

USE OF FACILITIES FACT SHEET

OFFICE OF OPERATIONS

AVAILABLE HCPS FACILITIES

54 Schools
Harford Glen



HCPS procedure and criteria regarding Use of Facilities (UOF) complies with the Maryland Annotated Code Section 7-108

Use of school property for other than school purposes, by application only.

- ☞ By application
- ☞ Does not interfere with regular school functions
- ☞ Free and open to the public
- ☞ Community purposes
- ☞ Presentation of public questions
- ☞ Public speaking and lectures
- ☞ Civic, educational, social, and/or recreational purposes
- ☞ Church affiliated or religious purposes
- ☞ Priority to non-profit day care programs
- ☞ Reasonable charges
- ☞ User responsible for damages
- ☞ User must leave facility in same condition



What usage requires a Use of Facilities (UOF) application?

☞ Internal Applications

- Usage involving a vendor/organization or weekend usage.

☞ A UOF application must be submitted for all categories of use; below they are listed in priority of use

- Internal
- A: Board of Education Affiliated Groups e.g., PTA/Booster and groups supported by the BOE
- A-1: Town of Bel Air/Bel Air High School
- A-2: Harford Community College/Amoss Center
- B: Harford County Parks & Recreation
- C: Harford Community College
- C: Government Agency
- C: Youth Organization i.e., Boy Scouts, Girl Scouts
- C: Harford County Cultural Arts Board (HCCAB)
- D: Religious Organizations
- D: Non-Profit Organizations
- E: Commercial (public meetings only)
- E: Private School



What is the Application Process?

- The UOF online application is available on www.hcps.org - Community - Use of Facilities
- Applications must be submitted at least five (5) weeks prior to event date.
- School UOF coordinators verify and approve or deny requested date(s) and required space(s).
- The Office of Operations processes final approval/denial for various use requirements including activity, insurance, and fees.
- Requesting applicant and the requested school will receive notification of the application approval or denial.

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What Happens After I Submit My Application?

- The UOF Coordinator at the requested school receives UOF application.
- The UOF Coordinator will review and approve/deny the application based on availability of the facility and support services.
- Approved applications are forwarded to the Office of Operations, UOF Specialist for review.
- The UOF Specialist determines the documentation requirements for each application and will request that a certificate of insurance (COI) meeting HCPS requirements be submitted, if necessary.
- The following will occur after an application is approved by the UOF Coordinator and the UOF Specialist:
 - ☛ A copy of the application is provided to the custodian(s) working the event for event set up and user group identification.
 - ☛ Custodial staffing levels and support services may vary, depending on the type of event. The required custodial staffing assignment is determined by the UOF Coordinator.
 - ☛ Rental fees are established. If applicable, an invoice is attached to the approved application along with a summary of UOF event guidelines that are to be followed.
 - ☛ If applicable, support/technical service fees will be assessed and invoiced after the event.
- If the application is denied:
 - ☛ The UOF Coordinator/UOF Specialist will provide an explanation, so the applicant is aware of why the application was denied.



Required COI Document for a UOF

- General Liability
- Auto Liability (if applicable)
- Umbrella/Excess Liability (if applicable)
- Workers Compensation (if applicable)
- Professional Liability (if applicable)



Tiered Insurance Requirements for Outside Using Groups

- **Low Risk** - Meetings with less than 30 participants
- **Medium Risk** - Meetings with more than 30 participants
- **High Risk** - Activities with more than 100 participants
- **Special Hazard Usage** - Requires special exception
- Upon Risk Management review, HCPS reserves the right to require insurance for any event, including camp insurance



What are some Limitations?

- Illegal sales and/or activities
- Fundraising, which does not benefit the school, or private fundraising for financial gain
- Uses not open to the public
- Private celebrations
- School dances, proms, or after prom activities not sanctioned by a school sponsored request (middle/high schools)
- Organized sports programs and camps that are not sanctioned and endorsed by Harford County Parks & Recreation

Support services and rental fees can be found in the UOF application: [Link to UOF Procedure](#)