



Harford County Public Schools

USE OF FACILITIES GUIDE

Overview

This guide is designed to provide information to groups seeking permission to use a facility of Harford County Public Schools (HCPS). Included in this guide is a summary of policies, procedures, priorities of use, schedule of fees, and the application process associated with the use of HCPS school facilities. To request use of a HCPS facility, applicants are to submit one original and two copies of the [Use of Facilities Application A](#) to the school of interest. Applications must be approved by the school Use of Facilities Coordinator and must be submitted at least five (5) weeks prior to the date of the scheduled event.

The purpose of HCPS' Use of Facilities procedure is to establish criteria, rules and regulations regarding the use of facilities at Harford County Public Schools (HCPS) in accordance with Section 7-108 of the Education Article of the Maryland Annotated Code. A copy of Section 7-108 can be found on our website:

<http://www.hcps.org/departments/operations/default.aspx>

Contact

Questions pertaining to the HCPS Use of Facilities procedures should be directed to the Office of Operations at 410-588-5256 or email communications@hcps.org.

Priority of Use by Category

CATEGORY A: Activities and groups directly affiliated with the Board of Education are given first priority over applicants when scheduling use of HCPS facilities (PTA's, booster clubs, citizen advisory groups, employee associations, and employee activities.)

CATEGORY A-1: Town of Bel Air sponsored events only at the Bel Air High School auditorium. Category A-1 is given priority over applicants excluding Category A applicants.

CATEGORY A-2: Harford Community College sponsored events only at the Amoss Performing Arts Center at Harford Technical High School. Category A-2 is given priority over applicants excluding Category A applicants.

CATEGORY B: Harford County Department of Parks & Recreation, per the joint use agreement with HCPS, are given priority over applicants when scheduling use of HCPS facilities excluding the use rights for Category A, A-1 and A-2.

CATEGORY C: Activities directly associated with Harford County Government, Harford County Municipal/Town Governments, Government Agencies, Harford Community College and youth organizations.

CATEGORY D: Non-profit organizations, other than those sanctioned by Harford County Cultural Arts Board and Harford County Department of Parks and Recreation, and religious organizations.

CATEGORY E: Commercial organizations (to facilitate community meetings that are open and at no cost to the public) and private schools.

Application A: Use of Facilities (UOF) application submitted by outside groups, PTA's and booster clubs requesting use of school facilities.

Application B: UOF application used by HCPS schools and HCPS departments to reserve a school facility for HCPS business.

HCPS Use Agreements with Government Agencies:

Use agreements between HCPS and various government agencies have been established. Agreements govern the use of school facilities as noted:

TOWN OF BEL AIR

- Category A-1 designation applies to Town of Bel Air use at the auditorium at Bel Air HS.
- The Town of Bel Air coordinates the scheduling of the auditorium at Bel Air HS only for Town sponsored events.

HARFORD COMMUNITY COLLEGE (HCC)

- Category A-2 designation applies to HCC use at the Amoss Center at Harford Technical HS.
- HCC manages the rental of the Amoss Center during times beyond HCPS normal hours of operation.
- Organizations that are not affiliated with HCPS are to contact HCC at 443-412-2340 for rental of the Amoss Center.
- A separate agreement establishes protocols for HCC use of HCPS facilities for a variety of HCC educational activities. Please contact the Office of Operations at 410-588-5256 for questions related to this agreement.

HARFORD COUNTY DEPARTMENT OF PARKS AND RECREATION (P&R):

- Category B designation applies to activities endorsed by P&R.
- Organizations seeking P&R endorsement are to contact P&R at 410-638-3570.

HARFORD COUNTY CULTURAL ARTS BOARD (HCCAB)

- Agreement establishes use of facility protocols only for HCCAB endorsed cultural arts organizations.
- Organizations seeking HCCAB endorsement are to contact HCCAB at 410-638-3578.

SPECIAL FACILITIES

- Harford Glen Environmental Education Center: Organizations must contact Harford Glen to schedule use at 410-683-3903.
- Swimming Pools: Located at Edgewood MS, Magnolia MS and North Harford MS. **Application A** and the **Supplemental Agreement Form for Use of School Swimming Pools** must be submitted. Contact 410-588-5256 to obtain a copy of the form.
- Planetariums: Located at Aberdeen High School, Southampton and Edgewood Middle Schools. **Application A** must be submitted and directed to the Planetarium Director at selected school.

Rental Fee Structure

- Facilities must be rented for a minimum of four (4) hours.
- Additional fees will be assessed in one (1) hour increments beyond the initial four (4) hour rental period.
- Fractions of hours are not pro-rated. Additional rental time will be rounded to the hour.
- Organization will be charged the following fees when applicable:
 - Rental
 - Administrative
 - Support Services
 - False Alarm and Intrusion
 - Cancellation
- Rental fees do not include support services rates associated with employee salaries and equipment rental.
- Cancellations: Twenty-four (24) hours advance notice for weekday use and seventy-two (72) hours advanced notice for weekend use is required. A minimum cancellation fee of \$25 will be assessed if proper notice is not received. Additional fees may be assessed if staff report to the activity and/or building systems have been activated without notice of cancellation.
- Estimated charges will be based upon the approved UOF application form.
- Invoices will be forwarded to the applicant and will reflect the true charges based on actual usage.

Remittance of charges shall be made payable to :

Board of Education of Harford County
 Attention: Office of Operations
 A.A. Roberty Building
 102 S. Hickory Avenue
 Bel Air Maryland 21014

Non-payment of any fees or charges within the specified period of time shall be considered cause for refusal of any future request for building use.

** Per person rate for Harford Glen dormitory rental: \$10 per night for students and \$15 per night for non-students.

NOTE: Non-payment of any fees or charges within the specified period of time shall be considered cause for refusal of any future requests. Fees maybe adjusted annually.

Space	Elem.	Middle	High	Harford Glen
Athletic Field (Artificial Turf w/Lighting)	---	---	\$100	---
Athletic Field (Artificial Turf)	---	---	\$80	---
Athletic Field (Grass)	\$25	\$25	\$25	---
Auditorium	---	---	\$75	---
Band Room	---	\$30	\$30	---
Black Box Theatre	---	\$60	\$60	---
Choral Room	---	\$30	\$30	---
Classroom	\$10	\$15	\$15	\$10
Community Room	\$15	\$15	\$15	---
Dining Hall	---	---	---	\$30
Dormitory	---	---	---	**
Dressing Room	---	---	\$10	---
Faculty Room	\$10	\$10	\$10	---
Gymnasium	\$40	\$50	\$60	---
Kitchen	\$25	\$25	\$25	\$25
Media Center	\$25	\$25	\$30	---
Multi-Purpose/Cafeteria	\$30	\$30	\$40	---
Parking Lot	\$10	\$10	\$10	---
Pavilion	\$25	\$25	\$25	\$25
Planetarium	---	\$25	\$25	---
Swimming Pool	---	\$100	---	---
Wrestling Room	---	---	\$30	---
Support Services			Rate/Hour	
Technical Support (school-based)			User group will be charged the employer's portion of FICA and Workers' Compensation in addition to \$25/hour employee rate of pay.	
Security			User group will be charged the County Sheriff's Department or Security Company fee/rate.	
Planetaria Director			User group will be charged the employer's portion of FICA and Workers' Compensation in addition to 75% of employee salary.	
Custodial, Food Services, Office of Technology, Chaperone, Nurse, Pool Technician			User group will be charged the employer's portion of FICA and Workers' Compensation in addition to the employee's gross pay.	
Equipment			User group will be charged \$10/hour for rental of sound equipment, projectors, etc. Use of materials of instruction and computers by outside groups is prohibited.	

How to Apply

All applications must be submitted in triplicate:

APPLICATION A: Use Of Facilities Application used by outside groups, PTA's or Booster Clubs and other organizations are to submit an Application A:

- for all events and meetings
- only for the upcoming school year

APPLICATION B: Use Of Facilities Application used by HCPS schools and HCPS departments to reserve a school facility for HCPS business. Schools are to submit an Application B when:

- custodial overtime will be required
- a school sponsors a fundraiser
- a school sponsors a community event opened to the public, i.e. recitals, performances, sporting events
- food is being provided by HCPS Food Services or catering services
- an activity is sponsored by HCPS Central Office and/or department

The Superintendent reserves the right to waive any and all conditions of the procedure and to stipulate additional conditions if such action is in the best interest of the community and/or school system. Any waivers must be requested, in writing, and directed to the attention of the Superintendent.

Hours of Operation:

An application is required for all activities taking place beyond HCPS hours of operation. Events can occur one hour after class dismissal at the respective elementary, middle or high school until 10:00 p.m. on regular days, and from 8:00 a.m. to 10:00 p.m. on weekend days.

NOTE: Gymnasium and outside athletic field use times may be adjusted at the discretion of the school principal or use of facilities coordinator.



Reference Materials:

[Maryland Annotated Code Use of School Property](#)

[HCPS Use of Facilities Procedure](#)

[Supplemental Agreement Form for Use of School Swimming Facilities](#)

[Concussion Awareness State Legislative Bill](#)

Agreement between HCPS and

- Parks and Recreation
- Harford Community College
- Town of Bel Air
- HCCAB

For more information:

Visit the Operations website

<http://www.hcps.org/departments/operations/default.aspx> for a the complete procedure document for hosting an event at a HCPS location.