee; See Table II)

Groups listed within each Priority level are not in any particular order;
 there is no priority ranking within each priority group

FIRST PRIORITY - Frederick County Public Schools Related Groups

Frederick County Public Schools Related Groups	Building	Labor
PTA/PTSA	NC	LC
Booster Clubs	NC	LC
School Staff (events by and for school staff only)	NC	LC
Frederick County Teachers Assn (FCTA)	NC	LC
Frederick Assn of School Support Employees (FASSE)	NC	LC
Frederick County Administrative & Supervisory Assn (FCASA)	NC	LC
Other Frederick County Public School-Sponsored Groups	NC	LC
School Athletic Officials	NC	LC
FFA	NC	LC

SECOND PRIORITY - Youth Groups/Youth Activities/Youth Organizations

Youth Groups/Youth Activities/Youth Organizations	Building	Labor
County Rec Councils - Youth Activities Youth Athletic Associations YMCA Youth Programs Boy and Girls Scouts 4-H	APF	LC

THIRD PRIORITY - Other Educational Groups

Other Educational Groups	Building	Labor
State and other county-supported higher education	FC	LC
Private Schools (all grade levels)	FC	LC
Non-profit Nursery Schools & Early Childhood Groups	FC	LC

FOURTH PRIORITY - Federal, State, Local Government

Federal, State, Local Government	Building	Labor
County and City Government Agencies-includes local parks & recreation council's adult activities.	FC	LC
State Government Agencies	FC	LC
Federal Government Agencies	FC	LC
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>
Fire and Rescue Department Events	FC	LC
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
Fundraiser to benefit non-profit organization	FC	LC
Churches, Synagogues, Gospel Singers (non-profit), Church-sponsored athletic teams and leagues.	FC	LC
Dance Recitals (not to exceed 2 rehearsals)	FC	LC

Board of Elections State Mandated No Charge

.....

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 CUGs will be charged the stadium, auxiliary turf, and pool (shown in gray on Table II) use fees listed in Table II. There are no fee exemptions for use of the stadium field or track.

TABLE II – Facility Use Fees



Frederick County Public Schools Community User Group Fee Structure

Priority Level	Administrative Processing Fee (APF)* \$2.00 per event date per application	Facility Charge (Hourly) a. Stadium Track Meet b. Stadium - Natural c. Stadium - Artificial d. Auxiliary Artificial Turf Field e. Pools	Facility Charge (Hourly)	Labor Charge Weekend (Hourly) Non-School Days (Hourly)
1st				✓
2nd	✓	✓		✓
3rd, 4th, 5th		✓	✓	✓

A					
Hourly Facility Charges					
	Facility	Elementary	Middle	High	
a.	Stadium-Track Meets	N/A	N/A	\$75.00	
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	\$80.00/\$90.00/\$100.00 (See II.N.9 for details)	
f.	Auditorium	N/A	N/A	\$90.00	
g.	Gymnasium	\$35.00	\$45.00	\$55.00	
h.	Auxiliary Gymnasium	N/A	N/A	\$35.00	
i.	Cafeteria	\$15.00	\$25.00	\$35.00	
j.	Kitchen	\$20.00	\$30.00	\$40.00	
k.	Classroom	\$15.00	\$20.00	\$25.00	
l.	Media Center	\$20.00	\$30.00	\$40.00	
m.	Track Practice	N/A	N/A	\$10.00	
n.	Parking Lot Event	\$15.00	\$25.00	\$35.00	
o.	Use of Grounds/Fields	\$10.00	\$10.00	\$10.00	
p.	HS Baseball and Softball Fields	N/A	N/A	\$15.00	
q.	Tennis Courts	\$10.00 per court	\$10.00 per court	\$10.00 per court	

B					
Hourly Labor Charges **					
		Elementary	Middle	High	
1.	Custodian, Weekend or Non-School Day (regular school, school's auxiliary custodian or coverage pool) Extra time for set-up/clean-up may be assessed.	\$30.00	\$30.00	\$30.00	
2.	Food Nutrition Services personnel	\$30.00	\$30.00	\$30.00	
3.	Sound/Lighting Technician	N/A	N/A	\$30.00	

* Implementation of APF is effective 1/1/2020. APF is not charged when a facility charge is assessed.

** All labor rates are subject to annual inflationary increases or changes to negotiated agreements. Individual hourly rates are posted on the Non-Benefited Rate chart maintained by FCPS Human Resources.

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 CUGs 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 the FCPS Central Office Board Room will be the same as Auditorium above.