

**From:** [Angela Miller](#)  
**To:** [Bernie Dennison](#)  
**Cc:** [Bruce Gist](#)  
**Subject:** RE: [External] Re: Please call Coach Gary Williams  
**Date:** Friday, December 21, 2018 10:42:00 AM  
**Attachments:** [image001.png](#)

---

Mr. Williams was unavailable when I returned his call. As you know, I will not discuss an organization's use with outside individuals.

*Angie Miller*

Technical Assistant  
HCPSS, Use of School Facilities  
Office of Operations  
10910 Clarksville Pike  
Ellicott City, MD 21042  
410-313-7477  
410-313-5611 Fax



<https://www.hcpss.org/schools/facilities/>

School Facilities/Field Closings Hotline – 410-313-6827 <http://www.hcpss.org/schools/emergency-closings/>

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**From:** Bernie Dennison <hocoyouthsports@verizon.net>  
**Sent:** Friday, December 21, 2018 9:23 AM  
**To:** Angela Miller <Angela\_Miller@hcpss.org>  
**Cc:** Bruce Gist <Bruce\_Gist@hcpss.org>  
**Subject:** [External] Re: Please call Coach Gary Williams

Hello Angie,  
I spoke to Mr. Williams yesterday. He still wants to speak with you.  
Bernie

Sent from my iPhone

On Dec 21, 2018, at 9:09 AM, Angela Miller <[Angela\\_Miller@hcpss.org](mailto:Angela_Miller@hcpss.org)> wrote:

Hi Bernie~

Mr. Williams left me a voice-mail message regarding HCYP schedule. Please call © [REDACTED] .

*Angie Miller*

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**From:** [Angela Miller](#)  
**To:** [Bruce Gist](#)  
**Subject:** Please advise FW: Cancellation Form  
**Date:** Friday, December 21, 2018 10:18:00 AM  
**Attachments:** [SHHEPRINTER18122011520.pdf](#)  
[image001.png](#)

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I need your help. Hanover Hills principal wants to cancel Gym community use until 7pm every day for the remaining school year. I question the length of time and the overall need for daily closure.

Please reach out to Mr. Troy for clarification, time reduction and/or possible use of another space for his staff activity.

*Angie Miller*

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---

**From:** Melanie Facchiano <Melanie\_Facchiano@hcpss.org>  
**Sent:** Thursday, December 20, 2018 12:07 PM  
**To:** Angela Miller <Angela\_Miller@hcpss.org>  
**Subject:** Cancellation Form

Angela,

Troy will begin his weekly staff well-being engagement exercises this Friday through June. As discussed, I've entered a cancellation form the the one hour that overlaps with EYO.

Melanie

Melanie Facchiano  
Teacher's Secretary  
Hanover Hills Elementary School  
7030 Banbury Drive  
Hanover, MD 21076  
410.313.8066

Responsibility | Achiever | Adaptability | Positivity | Relator

---

**From:** [Melanie\\_Facchiano@hcpss.org](mailto:Melanie_Facchiano@hcpss.org) <[Melanie\\_Facchiano@hcpss.org](mailto:Melanie_Facchiano@hcpss.org)>

**Sent:** Thursday, December 20, 2018 11:52 AM

**To:** Melanie Facchiano

**Subject:** Message from HHEPRINTER1



## EMS CANCELLATION / CHANGE

(CIRCLE ONE)

RESERVATION# OR BOOKING # 3264625 SPACE REQUESTED: Gym

ORGANIZATION SCHEDULED: Elkridge Youth Organization

DATES: FROM 12/21/18 TO 12/14/18 HOURS: FROM 6pm TO 7pm

ALTERNATE SPACE: None

REASON: Staff wellbeing engagement exercises. (Troy Todd) principal

### ADDITIONAL ORGANIZATIONS: (same date/reason/activity)

RESERVATION# OR BOOKING # \_\_\_\_\_ SPACE REQUESTED: \_\_\_\_\_

ORGANIZATION SCHEDULED: \_\_\_\_\_

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_ HOURS: FROM \_\_\_\_\_ TO \_\_\_\_\_

ALTERNATE SPACE: \_\_\_\_\_

REASON: \_\_\_\_\_

RESERVATION# OR BOOKING # \_\_\_\_\_ SPACE REQUESTED: \_\_\_\_\_

ORGANIZATION SCHEDULED: \_\_\_\_\_

DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_ HOURS: FROM \_\_\_\_\_ TO \_\_\_\_\_

ALTERNATE SPACE: \_\_\_\_\_

REASON: \_\_\_\_\_

\* \* \* \* \*

### NOTES:

Gym is needed from 3:30 - 7pm. EYO is welcome to use after, beginning at 7pm.

SUBMITTED BY: HHS  
(School)

Melanie Jackson  
(Signature)

DATE: 12/20/18

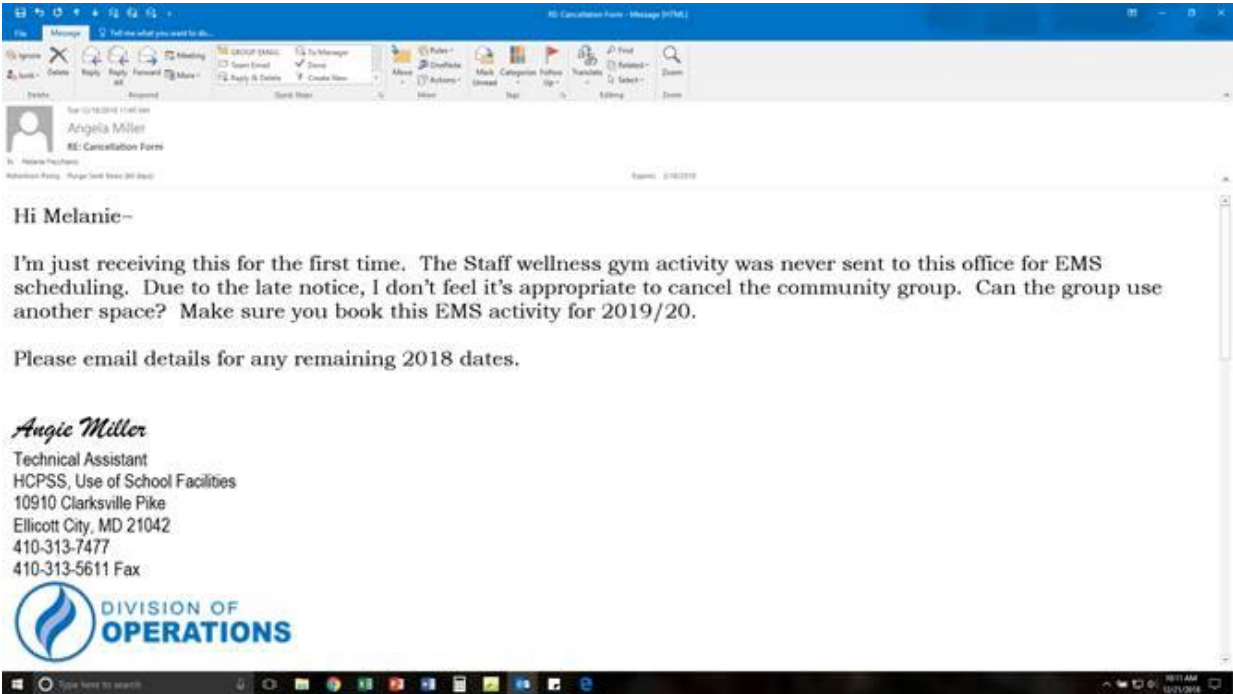
(Rev. Sept 2016)

**From:** [Angela Miller](#)  
**To:** [Melanie Facchiano](#)  
**Cc:** [Bruce Gist](#)  
**Subject:** RE: Cancellation Form  
**Date:** Friday, December 21, 2018 10:16:00 AM  
**Attachments:** [image003.png](#)

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Hi Melanie~

Per my 12/18/2018 email response below, Mr. Troy's activity was not in EMS. The detailed information I requested wasn't sent to me for 2018 booking causing the continued conflict.



*Angie Miller*  
Technical Assistant  
HCPSS, Use of School Facilities  
Office of Operations  
10910 Clarksville Pike  
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**To:** Angela Miller <Angela\_Miller@hcpss.org>

**Subject:** Cancellation Form

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Troy will begin his weekly staff well-being engagement exercises this Friday through June. As discussed, I've entered a cancellation form the the one hour that overlaps with EYO.

Melanie

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Teacher's Secretary  
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**From:** [Melanie\\_Facchiano@hcpss.org](mailto:Melanie_Facchiano@hcpss.org) <[Melanie\\_Facchiano@hcpss.org](mailto:Melanie_Facchiano@hcpss.org)>

**Sent:** Thursday, December 20, 2018 11:52 AM

**To:** Melanie Facchiano

**Subject:** Message from HHEPRINTER1

**From:** [Angela Miller](#)  
**To:** [Bruce Gist](#)  
**Subject:** Please review - Rec & Park MOU  
**Date:** Friday, December 21, 2018 8:38:00 AM  
**Attachments:** [image003.png](#)  
[b. Bd of Ed original.pdf original 1972.pdf](#)

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Bruce~

My detective work paid off. Also, I shared a copy with Mary Schiller and Valerie Willis.

I have always understood Rec & Park facility use review had priority before community user groups. Are you aware of “shared ownership” between HCPSS and HCRP. Please see page 38 (C), specifically the last sentence stating, “...to have their schools become school – community centers.”

*Angie Miller*

Technical Assistant  
HCPSS, Use of School Facilities  
Office of Operations  
10910 Clarksville Pike  
Ellicott City, MD 21042  
410-313-7477  
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Mr. [illegible]

Cooperative Arrangements  
between Board of Education  
and Board of Recreation &  
Parks for use of School  
Facilities and Sites

12/7/72



COOPERATIVE ARRANGEMENTS BETWEEN BOARD OF EDUCATION  
AND BOARD OF RECREATION AND PARKS  
FOR USE OF SCHOOL FACILITIES AND SITES

December 7, 1972

COOPERATIVE ARRANGEMENTS BETWEEN BOARD OF EDUCATION  
AND BOARD OF RECREATION AND PARKS  
FOR USE OF SCHOOL FACILITIES AND SITES

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BOARD OF EDUCATION  
HOWARD COUNTY  
CLARKSVILLE, MARYLAND 21029

DATA RE: COOPERATIVE ARRANGEMENTS BETWEEN BOARD OF EDUCATION  
AND BOARD OF RECREATION AND PARKS FOR USE OF SCHOOL  
FACILITIES AND SITES

I. Policies, Procedures, Regulations, etc. Presently in Use

- A. Use of Facilities and Sites by Department of Recreation and Parks  
-- Board of Education Policy #11121 - Approved September 4, 1968  
(See Exhibit I, p. 4).

This was our first policy statement. We still follow it except that:

1. The County now provides money in our Operating Budget through Account #11101 (see Exhibit II, p. 5) for custodial and utility charges.
2. The Department of Recreation and Parks is attempting to acquire ten contiguous acres to elementary school sites on which would be constructed School Recreation Centers.

- B. Use of School Facilities by Non-School Groups -- Board of Education Policy #11111.1, together with Application for Use of School Facilities - Approved February 4, 1969 and Revised November 4, 1970 (See Exhibit III, p. 6).

This we follow precisely. Note that there is no charge to Recreation and Parks for either rent or custodial services.

- C. Cooperative Arrangements for Sharing Facilities -- as given in the Rules, Regulations, and Procedures for the Administration of the School Construction Program - Accepted and Approved by the Maryland Board of Public Works on June 29, 1971 (See Exhibit IV, p. 13).

It is obvious that we encourage use of school facilities for community and recreational purposes. The record of such use clearly indicates this; i.e. 594 permits were issued in 1971-72; 513 permits were issued in 1970-71; and 312 permits were issued in 1969-70. These figures include permits issued for one-time use, as well as those issued for regular use on a weekly or monthly basis.

- D. Improvements of School Sites or School Facilities -- Board of Education Policy #1632.1 - Approved April 7, 1970 and Revised August 3, 1971 (See Exhibit V, p. 14).

We have had various groups and/or associations improve our school sites: i.e. Columbia Association.

- II. Agreement Between Board of Recreation and Parks and Board of Education - signed October 26, 1972 (See Exhibit VI, p. 22).

This establishes the principles under which the two Boards are working together. How soon the various components will be put into effect depends upon staff time to develop and budget to implement. The intent is clear.

- III. Meeting of Board of Education and Board of Recreation and Parks held on February 1, 1972.

Attached is the document prepared by Recreation and Parks which was discussed. It contains a proposed agreement and tentative standards for School-Recreation Centers (See Exhibit VII, p. 24).

Attached also is the follow-up letter sent to Colonel Dunn on February 11, 1972. (See Exhibit VIII, p. 34).

Note that we suggested use of our attorney for acquisition of property contiguous to Board of Education sites.

- IV. School Community Centers

A. Recreation and Parks is currently operating School Community Centers with State monies provided for the purpose at Wilde Lake High School and Ellicott City Elementary School. It is planning to operate an additional one at Savage Elementary School as funds from the State become available. It also operates Centers at Glenelg High School, Lisbon Elementary School, West Friendship Elementary School, and Glenwood Middle School with County funds.

- B. "The Proposed Standards and Guidelines - Community School Program (See Exhibit IX, p. 37) are being developed as a basis for discussion between educational and recreational personnel. These proposed guidelines grew out of the action of the Board of Education on October 10, 1972 which directed the two departments to work together for the implementation of the school-recreation center concept.

## V. Operational Costs

Mr. Buchman has prepared an analysis of operational costs of school facilities (See Exhibit X, p. 42). This analysis shows, for example, that the operational cost for use of high school gymnasiums is \$8.64 per hour. Rental charges made to organizations having established incomes, or using the facility to produce income, are \$27.50 for a four-hour session. Upward revision of these charges should be considered in order to reach the operational cost level.

Accounts #11101 and #11401 of our Operating Budget are now bearing any excess of expenditures over receipts.

## VI. Cost of Structure

It has been proposed to plan, build, and operate community recreation buildings on selected school sites throughout the County. These would be available for adult use during normal school hours and for use by children, youth, and adults in non-school hours. It is suggested that Recreation and Parks funds be used to construct such buildings and that maintenance costs for them be included in the annual operating budget of the Department of Recreation and Parks.

## DEPARTMENT OF RECREATION AND PARKS

1. The Board of Education will continue to make available to the Department of Recreation and Parks the use of facilities and school grounds during Saturdays, Sundays, and evening hours on a fee basis when these are not fully utilized by the Howard County public schools. In a sense, this will be an extension of Park Department summer recreational programs which were housed in our facilities and on our school grounds.

On occasions when the Department of Recreation and Parks uses the Board of Education facilities and school grounds, the following is understood:

- a. Adequate and sufficient supervision will be provided by the staff of the Department of Recreation and Parks.
- b. The Board of Education will be reimbursed for the use of the facilities in accordance with established fee schedules.

Also, the Board of Education will be reimbursed for damages resulting from misuse of equipment or facilities.

- c. The Board of Education will expect that the Department of Recreation and Parks indemnify the Board of Education for any accidents that might occur on school property or in school facilities.
2. In situations where the Department of Recreation and Parks has capital monies to expend for facilities, these might very well be planned as additions or wings either to existing facilities which we have or related directly to the planning of new facilities. In this cooperative effort, it would be clearly understood that the Board of Education would be in no way responsible for the funding of such additions or wings. We would merely provide space on our sites for such buildings.
3. In cases where the facilities are actually constructed as per item #2, the Department of Recreation and Parks would purchase land contiguous to our present school site in an amount approximating 20% additional to that which we would normally have for a school site.
4. The Howard County public schools in planning for new facilities would be continuously alert to providing appropriate use of certain classroom areas and physical education areas by planning in such a way that these areas could be used without having entrance to the entire facility. This need has been recognized to a degree at this particular point but must be given additional emphasis as we plan craft areas, library areas, physical education areas, etc.
5. A fifth and final area of possible cooperation would be that of the Howard County Department of Recreation and Parks providing the outdoor play equipment on school sites. By so doing, the school sites could be fully and properly equipped and then utilized more appropriately by all members of the community.

Approved:

SEP 4 - 1963

Exhibit II11 COMMUNITY SERVICES

		Actual Expenditures 1970=71	Budget Appropriation 1971-72	Budget Request 1972-73	Approved Budget 1972-73
<u>11100</u>	<u>Salaries and Wages</u>				
<u>11101</u>	<u>Custodial-Community Use of School</u>	\$ 17,259	\$ 17,500	\$ 17,500	\$ 14,700
	<p>This item covers custodial services associated with the use of school buildings by community groups engaged in non-profit activities. Included are groups not charging participation or admission fees above and beyond normal membership fees. Funding of this account will enable the Board of Education to continue operating under its present use policy so that charges to such groups will not be necessary.</p> <p>Groups engaging in profit-making activities or having an established income are charged for custodial services and operational expenses. An item appears in the revenue section for monies collected from these groups.</p>				
<u>11400</u>	<u>Other Charges</u>				
<u>11401</u>	<u>Utilities-Community Use of Schools</u>	\$ ---	\$ 6,528	\$ 7,344	\$ 3,207
	<p>This item covers utility costs associated with the use of school buildings by community service groups and groups engaging in profit-making activities or having established incomes. An item appears in the revenue section for monies collected from the profit-making groups.</p> <p>Funding of this account will enable the Board of Education to continue operating under its present use policy so that charges will not have to be made to the community service groups.</p>				



POLICY STATEMENT REGARDING USE OF SCHOOL FACILITIES  
BY NON-SCHOOL GROUPS

I. Use of School Facilities - General Statement

- A. Public school facilities in Howard County shall be devoted primarily to the instructional program of the public schools, and no other activities shall be permitted if they interfere with the regular school work. This regulation applies to the evening school programs as well as the day school programs.
- B. School facilities may be used for activities related to broad educational, recreational, and civic purposes and community welfare by community groups to whom permission is granted for each occasion for which the facility is to be used.
- C. Upon application by responsible associations, the Superintendent may authorize the use of one or more rooms or other parts of school facilities.
- D. Every meeting held by any non-school group in school buildings is to be open to the public, subject to any admission charge made.

Admissions may be charged for events held on public school premises only for the purpose of defraying the cost of the program being presented or to provide funds for educational or charitable activities.

Whenever such a charge is to be made, the application is to show the price to be charged and the purposes to which the proceeds are to be devoted.

- E. The request for use of the facility must indicate the following:
  - 1. The name of the organization and the name, address and phone number of the officer of the organization making the request;
  - 2. The purpose of the activity;
  - 3. The approximate number of persons who will be using the facility;
  - 4. The school and the specific areas thereof which will be needed;
  - 5. The dates and the hours the facility is to be used;
  - 6. If admission is to be charged, the price of the admission and the purpose to which the proceeds are to be devoted.

#### F. General Conditions

1. Permission to use school facilities shall be granted only with the full understanding that the applicant will assume full responsibility and will reimburse the Board of Education for any damage to the grounds, building or contents resulting from such use;
2. Adequate and appropriate supervision will be provided by the using group;
3. The use of intoxicants on school property is absolutely not permitted;
4. Smoking on school premises is prohibited in accordance with the provisions of Article 14 of the Code of Public Laws of Maryland (1930), title "Howard County", sub-title "Fire Protection";
5. No decorations may be used in the building unless they are of fire-proofed material. Hay, straw, fodder, trees, etc. are not permitted in facilities under any conditions;
6. Any public function where 100 or more persons are assembled, must secure prior approval of the Fire Marshal of Howard County and request a uniformed fireman to be in attendance. The Fire Marshal may issue a waiver upon request;
7. The name and telephone number of the custodian assigned to work during the activity will be submitted to the organization at the time of approval of the application.
8. During all times that any group is meeting in school facilities, or any activity involving people is in session in the school, all exits which in any way serve the area(s) being utilized must be free of padlocks, chains, or any other obstruction, and available for egress in event of an emergency. The using group has the clear and definite responsibility for establishing these conditions with the aid of the assigned custodian and for their maintenance and supervision during the period of its occupancy.

#### G. Rental Charges and Custodial Salaries

Rental charges and custodial salaries will be set in accordance with use as indicated in Sections II, III, and IV below.

#### H. Revoking Permission

Permission for the use of school facilities by non-school groups shall be revocable at the discretion of the Board of Education.

## II. Use of Building by Public Service or Non-Profit Organizations

### A. Rental Charge

No charge is to be made for the use of facilities by public service, non-profit groups such as Scouts, Majorettes, YMCA, CYO, civic associations, political meetings, church group activities (excluding regular worship services), activities of the Department of Recreation and Parks, 4H groups, etc.

### B. Custodial Charge

1. Groups of this nature using school facilities will not be charged for custodial fees.
2. When these groups use school facilities for activities which result in additional time or work for custodians, then the assigned custodians will be paid at the rate of one and one-half times their hourly rate. Custodians who work less than 40 hours per week will receive their base hourly rate up to 40 hours and then time and one-half for all hours over 40. This is in accordance with the Fair Labor Standards Act as amended in 1966. All such charges are to be made against Account No. 11401 - Community Services - Use of Buildings.
3. Arrangements for the hours to be worked and work to be done are to be handled by the individual building principal.
4. The principal shall include the number of hours of overtime which each custodian has worked, together with necessary supporting information, on his usual report to the Business Office.

## III. Use of Buildings by School-Related Groups

School-related groups such as alumni, Parent-Teacher organizations, Parent-Teacher-Student organizations, parent groups, etc. will not be assessed either a rental charge or a custodial fee. However, when such meetings require custodians to work beyond 40 hours in any one week, such custodians will be granted time off on a compensatory basis at the direction of the principal.

IV. Use of Buildings by Organizations (including use by church groups for regular worship service) Which Have Established Incomes or Which Desire to Utilize School Facilities for Income-Producing Purposes to Provide Funds for Educational or Charitable Activities

A. Rental Charge

The following rates will be the minimum charge for the use of facilities as indicated. Costs of heat, light and normal wear and tear are provided for in these charges.

High School Auditorium	\$82.50/session*
High School Gymnasium	\$27.50/session*
Middle School Gymnasium	\$14.00/session*
Elementary School Multi-Purpose Room	\$11.00/session*
Classroom	\$ 3.00/session*

\* Note: A session is defined as any period of time up to four (4) hours.

Remittances of rental charges must be made payable to the Board of Education of Howard County, Clarksville, Maryland 21029.

B. Custodial Charge

1. If groups of this nature use school facilities which do not result in additional time or work for custodians, then no custodial fee is to be charged to the organization.
2. However, for the most part, these groups will require the custodian to work overtime, and, in such cases, the custodian will be paid by funds from the organization at one and one-half times the regular rate for all hours over 40 and he will be paid his regular base rate for all additional hours worked under 40.
3. Arrangements for the hours to be worked and work to be done are to be handled by the individual building principal.
4. The principal shall include the number of hours of overtime which each custodian has worked, together with the necessary supporting information, on his usual report to the Business Office.

V. Use of Kitchen Facilities

Kitchen facilities within school buildings may not be used unless special permission is received from the Board of Education for such use.

VI. Billing

Organizations will be billed when appropriate by the Business Office for rental charges and custodial fees within the month following the scheduled activity.

If, for any reason, facilities are not used at the time requested and approved, the indicated charge where appropriate will be made unless notification is received in time for the principal to cancel commitments for custodial services.

VII. Overtime

- A. Payments for overtime services shall be in accordance with the provisions of the Fair Labor Standards Act as amended in 1966. The payments to custodians will be based on the salaries found in the currently effective operating budget.
- B. All payments for overtime services shall be made through the Business Office, using Board of Education procedures. Deductions will be made for social security payments and State and Federal taxes as appropriate. No payments will be made directly to the custodians by the using organizations.
- C. No employee is to be paid twice for the same hours of service.

Proposed: January 7, 1969

Approved: February 4, 1969

Revised: July 1, 1969

Revised: November 4, 1970

- APPLICATION FOR USE OF SCHOOL FACILITIES -

The \_\_\_\_\_ wishes to use the \_\_\_\_\_  
(name of organization) (specify auditorium or other area)  
of the \_\_\_\_\_ School on \_\_\_\_\_ for the purpose of  
(name of school) (date)

to be open to the public from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Proceeds will be used for \_\_\_\_\_

Price of Admission (if any) \$ \_\_\_\_\_ Approximate Number Attending \_\_\_\_\_

\_\_\_\_\_  
(officer of organization) (custodian assigned)

\_\_\_\_\_  
(address) (address)

\_\_\_\_\_  
(city) (Phone No.) (city) (Phone No.)

CHARGES

Public service, non-profit groups are not subject to rental or custodial charges.

The following rates will be the minimum charge for use of school facilities by income-producing organizations:

<u>Facility</u>	<u>Fees Charged</u>
High School Auditorium	\$ 82.50/session *
High School Gymnasium	27.50/session *
Middle School Gymnasium	14.00/session *
Elementary School Multi-Purpose Room	11.00/session *
Classroom	3.00/session *

\* NOTE: A session is defined as any period of time up to four (4) hours.

Custodial fees are charged at the rate to be calculated in accordance with Section IV, B, 2 of the Board of Education Policy when activity results in additional time or work for the custodian. A school custodian must be on duty at all times when the building is in use.

GENERAL CONDITIONS

1. Permission to use school facilities shall be granted only with the full understanding that the applicant will assume full responsibility and will reimburse the Board of Education for any damage to the grounds, building or contents resulting from such use.
2. Kitchen facilities within school buildings may not be used unless special permission is received from the Board of Education for such use.

APPLICATION FOR USE OF SCHOOL FACILITIES

Page 2.

3. Adequate and appropriate supervision will be provided by the using group.
4. The use of intoxicants on school property is absolutely not permitted.
5. Smoking on school premises is prohibited in accordance with the provisions of Article 14 of the Code of Public Laws of Maryland (1930), title "Howard County", sub-title "Fire Protection".
6. No decorations may be used in the building unless they are fire-proofed materials. Hay, straw, fodder, trees, etc., are not permitted in facilities under any conditions.
7. Any public function, where 100 or more persons are assembled, must secure prior approval of the Fire Marshal of Howard County and request a uniformed fireman to be in attendance. The Fire Marshal may issue a waiver upon request.
8. The name and telephone number of the custodian assigned to work during the activity will be submitted to the organization at the time of approval of the application.
9. Permission for the use of school facilities by non-school groups shall be revocable at the discretion of the Board of Education.
10. During all times that any group is meeting in school facilities, or any activity involving people is in session in the school, all exits which in any way serve the area(s) being utilized must be free of padlocks, chains, or any other obstruction, and available for egress in event of an emergency. The using group has the clear and definite responsibility for establishing these conditions with the aid of the assigned custodian and for their adequate maintenance and supervision during the period of its occupancy.

FEE CHARGED (If none, so state)

Use of Facility: \$ \_\_\_\_\_

Custodian: \_\_\_\_\_

AMOUNT DUE: \$ \_\_\_\_\_

BILLING

Organizations will be billed by the Business Office for rental charges and custodial fees within the month following the scheduled activity.

If, for any reason, facilities are not used at the time requested and approved, the indicated charge will be made unless notification is received in time for the principal to cancel the commitment for custodial services.

Remittances of charges must be made payable to the BOARD OF EDUCATION OF HOWARD COUNTY, CLARKSVILLE, MARYLAND 21029, within thirty (30) days of receipt of invoice.

\_\_\_\_\_  
(Signature of Organization Officer) (Date)

\_\_\_\_\_  
(Approval of Principal) (Date)

\_\_\_\_\_  
(Authorized Board Representative) (Date)

SUBMIT IN TRIPLICATE

- 1) Retained by Organization
- 1) Retained by School
- 1) Sent to Central Office

APPROVED: February 4, 1969  
REVISED: August 8, 1969  
REVISED: November 4, 1970

RULES, REGULATIONS, AND PROCEDURES FOR THE ADMINISTRATION OF THE  
SCHOOL CONSTRUCTION PROGRAM

(Accepted and Approved: June 29, 1971 - Board of Public Works)

8. Cooperative Arrangements

Cooperative arrangements for sharing facilities among two or more school systems, or among educational and non-educational governmental agencies, shall be encouraged. The Committee shall determine what part of the cost of constructing such facilities is fairly allocable to educational agencies, and such part shall be eligible for State payment.

Cooperative arrangements for the use of school facilities for community or recreational purposes shall be encouraged. In every case, only that share of capital improvement costs which in the judgment of the Committee is fairly allocable to educational purposes, as distinguished from recreational or community purposes, shall be eligible for State payment.



BOARD OF EDUCATION OF HOWARD COUNTY  
Clarksville, Maryland 21029

POLICY STATEMENT

IMPROVEMENTS OF SCHOOL SITES OR SCHOOL FACILITIES

The Board of Education appreciates the willingness and desire of various groups and individuals to improve school sites and/or school facilities by the erection of auxiliary buildings, plantings and landscaping, changes in existing facilities, etc. Moreover, the Board is prepared to respond favorably whenever such proposals can be shown to be in harmony with the fulfillment of that body's legal responsibilities and general obligations. This policy sets forth the conditions and procedures necessary for such response.

I. The Proposal

An idea or suggestion for physical improvement in any school or facility owned by the Board of Education should be clearly described in writing and directed initially to the Director of Maintenance and Operation in care of the Howard County Department of Education. Should the Director's preliminary evaluation reveal no obvious impracticality in the proposal, he will arrange for assisting the proponent in completion of the form necessary to insure compliance with the requirements hereinafter described. The proposal will then be formally and fully evaluated with implementation dependent upon approval by the Board of Education or its delegated representative as appropriate.

- A. An explanation of the purpose of the desired improvement, including appropriate background data.
- B. Sketch plans showing dimensions and type of construction, or site improvement.
- C. The manner in which necessary health and safety precautions will be provided for.
- D. If a structure, the intended usage and maximum personnel and equipment occupancy.
- E. Security precautions against vandalism and unauthorized occupancy when not in its intended use.
- F. The manner in which the exterior will relate to other existing structures and/or landscaping (aesthetics, etc.)

- G. An estimate of the installation cost and the source of noncounty funds; if the proposal results in additional annual operating costs, these must be submitted also.
- H. The source of the labor required for its construction, i.e. booster club members, private contractor, students, etc.
- I. The estimated time to complete construction after receiving approval to proceed.

## II. Responsibilities of the Director of Maintenance and Operations

When a proposal has been received by the Director of Maintenance and Operations, he shall be responsible for the following:

- A. Determining that the proposal meets all of the requirements of this policy.
- B. Determining the significance, appropriateness, and desirability of the proposed improvement.
- C. Recommending to the Assistant Superintendent for Administration and Finance approval or disapproval of the project.
- D. Notifying sponsors of the project of the approval to proceed.
- E. Obtaining all permits, licenses, etc., as may be required by county agencies.
- F. Supervising or delegating supervision to staff to ascertain that all work is carried out in accordance with plans, permits, regulations and acceptable construction practices.

## III. Approval of the Proposal by the Department of Education

Upon receipt of the recommendation of the Director of Maintenance and Operations and after additional review and involvement of the Superintendent as is appropriate, the Assistant Superintendent may grant approval to the Director of Maintenance and Operations to have the proposal implemented.

Proposals which in the judgment of the Superintendent are of major change or which require the attention of the Board of Education for unusual reasons, must be brought to the Board for final approval.

#### IV. Responsibilities of the Group or Individual Proposing the Improvement

When approval is granted by the Department of Education to proceed with any improvement project, the group or individuals involved are charged with the following responsibilities:

- A. Carrying the project to completion in accordance with the plans and time schedule approved.
- B. Correcting any damage done to existing facilities or improvements on the site by the work being done. (Examples of such damage include damage to concrete or black-top paving, to sod or lawn, to drainage facilities, to underground utility lines, etc.)
- C. Bearing the full costs as approved.
- D. Assuming liability for all personal or property damages which may result from such projects.
- E. Performing all work during times when school is not in daily session except with expressed approval of the Department of Education.
- F. Complying with all regulations imposed by building permits, federal and local laws, or the Board of Education.

#### V. Approval of Plans and their Development

All approvals shall be written and no work shall commence without such authorization.

#### VI. Approval of Site Improvement Proposals is Unconditional

No conditions are to be attached to site improvement proposals which would restrict the use of the facilities to any individual or group to the exclusion of general public.

#### VII. Final Inspection

Upon completion of the work, a final inspection shall be conducted by a member of the group, or the person involved, and the Director of Maintenance and Operations or his appointed delegate.

### VIII. Maintenance

Unless expressly stated otherwise, maintenance of site improvements will be by the Department of Education.

Community groups shall be permitted to maintain school sites at a level beyond that required by the Board of Education, and such permission will be granted upon evidence of intent in this regard, provided that the manner in which this is to be accomplished is approved by the Board of Education.

Approved:  
April 7, 1970

Revised:  
August 3, 1971

BOARD OF EDUCATION OF HOWARD COUNTY  
Clarksville, Maryland 21029

## IMPROVEMENTS OF SCHOOL SITES OR SCHOOL FACILITIES

PROPOSAL

Date: \_\_\_\_\_

To: Director of School Maintenance and Operation

From: \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Address)\_\_\_\_\_  
(Telephone)Representing: \_\_\_\_\_  
(Name of organization if appropriate)

I/we have the pleasure to submit for your consideration and advancement  
as appropriate a proposal affecting the \_\_\_\_\_.  
(Name of site or facility)

This proposal may be described as follows:

1. What is the intent of the proposal?
  
  
  
  
  
  
  
  
  
  
2. What form will it take (attach sketch if possible)?

3. What precautions will insure health and safety?
4. What security is provided against vandalism and unauthorized use or occupancy?
5. How will the improvement relate practically and aesthetically to existing structures and landscaping?
6. Estimate probable costs both initial and operating, together with source(s) of funding.
7. How much labor will be required and who will provide it?

8. What amount of time would be needed to do the job?

## ACTION RECORD

1. Proposal received on \_\_\_\_\_, by \_\_\_\_\_  
(Date) (Name)

Assigned identification number \_\_\_\_\_

2. Evaluation completed \_\_\_\_\_, by (check as appropriate):  
(Date)

Director, M & O \_\_\_\_\_  
(Date)

School Principal \_\_\_\_\_

Supervisor \_\_\_\_\_

Assistant Supt. \_\_\_\_\_

Superintendent \_\_\_\_\_

Board of Education \_\_\_\_\_

Project approved \_\_\_\_\_ not approved \_\_\_\_\_

Conditions (if any):

- ### 3. Project schedule:

Begun: \_\_\_\_\_

Completed: \_\_\_\_\_

Notes (if any): \_\_\_\_\_



HOWARD COUNTY, MARYLAND

AGREEMENT

HOWARD COUNTY BOARD OF RECREATION AND PARKS

AND

HOWARD COUNTY BOARD OF EDUCATION

SUBJECT: SCHOOL-RECREATION CENTERS

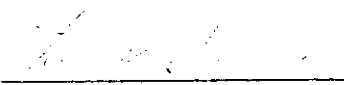
1. Approves, in principle a combined School/Recreation Center plan and believes that its application in Howard County would be the most effective and economical approach to providing the people of Howard County with an adequate system of County-wide facilities suitable for the tax-supported programs of education and recreation.
2. Encourages a joint effort on the part of the Board of Education and the Board of Recreation & Parks in the selection of sites and the design and construction of buildings and facilities for the School-Recreation Center.
3. Recommends an equitable plan be developed for sharing the cost of the sites and facilities and the maintenance and operation thereof, and
4. Will make available such school facilities as are suitable for public recreation purposes under proper supervision, where such use does not conflict with the regular school educational program.

5. Directs the Department of Education and the Department of Recreation and Parks to work together to formulate a set of standards for the implementation of the school-recreation center concept throughout Howard County, for the approval of both boards.

WITNESS our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 1972.

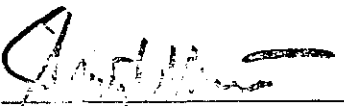
WITNESS:

The Board of Education of  
Howard County

  
Fred K. Schoenbrodt, President

WITNESS:

The Board of Recreation & Parks  
Howard County

  
Stanley L. Harrison, Chairman

HOWARD COUNTY, MARYLAND

AGREEMENT

HOWARD COUNTY BOARD OF RECREATION AND PARKS

AND

HOWARD COUNTY BOARD OF EDUCATION

SUBJECT: SCHOOL-RECREATION CENTERS

1. Approves, in principle a combined School-Recreation Center plan and believes that its application in Howard County would be the most effective and economical approach to providing the people of Howard County with an adequate system of County-wide facilities suitable for the tax-supported programs of education and recreation.

2. Accepts and recommends the adoption of the requirements set forth in the Standards as a guide in the design and construction of the School-Recreation Center.

3. Encourages a joint effort on the part of the Board of Education and the Board of Recreation & Parks in the selection of sites and the design and construction of buildings and facilities for the School-Recreation Center.

4. Recommends an equitable plan be developed for sharing the cost of the sites and facilities and the maintenance and operation thereof, and

5. Will make available such school facilities as are suitable for public recreation purposes under proper supervision, where such use does not conflict with the regular school educational program.

HOWARD COUNTY, MARYLAND

1972

TENTATIVE STANDARDS

for

SCHOOL -- RECREATION CENTERS

Preliminary Statement

The basic unit in the Recreation Plan for Howard County is termed the School--Recreation Center. This nomenclature is used because it connotes a functional plant to be used for both the programs of public school education and public recreation.

The School-Recreation Center represents a combination of the traditional school plant, the traditional separate playground, playfield, community center and neighborhood park into one functional facility with sufficient acreage to provide the amenities of the small neighborhood park, the play area of the playground, the sports fields and courts, and the indoor facilities of school and recreation buildings. Thus, combined into a unit facility, this plant provides an economical and efficient unit for education and recreation purposes, in so far as these purposes can be met by a single functional facility of this type serving the people of the neighborhood and the larger geographic districts defined as a community.

The basic economy of this plant is its dominant characteristics. Its use in contemporary community planning in this County grows out of the wasteful experience of the past, characterized by the provision of many separate types of areas and buildings for both education and recreation all performing similar if not identical functions and all provided at the expense of the tax-payer.

Its second characteristic is its efficiency of operation, as measured by units of service and costs of operation. As a single functional unit for education and recreation it can return greater service to the people at less cost than can multiple units each of which are quite probably inadequate and incomplete for their functions and relatively expensive to operate.

Its third characteristic, as a functional unit for both education and recreation is that it serves to unite the community forces of education and recreation, behind the provision of a more adequate plant, hence, both the programs of education and recreation benefit and, in this way, the total community is benefitted.

The standards established to control the acquisition, the design and the development of this basic facility are based upon the best planning education, park and recreation judgments of today and are those which are now generally used throughout the United States. Every effort has been made to suggest standards that appear to satisfy the specific needs of Howard County.

A brief descriptive summary of these basic standards is herewith presented.

#### THE SITE

The selection of an adequate and well-suited site for this functional plant is of primary importance and an affirmative answer to four primary questions should be controlling factors in site selection. These questions are:

1. Is it large enough to provide adequate space for the essential park, school, play and recreational areas and facilities required to meet the needs of the population it is designed to serve, including an adequate setting for a modern school building?
2. Is it properly located to provide a geographic range of service in all four directions?
3. Can its functional facilities be so designed as to provide adequate use and circulation by the groups whose education and recreation needs it is designed to meet without depreciating the value of the surrounding residential properties?
4. Are its topography and soil conditions such that it can be developed in character without exorbitant expenditures in preparation for construction and development?

## THE SIZE OF THE SITE

The suggested standard size of sites for these functional facilities are the result of a cooperative effort to determine site sizes capable of satisfying recreation and education needs in the County. They represent and include basic accepted standards for recreation and education.

### The Neighborhood School and Recreation Center

(A Typical Elementary School - Enrollment 400-800)

Site size - 20 acres

### The Community School and Recreation Center

(A Typical Junior High School - Enrollment 1000-1500)

Site size - 32 acres

### The Community School and Recreation Center

(A Typical Senior High School - Enrollment 1000-1500)

Site size - 50 acres

The acreage established for these sites has been carefully worked out and established upon the firm basis of the actual area needed in order to provide the essential facilities. In order that this fact may be made real to those involved in site approval and acquisition, a detailed analysis of the essential facilities and the required area for each is set forth for each of the basic plants.

## THE BUILDING

Next of importance, after selection of the site and the development of a site plan which properly locates the different facilities to be included in the total plant, is the design of the building.

Of first importance, when approaching the design of the building, is to consider that it is to be the structural part of the total plant, hence, it must be designed as the service building for the outside area as well as to include the rooms and indoor facilities essential to a combined school and recreation center. This does not present a difficult architectural problem. Entrances to the building from the play areas, the parking lots as well as from the streets are important. Similarly, entrances to toilet facilities, equipment rooms and those rooms within the building which supplement the use of the outdoor facilities such as the gymnasium and the shower and locker rooms are important.

In this connection it should be pointed out that the design of the building and the outdoor areas should go forward together. The practice of designing the building without knowing how the outdoor area is to be designed and constructed usually results in the creation of many problems which are somewhat difficult and usually expensive to solve. Therefore, it is wise to design the total plant from the beginning.

Fundamentally the modern school building includes most of the rooms, indoor facilities and space which are essential to the efficient functioning of the building as a recreation center. The major problem in design for the combined purposes of education and recreation centers in arrangement of these rooms, facilities and space. Three factors governing this arrangement are most important. First, is the grouping of the rooms, facilities and space which predominantly supplement the use of the outdoor area into a unit. This includes, as has been previously mentioned, the gymnasium, shower and locker rooms, toilets, equipment storage rooms, office space for the playground director, and any playrooms that may be included; those facilities, in other words, which have been in the past, included in a park or playground field house, and which largely duplicates the facilities included in the school and are used by the same groups at different times of the day. Experience throughout the country indicates that this arrangement does not interfere with effective school organization and use. Rather it aids it because the outdoor areas are as much a part of the school plant as are the indoor areas a part of the recreation plant.

Second of importance in designing the arrangement of the space in the building pertains to the arrangement of the administrative unit. This is important for both the education and the recreation program. In addition to the usual offices provided in this unit, an office should be included for the director of the total recreation program which will center in the school. He must work closely with the administrative and teaching staff, as well as many different types of community groups.

Also, experience has proven that in addition to the usual small conference and special rooms provided in this unit a larger meeting room about the size of a large class room is desirable. This room can be used by the principal and other members of the school and recreation staff for meetings with all types of groups. Also, it finds great use by community groups who require comfortable and satisfactory space for their meetings during the day and evening hours. Such a room is usable by these groups without interfering with the regular use of class rooms.

Third of importance in designing the arrangement of space in the building pertains to the location of those units such as the gymnasium, auditorium, administrative unit, etc. so that they may be opened for after school use without the necessity of opening the entire building or heating and lighting it. Thus can economy in operation and maintenance be obtained.

#### REQUIRED FACILITIES

Certain types of rooms are essential for all school and recreation buildings if they are to function efficiently. Some suggestions pertaining to desirable size and location of these rooms are therefore made at this point.

#### THE AUDITORIUM

Every School-Recreation Center regardless of whether it is an elementary, junior or senior high school should include a special auditorium. This is one of the essential facilities needed in the curricular, recreation and community use programs. The size of the facility depends to some extent upon the size of the school. However, in general the following sizes can be used as a guide:

##### Typical Elementary School

Auditorium with small stage. Seating Capacity 400 - 600

##### Typical Junior High School

Auditorium with larger stage. Seating capacity 800 - 1200

##### Typical Senior High School

Auditorium with stage and dressing room. Seating capacity  
1000 - 1800

The auditorium unit should have a separate entrance, accessible from the street and automobile parking areas and should be so located on the property that outside noises from the gymnasium, street, the playground or playfield will not be an inconvenience to its use. A cloak room and toilets should be easily accessible to this unit.

Again if this unit is properly designed it can be used by the community and recreation groups without access to other portions of the school building or without interference with the curricular program.



The functional use of an auditorium is certainly not compatible with the functional use of a gymnasium. Their educational functions, as determined by good curriculum planning, are entirely separate and have little, if any, relationship to each other. This is true of their functions in recreation and community use. The need for these two separate and distinct facilities is real and no division of use is practical as related to a School-Recreation Center. Economics in capital expenditures which may result from a combination auditorium-gymnasium are more than offset over a short period of time by the program limitations which are imposed by such a practice. This is true with respect to the education, recreation and community use programs.

#### THE GYMNASIUM

Just as is the case with the auditorium, a gymnasium should be included in every School-Recreation Center. Again, it is one of the essential facilities needed in all phases of the program for this plant. It is subject to almost constant day and evening use throughout the major part of the year and is, therefore, economically sound as a community facility. The size of this facility should vary with the size of the school and community population it is designed to serve. A guide for its size is as follows:

#### Typical Elementary School - Size 52' x 72'

Folding doors should be installed in the center of this space in order to provide two smaller rooms which are most desirable for the instructional program in physical education. These two rooms can also be used advantageously by recreation and community groups. As one large gymnasium it is satisfactory for team games on a school and neighborhood basis.

#### Typical Junior High School - Size 76' x 84'

Folding doors should also be installed so as to provide two rooms 40' x 70' for instruction, recreation and community use. Such a plan provides for two small basketball courts for intramural games and one large court for league games.

Folding bleachers similar to those included in the elementary school should be installed on both long sides of the main gymnasium.

### Typical Senior High School - Size 76' x 98'

Folding doors should be provided in the center of the long dimensions here and thus make possible two smaller gymnasiums 45' x 76' usable for instruction, recreation and community use.

Folding bleachers should also be installed on both the long sides of this gymnasium.

The gymnasium units in all buildings should be so designed as to provide immediate outside access to the playground and playfields, include the necessary toilets, showers, office space and equipment and dressing rooms.

This unit should be so designed that access to other parts of the building may be shut off when used at night or on school holidays.

### INFORMAL CLASS AND CLUB ROOMS

Informal class rooms to be used for playground and recreation activities should be available. The more accessible these are to the outdoor area and the more they lend themselves to being used without access to the entire building the more satisfactory will the arrangement be. Rooms of this type in the physical education and athletic unit add to the availability of teaching stations for the physical education program and are also useful for the recreation program.

### SPECIAL ROOMS

The modern school building includes different types of special rooms used for music, dramatics, industrial arts, the cafeteria, the library, etc. All of these rooms are essential to a well balanced community recreation program, hence, this fact should be considered when they are being designed.

While the suggestions made herein have been focused on the design and construction of new plants they are equally applicable in the adaptation and remodelling of existing school buildings in order that they may better perform their function as combined school and recreation plants.

In the final analysis the proper design of the Community School Recreation Center does not present a difficult problem nor does it necessarily represent an unusually expensive construction program. If the problem of design is realistically faced with the total use of the plant in mind, with a willingness to be original and creative in breaking away from traditional patterns of school design, satisfactory results can readily be obtained.

Likewise, if construction costs are appraised in terms of the economics represented by the provision of a single plant which can be efficiently operated throughout the year for both education and recreation, the additional capital outlay which may be necessary will be recognized as sound economy.

#### DEPT. OF RECREATION & PARKS COST SHARING RECOMMENDATIONS

##### Elementary School

Land Acquisition	50% (20 acre site size)
Outdoor Facilities	50%
Indoor Facility	
Actual cost of Recreation Room	
Recreation Office & Storage	
Estimated at \$50,000	

##### Middle Schools

Land Acquisition	40% (35 acre site size)
Outdoor facility	50%
Indoor Facilities	
Actual Cost of Office & Storage estimated at \$20,000	

##### High Schools

Land Acquisition	30% (50 acre site size)
Outdoor Facilities	30%
Indoor Facilities	None

## COST SHARING RECOMMENDATIONS

### Custodial Costs

### Utilities Costs

Some or most of these costs are included in the Education Dept. Operating Budget as Community Services.

As there is no precedent in this area it appears two courses of action are available.

1. Increase Community Services Budget
2. Increase Dept. of Rec. & Parks Budget and either transfer a fixed amount from one department to another or bill us on a regular basis (monthly)

### Maintenance Costs

1. Buildings: Dept. of Recreation & Parks to be billed for any repairs made necessary by its activities or requirements. Work to be performed by Dept. of Education Maintenance people or contractors.
2. Grounds: Dept. of Recreation & Parks to maintain outside playing areas. Dept. of Education to maintain other areas. Work to be performed by Dept. of Education Maintenance people or contractor.

February 11, 1972

Colonel Francis L. Dunn  
Park Director  
County Office Building  
Ellicott City, Md. 21043

Dear Colonel Dunn:

I have summarized briefly the decisions reached at the joint meeting of the Board of Education and the Board of Recreation and Parks on February 1, 1972, as follows:

1. You and I will appoint staff members to serve on a committee to draw up jointly a set of educational and recreational specifications to be used for an elementary school facility.

I have appointed Mr. Donald J. Begeny, Dr. Mary R. Hovet, Mr. John Soles, and Mr. John Sullivan to serve in this capacity. They stand ready to meet with you at the earliest convenience to develop the educational and recreational specifications. For your information, I have enclosed a copy of the educational specifications for the Centennial Lane Elementary School which can be used as a basis for the educational specifications to which there will need to be added the recreational specifications for an elementary school facility. May I suggest that you take these and share them with your staff; then call a meeting and invite our staff, through Mr. Begeny, to develop the final educational and recreational specifications.

2. After the educational and recreational specifications have been developed, then these can be given to an architect to use in developing some schematic and preliminary designs. These would be in a sense a feasibility study of converting the edu-

Colonel Dunn - #2

February 11, 1972

cational and recreational specifications into building design. The feasibility should point out for the two boards several options which would indicate ways in which these specifications can be met and developed, as well as cost figures for each of the options.

In this part of the process, we will need to identify monies that can be used for such a feasibility study. If we use an architect for one of our existing schools, i.e. Centennial Lane or Lisbon Elementary or whatever, the fees paid to him for this additional work cannot be funded by the State and will, therefore, need to be funded by Education and Recreation from other sources.

3. Joint acquisition of land for education and recreation and park use: As I understood the discussion of this area, there was agreement that a procedure for unified acquisition needs to be developed immediately. You were to let me know whether or not you wish to use our Board attorney for this purpose. In that event, we could make the total acquisition for both education and recreation and parks and bill you for the proper share of the property, as well as the attorney's fees and other fees involved. I would need to have from you, however, in writing, such permission together with dollar amounts which you can expend for the various properties involved.

I know that the aforementioned is rather superficial, yet I felt the need to have us begin rather promptly in this very important matter. Therefore, Mr. Begeny will be waiting to hear from you as to a meeting date for the two staff groups to develop the educational and recreational specifications. Following that we can take the specifications to our respective boards, receive approval, and proceed with the feasibility study.

Colonel Dunn - #3

February 11, 1972

Finally, as you know, we are moving ahead with Centennial Lane, Whiskey Bottom, Falbot Springs Elementary Schools, and the renovation of Lisbon Elementary School as scheduled. Hopefully, if Recreation and Parks wishes to participate in any of these three new facilities you will be taking the necessary action for commitment of monies and for programs in order that our two departments may move together to provide the intent of the Allen Report on these facilities.

Sincerely,

MTG:mm  
enc.

M. Thomas Goedske  
Superintendent of Schools

cc: Mr. F. K. Schoenbrodt  
Mr. D. J. Begeny

## HOWARD COUNTY PUBLIC SCHOOLS

Proposed Standards and GuidelinesCommunity School ProgramI. Background-

## A. General

The use of school facilities for recreational use is known to have existed in the United States as early as 1821, when a program of this type was initiated and operated in Salem, Massachusetts. Through the years that followed, the concept has been developed to varying degrees around the Nation. Among the more compelling reasons for this development are (1) the fact that the values of recreation are often coincidental with those of education and (2) the physical facilities of the school are frequently unique in the community in their potentiality for serving both education and recreation appropriately. Moreover, staff personnel trained in the two fields share many interests and techniques in common.

Beyond these considerations, the evolution of the Nation's social structure and economy have tended to foster the growth of cooperative endeavors in education and recreation. As the economy improved in productiveness and efficiency, more time for avocational and purely recreational interests became available to the citizenry. The idea of continued personal growth and development throughout life gained broad acceptance. With the interest came also the wherewithal by which the interest could be placed into gear. In short, the Nation is finding itself with a combination of interests, time, and money which constitute a most significant pressure in behalf of a developing partnership between education and recreation.

## B. Legal -

The use of school facilities for community purposes in Maryland is fully supported in the law and in governmental practice. Section 97 of Article 77 of the Annotated Code of Maryland says among other things:

"The use of public school facilities for community purposes shall be encouraged by the county boards of education. . . . The county board shall provide for the use of public school facilities for the presentation and discussion of public questions, public speaking, lectures, or for other civic,



educational, social, or recreational purposes or church affiliated civic purposes. . . . . Said school facilities are to be used for any of the purposes authorized by this section only at such times as will not interfere with the regular school sessions or other bona fide school activities."

Marvin Mandel, Governor of Maryland, made available in the fiscal 1971 supplemental budget of the Maryland State Department of Education a sum of \$750,000 so that school buildings in Maryland would be able to remain open for educational - recreational purposes in the evenings and on the week-ends. Guidelines for school - community center programs for fiscal 1971 were approved by the Maryland State Board of Education on June 24, 1970. These guidelines were revised and approved in their new form by the Maryland State Board of Education on June 24, 1972. In the introduction to these guidelines, the following statement appears:

"Through the partnership of education<sup>and</sup>/recreation agencies working cooperatively at the local level, school buildings across Maryland will be able to remain open for supplementary educational and leisure purposes. "

C. Howard County -

Two significant developments occurred in Howard County in the fall of 1968 which bear upon school community relationships. The Howard County Charter, adopted November 5, 1968, formally created the Department of Recreation and Parks and directed it to "encourage the development of cooperative programs in joint use of facilities with the Department of Education". The Board of Education of Howard County approved at about the same time a policy statement expressing a willingness to make available to the Department of Recreation and Parks the use of facilities and school grounds when these are not fully utilized by the public schools. The policy statement went on to outline some of the provisions for such use and included a recognition of the potentiality for facilities cooperatively developed and with shared ownership. With funds provided through the State school - community centers program, projects have been cooperatively developed by the two departments with demands from throughout the county to have their schools become school - community centers.

The Department of Recreation and Parks and the Department of Education have engaged in several discussions focused upon resolution of obstacles remaining in their cooperative efforts.

Meanwhile community use of the schools has grown rapidly throughout the county and especially in the eastern portion. The activities range from isolated events sponsored by various community groups to much more complex programs sponsored by Columbia Association, service groups (such as the Y, the Optimist, etc.), and the Department of Recreation and Parks. Added to these are experimental community school programs, one an outgrowth of the elementary model school in the county, and the other promoted by the Howard County Teachers Association in conjunction with certain other groups in the Longfellow Elementary School area.

This great variety of sponsors, purposes, and modes of operation, has increased community use of the schools tremendously but at the same time, it has given rise to some confusion and occasional problems of coordination. While this is understandable under the present arrangements, there are many who believe that more effective measures can be developed which will lead to greater participation with higher degrees of success throughout the county. To this end, the Board of Education at its meeting of October 10 received and approved a proposal that would direct the Department of Education and the Department of Recreation and Parks to work together to formulate a set of standards for the implementation of the school - recreation center concept throughout Howard County with the understanding that these standards would be subject to the ultimate approval of the Boards responsible for the two departments. What follows in the remainder of this document is the initial response to that directive.

## II. Standards and Guidelines

### A. Areas of Responsibility Defined -

1. Board of Education - the basic responsibility for the general care and supervision of the school buildings and grounds is and shall remain with the Board of Education.
2. Board of Recreation and Parks - the basic responsibility for the development and conduct of a County-wide recreational program shall lie with the Board of Recreation and Parks.

B. Implementation -

1. Initiation of community school programs

- a) Having developed a County-wide recreation plan and program, the Department of Recreation and Parks will consult with the Department of Education concerning schools to be used for the individual community portions of the County plan.
- b) The Department of Education, in the light of its own needs for its facilities and its resources, will designate those schools to serve as community centers.
- c) The Departments of Recreation and Parks and of Education will agree upon the operational details of each individual community school center as they pertain to space needs, time requirements, etc.
- d) The Department of Education will arrange for assignment to each participating school of a community school coordinator. This coordinator shall be subject to qualifications as determined by the Board of Education; he shall be assigned to the staff of the participating school and shall be immediately responsible to the principal of that school; he shall work in this capacity during such hours as are deemed necessary to the program and shall be compensated therefore from funds to be budgeted for this purpose by the Board of Education in its annual operating budget; his responsibilities include the proper administration of the program as planned and the care of the building and related facilities while it is being so used.
- e) The Department of Recreation and Parks, having planned programs agreed upon by the Department of Education in detail for individual community centers, will assume responsibility for adequately staffing and compensating instructors or group leaders within the program; for publicity and other recruitment of participants for the program and activities; for the provision of necessary materials and equipment other than those made available by arrangement with the school community program coordinator; and for otherwise coordinating a program with the needs of the community.

Proposed Standards and Guidelines  
Community School Program  
Page 5

- f) The Department of Education will assume responsibility for the routine custodial care, maintenance, and utility costs of the facilities utilized in the community school program; however, items of expense in these areas beyond those associated with routine wear and tear will be charged to the Department of Recreation and Parks.
- g) The Department of Recreation and Parks will assume the responsibility for organization of local community school councils and shall arrange for the participation in such councils of community agencies as appropriate, including the schools.

12/4/72

I. Interior Facilities

The total operational cost of a facility consists of depreciation (D), utilities (U), maintenance and repair (M & R), Insurance (I), equipment such as folding chairs, etc. (E) and grounds care (G). In determining the cost of each of the above items, criteria must be established for each item, and assumptions made. These criteria and assumptions are defined below. While it is recognized that a school facility exists year round, the operational costs must be based on a school year of 190 days, with a per day use of 12 hours. This allows for the normal school hours (approx. 8), plus evening activities sponsored by the school, use by outside groups, and the time custodial personnel are in the building during which time utilities are in use. Costs for this report have been determined on a "per hour" basis, therefore annual costs have been divided by 2280 (190 days x 12 hrs/day).

Depreciation (D): Straight line depreciation over a 40 year period.

Utilities (U): Actual average utility costs for heat, light and water. (Telephone costs were excluded since they are only used by the school during school hours).

Maintenance & Repair (M & R): These were determined as an annual cost of 2% of the total building cost. This is an accepted standard figure used in determining maintenance costs.

Insurance (I): Since insurance coverage is year round, and not dependent on usage, this cost was determined separately from other costs. An annual insurance premium for total coverage is paid, rather than by schools. In view of this, due to the different types of equipment in the three different school categories (high, middle & elementary), unit values were assumed for each type school as follows:

- 3 for high schools
- 2 for middle schools
- 1 for elementary schools

The unit cost value for insurance was determined as follows:

High Schools (6 @ 3 units ea.) = 18 units

Middle Schools (8 @ 2 units ea) = 16 units

Elementary Schools (22 @ 1 unit ea) = 22 units

Total units = 56

$$\frac{\$ 36,775 \text{ (premium)}}{56 \text{ (units)}} = \$657/\text{unit}$$

$$\frac{\$ 657}{8760 \text{ (hrs/yr)}} = \underline{\underline{\$.075/\text{unit/hr.}}}$$

Equipment (E): This was taken to be chairs only. Since auditoriums are equipped with permanent seating, this item is not included in auditorium costs. Other areas used would require chairs. It is assumed that an average group consists of 50 persons. The average life of a folding chair is 5 years. Since chairs depreciate only when in use, this cost was determined separately from other costs, as follows:

$$\$7/\text{chair} \times 50 = \$350$$

$$\frac{\$350}{5 \text{ yrs.}} = \$70/\text{year}$$

Assume 1 session of 4 hrs. per week, then:

$$\text{Chair cost/hr} = \frac{70}{4 \text{ hrs} \times 36 \text{ wks}} = \underline{\underline{\$.49/\text{hr}}}$$

Grounds Care (G): This not only includes the maintenance of the grounds such as seeding, fertilizing, paving repairs, etc., but also the clean up of the grounds which is a daily function.

Costs for Each Type Facility (C)

$$\text{Cost/hr} = \frac{\text{Dep.} + \text{Util.} + \text{Maint. \& Rep.} + \text{Grounds} + \text{Ins \& Eq.}}{2280 \text{ hrs}}$$

1. High School Auditorium

$$D = \frac{\$562,725}{40} (\text{avg. cost}) = \$14,068/\text{yr}$$

$$U = \frac{\$19,300 (\text{heat}) + \$16,500 (\text{Gas \& Elec}) \times 20,000 \text{ ft}^2 (\text{avg. aud.})}{120,000 \text{ ft}^2 (\text{avg. total H.S.})}$$

$$U = \$6,050/\text{yr}$$

$$M\&R = \$562,725 (\text{avg. aud. cost}) \times .02 = \$11,255/\text{yr}$$

$$G = \$1480 (\text{avg for H.S.}) + \$235 (\text{clean up}) = \$1,765/\text{yr}$$

$$I = \$0.075 \times 3 \text{ units} = \$.23/\text{hr}$$

Then:

$$\text{Cost} = \frac{14068 + 6050 + 11,255 + 1765 + .23}{2280}$$

$$= \frac{33,138}{2280} + .23 = 14.53 + .23$$

$$\text{Cost} = \underline{\$14.76/\text{hr}}$$

2. High School Gymnasium

$$\text{Typical High School Area} = 120,000 \text{ ft}^2$$

$$\text{High School Gym Area} = 15,000 \text{ ft}^2$$

$$\text{Gym area} = 12.5\% \text{ of total.}$$

$$D = \frac{\$2,092,800 (\text{total bldg cost})}{40} \times .125 = \$6540/\text{yr}$$

$$U = \$19,800 (\text{heat}) + \$16,500 (\text{gas \& elect}) \times .125 = \$4538/\text{yr}$$

$$M \& R = \$2,092,800 (\text{bldg. cost}) \times .125 \times .02 = \$5,232/\text{yr}$$

$$G = \$1765/\text{yr} (\text{same as for audit.})$$

$$I = \$.23/\text{hr} (\text{same as aud.})$$

$$E = \$.49/\text{hr}$$

$$\text{Cost} = \frac{6540 + 4538 + 5232 + 1765 + .23 + .49}{2280}$$

$$= \frac{18075}{2280} + .72 = 7.92 + .72$$

$$\text{Cost} = \underline{\$8.64/\text{hr}}$$

3. Middle School Multipurpose Room

Typical Middle School Area = \$68,000 ft<sup>2</sup>

Middle School Gym area = \$6,800 ft<sup>2</sup>

Gym area = 10% of total

$$D = \frac{\$1,215,176 \text{ (total bldg cost)} \times .10}{40 \text{ yrs}} = \$3,038/\text{yr}$$

$$U = \$38,400 \times .10 = \$3,840/\text{yr}$$

$$M \& R = 1,215,176 \times .10 \times .02 = \$2430/\text{yr}$$

$$G = \$389 \text{ (avg for M.S.)} + \$285 \text{ (clean up)} = \$674/\text{yr}$$

$$I = \$0.075 \times 2 \text{ units} = \$0.15/\text{hr}$$

$$E = \$0.49/\text{hr}$$

$$\text{Cost} = \frac{3038 + 3840 + 2430 + 674}{2280} + .15 + .49$$

$$= \frac{9982}{2280} + .64 = 4.37 + .64$$

$$\text{Cost} = \$5.01$$

4. Elementary School Multipurpose Room

Typical Elementary School Area = 37,035 ft<sup>2</sup>

Multipurpose room area = 3,700 ft<sup>2</sup>

Multipurpose room area = 10% of total

(note: Same area applies to media center or pod area of open space school).

$$D = \frac{\$775,000 \text{ (bldg. cost)} \times .10}{40 \text{ yrs}} = \$1,938/\text{yr}$$

$$U = \$19,200 \times .10 = \$1,920/\text{yr}$$

$$M \& R = \$775,000 \times .10 \times .02 = \$1550/\text{yr}$$

$$G = \$300 \text{ (avg. for E.S.)} + \$285 \text{ (cleanup)} = \$585/\text{yr}$$

$$I = \$0.075 \times 1 \text{ unit} = \$0.08/\text{hr}$$

$$E = \$0.49/\text{hr}$$

$$\text{Cost} = \frac{1938 + 1920 + 1550 + 585}{2280} + .08 + .49$$

$$= \frac{5993}{2280} + .57 = 2.63 + .57$$

$$\text{Cost} = \$3.20/\text{hr}$$



5. Elementary School Classroom

Elementary school classrooms average 29.5% of the size of a multipurpose room. This does not affect the costs of grounds care or insurance. No equipment is involved in classroom use.

$$D = \$1938 \times .295 = \underline{\$572/\text{yr}}$$

$$U = \$1920 \times .295 = \underline{\$566/\text{yr}}$$

$$M \& R = \$1550 \times .295 = \underline{\$457/\text{yr}}$$

$$G = \underline{\$585/\text{yr}}$$

$$I = \underline{\$.08/\text{hr}}$$

$$\text{Cost} = \frac{572 + 566 + 457 + 585}{2280} + .08$$

$$= \frac{2180}{2280} + .08 = .96 + .08$$

$$\text{Cost} = \underline{\$ 1.04/\text{hr}}$$

Summary: In summary, the above costs are as follows:

High School Auditorium	\$ 14.76/hr
High School Gymnasium	8.64/hr
Middle School Gym	5.01/hr
Elemen. School Multipurpose	3.20/hr
Elem. School Classroom	1.04/hr

## II. Outdoor Facilities

The operational and maintenance cost of outdoor facilities consists of depreciation on equipment such as basketball backboards and hoops, tennis nets, and mowing equipment (D); maintenance and repair of blacktop areas (B); fertilizing, seeding and sodding of grass play areas (G); and the cost of miscellaneous items such as weed killer, etc. (M). Each of these items is defined below. School sponsored athletic programs vary among elementary, middle and high schools. Therefore, the usage hours are determined in the cost computations for each facility and each type of school.

Depreciation (D): Straight line depreciation over a period of years as follows:

Play equipment (nets, etc)	- 5 years
Hand Mowers	2 years
Tractor type mowers	10 years

Blacktop areas (3): Costs are determined on a per acre basis. At elementary schools these areas average  $\frac{1}{2}$  acre; middle schools average 1 acre; high schools average 2 acres (basketball, tennis, etc.). A total of \$12000 is expended annually in maintaining and repairing these areas. The per acre cost is then:

Elementary: 25 schools x $\frac{1}{2}$ acre ea	=	12.5 a
Middle: 10 schools x 1 acre ea	=	10.0 a.
High: 6 schools x 2 acrea ea	=	12.0 a.
Total blacktop area	=	<u>34.5 a.</u>

$$\text{Cost/acre} = \frac{\$12000}{34.5} = \$348$$

Grass Areas (G): The cost of the care of these play areas is also determined on a per acre basis. Elementary schools average 4 acres; middle schools average 6 acres; high schools average 14 acres (football, baseball, hockey and practice fields. The per acre cost is:

Grass Areas (G) cont.:

Elementary 25 schools x 4 acres ea.	=	100 a.
Middle: 10 schools x 6 acres ea	=	60 a.
High: 5 schools x 14 acres ea.	=	<u>84 a</u>
Total grass play area	=	244 acres

Costs:

Fertilizer and seeding	=	\$2365
Fuel, etc. for mowing	=	<u>1500</u>
		\$3865

$$\text{Cost/acre} = \frac{\$3865}{244} = \$15.8$$

Miscellaneous (M) The cost of these items has been distributed among the schools on the basis of the total site acreage:

Elem: 25 schools x 10 acres ea	=	250
Midd: 10 schools x 20 acres ea	=	200
High: 6 schools x 30 acres ea	=	<u>180</u>
Total acreage	=	630

$$\text{Cost/acre} = \frac{\$1250}{630} = \$2$$

Costs for each type facility

$$\text{Cost/hr} = \frac{\text{Dep.} + \text{Maintenance Cost} + \text{Misc}}{\text{Usage Hrs}}$$

1. Elementary school blacktop (basketball) area:

School physical education programs use these areas an average of 2 hrs/day for 190 days, 380 hrs. total. Planned extra-curricular usage average:

2 hrs/Saturday x 52 wks	=	104/hrs
2 hrs/day (summer x 5 x 12 wks	=	120 hrs
Total hrs.	=	<u>224 hrs</u>

Therefore total usage hours = 380 + 224 = 604.

Basketball backboards and hoops cost \$100 ea. and have a life of approx. 5 yrs.

$$D = \frac{\$100 \times 8}{5 \text{ yrs.} \times 224} = \$0.72/\text{hr}$$

$$B = \frac{\$348/\text{acre}}{2 \times 224} = \$0.78/\text{hr}$$

$$M = \frac{2}{224} = 0$$

$$\begin{aligned} \text{Cost/hour} &= D + E = .72 + .78 \\ &= \underline{\underline{\$1.50/\text{hr}}} \end{aligned}$$

## 2. Elementary School Softball Field

School physical education programs use these fields on an average of 1 hr/day for 190 days, or 190 hrs. Planned extra curricular activities use the fields on average of:

$$\begin{aligned} 3 \text{ hrs/Saturday in Summer} \times 52 \text{ wks} &= 156 \text{ hrs} \\ 3 \text{ hrs. semi weekly} \times 2 \times 52 \text{ wks} &= 312 \text{ hrs} \\ &\underline{\hspace{1.5cm}} \\ &468 \text{ hrs} \end{aligned}$$

$$\text{Total usage is } 190 + 468 = 658 \text{ hrs}$$

$$D = \frac{\$120 \text{ (hand mower)}}{2 \text{ yrs} \times 658 \text{ hrs}} = \$ .10/\text{hr}$$

$$G = \frac{\$158/\text{acre} \times 1 \text{ acre}}{658 \text{ hrs}} = .25/\text{hr}$$

$$M = \frac{\$2/\text{acre} \times 1 \text{ acre}}{658} = 0$$

$$\begin{aligned} \text{Cost/hr} &= D + G = .10 + .25 \\ &= \underline{\underline{. \$ .35/\text{hr}}} \end{aligned}$$

## 3. Middle School Blacktop (Basketball) Area;

Since areas and usage are the same as for an elementary school, costs are the same.

$$\text{Cost/hr} = \underline{\underline{\$1.50 \text{ hr}}}$$

## 4. Middle School Baseball Field:

School physical education programs use the baseball fields on an average of 2 hrs/day for 190 days or 380 hrs. Planned extra curricular activities use the fields on an average of:

$$\begin{aligned} 4 \text{ hrs Saturday} \times 52 \text{ wks} &= 208 \text{ hrs} \\ 3 \text{ hrs semi weekly} \times 2 \times 52 &= 312 \text{ hrs} \\ &\underline{\hspace{1.5cm}} \\ &520 \text{ hrs} \end{aligned}$$

$$\text{Total usage is } 520 + 380 = 900 \text{ hrs}$$

$$D = \frac{\$900 \text{ (mower)}}{10 \text{ yrs} \times 897 \text{ hrs}} = \$ .10/\text{hr}$$

$$G = \frac{\$158/\text{acre} \times 1.5 \text{ acres}}{897} = \$ .26/\text{hr}$$

$$M = \frac{\$2/\text{acre} \times 1.5 \text{ acres}}{897} = 0$$

$$\text{Cost/hr} = D + G + M = .10 + .26 \\ = \underline{\underline{\$ .36/\text{hr}}}$$

5. Middle School Hockey Field:

Physical education programs:  
2 hrs/day x 190 days = 380 hrs  
Extra curricular use is negligible

$$D = \frac{\$900 \text{ (mower)}}{10 \text{ yrs} \times 380 \text{ hrs}} = \$ .24/\text{hr}$$

$$G = \frac{\$158/\text{acre} \times 2 \text{ a.}}{380 \text{ hrs}} = \$ .83/\text{hr}$$

$$M = \frac{\$2/\text{acre} \times 2}{380} = \$ .01/\text{hr}$$

$$\text{Cost/hr} = D + G + M = .24 + .83 + .01 \\ = \underline{\underline{\$1.08/\text{hr}}}$$

6. High School Blacktop (Basketball Area):

Since areas and usage are the same as for an elementary school;

$$\text{Cost/hr} = \underline{\underline{\$ 1.50/\text{hr}}}$$

7. High School Tennis Courts:

Physical education programs:  
2 hrs/day x 190 days = 380 hrs

Extra curricular:

Evenings: 3 hrs x 3 days x 12 wks = 108/hrs

Saturdays: 6 hrs x 12 weeks = 72 hrs

Summer: 6 hrs/day x 3 days x 16 wks = 288 hrs

Total 468

Total usage = 468 + 380 = 848 hrs

$$D = \frac{\$15,000 \text{ cost} + \$60 \text{ net}}{10 \text{ yrs} \times 848} = 1.77 + .03 \\ = \$1.80/\text{hr}$$

$$B = \frac{\$348/\text{acre}}{2 \times 848} = \$0.21/\text{hr}$$

$$M = \frac{\$2}{2 \times 848} = 0$$

$$\begin{aligned} \text{Cost/hr} &= D + B + M = 1.80 + .21 \\ &= \underline{\underline{\$2.01/\text{hr}}} \end{aligned}$$

8. High School Baseball Field

Since costs and usage are similar to a Middle School,  
Cost/hr = \$.36

9. High School Football Field

Physical Education Programs:

$$3 \text{ hrs/Sat.} \times 10 \text{ days} = 30 \text{ hrs.}$$

Extra Curricular Programs

$$3 \text{ hrs/Sunday} \times 10 = 30 \text{ hrs}$$

$$\begin{array}{r} \text{Total} \qquad \qquad \qquad 60 \text{ hrs} \end{array}$$

$$D = \frac{\$900 \text{ (mower)}}{10 \text{ yrs} \times 60 \text{ hrs}} = \$1.50/\text{hr}$$

$$G = \frac{\$158/\text{acre} \times 2 \text{ acres}}{60 \text{ hrs}} = \$5.26/\text{hr}$$

$$M = \frac{\$2/\text{acre} \times 2 \text{ acres}}{60} = \$0.07/\text{hr}$$

$$\begin{aligned} \text{Cost/hr} &= D + G + M = 1.50 + 5.26 + .07 \\ &= \underline{\underline{\$6.83/\text{hr}}} \end{aligned}$$

10. High School Practice Field

School Usage:

$$3 \text{ hrs/day} \times 5 \text{ days} \times 10 \text{ wks} = 150 \text{ hrs}$$

Extra curricular usage:

$$2 \text{ hrs/day} \times 2 \text{ days} \times 10 \text{ wks} = \underline{40 \text{ hrs}}$$

$$\text{Total hrs.} \quad \underline{190}$$

$$D = \frac{\$900 \text{ (mowers)}}{10 \text{ yrs} \times 190 \text{ hrs}} = \$4.74/\text{hr}$$

$$G = \frac{\$158/\text{acre} \times 2 \text{ acres}}{190 \text{ hrs}} = \$1.66/\text{hr}$$

$$M = \frac{\$2/\text{acre} \times 2 \text{ acres}}{190} = \$0.02/\text{hr}$$

$$\begin{aligned}\text{Cost/hr} &= D + G + M = .47 + 1.66 + .02 \\ &= \underline{\underline{\$2.15/\text{hr}}}\end{aligned}$$

11. High School Hockey Field:

Since costs and usage are the same as for middle schools.

$$\text{Cost/hr} = \underline{\underline{\$1.08/\text{hr}}}$$

Summary:

<u>AREA</u>	<u>COST PER HOUR</u>		
	<u>ELEMENTARY</u>	<u>MIDDLE</u>	<u>HIGH</u>
Blacktop (basketball)	\$ 1.50	\$ 1.50	\$ 1.50
Softball Field	.35	-	-
Baseball Field	-	.36	.36
Hockey Field	-	1.08	1.08
Tennis Courts	-	-	2.01
Football Field	-	-	6.83
Practice Field	-	-	2.15

**From:** [Angela Miller](#)  
**To:** [Larry Phillips](#)  
**Cc:** [Bruce Gist](#)  
**Subject:** Follow Up re: CUF custodial support  
**Date:** Friday, December 21, 2018 8:10:36 AM  
**Attachments:** [image001.png](#)

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Good Morning~

I wanted to recap the items I mentioned briefly and a few new ones to be discussed at the next items meeting.

Request extend Gym time 11pm/10:45pm during school session

Holiday Fee - \$\_\_\_\_\_ (propose)

Key swipe w/community use code (provide check and balance of actual CUF overtime expense)

Gym Use – sport in session must comply with permit (Event Name)

Custodial –**EMS CONCERNS TO SCHOOL EMS CONTACT / UNAUTHORIZED TO MAKE CHANGES / CONFIRM SCHOOL CUSTODIANS HAVE EMS ACCESS**

Custodial staff contact EMS school contact (not this office)

Custodial community use guidelines – **update needed**

Custodial checkout - **unscheduled additional use occurrence after a group leaves but the complaint falls on the permitted group**

After teacher workday - lock unused rooms

Custodial No Show – unanswered phone, staff not viewing calendar consistently

Meet w/new Trainer before first session

JRT staffing

*Angie Miller*

Technical Assistant

HCPSS, Use of School Facilities

Office of Operations

10910 Clarksville Pike

Ellicott City, MD 21042

410-313-7477

410-313-5611 Fax



<https://www.hcpss.org/schools/facilities/>

School Facilities/Field Closings Hotline – 410-313-6827 <http://www.hcpss.org/schools/emergency-closings/>

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sender of the error by reply email or phone call. Thank you.