

# Community Use of Public Facilities



## Interagency Coordinating Board Montgomery County, Maryland SUMMER 2012



### From the Director

As ICB-CUPF approaches its 35<sup>th</sup> year of operation and I look back over what has been accomplished, I see a nimble agency very responsive to the needs of its diverse stakeholders. Through the concept of sharing the use of public space, almost **6,000** groups representing

many categories of users (such as sports groups, childcare, cultural schools, language schools, churches, businesses, field users) are provided with an inventory of approximately **10,000** facility units in hundreds of location venues in which to sponsor programs that address a diverse variety of local needs and interests. Where we were once manually booking **120,000** hours of paid community use in the late 70s, in 2012 we booked over **600,000** hours of paid use plus significant hours of free use for school and County-sponsored programs. Recognized nationally as experts in managing community access, CUPF's "one-stop shop" community use model has been successful in managing operations as an enterprise fund for decades.

Every year we look for opportunities to enhance operations through the use of technology. The majority of our users now apply and pay for space online through a secure website. Few remember the days when community groups crowded our lobby when the application window period opened.

Being acknowledged recently by the National Association of Counties (NACo) for our **ICBweb portal** was certainly a morale booster. Much time and effort was invested to create an interface that would help ensure that the needs of users as well as relevant information as to "who, when and how" public facilities are used is effectively and accurately communicated to building staff and administrators.

The ICB's commitment to interagency coordination has been demonstrated in many ways over the last 14 years during my tenure as director. We've funded programs and initiated pilots that have addressed security and access issues in schools. In interacting with our partners in MCPS, we are often surprised to learn that rarely are they aware of ICB partnership efforts or that MCPS is reimbursed for costs incurred. I thought it would be helpful if I shared some of those **initiatives**:

- Created ICBweb to provide **real time** information of all community use and school-sponsored activities in schools and other County facilities
  - Accessible by all MCPS and County employees
  - Helped reduced MCPS overtime costs by at least \$300,000 by:
    - Providing reports of all approved hours for community use staff payments

- Providing all signed overtime forms in electronic folders for school financial administrators to process payment
- Recognized by MCPS School Plant Operations for helping reduce costs
- Funded **\$1,000,000** over three years for rehabilitation of elementary school fields
- Funded **\$250,000** per year for After-School Activities Coordinators Program in all middle school for six years
- Funded **\$350,000** for installation of security gates, security cameras in a number of schools and a modem telephone line for all secondary schools
- Continued covering costs for maintaining emergency modem lines to present
- Hired contractor to compile the first comprehensive report of all MCPS fields
- Implemented Centralized Scheduling of all schools
- Schedule all school-sponsored events into database and ensure a/c or heat are provided for these events (previously individual schools submitted separate monthly requests to Energy Resources Office)
- Provide **emergency on-call assistance** for all activities, including school-sponsored activities, 7 days a week from early morning to midnight
- Serve as liaison for energy requests for schools' needs and community use needs. Forward report electronically to Energy Resources Office on a weekly basis. Recently created an electronic interface for MCPS staff to submit a/c requests for ongoing summer needs as well as emergency needs
- Supported advancement of MCPS artificial turf program, reimburse MCPS for revenue from use of artificial turf fields
- Serve as liaison for childcare programs in schools
- Reimburse MCPS for two employees on-loan to CUPF
  - Childcare Coordinator
  - Weekend Supervisor (CUPF provides a County car for weekend and evening site visits as well as a cell phone)
- Fund 75% of weekend Energy Conservation Specialist position in Energy Resources Office
- Facilitated revised Adopt-a-Field rebid process
- Assumed scheduling of Parks and Recreation fields
- Established policies for and scheduled use of Silver Spring Civic Building
- Assumed management of the Silver Spring Civic Building

Hope everyone has a wonderful summer and is able to take a little time off.

Regards,

*Ginny*

Ginny Gong, Director  
Community Use of Public Facilities



### **CUPF WINS NACo AWARD**

Recognition for a job well done is always appreciated. Each year, the National Association of Counties (NACo) presents achievement awards to local government programs for innovations that make a positive difference in service delivery. CUPF's ICBweb portal was selected along with 18 other County programs for a NACo Achievement Award. The ICBweb portal has made it possible for anyone in the school system and the County to access real-time information on what has been scheduled into public facilities, which helps to ensure efficiency and manage energy, staff allocation and overtime, and minimize lockouts and conflicts for use of facilities.

### **SUMMER ENERGY CONSERVATION**



Please be advised that MCPS facilities generally shut down air conditioning between the hours of 3:00 and 5:00pm from **June 15<sup>th</sup>** to **August 17<sup>th</sup>**. In most instances, these shut downs will not impact school personnel or other groups using the schools, as they are short-term in nature and generally occur during periods of minimal building use. These procedures help conserve costly resources and assist in helping to set lower energy costs as MCPS's benchmark for the coming year. Like many organizations, energy costs are developed based on estimated use during peak periods.

### **CUPF IS MOVING**



While more information will be available in our next newsletter and all our customers will be alerted to the specifics, CUPF will be moving to a new location at 255 Rockville Pike, 2nd floor in November 2012.

### **SILVER SPRING CIVIC BUILDING**

Now that ice skates have been hung up for the season, be sure to visit the Plaza throughout the spring, summer and fall to peruse the many booths set up by local artisans every Saturday. For more info on requesting use of the Civic Building visit [www.montgomerycountymd.gov/apps/cupf/info/sscb.asp](http://www.montgomerycountymd.gov/apps/cupf/info/sscb.asp)

### **WINDOW REMINDER**

**INDOOR SCHOOL SCHEDULING**  
submission window is from **July 15 - Aug 1**  
for use **Sept 1 - March 31**

**FIELD SCHEDULING**  
Leagues apply between **June 1-15**  
Individuals apply beginning **July 1**

Those applying for use of schools are reminded that schools have until September 15<sup>th</sup> to schedule school events. This means that community use events scheduled for the first two weeks of the new school year are tentative. We also ask that you keep in mind that permits submitted during the window will be processed as quickly as possible and will begin to go out in late August to mid-September.

### **FIELD SCHEDULING UPDATES**



A rainy day is a big disappointment when field use must be cancelled. Field users should be aware that a

single use of a soaked grass field can damage it for an entire season when sliding feet rip away the roots killing the grass. As noted in the field use permits for both School and Park fields, users are prohibited from using the fields during or immediately following inclement weather when:

- Water is standing on the field
- One-half inch of rain or more has fallen within the previous 24 hours
- Soil is wet and "spongy"
- The ground is muddy and soil clumps or clings to shoes
- Steady rain is falling
- A lightning/electrical storm is occurring
- The field is deemed unplayable by Park or School staff

Coaches are encouraged to keep safety in mind and vacate fields when there is thunder and lightning or periods of extreme heat. Call the emergency line 240-777-2727 when vacating for these purposes.

## **FIELDS continued....**

**Sign up for Alert Montgomery** to get up-to-date information on rain closures or other information via cell or email:

<https://alert.montgomerycountymd.gov/register.php>

Alert Montgomery Registration	
Name	First
	Last

### **Inclement Weather Recordings:**

School and Park fields: 301-765-8787  
(outside Rockville City limits)

Inside Rockville City limits: 240-314-5055  
Montgomery County Recreation: 240-777-6889

Athletic fields will be closed during periods of inclement weather in accordance with Local and Regional Park closures. All refund requests for field time cancelled due to inclement weather must be submitted as follows:

Scheduled Field Time	Refund Submission Dates
March 15 - June 30	No later than July 15
July 1 - Nov 30	No later than Dec 15

### **CHANGES IN SCHEDULING PARK FIELDS**

When CUPF assumed responsibility for scheduling Parks fields, existing Parks policies were kept in place to ensure as smooth a transition as possible. However, CUPF and Parks staff have agreed that more uniform scheduling procedures would best serve our customers. Users were alerted of the following changes for permits for fall use:

- No scheduling preference will be given to games vs. practices on Local Park fields
- Regional Park summer maintenance closure period moved to August 1–15
- Summer closure period for Local Park fields discontinued

- Fall season schedule to begin August 15
- Leagues will have priority on Local Park fields for applications submitted during the window

For-profit rates for field use will be in effect for Spring 2013 permits.

### **CLARKSBURG COTTAGE SPRUCED UP**

Groups using the Clarksburg Cottage will find a cleaner, brighter look. New vinyl tile flooring has replaced the old carpet and a new electronically monitored lock has been installed. This will allow CUPF staff to



change the combination remotely as a more effective way of monitoring use. A \$15 per hour fee has been in place for the last two years to accommodate the transition to CUPF scheduling. Beginning September 1, 2012, the \$20 nonprofit fee and \$40 for-profit or out-of-County fee for use of a similar size room in a County building will apply to this location.



### **IN MEMORY OF GREG HAMILTON**

It was with sadness that staff said a final goodbye to former Program Specialist Greg Hamilton, who passed away on March 10 following a long illness. Greg began working for CUPF in 1997 as an after-school activities coordinator. A Vietnam veteran, one of his proudest accomplishments was seeing the Montgomery County Veterans Commission established and advocating for greater recognition of the impact of Agent Orange.