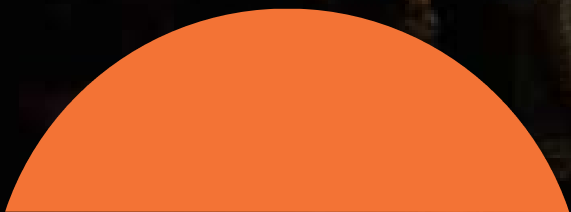


Email:

Derek.Ross@montgomerycountymd.gov



CUPF

Public Announcements

1) The Community Use of

***Blogger**

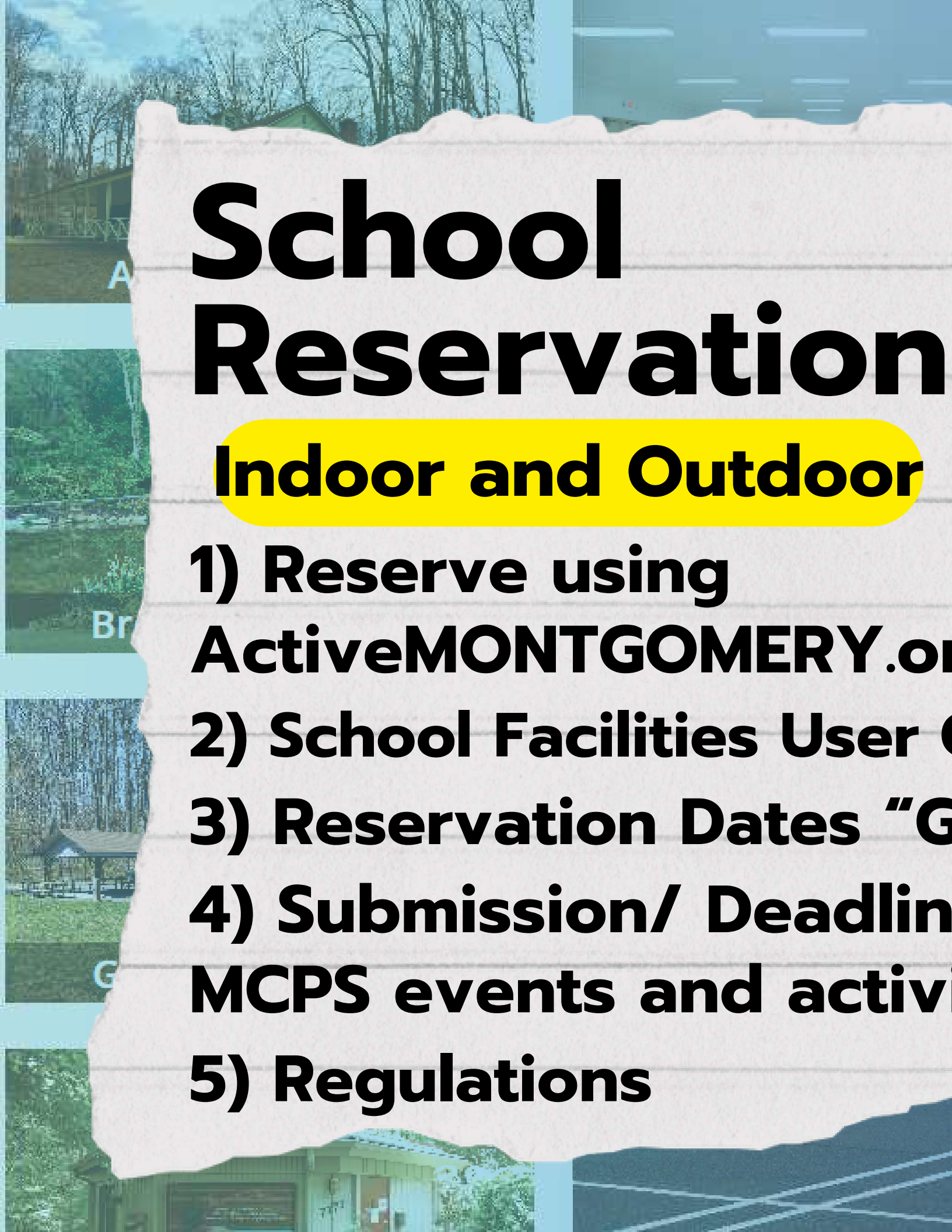
2) govDelivery

3) Social Media (X and LinkedIn)

@MontgomeryCUPF

4) Internal and External

Networks

The background features a collage of images related to schools and outdoor activities. On the left, there are photos of school buildings and greenery. On the right, there is a photo of a large indoor sports facility with a basketball court. The central text is overlaid on a white, torn-paper-like shape.

School Reservation

Indoor and Outdoor

- 1) Reserve using
ActiveMONTGOMERY.org**
- 2) School Facilities User C**
- 3) Reservation Dates "G**
- 4) Submission/ Deadlin
MCPS events and activi**
- 5) Regulations**

Available Venues



Athletic Fields

Reserve a Montgomery County artificial turf or grass athletic fields.



Civic Building

Book your next event at the Silver Spring Civic Building at Veterans Plaza.



Government Buildings

Book a room in the Council Office Building or the Executive Office Building.



Service Centers

Meeting rooms are available in Montgomery County Regional Service Center buildings.



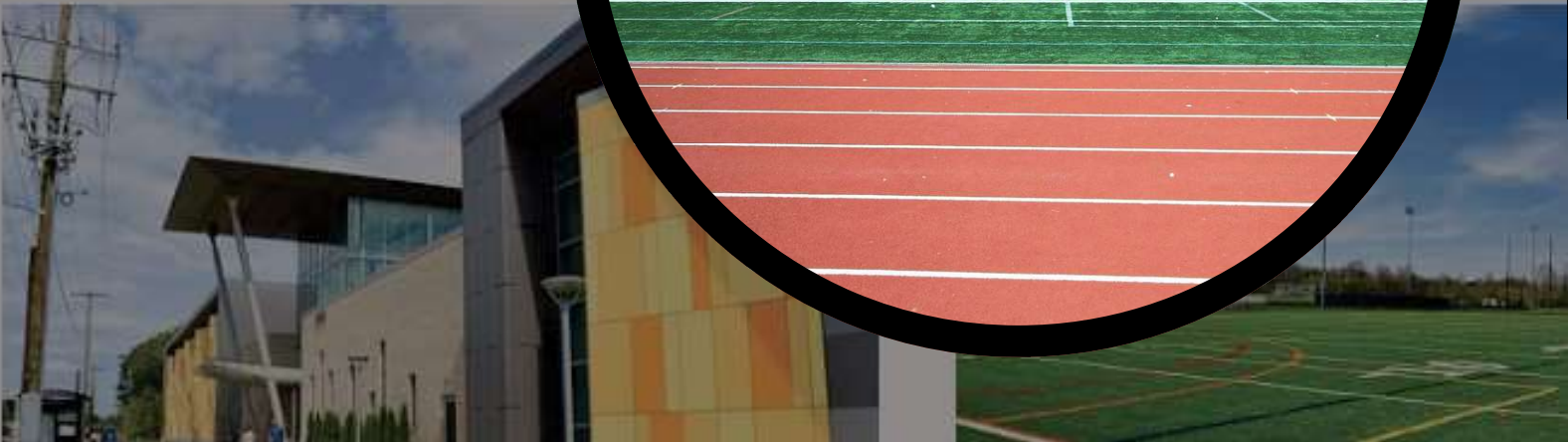
P

Meeting
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Community Use of School Facilities

- User Guidebook
- Facility Use License Agreement

[About Us](#) ▾[Reservations](#) ▾[Virtual Tours](#) ▾[Fees](#)[R](#)

Facility Reservation - Montgomer

Online Reservation for Athletic Fields

Customers may check availability and reserve time at the following:

- Montgomery County Public Schools (MCPS) - Elementary and Middle Schools
- Montgomery County Department of Recreation (MCRD) - Community Centers

[Athletic Fields and Facilities Location Map](#)



IMPORTANT NOTES:

Field time at many sites is assigned directly to sports leagues. The County Department of Recreation (CUPF) recommends that you contact your organization or league for more information via [ActiveMONTGOMERY](#).

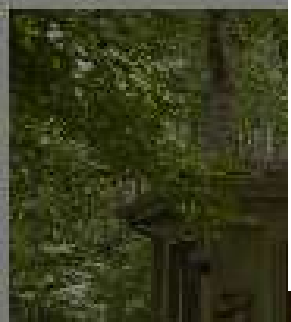
County fields may be reserved on the half-hour. And, beginning at 3:30 pm or 4:00 pm; middle school fields are reserved on the hour.

High School Natural Grass Fields

Contact the respective school directly to request use of a high school administrative staff.

Policies and Procedures

- Scoreboard use is not included.
- Additional fees applied for restrooms access and staffing
- Please review the [Field Use Guidelines](#) before submitting



Athletic Fields - Availability

- Weekday use requires a one-hour minimum.
- Weekend and Holiday use requires a three-hour minimum.
- Artificial Turf Athletic Field use requires a two-hour minimum at all times.
- Reservations (indoor and outdoor) must begin and end on either the hour or half-hour.
- Schools may deny use for the first hour after school dismissal, based on the teacher's union contract, availability of rooms, and/ or for safety and security purposes.
- No permits are issued for use on Thanksgiving Day.
- Limited reservations are allowed on MCPS Systemwide Closure dates.
- Limited reservations are allowed during week/weekend of Thanksgiving break, Winter break, and must be scheduled at least 30 days prior to event if coverage is available.
- Except for official MCPS partners and Licensed Childcare providers selected by schools, user groups may only reserve the same facility at the same school location **up to three weekdays during a week, and one weekend day or weekend**, unless an exception is granted by the Interagency Coordinator for Community Use of Public Facilities or the CUPF Director. This is to provide opportunities for all to reserve facilities and ensure that no user group has primary access over others.

CUPF EVENTS CALENDAR

February 1

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

February 15

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

April 15

- LIBRARIES, Meeting Rooms: Opening day to reserve dates of use through December 31

May 1

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

May 15

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

July 15

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

¿Está interesado en reservar una sala de reuniones en alguna biblioteca pública?

El martes, 15 de octubre, se dará inicio al período de reservaciones para usar las salas de reuniones entre el 1° de enero y el 30 de junio de 2025.

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ActiveMONTGOMERY.org



የማህበረሰብ የህዝብ መገልገያዎች አጠቃቀም ቢሮ
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사용하기 위한 예약은 필요일인 4 월 15일부터 시작됩니다.



온라인 예약은 오전 6 시 30 분부터 가능합니다.

ACTIVEMONTGOMERY.org 에 로그인하십시오.

자세한 내용은 지역사회 공공시설 사용사무소(CUPF)에 240-777-2725 로 문의하거나 cupf@montgomerycountymd.gov 로 이메일을 보내십시오.



지역사회 공공시설 사용사무소(CUPF)
몽고메리 카운티 기관 간 조정위원회

COMMUNITY USE OF PUBLIC FACILITIES

WHEATON
URBAN DISTRICT
TGIF Summer Concert Series

FACILITY
RESERVATION
Clarksburg Cottage

OPENING DAY
RESERVATIONS
Indoor School
Buildings

DID YOU KNOW?
Fortune Magazine
Silver Spring #1

SILVER
SPRING
Community Access
Program (CAP)



CUPF
COMMUNITY USE OF PUBLIC FACILITIES
INTERAGENCY COORDINATING BOARD (ICB)

Montgomery County Public Schools (MCPS)

PTA | PTSA

PRIORITY SCHEDULING OF EVENTS

DEADLINE
Thursday | August 15, 2024

Priority High Volume Bulk Use Form

Due Date for activities held at school facilities for dates of use during the upcoming 2024 - 2025 MCPS School Year:

LEARN MORE

CUPF Main Office | 240-777-3725
www.montgomerycountymd.gov/cupf/

SCAN ME





General Public Use

General public use reservations are first-come, first-served. A minimum of 14 calendar days advanced notice is required for general public use. We encourage community use be scheduled as far in advance as possible within the scheduling timeframes.

Payment: Full payment is due at the time of reservation. See current fee schedule guide posted on our web site for hourly facility rates:

www.MontgomeryCountyMD.gov/CUPF

Important: Click “Item Details” button when viewing or reserving online for more information such as available equipment, capacity, street address, address, etc.

How to reserve: See below for specifics on requesting reservation by facility type:

Artificial Turf Athletic Fields

- **February 15:** Opening day for dates of use March 15 through June 15
- **July 15:** Opening day for dates of use August 16 through November 15
- **November 1:** Opening day for dates of use December 1 through February 15
- Request reservation via: www.ActiveMONTGOMERY.org

Parking Lots

- **February 15:** Opening day for dates of use March 15 through August 15
- **July 15:** Opening day for dates of use August 16 through November 30
- **November 1:** Opening day for dates of use December 1 through March 1
- Request reservation via: www.ActiveMONTGOMERY.org
- Groups with reservations of indoor facilities or athletic fields are eligible for the use of parking spaces for automobiles and do not need to reserve a parking lot.
- Requests for use of parking lots may only be approved no more than 30 days prior to the date of use unless an exception is granted by the Director or designee.
- Use of parking lots by summer camps or other activities for pick-up and drop-off is allowed—an administrative fee will be assessed.
- Building access requires booking an indoor facility (classroom, restrooms, etc.)

Restrooms (with no other indoor reservation)

Restrooms are provided for all scheduled indoor activities. However, when users reserve outdoor areas and request access to restrooms, appropriate fees will be charged based on the current fee schedule. Approval for restroom access will be granted upon availability of appropriate staff.

- **February 15:** Opening day for dates of use March 15 through August 15
- **July 15:** Opening day for dates of use August 16 through November 30
- **November 1:** Opening day for dates of use December 1 through March 1
- Request reservation via: [Priority, High Volume and Other Bulk Use Request Form](#)

2023 Maryland Statutes Education D

Title 7 - Public Schools Subtitle 1 - General Provisions for Other Than S

Universal Citation: MD

(a) Each county board shall encourage the use of p

(b) (1) If written application is made to the county
public school facility for:

(i) The presentation and discussion of public qu

(ii) Public speaking;

(iii) Lectures; or

(iv) Other civic, educational, social, or recreation

(2) These meetings shall be open to the public.

(3) The county board may refuse the use of any sc

(i) Provoke or add to a public riot or breach of t

(ii) Create a clear and present danger to the pe

Universal Citation: MD

(c) Each county board may permit a partisan political vote cast in this State in the last general election to a political campaign for nomination or election.

(d) Each county board may permit the use of public

(e) Subject to § 7-109 of this subtitle, school facilities, school sessions or other bona fide school activities

(f) In Montgomery County, nonschool use of school facilities, which costs associated with such use are apportioned as set forth in § 7-110 of this subtitle and not included in the budget authorized by this subsection may provide for a membership of members by Montgomery County. Membership in the Montgomery College, the members of the Montgomery College provided by the local law.

III. GUIDELINES

A. Nonprofit Users

MCPS -- The school itself has first priority. School staff are the first in line to reserve space. Staff no later than September 15, but with a... the following groups may reserve and use space:

1. Child Care

2. PTA

3. County and other government agencies

4. Nonprofit Community Organizations

5. Nonprofit non-County Based Organizations

Regulation | Montg

E. School Closings

1. If schools close early or are closed for the entire day, all activities are cancelled.
2. On weekends and holidays, the decision to close is made by the CUPF in consultation with the Office of the Superintendent of Schools with any cancellation announcements by 7:00 a.m.
3. When schools are closed for outside community use, the sponsor for each activity will be responsible for the program.

F. Conditions of Use Facility Use

Forms represent a contractual agreement between the user and the district. When scheduling, the contracts are signed by both CUPF and the user. The user is expected to retrieve updated information from the Class Data System.

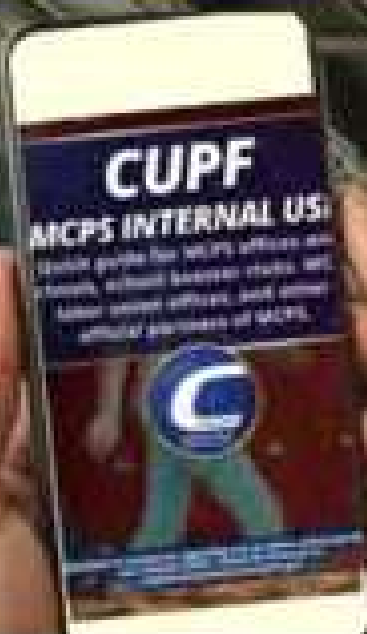
5. The use of the building by an outside organization will not be allowed during regular school hours.



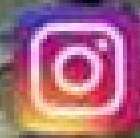
CUPPF



Let's Talk
Community



Follow



@Montg



@Montg

CUPF Main Office

2425 Reedie Drive, 9th Floor
Wheaton, MD 20902

 240-777-2725

 cupf@montgomerycountymd.gov


 www.montgomerycountymd.gov/cupf/

Silver Spring Civic Building

One Veterans Place
Silver Spring, MD 20910

 240-777-5350 |  @ss_civic_center

 cupfcivicbuilding@montgomerycountymd.gov

 www.montgomerycountymd.gov/cupf/info-reservation/sscb.html

 @SilverSpringCivicCenter

 www.youtube.com/@sscbtours



Tha