

Priority VI Use: High-Volume (Large Events, Sports Leagues/Clubs, Weekly Weekend Cultural and Faith-Based Use, Summer Camps)

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General

The [Facility Use License Agreement \(FULA\)](#) contains the entire Agreement between the user group and the County surrounding community use of public facilities. The FULA and other information pertaining to community use of public facilities may be found on the Montgomery County, Maryland, Office of Community Use of Public Facilities web site: www.MontgomeryCountyMD.gov/CUPF

The information contained in this *Resource* is subject to change from time-to-time as may be necessary. Please check the CUPF web site or contact the CUPF office to ensure you have the most up-to-date copy.

CUPF has dedicated staff to process permit requests for organizations with facility use needs meeting CUPF definition(s) of high-volume use, as defined herein.

In order for CUPF to offer this level of service, large/ high-volume user groups must adhere to established guidelines so that CUPF may ensure a high level of accountability and provide the highest level of customer service to all community user groups.

As CUPF dedicates a single point of contact for high-volume groups, we continue to expect groups to elect a single point of contact for their scheduling needs, to ensure clear communication between all parties.

ActiveMONTGOMERY account required

In order to retrieve permits and make payments for high-volume priority permits, organizations, and the individual representing the organization, must have an account set up in ActiveMONTGOMERY (www.ActiveMONTGOMERY.org) prior to CUPF being able to process reservation requests. [Click here for instructions on setting up your account.](#)



Definitions

- 1) Sports league for field, track, tennis, gymnasium and/ or other similar sports:
 - a) group of sports teams that may be members of different sports clubs that compete against each other in a schedule of games, *and*
 - b) generally are seasonal and do not operate year-round, *and*
 - c) does not include after-school enrichment programs, *and*
 - d) does not include pickup games, a single team, groups of independent players not part of a team, etc.

- 2) Athletic sports club for field, track, tennis, gymnasium and/ or other similar sports:
 - a) an athletic sports club for the purpose of playing one or more sports, *and*
 - b) operates year-round and hosts or organizes leagues and other competitive events such as track meets, tournaments, club vs. club competitions, etc., *and*
 - c) is affiliated with, or has a membership within, a national or local sports association or similar organization, *and*
 - d) does not include after-school enrichment programs, *and*
 - e) does not include pickup games, a single team, groups of independent players not part of a team, etc.

- 3) Weekly weekend cultural and/ or faith-based educational classes:
 - a) a cultural school or faith-based education program, *and*
 - b) utilizes the same room or set of multiple rooms each week (including classroom, dance studio, all-purpose room, cafeteria, and gymnasium facilities), *and*
 - c) all rooms are the same day(s) of the week (Saturday and/ or Sunday), *and*
 - d) all rooms have the same beginning and ending time each week, *and*
 - e) all rooms and dates are located at the same indoor public building each week, *and*
 - f) group desires a permit to meet weekly during the MCPS school year.

- 4) Weekly weekend cultural and/ or faith-based assembly:
 - a) faith-based or cultural assembly/ worship service(s), *and*
 - b) utilizes the same room or set of multiple rooms each week (including classroom, dance studio, all-purpose room, cafeteria, and gymnasium facilities), *and*



- c) all rooms are the same day(s) of the week (Saturday and/ or Sunday), *and*
 - d) all rooms have the same beginning and ending time each week, *and*
 - e) all rooms and dates are located at the same indoor public building each week, *and*
 - f) group desires a permit for 52 weeks annually, September through August.
- 5) Summer camp:
- a) summer programs for children and youth during the months that MCPS K-12 educational programs are on summer break, *and*
 - b) operates three to five days a week Monday through Friday, at least three hours each day, serving the same participants, *and*
 - c) is registered and compliant with applicable government regulations to camps.
- 6) Large event is any event requesting:
- a) to have an expected attendance of 500 or more persons, *or*
 - b) use of a school auditorium, regardless of attendance expected, *or*
 - c) use of athletic facilities including gymnasium, stadium, tennis court, track or field use for tournaments, fundraisers, track meets or other similar events, regardless of attendance expected, *or*
 - d) advanced booking due to size, scope or nature, *or*
 - e) significant set-up, *or*
 - f) extensive audio-visual equipment or services, *or*
 - g) an amount of space or hours of use that requires multiple support staff.

The term “tournament” is defined by CUPF for the purposes of utilizing a public school facility as follows:

- (a) participants pay an entry or registration fee, and or*
- (b) a process of elimination is used, and or*
- (c) one or more participants or groups receive recognition for competitive performance.*

Exemptions to “large event” definition include:

- (a) PTA/ PTSA fundraisers and large events being held at their home school (even if the event meets the large event definition, regardless which room(s) or other facilities are being used at the school site),*
- (b) weekly cultural/ religious groups utilizing the auditorium as part of their weekly scheduled use,*
- (c) parking lot use ONLY if the intended use is for parking vehicles in the parking lot for an off-site activity*



Guidelines applicable to ALL high-volume use

- 1) Permits will not be issued and historical priority will be lost if the organization's account is not in good standing, including but not limited to, the account having an outstanding balance
- 2) Payment, and/ or request for a payment plan, must be made to CUPF within 10 business days from the date of notification that the permit(s) has been created and is available for review by the organization. An administrative fee applies
- 3) Permits will only be issued for facilities if meeting the minimum required hours of use, beginning and ending on the hour or half-hour, to accommodate MCPS staffing requirements, as applicable
- 4) A window of opportunity to adjust the permit(s) and accept the permit(s) will be provided at the time permit(s) is created by CUPF (appropriate adjustment/cancellation fees apply)—permit(s) will be canceled if the organization does not respond to CUPF as indicated
- 5) Permit dates cancelled due to higher priority user group needing the space, or facility emergencies, may be rescheduled when feasible, with assistance from assigned high-volume use program specialist
- 6) Special events, including sports tournaments, religious revival services, graduation ceremonies, holiday celebrations, etc. (see definitions herein) are not considered part of the annual or seasonal use permit and should be requested separately
- 7) Changes submitted after specified deadline(s) will not be fulfilled, unless it is for a full cancellation of the permit; appropriate cancellation policies and fees apply
- 8) All issues on site at the day of the event must be reported to the CUPF after-hours problem line, 240-490-CUPF

Weekly weekend cultural and/ or faith-based classes/ cultural school

- 1) Applicable groups will receive a permit for the coming school year during the summer months, if not earlier
- 2) Two opportunities to adjust the permit each year will be provided as follows:
 - a) for dates of use September through December, the adjustment deadline is October 1
 - b) for dates of use January through June, the adjustment deadline is February 1



Weekly weekend faith-based and/ or cultural assembly/ worship services

- 1) Applicable groups will receive a permit for the coming school year during the summer months, if not earlier
- 2) Two opportunities to adjust the permit each year will be provided as follows:
 - a) for dates of use September through March, the adjustment deadline is October 1
 - b) for dates of use April through August, the adjustment deadline is May 1

Sports leagues and athletic sports clubs, outdoor use

- 1) Applicable groups will receive their permit for the coming season in advance
- 2) Organizations may only request permits via their assigned high-volume scheduling contact person at CUPF—ActiveMONTGOMERY may not be utilized to obtain additional permits
- 3) Due to limited availability of space, and organization/ group sizes increasing annually, CUPF will only allot 2 hours of practice time, per team, per week, countywide, Monday through Friday
- 4) Additional permitted time and space from the prior year, same season, may be requested if current rosters support the additional time requested and the requested space is available
- 5) Permits may not exceed three weekdays per week for the same facility (excludes weekend use)
- 6) Current season team rosters, and corresponding game schedules, must be received by CUPF within 30 calendar days of the start of each permitting season in order to justify the number of practice hours—rosters should be site specific and organized by team with applicable number of team members based upon the sport in which the permit was issued
- 7) All permit adjustments must be completed by a set date each season, as follows:
 - a) for permitting period March 15 through August 14, the adjustment deadline is April 15
 - b) for permitting period August 15 through November 14, the adjustment deadline is September 15
 - c) for permitting period November 15 through March 14 (synthetic turf only), the adjustment deadline is December 15



Sports leagues and athletic sports clubs, indoor use

- 1) Applicable groups will receive their permit for the coming season in advance
- 2) Organizations may only request permits via their assigned high-volume scheduling contact person at CUPF—ActiveMONTGOMERY may not be utilized to obtain additional permits
- 3) Due to limited availability of space, and organization/ group sizes increasing annually, CUPF will only allot 1.5 hours of practice time, per team, per week, countywide, Monday through Friday
- 4) Additional permitted time and space from the prior year, same season, may be requested if current rosters support the additional time requested and the requested space is available
- 5) Permits may not exceed three weekdays per week for the same facility (excludes weekend use)
- 6) Current season team rosters, and corresponding game schedules, must be received by CUPF within 30 calendar days of the start of each permitting season in order to justify the number of practice hours—rosters should be site specific and organized by team with applicable number of team members based upon the sport in which the permit was issued
- 7) All permit adjustments must be completed by a set date each season, as follows:
 - a) for dates of use September through November, the adjustment deadline is October 1
 - b) for dates of use December through March, the adjustment deadline is January 1
 - c) for dates of use April through the last day of school, the adjustment deadline is May 1
 - d) for dates of use the first day of summer through August, the adjustment deadline is July 15

Summer camps

- 1) Summer camp programs serving a large number of participants and utilizing multiple and/ or large, highly sought after facilities at any single location must submit their request no later than February 1 for priority consideration
- 2) Placement is based upon limited number of schools available during the summer due to maintenance and construction projects in school buildings
- 3) Adjustments may be made through May 1 without incurring amendment fees. Applicable cancellation policies apply



Bulk permit processing

In accordance with *CUPF Core Services Team, Permit Processing Timeline for Fields and MCPS Facilities* document, the initial bulk permit processing for the groups outlined above will be as follows:

- 1) Manager will assign a Program Specialist II (PSII)/ Lead Worker to provide general oversight and guidance to Program Specialist I's (PSI) assigned to process high-volume use requests for each applicable season/ permitting timeframe
- 2) PSII will assist PSIs with historical data reports and other resources, as needed, to determine user groups who qualify for priority/ high-volume permit processing
- 3) PSII will work with PSIs on preparing and sending correspondence to applicable groups that the process is about to begin, along with dates and any other necessary information, including a copy of this and any other applicable Resource (does not apply to summer camps—summer camps should submit their requests annually for the site they desire by the established February 1 deadline)
- 4) PSII will work with Finance team to identify qualifying groups account status and determine permit payment due date. Finance manager will attempt to resolve pending financial issues and communicate status to PSII
- 5) PSIs will complete data entry and request guidance from PSII or manager when necessary
- 6) PSII will work with PSIs on preparing and sending correspondence to inform applicable groups that historical permits have been issued, along with a timeline to provide feedback and acceptance of permits (does not apply to summer camps—summer camps should submit their requests annually for the site they desire by the established February 1 deadline)
- 7) PSIs will work with user groups to ensure that permits reasonably meet the needs of the group and are accurate—any discrepancies will be forwarded by PSI to the assigned PSII, or manager, for resolution
- 8) Permits for groups that have not accepted or paid for permits by set deadline will be canceled (after significant communication and warnings to group)
- 9) At the conclusion of the bulk permitting process for applicable groups, the PSII will notify the core services manager that the bulk process has been completed and provide a summary via email of any issues that may have been encountered during the process period
- 10) PSIs should retain records (electronically and paper) of what occurred with groups, permit issuance, etc. in a central file accessible to PSII and manager



- 11) Groups should contact the PSI with any questions, concerns, requests for modifications to the permit, etc. during the applicable permit period(s)

Large events

- 1) For large events, an official reservation request is a large events application packet—general email requests, letters, notes, or inquiries in other forms do not constitute an application packet or official reservation request for use of space
- 2) Official reservation request in the form of an application packet is available for download and printing on the CUPF website at www.montgomerycountymd.gov/cupf to include all pertinent details, procedures, guidelines, forms, etc.
- 3) There are two open submission dates established for large events, which are opening dates for each session/season. Groups are welcome to submit official reservation requests at any time after that opening date, but are encouraged to do so sooner rather than later. The open submission dates are as follows:
 - a) submit official reservation requests beginning May 1 annually for dates of use during the MCPS school year (exact dates vary each year but are posted online at CUPF and MCPS web sites), and
 - b) submit official reservation requests beginning February 1 annually for dates of use during the MCPS summer break
 - c) official reservation requests will not be accepted for dates of use during the month of August due to MCPS cleaning schedules in preparation for the return of staff and students
 - d) official reservation requests must be submitted at least 45 calendar days in advance of the event date
- 4) Applicants must set an appointment to meet with CUPF staff in order to submit their application; call 240-777-2725. This will ensure that all details and documentation have the utmost clarity, which will assist MCPS School Business Administrator, or other school administrator, and CUPF in making a well-informed decision as to whether available facilities will meet the needs of the community use request
 - a) required pre-application meeting with CUPF and the user group may be waived at the discretion of the CUPF large events program specialist, based on size, scope, and historical use/knowledge
- 5) CUPF will respond to applicants within 10 business days of receipt of all required documents, regarding space availability at all site options requested (not including staff availability)



- 6) MCPS School Business Administrators, or other school administrator, will respond to CUPF within 5 business days, regarding space availability at their specific facility
- 7) CUPF will provide a final decision on a facility, including staffing, within 20 business days of receipt of all required documents from applicant
- 8) CUPF will handle coordination/ hiring of media services, security and kitchen staff for overtime opportunities at large events. Staff at the hosting facility will have right-of-first-refusal for three business days once notified; then CUPF will open the overtime to all applicable MCPS staff and acceptance will be on a first-response basis
- 9) Groups holding large events must have at least one person certified in handling large events, crowd control, etc. via the State of Maryland Fire Marshall's Office online training and CPR certification by a recognized group such as the American Heart Association, Red Cross, etc.
- 10) CUPF large events program specialist will meet with group representative and School Business Administrator, or other school administrator, to finalize plans in advance of event. This will include floor plans being completed by group with the assistance of CUPF large events program specialist for approval by the school, well in advance of the event. On-site meetings do not necessarily include a facility tour—this is simply a meeting in the school office with the user group, school staff, and CUPF staff
 - a) required on-site meeting may be replaced with a conference call between CUPF, the user group and the school, at the discretion of the CUPF large events program specialist
 - b) required on-site meeting with school staff may be waived at the discretion of the CUPF large events program specialist, based upon input from the user group and school staff
 - c) groups should utilize the high school virtual tours on the CUPF web site to view auditorium, cafeteria and gym facilities
 - d) in-person facility tours are discouraged and *may* be denied based upon size, scope and historical use/knowledge of event and facility
 - e) in-person facility tours may only be considered after a reservation request (written application packet) has been submitted by the group, reviewed by CUPF, and approved by school administration
 - f) times for on-site meetings and in-person facility tours (if approved) may be limited to the hours of 3:00 p.m. to 5:00 p.m. at some school sites due to liability, safety, and security reasons
 - g) on-site meetings and in-person facility tours (if approved) may be scheduled on the same date, back-to-back, with school and CUPF approval
 - h) schools, specifically high schools, should supply CUPF with dimensions of the stage area(s) and auditorium lobby, a copy of the auditorium floorplan,



an updated capacity of all large facilities on their campus, and a detailed list of equipment available to groups, in order to minimize the need for facility tours

- 11) Day-of event oversight to ensure user accountability will be the responsibility of MCPS security staff assigned. MCPS weekend supervisors assigned to CUPF will periodically check in
- 12) The first business day after the event has concluded, the CUPF large events specialist will send a link for a survey to the community user group in order to obtain feedback of the process and day-of-event experience. Similarly, the CUPF large events specialist will send a link for a survey to the school administration, requesting similar feedback. Survey data will be reviewed by CUPF management and may be shared with others, as it is considered public information

