

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



DGS REALTY OFFICE

**Policies and Procedures for use of
School Buildings and Grounds by
Parent-run, Non-Profit Enrichment Programs**

Purpose

The purpose of this policy is to set forth the policies and procedures for the use of District of Columbia Public School buildings and grounds by parent-run, non-profit enrichment programs.

Policy

The Department of General Services Realty Office shall support the District of Columbia Public Schools (DCPS) by facilitating the use of available space for school-aged before and after school enrichment programs. The objective of this policy is to support the maximum usage of school buildings and grounds while balancing the impact and costs associated with such usage and establishing a consistent procedure for handling requests for use of school buildings and grounds.

Authority

DGS Establishment Act, Section 10-551.01 *et al.* of the DC Official Code
DCMR, Title 5, Chapter E35, Section 3504 Use Agreements
School-Based Enrichment Programs Temporary Amendment Act of 2012

Contact

Department of General Services
Realty Office
2000 14th Street NW, 5th Floor
(202) 442-5199

Parent-run, Nonprofit Organizations Enrichment Programs

Subject to the availability of space and upon satisfaction of the requirements for use of buildings and grounds as provided herein, parent-run, nonprofit organizations may use space within public school buildings and grounds, without charge to the organization, during the regular operational hours of the school and only where the use does not cause the school to incur

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additional costs of any kind, including, but not limited to, operating costs. A parent-run, nonprofit organization shall meet all of the following criteria:

- a) Parent-run – Parents of students enrolled in the school where the activity is being held, are responsible for the administration of the program and the day-to-day operation of the activity or program, which will be primarily for the students enrolled in the school, as confirmed by the school Principal; and
- b) Non-profit – The organization has received its tax exempt status from the United States Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code; and
- c) Enrichment Program – The organization operates the program for the purpose of providing educational, recreational or cultural enhancing activities primarily for the students enrolled in the school. This definition does not include fee-based child care services and before/aftercare programs organized for the primary purpose of providing child care services.

Parent-run, non-profit organizations shall be responsible for payment of all operating costs incurred by the school in connection with usage of school buildings and grounds by the organization either: 1) beyond the regular operating hours of the school (including weekends or holiday hours or at such other times when school is not in session); or 2) above normal established operating costs of the school which would result from the organization's use of the building or grounds during regular operating hours. The Realty Office shall charge fees in accordance with the attached Usage Fee Schedule.

Requirements for Use

- 1. School activities shall have priority in scheduling the use of space within school buildings and grounds and all reservations are subject to cancellation by the school due to other school activities, emergencies or other events beyond the control of the District of Columbia Government.
- 2. All persons and groups who wish to use space within school buildings and grounds, including athletic fields, must complete an Application for Use of Facilities form.
- 3. Applicants shall submit the application to the school Principal for approval or denial.

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4. Principals shall submit all approved applications to the DCPS Out of School Time Office for review and approval.
 5. DCPS shall forward all approved applications to the DGS Realty Office for processing not less than twenty (20) business days prior to the start of the scheduled activity.
 6. Prohibited Activities/Conduct: The DGS Realty Office shall not approve an application which proposes activities prohibited by and all activities shall comply with the requirements of Section 3502 of Title 5 of the District of Columbia Municipal Regulations.
 7. Insurance Requirements/Indemnification
 - a. All users, other than government agencies, must sign an Assumption of Risk and Indemnification Form.
 - b. All users must provide a certificate of insurance providing a Comprehensive Commercial General Liability Insurance policy covering the liability for all activities conducted in connection with the Use Agreement and all obligations assumed by the user under the Use Agreement. The policy must satisfy the following requirements:
 - i. All insurance policies must satisfy the Minimum Insurance Requirements for Use of School Buildings and Grounds by Parent-Run, Non-profit Enrichment Programs – Attachment A ;
 - ii. Insurance companies must be rated by A.M. Best or a comparable rating company and carry at least an “A” rating;
 - iii. All insurance shall be procured from insurance companies licensed and authorized to do business in the District of Columbia;
 8. Security
 - a. All users shall pay the costs of security services beyond the normal operating hours of the school or additional security services required as a result of the proposed activities, as determined by the DCPS Security Office.
 - b. The DCPS Security Office shall assess fees for security services, if applicable.
 9. Damage

All users shall leave all school buildings in the same condition as found. Users shall be responsible for all damage occurring during or as a result of their use of the facility

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or grounds. The DGS Realty Office shall provide users with an invoice for any damages resulting from their use. Failure to remit payment for damages to school buildings and grounds shall result in exclusion from further use of school buildings, cancellation of future reservations and legal action by the District of Columbia to recover costs.