

User Accountability for Use of Schools

Concerns have been raised by MCPS staff and other community user groups regarding groups who violate the CUPF guidelines. Multiple means have been used over the last several years to hold groups accountable. As approved by the Interagency Coordinating Board (ICB), per recommendation of the ICB Procedures and Guidelines Committee, CUPF will follow protocol below, effective July 1, 2016, in order to ensure that all such situations are handled equitably:

All reported violations at MCPS facilities will be investigated and documented by CUPF.

For major violations of the Facility Use License Agreement by community user groups, which includes weapons, tobacco, illegal drugs or alcohol on MCPS property, or otherwise place participants or MCPS staff in harm's way: **group shall receive an 18-month ban from use of MCPS facilities**, countywide.

Steps for lesser violations of the Facility Use License Agreement by community user groups for violations of any of the terms and conditions of the permit or Facility Use License Agreement:

First violation of any term(s), the user group shall receive: written warning

Second violation of any term(s), the user group shall receive: mandatory meeting with CUPF director or designee and written warning

Third violation of any term(s), the user group shall receive: an 18-month ban from use of MCPS facilities, countywide

Subsequent violations of any term(s) after returning from an 18-month ban from use of MCPS facilities, countywide, the user group shall receive: indefinite ban from use of MCPS facilities, countywide

Notice of violations and action taken by CUPF must be communicated to user groups via electronic mail (if applicable) and U.S. Postal mail service within 10 business days of the violation.

Appeals by community user groups may be made to the CUPF Director, in writing, within 10 business days of notice. CUPF Director will convene a meeting with the group and applicable County or MCPS staff to hear the appeal. A final written decision by the CUPF Director will be made within 5 business days after hearing the appeal.

Electronic mail shall be acceptable for all written inquiries, findings, notifications, appeals and decisions.

Expungement of violations shall occur after 36 months of the date that the violation occurred.