

VI-A-1            Responsibility

Maintenance and operation of school buildings and grounds shall be under direct supervision of the Supervisor of Maintenance and Operations. School principals shall assume responsibility for their school and shall work cooperatively with the Supervisor of Maintenance and Operations to ensure that the condition of the school plant is conducive to successful implementation of the instructional program.

VI-A-2            Reporting Requirements

Requests for repairs shall be submitted as “work orders” by the principals in the manner prescribed and supplied by the Board of Education. Requests may be made by telephone in the case of emergency. However, in such cases the work order must still be prepared. Work orders must be prepared and approved for all repair or alteration work performed.

Telephone requests for emergency repairs shall be directed to the Supervisor of Maintenance and Operations, Maintenance Crew Leader or the Superintendent of Schools, and under no circumstance shall such requests be made directly to outside contractors or repair persons.

VI-A-3            Reporting Theft and Damage

All cases of theft or vandalism, involving "breaking and entering" or major damage to school property, shall be promptly reported to the Superintendent of Schools or designee by principals. The Superintendent shall be consulted in all cases where the need for police investigation is indicated.

VI-A-4            Custodial Schedules

For each custodian employed in county schools, daily, weekly and annual schedules of duties shall be prepared by the principals and retained in written form. The Supervisor of Maintenance and Operations shall be consulted in the preparation of these schedules and shall receive copies of each such schedule.

VI-A-5            Energy Conservation Policy

The Worcester County Board of Education is committed to conserving energy in the buildings it maintains. Every effort will be made to use allocations wisely and to keep abreast of new technology which may effectuate energy use reduction.

REV. 2/07  
REV. 11/01  
REV. 2/07  
REV. 11/01

POL. VI-A-1  
  
POL. VI-A-2  
POL. VI-A-3  
POL. VI-A-4  
POL. VI-A-5

VI-A-6 Removal of Equipment From School Premises

While the use of school buildings for legitimate purposes by community organizations and in accordance with principles set forth in a later section is encouraged, the removal of equipment from school premises for any purpose whatsoever is discouraged. Equipment may be loaned and removed only upon the written approval of the Superintendent or designee.

VI-A-7 Responsibility for Care of Equipment

This responsibility must be shared by students, teachers, and principals. Each teacher shall endeavor to develop on the part of students proper attitudes and standards in regard to the care of supplies and equipment, and shall bring to the attention of the principal any instance of deliberate damage or destruction of equipment. Principals shall keep adequate inventories of the quantity and condition of all equipment in the school and shall from time to time check the condition of all equipment. Wherever students may be found to have willfully destroyed or damaged equipment, they shall be required to make restitution.

VI-A-8 Fire Extinguishers

The proper number and type of fire extinguishers are placed in each building in accordance with the recommendations of the Worcester County Fire Marshal. The extinguishers are checked and refilled annually, and each extinguisher should bear a label indicating when it was last serviced. Whenever an extinguisher is discharged due to emergency, accident or otherwise, notification should be given to the Supervisor of Maintenance and Operations in order that it may be replaced or refilled promptly.

VI-A-9 Disposal of Surplus and Obsolete Property

The Superintendent or designee, at least once annually, shall prepare a written list of property that is surplus, obsolete, or no longer needed by the Worcester County School System. Upon authorization by the Superintendent the Supervisor of Maintenance and Operations shall sell or dispose of such property in such manner and upon such terms and conditions as determined to be most beneficial to the school system. The proceeds of all sales shall be deposited in the Board of Education's Current Expense Fund (Unrestricted) account.

VI-A-10                    Modification of Buildings and Sites

Any person or group, including Board of Education personnel, who wishes either to erect new structures or alter existing structures on Board of Education property, or add anything on a school site, must submit plans including a drawings of the proposed project to the Board of Education for approval. Work shall not be started on such projects before written approval has been issued by the Superintendent. The erection of structures to store materials outside existing buildings shall also be covered by this policy.

VI-A-11                    Planting of Flowers, Shrubs, and Trees

Prior to planting flowers, shrubs, or trees on any school grounds, the Supervisor of Maintenance and Operations shall be consulted and approval obtained.

VI-A-12                  Automated Electronic Defibulator

As prescribed by law, an Automated Electronic Defibulator (AED) will be installed in appropriate sites in school facilities.

The practices of the Board of Education with respect to display of the flag of the United States and the flag of the State of Maryland conform with the practices in use on the State buildings at Annapolis.

## VI-B-1 Use of Buildings

I. The following policy for building usage has been established by the Worcester County Board of Education to assure the optimal use of all school facilities for the citizens of Worcester County.

A. The following groups may apply for use of school facilities:

1. Nonprofit organizations recognized by the Internal Revenue Service as 501(c)(3) organizations, or similar organizations such as:
    - a. school-sponsored activity groups, honor society, student council, etc., all school affiliated groups such as PTA's and adult education
    - b. any department of city, county, state and federal government
    - c. youth groups such as Boy Scouts, Girl Scouts, 4H Clubs
    - d. branch or local affiliates of any approved professional education association
    - e. bona fide church-affiliated religious organizations
  2. \* Profit-making organizations
    - a. Profit-making organizations are those that promote a profit-making venture with the express purpose of using the monies or the benefits of the activity to further the monetary gain of a specific individual or individuals.
    - b. All groups not domiciled in Worcester County, except for educational groups here at the request of the school system, will not be eligible to rent school facilities.
- \* The Worcester County Board of Education reserves the right to determine what constitutes a profit-making organization and a nonprofit organization.

B. Facilities available for use at the principal's discretion include:

1. Classroom (standard)
2. Kitchen
3. Cafeteria/Cafetorium (multipurpose)
4. Gym (elem/mid/high)
5. Mini-Gym
6. Auditorium (high)
7. Media Center

## II. Priorities

- A. When scheduling public school facility usage, any curricular and extra-curricular program of the educational system as well as any program which is directly sponsored and/or affiliated with the educational system or an individual school shall have priority.
- B. Should a dispute ever arise between school administrators and groups or agencies in the scheduling of facilities for community use, the matter may be referred in writing to the Superintendent of Schools for a determination in the matter.

NOTE: Groups applying for the use of facilities should be aware of the cancellation possibility when urgent use of the facility arises for school activities and educational programs. It should also be made clear that rescheduling of postponed school athletic events, scheduling related district, regional, county, and state contests, and any athletic scheduling will take precedence over all other uses and this will also be the policy relating to the practices scheduled by the schools. The normal function of the athletic and intramural program will not under any circumstances be curtailed or become a second priority to any other group.

## III. Use of Cafeterias and Kitchens

- A. Requests for the use of the school kitchen facilities shall be submitted to the school principals.
  - 1. Requests are to be submitted to the principal ten (10) days prior to the proposed date of the function.
  - 2. The applicant shall present the request on the proper application form and provide all necessary information including proof of the required insurance.
- B. Groups shall be responsible for obtaining all necessary food and supplies for their activity.
  - 1. Food and supplies cannot be billed or charged to the School Lunch Program.
  - 2. The manager and/or the necessary number of school lunch employees required to operate the kitchen equipment must be present.
  - 3. The number of employees required will be determined by the principal.
- C. Permission may be refused to any group when the program is in conflict with the policies of the school or the Board of Education.
- D. The principal may determine periods of time when the lunch facilities are closed and not available for use.

#### IV. Procedures for Application

- A. Application for the use of a public school building and/or the adjacent grounds, or any portion thereof, shall be made through the principal or chief administrative officer of the facility in question on a regular application form available at his office, at least ten (10) days prior to the date of the requested usage, except in emergencies. A total of three (3) copies of this form is required for each requested usage.
- B. At the time application is made, all pertinent facts regarding the program or function for which the use is intended, (including a description of the activity, the facility and the equipment necessary), and a check for payment of necessary charges must be furnished by the requesting group or organization. The principal or chief administrative officer of the facility in question shall supply the group or agency a copy of the official policy which explains the group's responsibility. Also the application form should be carefully and clearly explained to the representative of the organization making the request, especially those sections dealing with conditions and regulations regarding the use of the facility.
- C. If there is a conflict between a group, agency, or organization requesting the use of a public school facility, the official policy statement of the Board of Education shall be followed.
- D. A group or organization holding regular meetings throughout the year need file only one application at the beginning of each scheduling period. However, special events planned by such groups must be covered by separate applications.
- E. The principal of the facility may decline a request if, in his or her judgment, the criteria established by the Board of Education have not been met, or if in his or her judgment, the facility is inappropriate for the function or activity planned by the group.
- F. The approved application becomes the permit to use the school facilities. All permits to use public school facilities shall expire at the conclusion of the scheduled event or activity for which the facility was requested. Permits must be renewed each scheduling period.
- G. The Worcester County Board of Education reserves the right, at all times, to revoke any permit immediately if the need arises; however, if possible, a ten (10) day notice shall be given, in writing, to the group, organization or agency which filed the original request.

#### V. Fees

##### A. Fees for Usage

- 1. Fees for usage are set by the Board of Education and are charged for all usage of the building, including practice/rehearsal.

2. The rental charges include the specific area of the building to be used, and personnel costs.
  3. The full hourly cost for personnel is assessed for fractions of an hour.
- B. Fees will be assessed from the time that the building is opened until the time the building is closed.
- C. Fees for rental charges and personnel costs must be forwarded along with the completed application at the time of request. Continuing activities may be paid monthly in advance.
- D. Computers, Computer Labs

Each request for use of computers or computer labs will be considered on a case by case basis. The Superintendent will determine a reasonable charge for the use of these systems in addition to the other rates of this policy.

- E. Hourly rates and other charges may be adjusted annually.