



# Community Use of Public Facilities FY25 Annual Report



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# A Message from the Director

April 2025

Dear Montgomery County Maryland Community:

As the Director of the Office of Community Use of Public Facilities (CUPF), I am honored to serve this great County as a public servant who oversees the permitting of public facilities for the use of our community.

I am also proud to work closely with the Interagency Coordinating Board (ICB) the policymaking authority for CUPF. Together the ICB and CUPF have been on a five-year mission to recover from the Pandemic of 2020, which has had a lasting impact on CUPF permitting fees. This has prevented the enterprise fund balance from fully recovering to the required 10% fund balance.

For the coming FY26, the ICB and CUPF have evaluated resources and determined that the enterprise fund will not fully recover without an increase to fees that has been on hold for over 16 years. During that 16-year period when fees were not increased, the cost of living, annual salaries, and cost of building and maintenance supplies have all increased substantially. For that reason, CUPF has determined that a fee increase is necessary for operations to continue. While a significant increase is needed, the ICB resolved to only make manageable increases over a consecutive three-year period with a plan to evaluate the increase schedule on an annual basis during each budget season.

While no one enjoys an increase to the cost of services, the ICB and CUPF have been responsible in the proposal as to how the increase will be implemented and managed. Even though fees are being increased for the first time in 16 years, efforts were made to ensure that the CUPF fees are not higher than surrounding jurisdictions and are in line with the Department of Recreation and Montgomery Parks. In addition, allowances were made to create categories of facilities that are now available for free use, taking care to find those facilities that are close to public transportation with small and large meeting spaces.

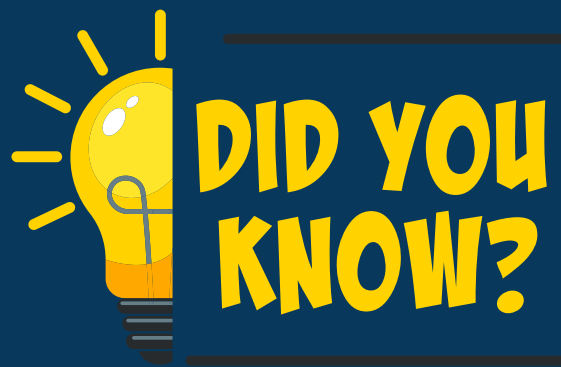
The ICB and CUPF continue to enjoy a valued and successful partnership with our community. Thank you for your uninterrupted support and alliance.

*Ramona Bell-Pearson*

Ramona Bell-Pearson, Director  
Community Use of Public Facilities





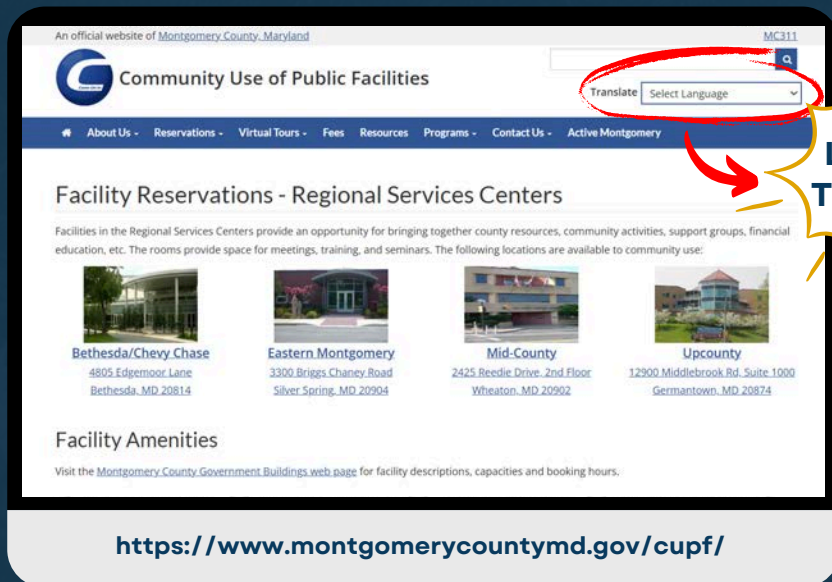


- **The Office of Community Use of Public Facilities is often referred to as CUPF.**
- **CUPF provides community organizations and public agencies with access to public schools and government facilities for community services, programs, and events.**
- **CUPF under authority of the Interagency Coordinating Board (ICB) has as its mission the facilitation of fair, equitable and affordable access to public facilities.**
- **General public use reservations are first-come, first-served. A minimum of seven (7) calendar days advanced notice is required.**



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Language  
Translation

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## CUPF At-A-Glance

The Office of Community Use of Public Facilities (CUPF) mission is to maximize the community's use of schools and other public facilities and to identify and facilitate activities and programs that respond to the community needs without disrupting the instructional program of the Montgomery County Public Schools or operations of the County Government.

### ➤ CORE FUNCTION 1 & 2: FACILITATE USE OF PUBLIC SCHOOLS AND GOVERNMENT FACILITIES

#### ACTIVITIES:

- Coordinate program with oversight of the Inter-agency Coordinating Board (ICB) for CUPF
- Develop and maintain processes for identifying and coordinating use of inventory reserving space; addressing County and school, user and community concerns and needs; and reimbursing County agencies and MCPS for community use impacts
- Increase community awareness with web presence, newsletters, and community forums and other publications
- Liaison with other groups
- Facilitate equitable placements and resolve conflicts

### ➤ CORE FUNCTION 3: FACILITATE PLACEMENT OF BEFORE- AND AFTER-SCHOOL CHILD CARE

#### ACTIVITIES:

- Coordinate program with ICB Childcare Sub-Committee (inactive sub-committee)
- Develop and maintain processes for placement of the childcare Provider who is selected by MCPS to perform Before and After School childcare in specific MCPS facilities; provide training and technical assistance to selection committees
- Coordinate with school and State licensing agencies for placement in MCPS facilities
- Serve as liaison between providers and schools
- Oversee and administer annual placement agreements
- Mediate and resolve conflicts between Providers and MCPS staff







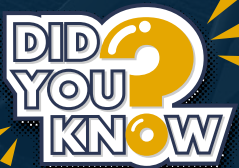
**The** Interagency Coordinating Board (ICB) establishes policies to increase access to schools and other public facilities, including fee schedules, use regulations and conditions. ICB also develops and implements innovative use of facilities to meet community needs. Members serve four-year terms without compensation. ICB meetings are open to the public.

Type of Positions: Nine voting members: the Chief Administrative Officer, Superintendent of Schools, President of Montgomery College, Planning Board Chair, Administrator of the County Council, 1 citizen appointed by the Supt. of schools and confirmed by the Board of Education; 3 citizens appointed by the County Executive and confirmed by the County Council; 3 ex-officio members (non-voting) Board of Education member, representatives of elementary school principals and secondary school principals (both are appointed by the Montgomery County Association of Administrative and Supervisory Personnel and confirmed by Council).

### **COMMUNITY USE OF PUBLIC FACILITIES ADMINISTRATIVE SUPPORT TO INTER-AGENCY COORDINATING BOARD (ICB)**

#### **ACTIVITIES:**

- Prepare ICB meeting materials and facilitate quarterly meetings
- Provide information and policy recommendations to the ICB
- Alert ICB to emerging trends and politically sensitive situations
- Implement ICB policy, including developing budget, operational procedures and other mechanisms to support inter-agency collaboration
- Oversee and administer annual placement agreements
- Serve as ICB liaison with Council, County Executive, and the community



**Maryland General Assembly  
Article Education, §7-108**

Generally, encourages the use of school facilities for community purposes.



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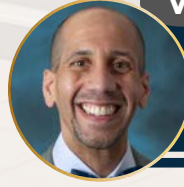
## Meet Our Board

### CHAIRPERSON



PRAVIN (PETE) MISTRY  
CITIZEN REPRESENTATIVE  
**VOTING MEMBER**

### VICE CHAIRPERSON



DR. JERMAINE F. WILLIAMS  
PRESIDENT, MONTGOMERY COLLEGE,  
MONTGOMERY COUNTY  
**VOTING MEMBER**



BRENDA WOLFF  
PRESIDENT, BOARD OF EDUCATION  
**NON-VOTING MEMBER**



RICHARD MADALENO  
CHIEF ADMINISTRATIVE OFFICER,  
MONTGOMERY COUNTY  
**VOTING MEMBER**



LAURENCE PITSENBERGER  
CITIZEN REPRESENTATIVE  
**VOTING MEMBER**



DR. THOMAS W. TAYLOR  
SUPERINTENDENT, MCPS  
**VOTING MEMBER**



JORDAN KAPLAN  
CITIZEN REPRESENTATIVE  
**VOTING MEMBER**



CRAIG HOWARD  
EXECUTIVE DIRECTOR,  
MONTGOMERY COUNTY COUNCIL  
**VOTING MEMBER**



LAKEISHA LASHLEY  
PRINCIPAL, FAIRLAND (ES)  
**NON-VOTING MEMBER**



ARTIE HARRIS  
CHAIR, MONTGOMERY COUNTY  
PLANNING BOARD  
**VOTING MEMBER**



TAYLOR JOHN  
PRINCIPAL, CHURCHILL (HS)  
**NON-VOTING MEMBER**



DR. DEBRA MUGGE  
CITIZEN REPRESENTATIVE  
**VOTING MEMBER**

### BOARD ALTERNATES

- Dr. Jermaine F. Williams - Alternate/ Carla Pullen
- Richard Madaleno - Alternate/ Fariba Kassiri
- Dr. Thomas W. Taylor - Alternate/ Adnan Mamon
- Artie Harris - Alternate/ Miti Figueredo





# Facility Reservations

## Silver Spring Civic Building at Veterans Plaza



- The Silver Spring Civic Building at Veterans Plaza, located in downtown Silver Spring, is a premier event facility that provides an elegant setting for all types of events. The Civic Building combines modern touches with natural design and provides space for corporate events, private parties, cultural activities, wedding ceremonies, receptions, outdoor plaza events and more. On occasion this facility is operated as an event center for private events. Events held at the SSCBVP may be open, or closed to the public for private events.

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## Montgomery County Public Schools (MCPS)



- Schools are places to conduct a wide variety of activities, classes, performances, camps, cultural and religious programs, recreational activities, sports tournaments, instructional dance, and so much more. There are more than 200 school sites, each with several rooms, both large and small, available for use by the community. Events held at schools must be open to the public with no private events allowed.

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## Marian Fryer Town Plaza and Wheaton Veterans Urban Park



- Users may request space for events as far as 60 days in advance but should provide a minimum of 45 days' notice. As a reminder, ALL reserved times must include set up and break down for events. Reservation requests can be submitted through [ActiveMONTGOMERY.org](https://ActiveMONTGOMERY.org).

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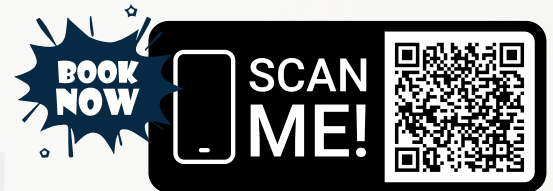


# Facility Reservations

## Athletic Fields



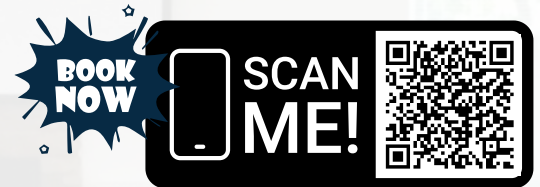
- County fields may be reserved on the half-hour. On days when County schools are in session, elementary school fields may only be reserved after 4:00 p.m.; middle school fields may be reserved after 5:30 p.m. High School athletic fields are not available for permitting without permission of MCPS. Customers may check availability and reserve time at County athletic fields during the opening seasons through ActiveMONTGOMERY.



## Regional Services Centers



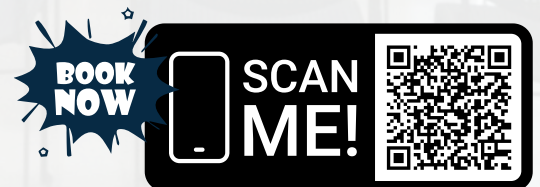
- Facilities in the Regional Services Centers provide an opportunity for bringing together county resources, community activities, support groups, financial education, etc. The rooms provide space for meetings, training, and seminars. Locations include Bethesda/Chevy Chase, Eastern Montgomery, Mid-County, Silver Spring Civic Building and Upcounty.



## Council Office and Executive Office Buildings



- The Council Office Building offers a cafeteria, a Lecture Hall (with a separate building entrance), 4 conference rooms and 2 hearing rooms. The Isiah "Ike" Legett Executive Office Building offers a large cafeteria, an auditorium in the lobby, an open lobby area, and a small lobby conference room. There is a parking garage attached to the COB that can be used for EOB and COB permitted events.





# Indoor Facility

## SPOTLIGHT



### Did you know?

Auditorium Use is considered a high-volume use type, regardless of the number of repetitive bookings or attendees for any given event. This is due to the extensive amount of planning and coordination of various staff that must occur for a community user group to successfully hold activities in a school auditorium. Auditorium use may be requested during specialized scheduling timeframes, as described in the User Guidebook.

Montgomery County Public Schools  
**WHEATON SENIOR HIGH SCHOOL**

## AUDITORIUM

Photo credit: Grimm + Parker Architects



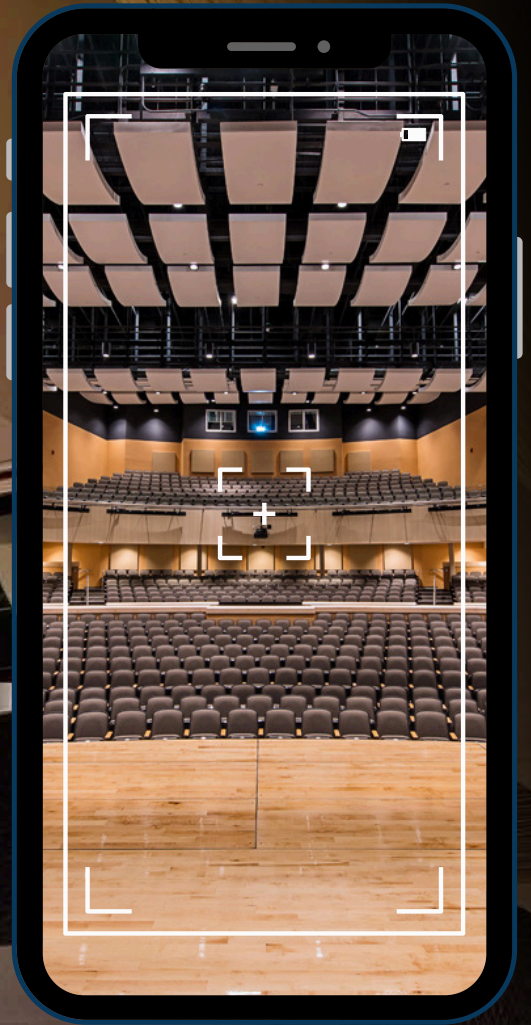
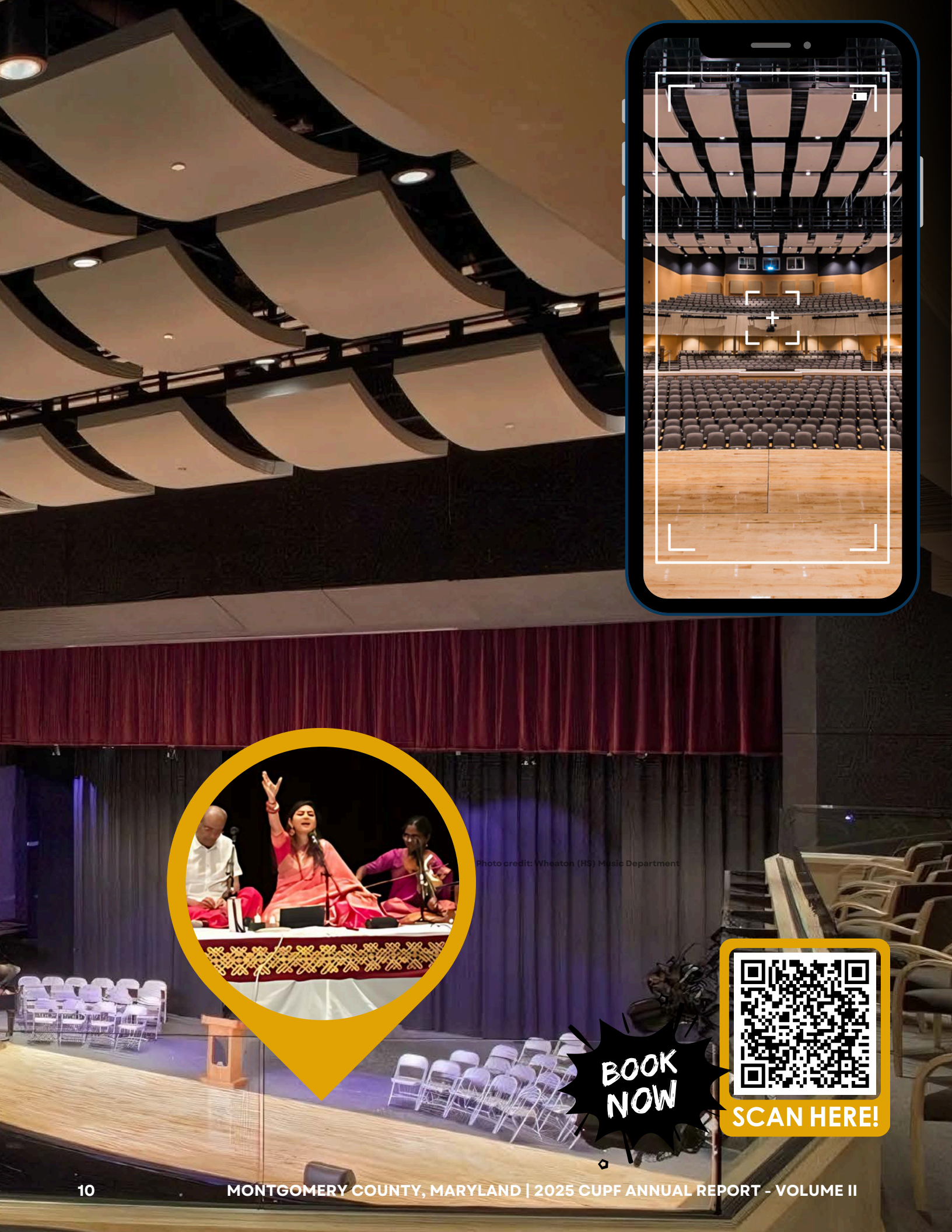


Photo credit: Wheaton (HS) Music Department



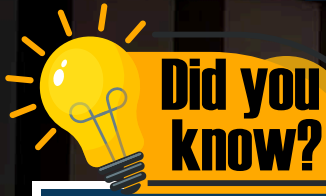
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# Indoor Facility

## SPOTLIGHT



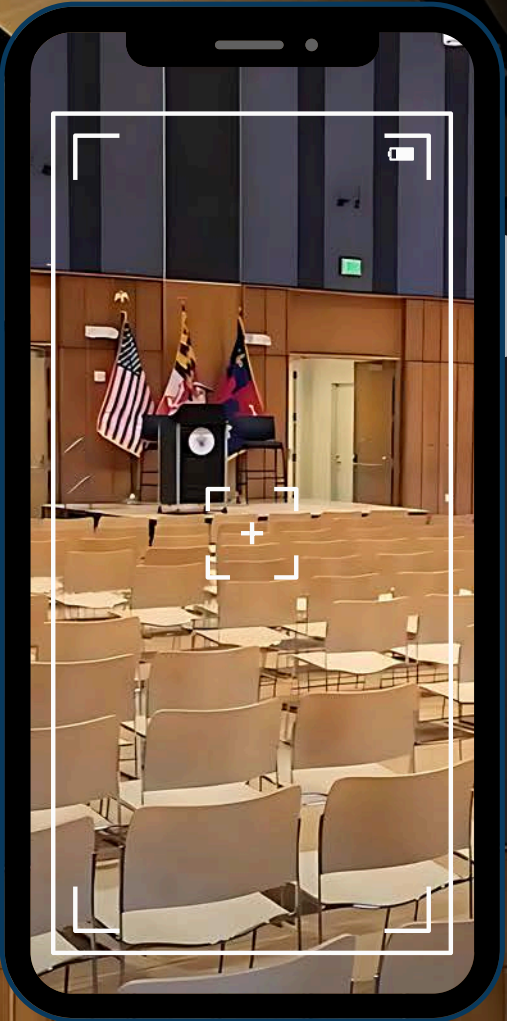
The Buffalo Soldiers Great Hall features an inbuilt sound and visual system, which includes projection screens. A stage is available as an add on. Clients typically book the Atrium and Warming Kitchen (if available) when booking the Great Hall. The space contains a moveable air-wall, allowing guests the flexibility to create two separate rooms. Additionally, there are three meeting rooms, which make superb green rooms or breakout spaces.

Silver Spring Civic Building  
at Veterans Plaza

- The Buffalo Soldiers -

# GREAT HALL







# Outdoor Facility

## SPOTLIGHT



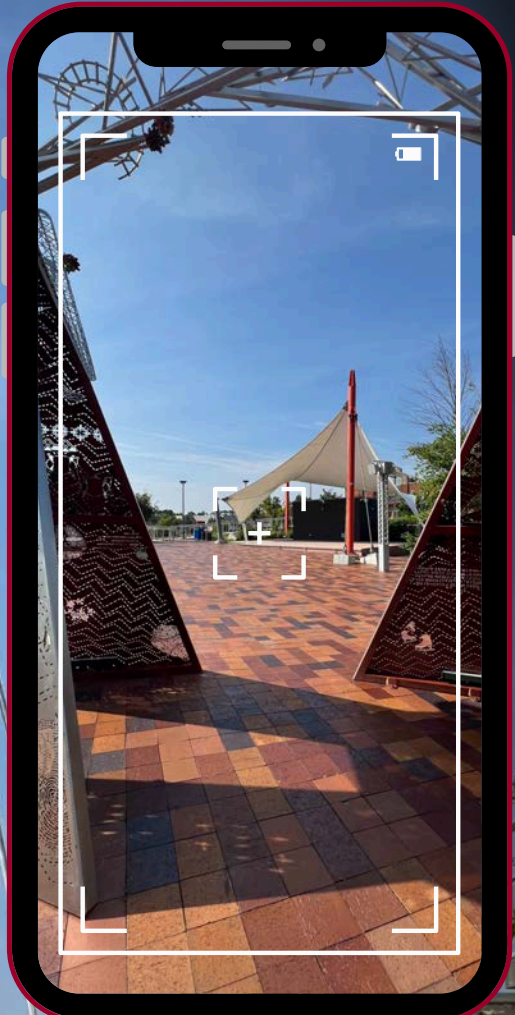
**Did you know?**

The Marian Fryer Town Plaza offers a large open space concept providing natural lighting and relaxing city views, great for entertainment. The Amphitheater seating area contains six levels of terrace seating 12'9" wide and approximately 50' long. The 20' x 30' stage is covered with a large tensile canopy structure measuring 1,144 sf. There are multiple access points to the venue, including a pedestrian bridge connecting to the Wheaton Metro parking garage, the Metro Tunnel Entrance, and access to Georgia Avenue.

**MARIAN FRYER TOWN PLAZA**

**WHEATON  
URBAN DISTRICT**





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# Childcare

Montgomery County Public Schools



There are currently 117 before- and after-school childcare programs operating in MCPS facilities; 116 elementary schools and 1 middle school. Over 10,000 children ranging in age from kindergarten to 6<sup>th</sup> grade are enrolled in the 117 locations throughout the County. That means that approximately 14% of the approximate 72,000 elementary school age children receive child care services.



MCPS is currently managing the re-bid process through their Procurement Office. For many years MCPS delegated the authority to manage the bid/re-bid process to CUPF. MCPS decided that they would no longer delegate authority to CUPF and would instead do the bids/re-bids through the MCPS procurement system. MCPS recently concluded a bid/re-bid process during which they accepted requests for proposals at 22 Elementary Schools. Twenty of the locations up for bid currently have providers while two locations do not currently have a provider. MCPS recently completed the selection process. CUPF is not part of the process, but continues to consult with MCPS to provide advice, give historical context and answer questions.



The CUPF childcare staff has begun the process of creating new contracts for the 117 locations for the FY26 school year. This includes contracts for the 22 locations that were recently bid. There will be childcare in 119 locations throughout the County for the 2025-26 school year.



MCPS  
Childcare  
Program

DID YOU  
KNOW?



INTERESTING FACT



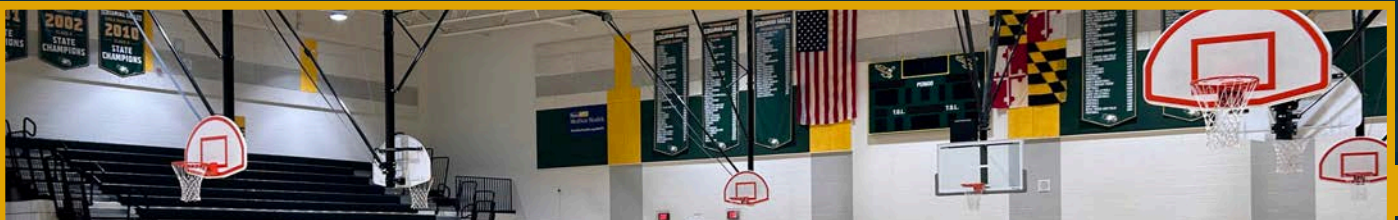


# Core Services

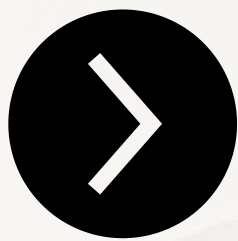


This has been a year of continued growth for staff on the Core Services Team and a tremendously positive change in customer service and partnership support. A summary of the past year for Core Services follows.

- Reservations made in school facilities and county government facilities exceeded 485,000.
- Increased response time to inquiries and requests through streamlining of customer service processes and enhanced protocols.
- Implemented a new online process for reservations of artificial turf fields, auditoriums, and parking lot facilities, which has received highly positive customer feedback.
- Additional sections were added to our user guidebooks for schools and government facilities based on customer feedback.
- Collaborated with MCPS leadership to ensure full implementation of soccer goals on artificial turf athletic fields and volleyball standards at middle and high school facilities secured by grant funds from the Governor's office via CUPF.
- Collaborated with schools, other partners, staff, other internal CUPF teams, and our fee study contractor to develop a fee structure recommendation that would be far less complex and increase customer transparency.
- Continued our robust cross-training program for all Program Specialists and contracted staff.
- Conducted several staff training seminars and team-building activities for all Program Specialists.
- Met with MCPS leadership to review processes surrounding their internal summer programs, maintenance, and construction and received commitments to refine the annual process for 2026.
- Met with the School Business Administrator's Professional Learning Community on two occasions to discuss processes and procedures, which were very informative and productive work sessions.







# Wheaton Urban District (WUD)



## Marian Fryer Town Plaza

Named after the long time Wheaton resident and community activist, the Marian Fryer Town Plaza is centrally located in downtown Wheaton directly above the Wheaton Metro Station. The Plaza is home to signature events like the Taste of Wheaton, TGIF Summer Series, and the Wheaton Arts Parade.



## Wheaton Veterans Urban Park

Wheaton Veterans Park is located at the intersection of Amherst Avenue and Reddie Drive. This One-acre Park provides attractively landscaped open space in the downtown paying tribute to those who served this country in the military. The park also honors John P. Hewitt, a former Director of Parks and Commissioner with the Maryland-National Capital Park and Planning Commission (M-NCPPC).



## Community Use Conference Room (Second Floor)

Community space internal to the M-NCPPC headquarters is available for non-profit, resident and small business events. This conference room will accommodate approximately 30 people.







# Silver Spring Civic Building at Veterans Plaza

## SSCBVP Venue and Program Highlights

- **Conferences and Private Events:** The SSCBVP (conference center) remains a top destination for local and regional events throughout the week, with weekend dates in 2026 filling up quickly. While international conferences have declined due to global factors, we have successfully rebooked spaces with community resource meetings and hiring fairs.
- **Community and Cultural Events:** Personal celebrations such as weddings, bar/bat mitzvahs, Quinceañeras, and milestone events continue to thrive. Additionally, SSCBVP programs and events receive significant exposure through *Hello Silver Spring!* and the YouTube show *A Message from Montgomery County Executive Marc Elrich*.
- **CUPF Hospitality:** Staff continues to create a warm, memorable experience at the Silver Spring Civic Building and numbers of return users strongly indicate a high level of satisfaction. Event management from beginning to end is focused on providing the clients with top notch service to include troubleshooting and delivering unexpected higher support levels. Staff continues to meet clients at the venue for tours, meetings, and walk-in guests. Prompt return of emails and phone calls within 48 hours has yielded high customer service satisfaction.

### SILVER SPRING DOWNTOWN

## EXPERIENCE IT ALL: SILVER SPRING 2025 FESTIVAL GUIDE AT VETERANS PLAZA

**READ  
MORE**

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Photo credit: @ss\_civic\_center



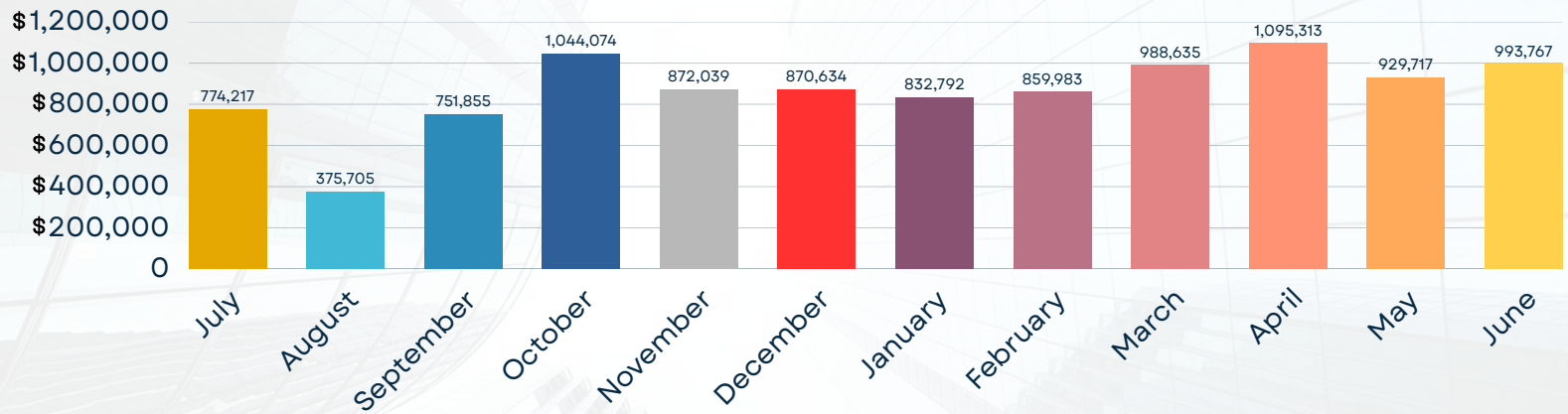


# Finance Report



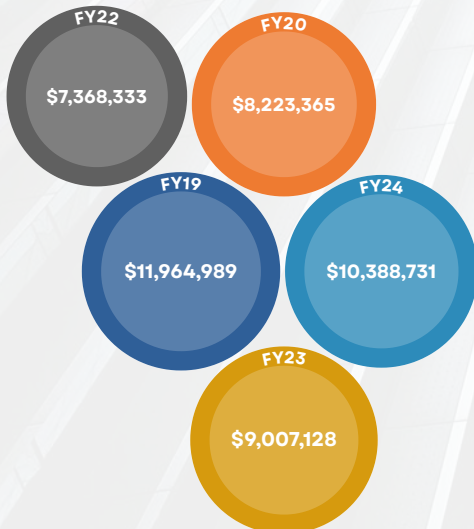
## FY24 CUPF Revenues

July August September October November December  
January February March April May June

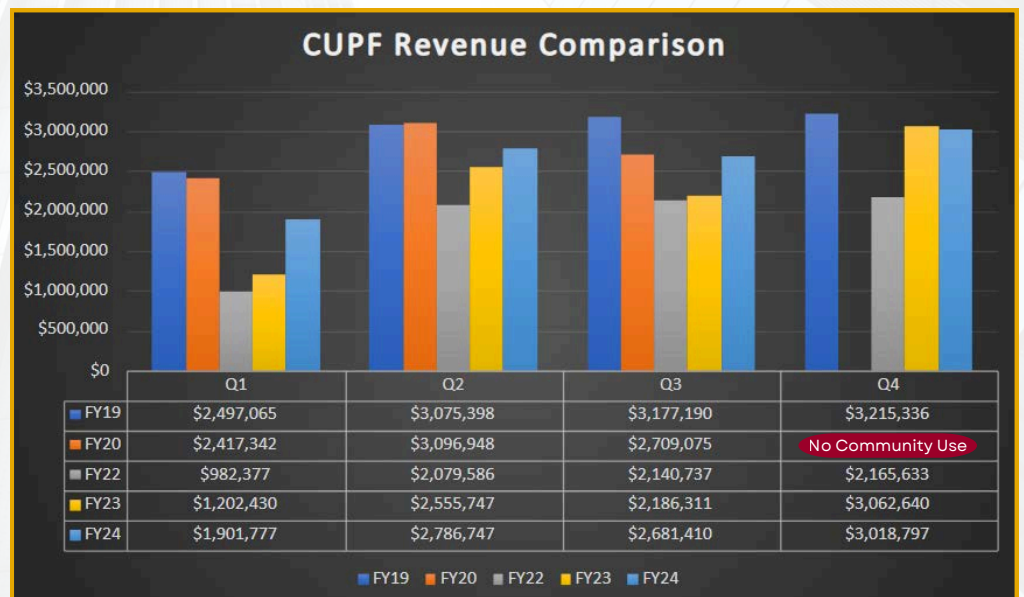


The total Revenues received for FY24 were \$10,388,731.

Total Revenues received  
FY19 through FY24.



## CUPF Revenue Comparision



No Community Use in the 4th quarter of FY20



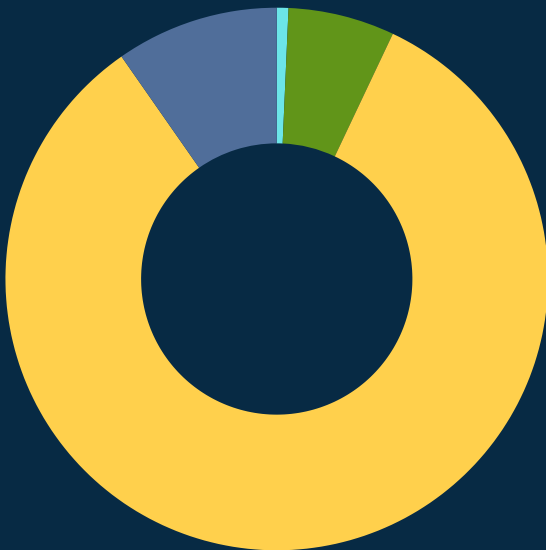


# Finance Report



## FY24 CUPF Revenue Received

● County Buildings    ● Fields  
● Schools    ● SSCB



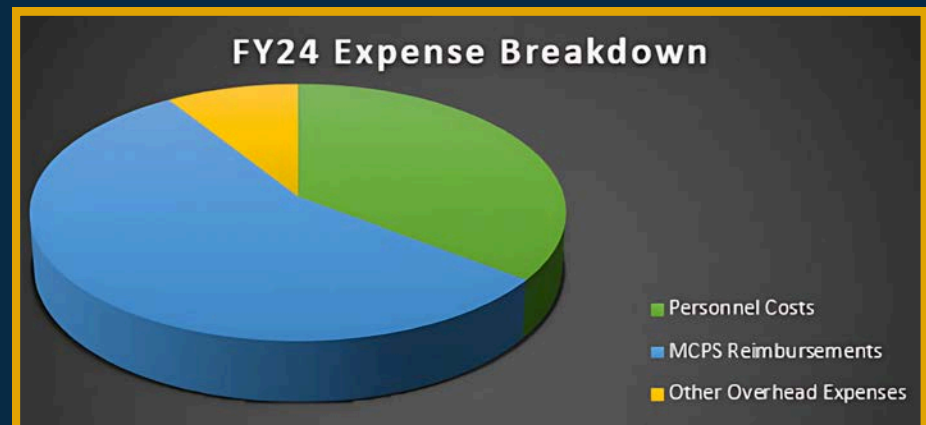
FY24 Revenue Received		
County Buildings	\$72,090	1%
Fields	\$660,994	6%
Schools	\$8,670,663	83%
SSCB	\$1,009,984	10%
*Grand Total	\$10,886,456	100%

**\*Additional Revenue from Investment Income: \$472,725.**  
CUPF investment income is the interest earned from our enterprise fund account balance. CUPF receives the interest (investment) income every quarter.

## FY24 Expense Breakdown

FY24 Expense Breakdown		
Personnel Costs	\$3,783,652.00	35%
MCPS Reimbursements	\$5,945,432.60	56%
Other Overhead Expenses	\$960,624.66	9%
Total	\$10,689,709.26	100%

FY24 Revenue v. Expenses	
Revenues	\$10,886,455.66
Expenses	\$10,689,709.26
Net	\$196,746.40







# Finance Report



## Funding Assistance

Representing intent of CUPF to address social equity and racial justice.

### Community Access Program (CAP)

#### ➤ Silver Spring Civic Building at Veterans Plaza



The Community Access Program (CAP) funding has facilitated the use of the Civic Building at Veterans Plaza. Specifically, CAP funding has supported more than 500 community groups with access to funding assistance provided to the group which has provided over 1,000 programs to the Montgomery County community.

For FY23, the CAP's budget was returned to \$150,000. By the end of the fiscal year, the CAP program utilized the full \$150,000, which supported 60 groups through granted awards.

For FY24, the budgeted amount for the CAP was \$150,000. At the close of the budget year, 72 CAP awards were granted to 61 organizations.

### Facility Fee Assistance Program (FFAP)



The Facility Fee Assistance Program (FFAP) is a subsidy program that helps groups pay for the use of public schools, libraries or County Office Buildings when they provide community services that directly benefit vulnerable or at-risk youth, or limited income individuals and their families.

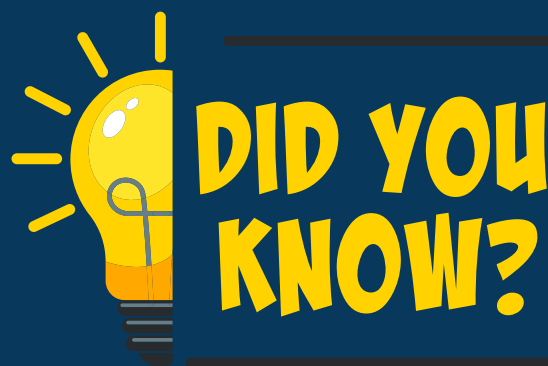
For FY23, the budgeted amount for the FFAP was returned to the traditional funded amount of \$75,000. By the end of the fiscal year, CUPF utilized the full \$75,000, which provided funding for 17 different community groups. A resolution was adopted by the County Council on May 19, 2022, to grant CUPF additional funding in the amount of \$125,000 through the American Rescue Plan Act for youth sports. By the end of FY23, CUPF was able to award the full \$125,000 to 47 different groups, which benefited an additional 30 different groups.

For FY24, the budgeted amount for the FFAP was \$75,000. At the end of the fiscal year, CUPF had fully utilized the funding, of which, 26 organizations were able to be supported through grant awards.





Photo credit: KENNETH M WYNER PHOTOGRAPHY INC.



➤ For the latest CUPF news, emergency delays or closings, or other information, please visit the Community Use Bridge blog.

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- **CUPF User Guidebooks.** A resource outlining what county government and school facilities may be used for and what to expect when using a facility.
- **Reservation Amendment Form.** A required form that allows user groups the ability to adjust their permit/reservation.
- **Refunds or credits** will be issued in accordance with CUPF's cancellation policy.



# CUPF CALENDAR



## February 1

- LARGE EVENTS, School Facilities: Opening day to request reservations for dates of use during the upcoming MCPS Summer Break

## February 15

- ATHLETIC FIELDS: Opening day to reserve for dates of use March 15 through August 15
- OUTDOOR BASKETBALL COURTS: Opening day to reserve for dates of use March 15 through August 15
- PARKING LOTS: Opening day to reserve for dates of use March 15 through August 15
- TENNIS COURTS: Opening day to reserve for dates of use March 15 through August 15

## May 1

- LARGE EVENTS, School Facilities: Opening day to request reservations for dates of use during the upcoming MCPS School Year
- SCHOOL BUILDINGS: Opening day to reserve for dates of use during the upcoming MCPS Summer Break

## May 15

- GOVERNMENT BUILDINGS, Meeting Rooms: Opening day to reserve for dates of use July 1 through December 31

## JULY 15

- ATHLETIC FIELDS: Opening day to reserve for dates of use August 16 through November 30
- OUTDOOR BASKETBALL COURTS: Opening day to reserve for dates of use August 16 through November 30
- PARKING LOTS: Opening day to reserve for dates of use August 16 through November 30
- TENNIS COURTS: Opening day to reserve for dates of use August 16 through November 30

CONTINUE





# CUPF CALENDAR



cont.

## August 15

- **SCHOOL BUILDINGS:** Opening day to reserve for dates of use during the upcoming MCPS School Year

## October 15

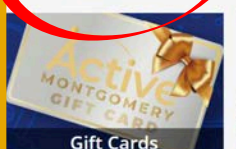
- **LIBRARIES, MEETING ROOMS:** Opening day to reserve use of PUBLIC LIBRARY MEETING ROOMS for dates of use January 1 through June 30

## November 1

- **ATHLETIC FIELDS:** Opening day to reserve for dates of use December 1 through March 14
- **OUTDOOR BASKETBALL COURTS:** Opening day to reserve for dates of use December 1 through March 14
- **PARKING LOTS:** Opening day to reserve for dates of use December 1 through March 14
- **TENNIS COURTS:** Opening day to reserve for dates of use December 1 through March 14

## November 15

- **GOVERNMENT BUILDINGS, Meeting Rooms:** Opening day to reserve for dates of use July 1 through December 31



*Book!  
Now!*



<https://activemontgomery.org>



# CUPF Community Outreach



#CUPFCares



## MC DOT

Montgomery County  
Department of Transportation

- Adopt A Road (AAR)



## WSSC WATER

DELIVERING THE ESSENTIAL

- Adopt A Fire Hydrant



## ACKNOWLEDGEMENTS

CUPF 2025 Annual Report developed and prepared by:

### CUPF Annual Report Design Team

★ **Editor-in-Chief**

Ramona Bell-Pearson

★ **Managing Editor**

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★ **Production Editor**

Emily Brewster-McCarthy

★ **Copy Editor**

Laura Hacker

★ **Editorial Consultant**

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### Childcare Team

**Childcare Program Manager**

William (Bill) Polman

### Information Technology (IT) Team

**Senior IT Manager**

Paul Hibbard

### Core Services Team

**Core Team Operations Manager**

Ron Maxson, Jr.

### Silver Spring Civic Building at Veterans Plaza Team

**SSCBVP Operations Manager**

Eric Rasch

### Finance Team

**Financial Administrator**

Vanessa Lopez-Cuevas

### Special Thanks to:

Efforts of the Interagency Coordinating Board through which this project was accomplished.



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INTERESTING FACT



**PODCAST**



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**@Montgomerycupf**



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### **CUPF Main Office**

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Wheaton, MD 20902



240-777-2725



[cupf@montgomerycountymd.gov](mailto:cupf@montgomerycountymd.gov)



[www.montgomerycountymd.gov/cupf/](http://www.montgomerycountymd.gov/cupf/)

### **Silver Spring Civic Building**

One Veterans Place  
Silver Spring, MD 20910



240-777-5350



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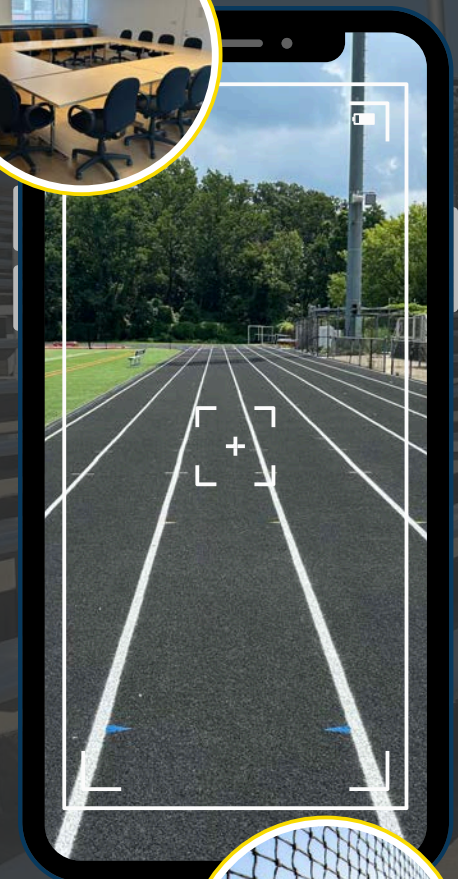
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