

Recreation and Parks Advisory Board
CUPF Updates
May 9, 2022

CUPF had a very successful Go Live last week when we opened portals in VSI for registration of permitted events occurring after June 22, 2022. We also changed our registration process to a quarterly process following the schedule listed below. This rule does not apply to the Silver Spring Civic Building where permitting is handled directly by CUPF Staff in that facility.

All community use will be booked on a quarterly basis instead of twice annually, establishing a simpler, easy-to-follow schedule as follows:

Open to Public	Period of Use
May 1 (<i>May 2 in 2022</i>)	June through August (Summer)
August 1	September through November (Fall)
November 1	December through February (Winter)
February 1	March through May (Spring)

Past policies still hold under this new software system that were enacted under Active Net. For example:

- Payment is due at time of reservation
- Permits must be requested and reserved seven days before the date of the event otherwise the reservation will not be accepted by the software
- Reservation will be final at time of checkout and payment in ActiveMONTGOMERY a policy continued under the new software
- Effective with the 2022-2023 school year vendors using classroom space for after-school enrichment will only see generically labelled classrooms as an Afterschool Enrichment Classroom. There will be no classroom numbers assigned to the permit. Those rooms will be available for the first 60-90 minutes after school ends
- Licensed childcare programs will continue to have assigned rooms just as evening and weekend permitted activities will be assigned specific locations such as the gym, media center, cafeteria or all -purpose room.

Registration is now underway for permits covering the period of time between June and August 2022 (Summer months). On August 1st Fall permits will be accepted.