



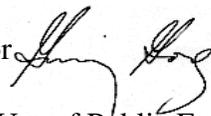
INTERAGENCY COORDINATING BOARD

Isiah Leggett
County Executive

Ginny Gong
Director

MEMORANDUM

July 2014

TO: PTA/PTSA Presidents for 2014-2015 School Year
FROM: Ginny Gong, Director 
SUBJECT: Role of Community Use of Public Facilities (CUPF)

Congratulations on being elected to lead your PTA/PTSA for the upcoming academic year. We are all aware of the vital role the PTA/PTSA plays in the overall success of your school and its students.

Enclosed is an information packet to introduce you to the role of our agency in scheduling after-hours use of schools or, if you have previously served, to reinforce and update your prior knowledge. I hope you'll find the information useful. If you have any questions at all, please do not hesitate to contact me at 240-777-2725.

Please note a change in our procedures:

Contracted providers such as Flex Academies, Enrichment Matters, Enrichment Academies, etc. who provide PTA/PTSA organizations a service to organize after-school activities will not be given PTA/PTSA priority for scheduling. As a result, PTA/PTSA's utilizing such contracted services will need to ensure that the contractor adheres to the public scheduling windows (July 15 through August 1 for dates of use September 1 through March 31; and the next window of January 15 through February 1 for dates of use April 1 through August 30)—they will not receive the PTA/PTSA's extended deadline of August 15 for the school year activities. Additionally, the contracted service providers will not be able to take space in which other groups have historical use preference—they may not "bump" other groups citing PTA/PTSA priority.

If you have not yet done so, please plan on taking our mandatory User Education Training. Additional information is outlined in the attached documents. You may register for the training by calling our main office at 240-777-2725.

Congratulations again, and I wish you and the PTA/PTSA every success this year.

HANDOUT H012.b 2014-06-30

Community Use of Public Facilities

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