

# POLICY

## BOARD OF EDUCATION OF MONTGOMERY COUNTY

---

Related Entries: ECM, ECM-RA

### Use of Smith Center for Non-MCPS Groups

#### A. PURPOSE

To permit the use of the Smith Center for nonprofit groups and establish a fee schedule for such use

#### B. PROCESS AND CONTENT

1. Outside nonprofit groups will be permitted to contract for the use of the Smith Center.
2. Groups using the center will be charged a per hour rate for each building service employee required to work during the time they are using the facility.
3. Food service will be available as follows:

- a) Regular Meal Service

Regular meal service will be prepared and served by cafeteria personnel. There will be a meal charge (includes labor, food, and use of facilities cost) established by the director of the center in cooperation with the manager. MCPS-sponsored *student* groups may select from lower cost menu options or from regular menu options at listed prices. All other groups must select from regular menu options.

- b) Self Service

This includes food prepared by groups and/or the use of cafeteria equipment and food purchased and brought in by a group. There will be a use-of-facilities charge plus a fixed labor charge for supervisory personnel and the Cafeteria Worker I. A cafeteria worker or manager must be present in a supervisory capacity and may assist with, but is not responsible for, food preparation.

- c) If the cafeteria is not used by a group, there will be no charge. The kitchen will be secured and made inaccessible. Emergency admittance may be obtained from authorized environmental educational center staff.
- 4. Building temperature will be lowered to 55 degrees when the buildings are not being used for MCPS functions. Should a user group desire to have the temperature raised to 68 to 70 degrees, it will be necessary for the group to be charged per hour for the total time required to maintain the facilities at the higher temperature setting.
- 5. In order to defray the replacement and repair costs of furniture and equipment as well as maintenance of the facility, a fixed rate per participant per day will be charged each user group.
- 6. Rules governing the use of schools by outside groups apply to the use of this facility.

**C. REVIEW AND REPORTING**

This policy will be reviewed every three years in accordance with the Board of Education policy review process.

*Policy History:* Adopted by Resolution No. 776-75, November 11, 1975; reformatted in accordance with Resolution No. 333-86, June 12, 1986 and Resolution No. 458-86, August 12, 1986, and accepted by Resolution No. 147-87, February 25, 1987.