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From the Director

Greetings as we enter another winter season. This is always a challenging time of the year for the office with requests to cancel and reschedule events as a result of inclement weather

decisions. We keep hearing that this winter will be another for the history books. The Winter Newsletter gives us an opportunity to remind users about our Inclement Weather policy and resources. The ICB's philosophy regarding cancellations has always been to keep facilities open to the public to the extent possible, keeping safety in mind, with the understanding that groups can cancel use on their own based on their comfort levels.

Many changes are in store over the next year. We will be:

- *Implementing a Fee Increase as of July 1, 2015 (FY16)*
- *Replacing our scheduling and account management software*
- *Working closely with Montgomery Recreation and Parks to share facility reservation capabilities.*

On behalf of the ICB and CUPF staff, I wish everyone a wonderful holiday season. Peace and good health to you and your families.

Warmest Regards,

Ginny

Ginny Gong, Director



Inclement Weather Cancellation Guidelines

New Sign-up needed for Alert Montgomery

<https://alert.montgomerycountymd.gov/>

(You must re-register in order to receive our alerts)

Snow Message Line: 240.777.2710 or MC311

If community use is cancelled by CUPF, a full credit of the rental fees for the hours cancelled will be issued. However, please be advised that while all users can certainly make their own choices regarding whether or not to cancel their activities, it is only when activities have been officially cancelled by this office that credits will be issued.

Cancellation of weekday community use of schools will be in effect if schools are closed for the day. That decision is made by MCPS. Community use activities in schools will automatically be cancelled when schools are closed early or for the entire day.

Delayed School Openings: When MCPS opens late, morning Community use of school buildings will be cancelled. Afternoon activities may continue as scheduled, depending on weather conditions.

Cancellation of childcare programs follows the cancellation schedule for MCPS administrative offices. If MCPS administrative offices are closed, childcare programs are cancelled.

- Delayed opening for "schools only" means childcare programs may open on time.
- Delayed opening for "administrative offices" means a delayed start for childcare programs.
 - When both schools and administrative offices are delayed, childcare programs may open at 9:00 am.
 - When schools are closed and administrative offices are delayed, childcare programs may begin when the administrative offices open

If schools complete the day or for weekend use a decision regarding whether or not schools will be open for community use (non-school) activities will be made by the Director of CUPF and users will be informed as follows:

- Sign up for Alert Montgomery
- Call MC311 or 240-777-2710
- Listen to local TV and Radio stations
- Check the website at:
www.montgomerycountymd.gov/cupf



New! ACTIVENET IS COMING!

After 18 years, CUPF is replacing its database with a new system in the "cloud" beginning this summer with the fall submission window. Once the system is fully up and running (by the fall of 2015) one-stop shopping will be available for users to register for County and Montgomery Park classes and activities as well as submit facility reservation requests for schools, fields and other County buildings scheduled by CUPF.

A few bumps along the way are to be expected, but CUPF is committed to minimizing any inconveniences during the "construction" period.

Check our web page for updates on the ActiveNet roll-out and changes in the request and booking process.

REMINDER:

FEE INCREASE COMING July 2015 (FY16)

As we noted in our Spring Newsletter, due to a 15% increase in CUPF’s share of utility, staff and financial transaction costs, a fee increase will be instituted in FY16. CUPF receives no tax payer support and most of our budget is used to reimburse the schools for the cost impacts of community use, such as heat and a/c and staff coverage.

Simultaneously CUPF’s board, the ICB, took a fresh look at the fee categories, searching for opportunities to streamline the number of categories and better align our practices with other agencies and new software. CUPF will be updating its scheduling software in FY16.

See our webpage for current and future fee schedules

Let it Grow!

With the exception of artificial/synthetic turf fields, all field use permitting ended November 30th. Winter is a critical time for resting the fields. Groups are cautioned that play on a wet field damages the grass’s roots and prevents re-growth. Play on synthetic turf fields is also suspended if there is snow and ice on the field.

Next Scheduling Window (indoor school uses)

Forms should be submitted during the following periods to receive priority in scheduling:

Submission Window	Season
January 15 to February 1	for use April 1 through August 31
July 15 to August 1	for use September 1 through March 31

Relocation of CUPF Germantown Office



Our Germantown office located in the Sidney Kramer Upcounty Regional Services Center, at 12900 Middlebrook Road, has moved from the third floor to the first floor, Suite 1400.

The new location offers some exciting features for both staff and customers. There is a front desk to obtain information, submit requests, make payments, etc. as well as a meeting room. We plan to bring some additional services to this office in the coming months. Stop by and say hello!

After-Hours Problem Line
240-490-CUPF (2873)

If you experience a problem after hours, call or text the after-hours emergency phone number answered from 5pm-10:30pm during the week and 7am-midnight on weekends and holidays when IMMEDIATE ASSISTANCE IS NEEDED in any location. Call this number if:

- You cannot get into a building or room
- You need to find the building service worker for assistance
- Another user has not yet vacated the room in the time your use is scheduled to begin
- AC or heating conditions
- You must vacate the building due to a fire alarm or similar hazardous condition
- You note damage or enter a room not returned to its regular condition

Be sure to always bring your permit with you for location, date and time verification by the school’s staff.

Call the main line at 240-777-2725 during normal business hours (8:30am-5:00pm) for non-urgent needs.

Please do not call this number for weather closing information

Silver Spring Civic Building & Veterans Plaza

Put on your warm clothes and head to the Silver Spring Civic Building for cocoa and skating. For hours of operation and other information visit: www.silverspringiceskating.com or call 301-588-1221.

For more info on requesting use of the Civic Building visit: www.montgomerycountymd.gov/cupf/info-reservation/sscb.html



Community Use of Public Facilities
255 Rockville Pike, Suite 201, Rockville, MD 20850
General Information 3-1-1 Call Center – TTY 1-800-735-2258
cupf@montgomerycountymd.gov