USE OF FACILITIES FACT SHEET
OFFICE OF OPERATIONS

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 the public, outside vendors/organization, and 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.
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 & Recreations

Support services and rental fees can be found in the UOF application: UOF Procedure Link

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