

MEMORANDUM OF PROTOCOL AND PROCEDURES
HARFORD COUNTY PUBLIC SCHOOLS AND
HARFORD COMMUNITY COLLEGE
FOR JOINT USE OF FACILITIES

This AGREEMENT dated December 6, 2011 establishes guidelines for Harford Community College (HCC) use of Harford County Public Schools (HCPS) facilities, other than the Amoss Performing Arts Center at Harford Technical High School for which procedures have been established under a separate Memorandum of Understanding dated October 25, 2000 and Memorandum of Protocol & Procedures dated December 15, 2000.

When applying for the use of a HCPS facility, and while using a HCPS facility, HCC shall follow all procedures as set forth in the HCPS procedures for Use of Facilities (UOF) except as specified herein.

When applying for the use of HCC facility, and while using a HCC facility, HCPS shall adhere to the process as prescribed when using the HCC Facilities Use Request Worksheet.

A. Background

1. The HCPS and HCC are two academic institutions that share a common goal to provide high quality educational services, personal development, promote life-long learning, workforce development, and social and cultural enrichment to students and residents throughout the Harford County community. It is with this shared goal and understanding that HCPS and HCC have established, and continue to build on, a long-term PARTNERSHIP for these purposes.
2. The achievement of this PARTNERSHIP is dependent on effective communication and a cooperative relationship with the parents, local government, business community, HCPS, and HCC. This collaborative PARTNERSHIP has the potential to serve in ways that both school systems cannot do alone. In search of academic excellence, HCPS and HCC work collaboratively to focus on the needs of the academic community of Harford County.

B. Harford Community College Use of Harford County Public Schools' Facilities

1. Application Process

- a. HCC use of HCPS facilities under this AGREEMENT shall generally be limited to middle and high school facilities. Use of elementary schools will be by exception only. HCC will adhere to HCPS standard UOF procedures when requesting the use of an elementary school facility.

- b. The designated representative for HCC will contact the school's Use of Facilities Coordinator to request the use of the facility at least five (5) weeks prior to the scheduled date of planned class or session.
- c. The Use of Facilities Coordinator will determine eligibility and availability for the class or session. Every effort will be made to accommodate the request. If questions or disputes arise regarding eligibility, HCC will be directed to the HCPS Office of Operations for final determination. HCC and the UOF Coordinator will be advised of the decision.
- d. HCC typically schedules activities at schools consisting of multi-day and multi-week classes and training sessions. Therefore, when requesting the use of a HCPS facility, HCC will complete the HCPS UOF Application (Exhibit A) and submit the application by email to the host school's UOF Coordinator for processing.
- e. To assist with the coordination, planning, and scheduling of HCC classes and schedules, the UOF Coordinator will provide the designated representative for HCC a copy of the school calendar prior to the start of the school year.
- f. The UOF Coordinator will transmit applications, via an email attachment, to the HCPS Office of Operations for final approval and determination of fees and charges (if applicable) at least three (3) weeks prior to the scheduled date of the class or session. The Office of Operations will forward an email to the UOF Coordinator and the HCC designee notifying each that the UOF Application has been processed and approved.

2. Closure Notification

- a. Use of school facilities is prohibited when schools are cancelled for inclement weather, utility outages, or other facility emergencies; or when schools and offices are closed for designated holidays and Election Day. Once it has been determined that a school has to cancel a scheduled HCC activity due to an emergency, every effort will be made to notify the HCC designated representative in a timely manner leaving sufficient time for HCC to notify their students and instructors.

3. Supervision and Security

- a. During the use of a HCPS facility, it is the responsibility of the HCC instructor to ensure that students and/or class participants are properly supervised at all times. The instructor must be present during the time the building is in use to supervise the planned activities.
- b. For the purpose of security, the HCC instructor will meet students in the school

lobby prior to the beginning of a class and escort them to the classroom. The HCC instructor will not escort anyone who is not registered to the classroom.

- c. The HCC instructor shall immediately report to the custodian on duty any person who attempts to participate in an activity without authorization.
- d. The HCC instructor shall ensure that he/she has access to a cellular telephone to reach law enforcement or emergency personnel should the need arise.
- e. HCC will provide a teacher sign-in log showing students in attendance for any class or session scheduled in a HCPS facility.

4. HCPS Instructional Supplies, Equipment and Furnishings

- a. Non-Technical Instructional Equipment: Except for use of the school's musical equipment, instructional equipment may not be used. If a musical instrument is used, it may not be removed from the assigned location without prior approval from the school principal. The school principal must approve use of all equipment. When using a school laboratory or studio, the HCC instructor may use only the instructional equipment requested on the application and approved by the school.
- b. Non-Instructional Equipment: Non-instructional equipment may be used under direct supervision of school personnel with prior permission of the school principal. Non-instructional equipment shall include showers, bleachers, cafeteria equipment, stage equipment, stepladders, furniture, etc. School furniture designed for interior use, and normally used inside, may not be used outside the building. No equipment may be removed from the school premises.
- c. Instructional Supplies: Instructional supplies may not be used or consumed. Instructional supplies may not be lent, traded, or encumbered under any circumstances. All consumable supplies shall be provided by HCC and the HCC instructor.
- d. Technical Equipment: Use of HCPS technology equipment is not permitted. Rental and special fees may be assessed for use of projectors and sound equipment. No equipment may be removed from the school premises. Non-HCPS computers may be used, but are not permitted on HCPS network.
- e. When using any room containing a dry-erase board or chalkboard, the HCC instructor may use any unmarked portion of the board provided that any portion of board used by the instructor is erased after the activity. The instructor shall not, under any circumstance, erase anything on a board left by the school.
- f. HCC shall replace or reimburse HCPS for equipment damaged and/or loss or missing by HCC personnel or students.

5. Fees and Compensation

- a. Support Services Fees: This fee covers the cost of custodial staff labor beyond the normal work shift (as described under "Hours of Operation" in the UOF Procedures), or when the school principal determines that additional time or staff is required before, during, or after an activity. The rate of pay will be fixed at one and one half (1 ½) times the normal rate of pay for the staff member or members who work during the activity. Special fees may include the reimbursement necessary for the preparation and restoration of the school facility both before and after the event, the services of special technicians, additional staff, outside security staff, staff required to operate a HCPS-owned waste water treatment plant facility, or other unique support that may be required. The school principal and Central Office Manager and/or the Assistant Superintendent for Operations will jointly identify the additional services required and determine the total time necessary to provide additional services, which will be used to calculate the fee.
- b. Compensation: For for-profit uses of HCPS facilities, the compensation to HCPS will be determined on a case-by-case basis.

C. Harford County Public Schools use of Harford Community College Facilities

1. Application process: HCPS, as well as all agencies of Harford County, receive priority consideration, second only to HCC organizations, for the use of facilities at HCC for meetings and events. Meetings by HCPS are generally limited to 25 persons or less during peak HCC. Peak hours are generally considered to be 10 a.m. – 2 p.m. and 6 p.m. – 8 p.m. during the academic year (September 1st – May 15th), although exceptions may be made on a case-by-case basis depending on parking availability. Reservations for use of HCC facilities are made via the HCC Events Management Department at 443-412-2117, 2050, or 2395. An HCC Facilities Request Worksheet is available upon request from the HCC Events Management staff.
2. Fees: HCPS is not charged for the use of HCC facilities, although food services and materials fees are assessed if provided. Special fees are also assessed for theater technician support and extra on-duty custodial and public safety staff, although those fees are typically rare and nominal. All fees are estimated in advance of the event and are itemized on the reservation agreement.

D. Shared Use Committee

1. A committee will meet yearly to discuss and resolve use of school facility issues and to modify terms of the Agreement, as necessary. The committee shall consist of four members, as follows:
 - a. Assistant Superintendent for Operations for Harford County Public Schools;
 - b. Assistant Principal (UOF Coordinator) of Harford Technical High School;

- c. Associate VP for Campus Operations for Harford Community College or designee for Harford Community College; and
- d. Associate VP for Continuing Education and Training or designee for Harford Community College.



Harford County Public Schools 12/19/11
Date



Harford Community College 6 DEC 11
Date