

1 Related Entries: **ECK-RA, ECM, ECM-RA, KGA-RA**

2 **Responsible Office: Facilities Management**

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4

5 Use of Smith Center ~~for~~by Non-Montgomery County Public Schools  
6 (MCPS) Groups

7

8

9 A. PURPOSE

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11 To permit the use of the **Lathrop E. Smith Environmental Center**  
12 **(Smith Center)** by ~~for~~nonprofit groups ~~and establish a fee~~  
13 ~~schedule for such use~~

14

15 B. ISSUE

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17 The Smith Center is a facility owned and operated by MCPS to  
18 provide interdisciplinary learning opportunities in the out-  
19 of-doors. In addition to residential outdoor education  
20 programs, the Smith Center also operates day programs that are  
21 open to MCPS students and staff.

22

23 C. POSITION

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25 The superintendent of schools is authorized to permit the  
26 limited use of the Smith Center by nonprofit groups.

27

28 MCPS reserves the right to schedule the use of the Smith  
29 Center by nonprofit groups to ensure the appropriate use of

30 this unique facility and to maximize flexibility in scheduling  
31 its use by MCPS students and staff.

32

33 ~~B. PROCESS AND CONTENT~~

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35 ~~1. Outside nonprofit groups will be permitted to contract~~  
36 ~~for the use of the Smith Center.~~

37

38 ~~2. Groups using the center will be charged a per hour rate~~  
39 ~~for each building service employee required to work~~  
40 ~~during the time they are using the facility.~~

41

42 ~~3. Food service will be available as follows:~~

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44 ~~a) Regular Meal Service~~

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

55

56 ~~b) Self Service~~

57

58 ~~This includes food prepared by groups and/or the~~  
59 ~~use of cafeteria equipment and food purchased and~~

60 brought in by a group. There will be a  
61 use of facilities charge plus a fixed labor charge  
62 for supervisory personnel and the Cafeteria Worker  
63 I. A cafeteria worker or manager must be present in  
64 a supervisory capacity and may assist with, but is  
65 not responsible for, food preparation.  
66

67 e) If the cafeteria is not used by a group, there will  
68 be no charge. The kitchen will be secured and made  
69 inaccessible. Emergency admittance may be obtained  
70 from authorized environmental educational center  
71 staff.  
72

73 4. Building temperature will be lowered to 55 degrees when  
74 the buildings are not being used for MCPS functions.  
75 Should a user group desire to have the temperature raised  
76 to 68 to 70 degrees, it will be necessary for the group  
77 to be charged per hour for the total time required to  
78 maintain the facilities at the higher temperature  
79 setting.  
80

81 5. In order to defray the replacement and repair costs of  
82 furniture and equipment as well as maintenance of the  
83 facility, a fixed rate per participant per day will be  
84 charged each user group.  
85

86 6. Rules governing the use of schools by outside groups  
87 apply to the use of this facility.  
88

89 D. IMPLEMENTATION STRATEGIES

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91       The superintendent of schools will develop regulations to  
92       guide the use of the Smith Center by nonprofit groups.

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94   EE.   REVIEW AND REPORTING

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

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100   *Policy History:*   Adopted by Resolution No. 776-75, November 11,  
101   1975; reformatted in accordance with Resolution No. 333-86, June  
102   12, 1986 and Resolution No. 458-86, August 12, 1986, and accepted  
103   by Resolution No. 147-87, February 25, 1987, **amended**.