

**ST. MARY'S COUNTY PUBLIC SCHOOLS  
P.O. Box 641  
Leonardtown, Maryland 20650**

**COMMUNITY USE OF SCHOOL FACILITIES  
AND GROUNDS**

**July 1, 2013**

The Board of Education of St. Mary's County allows the use of public school facilities and grounds for community activities and events provided that these activities and events:

- Are of a public nature
- Do not interfere with the regular school session and/or bona fide school activities
- Are appropriate for a public school building

When applying, it is the applicant's responsibility, with the appropriate assistance of the site administrator, to assess the adequacy and appropriateness of the facility for the intended use. To ensure that there is adequate time to work with the applicant to address their needs, as well as minimize disruption to school operations; applications to use the facilities should be submitted at least four weeks in advance of the requested use. Applicants shall not advertise any activity involving use at a school facility until an approved application is received.

The Board of Education recognizes the need for school buildings to be available to school groups, parent/teacher organizations, and other outside groups. It is also critical that users, and the community as a whole, recognize that their use of school facilities adds additional expense to the school system. These groups may be assessed appropriate fees to use a facility, as determined by regulation. The use of these facilities and/or grounds shall be available by application in the prescribed manner. Further, the use and users are restricted to those identified on the application. Applicants shall not "sublease" facilities.

Student-related activities will be given priority over community usage. Similarly, community activities benefiting school-aged participants shall be given priority over other community usage. Private events and occasions such as weddings, funerals, family reunions, etc., are not deemed to be activities for which use of a public school building is appropriate; such uses are prohibited.

The Board requires the renting organization to assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the Board and employees of the Board from such loss or damage. The applicant, by signing the building use application, shall indemnify the district and any person whose property may be within the said building for loss or damage to such property caused by any persons attending said meeting or any damage or injury arising by reason of the holding of said meeting. The system reserves the right to require a performance bond or a deposit for protection of the building facility and equipment, and/or to guarantee the rental or expenses.

The renting organization shall observe all fire and safety regulations. In addition, the use of tobacco in any form will not be permitted, and no alcoholic beverages will be used on school grounds or in the buildings. The renting organization shall agree that no immoral or illegal activity will take place on the premises. The renting organization must agree to accept any eligible participant regardless of race, color, sex, age, national origin, religion, or disability.

St. Mary's County Public Schools (SMCPS) encourages the community to appropriately use its facilities - buildings and grounds. Scheduled and group use of SMCPS facilities must be approved in advance. Application should be made to the specific school office, and use is subject to approval and usage fees. To ensure safety, SMCPS restricts unscheduled community use of grounds/fields to the daylight hours.

It is the intention of the Board of Education to continue to provide access to the community to enrich the recreational environment of the school neighborhood. To that end, it is critical that care be exercised in the use of facilities, grounds, and associated equipment so as to maximize its useful life for the intended purpose - education. Failure to exercise appropriate care in the use of facilities, or conduct of activities such as those described above, will result in the offending parties being removed from the property and/or prohibited from future use.

SMCPS prohibits activities that interfere with school/student activities, the use or rights of others, or the legitimate purposes for which the school facilities are made available. Examples of such activities include, but are not limited to:

- Criminal, disorderly, or indecent conduct
- Endangering the safety of yourself or others
- Loud or inappropriate language
- Wearing or speaking profanity
- Solicitation or unauthorized distribution of literature
- Littering or throwing inappropriate objects
- Use of drugs, alcohol, or tobacco
- Loitering, blocking or impeding the activities of others
- Driving and/or parking vehicles in unauthorized areas or on unpaved areas not specifically designated for parking (vehicles shall be restricted to established roadways and parking lots)
- Congregating without appropriate purpose or supervision.

#### Grounds

Playgrounds and playground equipment are available to the community when not in use by the school system. The use of these facilities for spontaneous, unplanned neighborhood recreation does not require a permit, but such use is at the risk of the user. School system programs will receive priority. Playgrounds and playground equipment should only be used for their intended purpose.

Tracks, ball fields, and tennis courts at all high schools require permits for their use, and a fee may be assessed to all non-school groups for their usage. All other tracks, ball fields and tennis courts require permits for their use, but no fee shall be charged for their use.

### Buildings

A permit to use facilities is required for all users, except curricular, co-curricular, or extra-curricular activities of SMCPSS (Priority I) and SMCPSS reserves the right to limit use of certain facilities, such as stages, auditoriums, computer and other labs, in order to maintain the community's investment in these assets and ensure the continued availability and good working condition of such facilities for instructional programs. Alternatively, the school system may assess fees designed to defray the costs of maintenance and replacement.

No use of school facilities by outside groups shall be permitted that, in the judgment of the site administrator, conflicts with regular school operations. Reasons for the site administrator to deny the application of a group include:

- The space applied for is being used for school operations.
- The use of the space applied for will interfere or conflict with school activities.
- The space applied for has already been committed to another group.
- The space applied for is inappropriate for a community/public building or inadequate for the purpose requested. (See also policy KFF.)
- The applicant does not comply with guidelines regarding the use of space, adequacy of supervision, or adequate security.
- Authorized St. Mary's County Public Schools (SMCPSS building service worker staff are not available to provide support.
- The group requesting use has failed in the past to conform to school system regulations, including, but not limited to, payment of fees or damages, inadequate supervision, etc.

Right is reserved by the school system or site administrator to revoke any such permit, without liability, should such action be deemed necessary or desirable.

Permission for use of school facilities does not constitute a school system endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding the nomination, retention, election, or defeat of any candidate, or the expression of any opinion as to the passage or defeat of any issue.

Board of Education policies and regulations which govern school use of facilities will, when applicable, also govern community use of school facilities. This pamphlet was prepared for the purpose of expediting community use and enjoyment of public school facilities. While its contents cover most situations, it is not all inclusive. The governing document is the Board of Education Policies and Regulations, section KF, which is available at our county public libraries, as well as at each public school site.

The Board reserves the right to refuse approval or to cancel any and all permits issued for the use of a school building or its facilities when it is deemed that such action is necessary for the best interests of the school system.

Applications to use the facility shall be made for each use. One application which covers a series of uses by one user group may be approved. Such permits for the continued use of a building may be granted on a yearly basis. The general term of yearly permits will begin July 1 of each year of issue, with the exception of winter, spring holidays, abbreviated summer schedules, or when school buildings may be closed for necessary repairs, cleaning, energy savings, or weather.

### Priority Scheduling

Every effort will be made to assure that facilities are available for use by non-school organizations as much as is practicable and on a priority basis in the following order:

See attached Schedule 1

Fees are to be paid upon application (at least two weeks prior to event). Differences between estimated and actual use shall be settled within thirty (30) days of (each) use. All fees shall be paid to the school, and forwarded immediately with the approved application to Accounting. All checks shall be made payable to St. Mary's County Public Schools, or SMCPSS.

Fees for use of facility are designed to include reasonable efforts of school personnel to provide access to the group or activity participants, as well as minimal set-up and routine cleaning; additional charges shall be assessed for requests to provide special set up or cleaning activities. If additional building service worker assistance is required, additional charges shall be assessed. With respect to fees and arrangements for usage:

- All payments to any St. Mary's County Public School (SMCPSS) employee shall be made only by the school system's payroll office. Applicants will be denied future use of a facility if payments to SMCPSS employees are made other than through the SMCPSS payroll process. All school employees' time shall be reported on the regular attendance report for payroll purposes.
- Access to a school facility shall be provided as follows: a SMCPSS building service worker, a school administrator, or a security staff member. Keys/Cards will not be made available to users.

For purposes of assessing usage fees, the year will be divided into two categories of time:

- Category 1 - All official duty days for ten-month school personnel; activities beginning after 6:00 a.m. and ending by 9:00 p.m.
- Category 2 - All other days including Saturdays, Sundays and holidays, regardless of the time. All official duty days for ten-month school personnel, activities ending after 9:00 p.m. No use shall be permitted beginning before 6:00 a.m. or ending after 11:30 p.m.

## HOURLY FEE SCHEDULE - CATEGORY 1 & 2 USE

See attached Schedule 2

A minimum of one food service worker is required for all kitchen rentals

A minimum of one building service worker is required for all rentals

A minimum of one security worker is required for all events exceeding 100 individuals (unless waived by the Director of Safety and Security)

A minimum of one sound and lightning technician is required for operating auditorium sound and lighting equipment

### EQUIPMENT FEE SCHEDULE

The equipment owned by the school system is primarily for the use of staff and students, and is to be used by staff, students, or other citizens of the community, for on-site use or in the case of vehicles, only in connection with St. Mary's County Public Schools (SMCPS) activities.

Organizations who wish to use equipment while using school facilities should request such on the Application. No equipment use will be approved that would impede school operation or instruction. Organizations or individuals accept all responsibilities and liabilities for the use of the equipment. Fees for the equipment used shall be charged as shown in the chart below. Fees are assessed per use, defined not to exceed five (5) consecutive hours. If use exceeds five hours, it shall count as additional use(s) and additional fees are to be charged. A form for usage (see attached) shall be used for all applications and shall accompany the facility use (indoor) and/or (outdoor) applications.

Equipment List ↓	Priority →	V	VI	VII
Piano		\$50	\$55	\$55
Projection Equipment - Screen		17	22	22
TV/CR/DVD		7	11	11
Microphone/PA System		17	22	22
Kitchen Equipment		17	22	22
Health & P.E. Equipment		8	11	11
Stage Lights/Spotlights		28	33	33
Technical/Shop Equipment		17	22	22

#### Responsibilities of Applicant - Supervision

The user agrees to accept the facilities, as delivered. It is the user's responsibility to make any further adjustments deemed necessary to ensure the safety of its participants (i.e. relocating P.E. equipment to avoid a hazard), within parameters set by the site administrator, to avoid disruption of the instructional/support activities.

- A. The representative of the user accepts the full responsibility for onsite supervision of all people in the building or on the grounds. This person shall be: an employee of the St. Mary's County Public Schools, who is designated by the site administrator; a full-time employee of the Department of Recreation and Parks; or an adult representative of the user group, approved by the principal. (Referred to herein as "activity supervisor.")
- B. All groups using school facilities must be properly supervised. Generally, proper supervision will be interpreted as at least one designated responsible adult for every fifty adult participants, and/or one designated responsible adult for every thirty non-adult participants, including spectators. The site administrator shall determine the adequacy of supervision, as well as the need for additional security, as deemed necessary due to the nature of the activity. The activity supervisor is responsible for the protection of the people participating in the program, as well as for the protection of the facilities and equipment.
- C. The user agrees to hold harmless and indemnify St. Mary's County Public Schools and its agents with respect to any claim of loss, injury or damage related to its use of the property, including damage to school property or property for which the school system is liable. Users are fully responsible for damages to the facilities.
- D. The activity supervisor is also responsible for the security of the building. The supervisor, with the assistance of the SMCPS building service worker, or SMCPS administrator, or SMCPS security personnel, will unlock the building before the activity, inspect the building before and after the activity, and lock up the building before leaving. All damages shall be reported in writing immediately. It will be the responsibility of the applicant to see that all persons have vacated the school buildings and grounds promptly at the time specified on the permit and that the building is securely closed.
- E. Groups using the building must arrange for any decorating, setting-up or other preparations for their activities at times which will not interfere with school operations. All decorations shall be removed by the time specified by the principal. Only non-flammable and non-hazardous materials shall be used for decorations, sets, etc.
- F. Users of the building must make provisions to restore the area used to the condition in which it was found, so that school operations can proceed without disruption. The building service worker will be responsible for the preparation of the building/area to be used. The building service worker assigned by the Director of Operations or designee shall be responsible for cleaning the area used. If cleaning or other work is to be done by the user, arrangements must be made ahead of time.

- G. Groups using the school grounds are responsible for leaving the grounds in the same condition as found. Tables, chairs and benches shall not be placed on the playing surface of tennis and multi-use courts. Heavy mechanical equipment may not be brought on the grounds, except on driveways and parking areas. Portable booths and equipment shall be removed immediately after the activity. Stakes are not to be driven in the hard-surface area. Lines are not to be painted on tennis and multipurpose courts or any other hard-surface areas. Grass cutting shall be the responsibility of the public school system, unless otherwise performed by the Department of Recreation and Parks.
- H. The activity supervisor is responsible for ensuring that use of the facilities is consistent with the application, all SMCPS requirements, as well as fire and safety regulations are adhered to.

All use of buildings and/or grounds is restricted to the area as described on the application form and the adjacent lavatories.

#### **Responsibilities of Applicant – Insurance**

**Indemnification** - Any group, individual, or organization (other than Priority I and II, except EASMC and CEASMC) using the premises, buildings or other facilities of St. Mary's County Public Schools shall indemnify, hold harmless, and defend the Board of Education, as well as their officers, its employees, Board Members, agents, or volunteers from any and all damages to persons or property arising out of the use of the premises, buildings, equipment, or other facilities of St. Mary's County Public Schools by the group, individual, or organization.

**Insurance** - Such group, individual or organization using the facilities of St. Mary's County Public Schools shall provide evidence of commercial general liability insurance with minimum limits of \$1,000,000 combined single limit for bodily injury and property damage per occurrence, \$1,000,000 personal injury per offense, and \$1,000,000 general aggregate. St. Mary's County Public Schools shall be named as an additional insured on this commercial general liability policy. A certificate of insurance or a certified copy of the policy and the additional insured endorsement shall be provided at least ten (10) days prior to the scheduled use of the facilities as evidence that the above insurance requirements have been met. Failure by St. Mary's County Public Schools to require such evidence shall not be deemed to be a waiver of the requirement to provide such insurance.

**Waiver of Subrogation** - Such group, individual or organization using the facilities of St. Mary's County Public Schools hereby waives its rights of recovery against St. Mary's County Public Schools for loss or damage to property not owned by St. Mary's County Public Schools, including property of such group, individual or organization while on the premises of St. Mary's County Public Schools.

#### **Payment for Damages**

The building service worker or authorized designee and responsible person from the using group shall inspect the facility used, both at the opening and closing time, and jointly fill out a report of damages or property loss to school buildings and grounds – use of school facilities form (see KFD(r)) for each use, if necessary. Signature by the activity supervisor acknowledges responsibility for loss and recognition of requirement to compensate SMCPS upon presentation of an invoice.

All damages so assessed shall be paid in full by the using group within thirty (30) days of receipt of invoice. Future use will be prohibited if a user does not accept financial responsibility for the damage.

#### **Activities Prohibited**

The following activities are prohibited and applications for such use will not be accepted:

1. Private parties, including but not limited to birthdays, anniversary, and other similar parties, celebrations, funeral services and other commercial activities, etc.
2. Meetings promulgating any theory of doctrine subversive to the laws of the United States or any political subdivision thereof, or advocating governmental change by violence
3. Any activity that may violate the canons of good morals, manners or taste
4. Any activity which may be injurious to the buildings, grounds or equipment
5. Any purpose in conflict with school activities
6. Commercial or political advertising except upon specific approval of the superintendent
7. Fundraising other than for charitable purposes, unless permitted by the site administrator (see KH policies for fund raising rules)
8. Fundraising for political candidates or parties
9. Gambling; use of alcoholic beverages, illegal substances; profanity on school property
10. The sale and use of tobacco in any form is prohibited by anyone at all times (24 hours a day, every day) in all St. Mary's County Public School buildings whether owned or leased. This includes schools, central offices, warehouses, garages, or other buildings operated by the school system regardless of whether or not students are present. In addition, the sale and use of tobacco in any form is prohibited on school grounds during the official school day. The "official school day" is defined as 7:00 a.m. through 4:00 p.m. The time will be extended until 10:00 p.m. for schools having evening high school.
11. Commercial or private activities which may constitute unfair competition.

**Helpful Hints**

**Use of Facilities – Key Concepts-**

Maximize resources to K-12 program. Charges are to recover costs, not obtain profits.

Proof of Insurance required – reason for denial

Usage hours – should include set-up/clean-up time, not just planned actual usage time of the event

Cancellation of events require at least 72 hours for refund, no refund otherwise

Users will be billed for the time approved on the application even if the event ends early. Likewise if the event goes over the allotted time, users will be billed for all appropriate overtime charges.

Users do not employ or pay SMCPs staff, all payments to staff for working an event will be handled through the SMCPs payroll office.

St. Mary's County Public Schools  
 Department of Capital Planning and Green Schools

Schedule 1  
 Use of Facilities Rate  
 Fee Charge Summary by Priority and Category

		Category 1 -- Between the hours of 6 a.m. and 9 p.m. on the duty day of a 10- month employee	Category 2 -- Non-duty day for a 10-month employee or after 9 p.m. on the duty day of a 10- month employee
Priority 1	Curricular, co-curricular or extra-curricular program for students of the St. Mary's County Public Schools.	N	N
Priority 2	System-sponsored or recognized program or activity for employees of SMCPS. To be considered an "employee" activity, SMCPS staff must constitute the majority of the program's participants.	N	N
Priority 3	A program or activity of a recognized parent and/or community group established by the school or system administration to support the instruction and student programs of the school or the school system. (including scouts)	N	Y
Priority 4	Local government agencies; a general fund or activity funded Recreation and Parks Department school aged program, and college programs offering educator-related courses (including the community college).	N	Y
Priority 5	Any program or activity of a legally constituted, local, non-profit youth group, and state and federal agencies.	Y	Y
Priority 6	Any program or activity of other tax exempt applicants or other programs of Recreation and Parks not included under Priority 4; and colleges and universities (non-educator activities).	Y	Y
Priority 7	All other users, including individuals unaffiliated with a legal entity or group.	Y	Y

St Mary's County Public Schools  
 Rates for Facilities Use - Category 1  
 Rates as of July 1, 2013

Note: Category 1 use is defined as a office duty day for 10 month personnel and the activity begins after 6:00 a.m. and ends before 9:00 p.m. The number of hours of use shall include all time during which the user requires access to the facility, which typically includes set up and clean up time.

Facilities Rental Costs	Approx Capacity	Avg Square Footage	Priority 1-4	Priority 5	Priority 6	Priority 7
Auditoriums	800	18,000	\$ -	\$ -	\$ 45	\$ 50
Dorhman Room	304	4,560	\$ -	\$ -	\$ 45	\$ 50
Patio @ Forrest Tech Center (Stand alone usage)			\$ -	\$ 35	\$ 35	\$ 35
Patio @ Forrest Tech Center (w/other room(s) usage)			\$ -	\$ 20	\$ 20	\$ 20
Classrooms - (up to 5)	30	1,000	\$ -	\$ -	\$ 17	\$ 28
Auxiliary Gymnasium	n/a	3,300	\$ -	\$ -	\$ 31	\$ 36
Gymnasium/Multi-purpose room - Elementary	n/a	2,600	\$ -	\$ -	\$ 31	\$ 36
Gymnasium - Middle	n/a	5,630	\$ -	\$ -	\$ 31	\$ 39
Gymnasium - High	n/a	19,200	\$ -	\$ -	\$ 50	\$ 66
Kitchens - Elementary*	n/a	1,150	\$ -	\$ -	\$ 25	\$ 29
Kitchens - Middle*	n/a	3,025	\$ -	\$ -	\$ 25	\$ 29
Kitchens - High*	n/a	4,800	\$ -	\$ -	\$ 25	\$ 29
Media Centers - Elementary	40	3,400	\$ -	\$ -	\$ 44	\$ 55
Media Centers - Middle	40	6,000	\$ -	\$ -	\$ 44	\$ 55
Media Centers - High	40	3,600	\$ -	\$ -	\$ 44	\$ 55
Cafeteria with or without Stage - Elementary	100	3,100	\$ -	\$ -	\$ 24	\$ 28
Cafeteria with or without Stage - Middle	150	6,100	\$ -	\$ -	\$ 25	\$ 31
Cafeterias - High	150	7,200	\$ -	\$ -	\$ 26	\$ 35
Stage (with stage equipment)**			\$ -	\$ -	\$ 28	\$ 30
Parking Lot			\$ -	\$ -	\$ 8	\$ 11
Tennis Courts - High			\$ -	\$ -	\$ 30	\$ 30
Track - High			\$ -	\$ -	\$ 30	\$ 30

Hourly/Per Diem Rates	Hourly
*Food Service Hourly (Cat 1)	\$30
**Building Service Hourly	\$33
***Lighting and Sound Technican	\$28
****Safety and Security Assistant	\$35

Charges for the tracks/tennis courts will be as follows for Recs and Parks :  
 Student Use - Cat 1 - no charge  
 Adult Use - Cat 1 - \$7.70 per hr.

Equipment Fees*****	Priority 5	Priority 6	Priority 7
Piano	\$ 50	\$ 55	\$ 55
Projection equipment - Screen	\$ 17	\$ 22	\$ 22
TV/VCR/DVD Player	\$ 7	\$ 11	\$ 11
Microphone/PA System	\$ 17	\$ 22	\$ 22
Kitchen Equipment*	\$ 17	\$ 22	\$ 22
Heath and PE Equipment	\$ 8	\$ 11	\$ 11
Stage Lights/Spotlights***	\$ 28	\$ 33	\$ 33
Technical/Shop Equipment	\$ 17	\$ 22	\$ 22

What Priority is my organization?
<b>Priority 1</b> - Curricular, co-curricular or extra-curricular program for students of the St. Mary's County Public Schools.
<b>Priority 2</b> - System-sponsored or recognized program or activity for employees of SMCPS. To be considered an "employee" activity, SMCPS staff must constitute the majority of the program's participants.
<b>Priority 3</b> - A program or activity of a recognized parent and/or community group established by the school or system administration to support the instruction and student programs of the school or the school system.
<b>Priority 4</b> - Local government agencies; a general fund or activity funded Recreation and Parks Department school aged program, and college programs offering educator-related courses (including the community college).
<b>Priority 5</b> - Any program or activity of a legally constituted, local, non-profit youth group and state and federal agencies.
<b>Priority 6</b> - Any program or activity of other tax exempt applicants or other programs of Recreation and Parks not included under Priority 4; and colleges and universities (non-educator activities).
<b>Priority 7</b> - All other users, including individuals unaffiliated with a legal entity or group.

- Notes:
- \*Food service hourly is required if kitchen equipment is being used
  - \*\*Additional building service workers may be required depending on event and number of participants
  - \*\*\*Lighting and Sound Technican - Required if stage equipment is being used
  - \*\*\*\*Safety and Security Assistant may be required if attendance is expected to exceed 100 people.
  - \*\*\*\*\*Equipment fees per use are defined not to exceed 5 consecutive hours



St Mary's County Public Schools  
 Rates for Facilities Use - Category 2  
 Rates as of July 1, 2013

Note: Category 2 use is defined as a office duty day for 10 month personnel and the activity ends after 9:00 p.m., or if usage is on any day that is not a duty day for ten-month personnel, including Saturdays, Sundays, summertime, and holidays, regardless of the time. The number of hours of use shall include all time during which the user requires access to the facility, which typically includes set up and clean up time.

Facilities Rental Costs	Approx Capacity	Avg Square Footage	Priority 1 - 2	Priority 3	Priority 4	Priority 5	Priority 6	Priority 7
Auditoriums	800	18,000	\$ -	\$ 33	\$ 74	\$ 74	\$ 81	\$ 91
Dorhman Room	304	4,560	\$ -	\$ 33	\$ 74	\$ 74	\$ 81	\$ 91
Patio @ Forrest Tech Center (Stand alone usage)			\$ -	\$ 35	\$ 35	\$ 35	\$ 35	\$ 35
Patio @ Forrest Tech Center (w/other room(s) usage)			\$ -	\$ 20	\$ 20	\$ 20	\$ 20	\$ 20
Classrooms - (up to 5)	30	1,000	\$ -	\$ 33	\$ 42	\$ 42	\$ 46	\$ 54
Auxiliary Gymnasium	n/a	3,300	\$ -	\$ 33	\$ 61	\$ 61	\$ 63	\$ 69
Gymnasium/Multi-purpose room - Elementary	n/a	2,600	\$ -	\$ 33	\$ 61	\$ 61	\$ 63	\$ 69
Gymnasium - Middle	n/a	5,630	\$ -	\$ 33	\$ 73	\$ 73	\$ 80	\$ 90
Gymnasium - High	n/a	19,200	\$ -	\$ 33	\$ 73	\$ 73	\$ 80	\$ 90
Kitchens - Elementary*	n/a	1,150	\$ -	\$ 33	\$ 52	\$ 56	\$ 58	\$ 67
Kitchens - Middle*	n/a	3,025	\$ -	\$ 33	\$ 52	\$ 56	\$ 58	\$ 67
Kitchens - High*	n/a	4,800	\$ -	\$ 33	\$ 52	\$ 56	\$ 58	\$ 67
Media Centers - Elementary	40	3,400	\$ -	\$ 33	\$ 59	\$ 59	\$ 62	\$ 68
Media Centers - Middle	40	6,000	\$ -	\$ 33	\$ 59	\$ 59	\$ 62	\$ 68
Media Centers - High	40	3,600	\$ -	\$ 33	\$ 59	\$ 59	\$ 62	\$ 68
Cafeteria with or without Stage - Elementary	100	3,100	\$ -	\$ 33	\$ 40	\$ 40	\$ 41	\$ 46
Cafeteria with or without Stage - Middle	150	6,100	\$ -	\$ 33	\$ 43	\$ 43	\$ 45	\$ 52
Cafeterias - High	150	7,200	\$ -	\$ 33	\$ 51	\$ 51	\$ 54	\$ 63
Stage (with stage equipment)**			\$ -	\$ 33	\$ 41	\$ 41	\$ 45	\$ 47
Lobby/Restrooms (if the only area used)			\$ -	\$ 33	\$ 39	\$ 39	\$ 39	\$ 43
Parking Lot			\$ -	\$ -	\$ 6	\$ 6	\$ 8	\$ 11
Tennis Courts - High			\$ -	\$ -	\$ 30	\$ 30	\$ 30	\$ 30
Track - High			\$ -	\$ -	\$ 30	\$ 30	\$ 30	\$ 30

Hourly/Per Diem Rates	Hourly
*Food Service Hourly	\$30
**Building Service Hourly	\$33
***Lighting and Sound Technician	\$28
****Safety and Security Assistant	\$35

Charges for the tracks/tennis courts will be as follows for Recs and Parks :

\$5.50 per hr for student use  
 \$7.70 per hr for adult use

Equipment Fees*****	Priority 5	Priority 6	Priority 7
Piano	\$ 50	\$ 55	\$ 55
Projection equipment - Screen	\$ 17	\$ 22	\$ 22
TV/VCR/DVD Player	\$ 7	\$ 11	\$ 11
Microphone/PA System	\$ 17	\$ 22	\$ 22
Kitchen Equipment*	\$ 17	\$ 22	\$ 22
Health and PE Equipment	\$ 8	\$ 11	\$ 11
Stage Lights/Spotlights***	\$ 28	\$ 33	\$ 33
Technical/Shop Equipment	\$ 17	\$ 22	\$ 22

What Priority is my organization?
<b>Priority 1</b> - Curricular, co-curricular or extra-curricular program for students of the St. Mary's County Public Schools.
<b>Priority 2</b> - System-sponsored or recognized program or activity for employees of SMCPs. To be considered an "employee" activity, SMCPs staff must constitute the majority of the program's participants.
<b>Priority 3</b> - A program or activity of a recognized parent and/or community group established by the school or system administration to support the instruction and student programs of the school or the school system.
<b>Priority 4</b> - Local government agencies; a general fund or activity funded Recreation and Parks Department school aged program, and college programs offering educator-related courses (including the community college).
<b>Priority 5</b> - Any program or activity of a legally constituted, local, non-profit youth group and state and federal agencies.
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<b>Priority 7</b> - All other users, including individuals unaffiliated with a legal entity or group.

- Notes:
- \*Food service hourly is required if kitchen equipment is being used
  - \*\*Additional building service workers may be required depending on event and number of participants
  - \*\*\*Lighting and Sound Technician - Required if stage equipment is being used
  - \*\*\*\*Safety and Security Assistant may be required if attendance is expected to exceed 100 people.
  - \*\*\*\*\*Equipment fees per use are defined not to exceed 5 consecutive hours