



THE JOHN CARROLL SCHOOL

703 E. Churchville Road | Bel Air, MD 21014

FACILITY USE POLICY AND PROCEDURES – REV. 8.15.22

MISSION STATEMENT

The John Carroll School is a Catholic, co-educational, college-preparatory learning community empowering a diverse student population to attain its highest potential.

Through innovative practices and curriculum, we prepare students to positively influence a global society as critical thinkers and creative problem solvers while being socially responsible, spiritually centered and morally grounded in our Catholic beliefs.

The John Carroll School is an independent, Catholic school, operated by its own elected Board of Trustees and administrated by a President and Principal leadership model.

The School has been blessed with a wide variety of facilities and extensive grounds and they play a significant role in helping John Carroll fulfill its purpose and mission.

With the continued growth of The John Carroll School we have found it necessary to formalize and expand our policies and procedures. Their purpose is to assist us in using our finite space and resources in the very best way possible. In addition, they help us to maintain focus on the overall vision and mission of the school. Support for these policies will assist with our existing activities as well as continued growth here at John Carroll. We must also ensure that every reasonable precaution has been taken to limit exposure in areas such as life, safety and security.

Our efforts to be good stewards of the entire facility are critical to our mission and are also an expression of our appreciation for the way in which God has blessed the John Carroll family. We see the campus as a tool which we can use to support our primary mission as a faith-based school and to partner with other groups and organizations that are compatible with our mission.

For those reasons, the policies and procedures in this document have been adopted by the Board of Trustees and Leadership of The John Carroll School to ensure the proper usage and continued good stewardship of our facilities, campus and resources.

I. STEPS FOR REQUESTING FACILITY USAGE

- A. Anyone requesting facility use must complete and submit the online Facility Use Request Form available at johncarroll.org/campus, as well as read and accept this Facility Use Policy and Procedures.
- B. The request will be reviewed by the Facility Rental Coordinator. As appropriate, the Facility Rental Coordinator will communicate with the Event Representative to further discuss all information and specifics concerning the proposed event/activity.
- C. The Facility Rental Coordinator will review and evaluate the initial request for the proposed event, relative to facility availability, support and logistical matters and will coordinate with internal staff as applicable.
- D. On occasion, certain events will require review by the Director of Facilities and/or The John Carroll School Leadership Team.
- E. If the proposed event can be supported appropriately, it will receive final approval status and will be scheduled.
- F. Following final approval, the Facility Rental Coordinator will distribute the Facility Use Agreement to the Event Representative, and to applicable John Carroll Staff.
- G. All advertising/communications are to be coordinated between the Event Representative, the Facility Rental Coordinator and the Director of Marketing and approved by The John Carroll prior to distribution.
- H. After an event has received final approval, an agreement has been signed and deposits have been paid, advertising for that event may begin in accordance with John Carroll policies.
- I. **Changes Following Approval:** If a group requests a change of rooms, dates, equipment, set-up, etc., every effort will be made to accommodate the request based on the availability of space and/or resources required, as well as the time remaining before the event.

II. POLICIES AND PROVISIONS FOR FACILITY USE

- A. **Criteria for Approval:** Any/all proposed event(s) will be primarily evaluated based upon the four (4) main criteria detailed below:
 - 1. Does the proposed activity/event clearly fit into the mission of The John Carroll School?
 - 2. Does the proposed activity/event fit within the program structure of a specific department and will the staff be able to provide the necessary support and oversight?
 - 3. Will John Carroll be able to provide the required resources in light of other events already approved (staffing, equipment, tech support, etc.)?
 - 4. Do previously approved activities and events conflict with the event being proposed?
Note: The John Carroll School events are given priority.

B. General Items

1. Permission is required for use of all areas throughout The John Carroll campus both inside and outside. That permission is granted in response to the completion and submission of a Facility Use Request. A Facility Use Request should be completed as far in advance as possible of the proposed activity.
2. **No advertising or mass communication** of a proposed event may take place until a proposed event has received final approval and The John Carroll School has approved the advertising/communication.
3. All Facility Use Requests will be reviewed as quickly as possible and a final decision regarding approval will be made and communicated as soon as it has been reached.
4. Larger scale and/or special events require more time to evaluate and may have to be reviewed by The John Carroll School Leadership Team.
5. Events requiring complex sound or lighting may require additional advanced notice.
6. Any requests outside our normal hours of operation will be reviewed before granting permission of facility use.
7. It is the collective and individual responsibility of faculty and staff members to adhere to these policies and procedures and to communicate them to anyone requesting the use of The John Carroll School facilities.
8. Individuals or outside organizations that use The John Carroll School facilities for a single event not exceeding 72 hours straight in duration or for no more than 12 single day events within a 12 month period must have a Facility Use Agreement with The John Carroll School. If the frequency or term of use exceeds these parameters, a Lease or Licensing agreement may be required

C. Insurance

1. All individuals and groups must provide general liability insurance coverage for the duration of the event, as outlined in the Facility Use Agreement. Please select the link below to review the minimum insurance requirements.

[Archdiocese of Baltimore Minimum Insurance Requirements](#)

2. All events/activities that involve working with children must provide sexual abuse/molestation coverage.

D. Protection of Children and Youth: The Archdiocese of Baltimore and The John Carroll School are committed to providing a safe environment for children and youth.

1. The Event Representative for any/all children's programs or activities held at The John Carroll School are required to obtain criminal background checks for all its employees, agents, subcontractors and volunteers.

2. The Event Representative must present in writing (on company letter head) verification stating that criminal background checks were completed which revealed no incidence of abuse, neglect or misconduct with a minor or other criminal activity that would render them unsafe to have contact with minors.
3. The Event Representative must provide background screenings on any new employees, agents, subcontractor or volunteers which have begun working with youth after the commencement of an agreement.

E. Cancellations:

1. If an approved activity/event has been cancelled, or needs to be rescheduled, it is the responsibility of the Event Representative to notify the Facility Rental Coordinator as soon as possible so that the reserved space can be made available to others.
2. If the Event Representative should cancel the event with less than fifteen (15) calendar days' notice, 50% of the total deposit will be non-refundable. Furthermore, if the Event Coordinator cancels with fewer than seven (7) calendar days prior to the event, 100% of the deposit is nonrefundable.
3. Cancellation of Recurring Events: When a recurring event is found to not be occurring ("no show"), the Event Representative will be contacted to clarify the current status and future intention of the group. If no response is given, all future event dates will be removed from the approved schedule and the Event Representative will be notified in writing of same. If the group wishes to re-schedule the recurring event, then it is the responsibility of the Event Representative to speak with the Facility Rental Coordinator, and to complete a new Facility Request Form.

F. Hours of Operation

1. General Facility Use:
 - a. Monday-Friday, 7:00 AM – 9:00 PM
 - b. Saturday and Sunday, 12:00 PM-6:00 PM

G. Inclement weather and utility problems

1. While The John Carroll School makes every effort to remain open as scheduled, there are times when inclement weather or conditions with utilities (heating, lighting, electricity, water, etc.) dictate the need to close early or to not open the facilities at all. Weather related issues normally provide some advance notice, while problems with utilities may arise that are completely unanticipated. In addition, if the safety of our guests, members and staff is in question, we will choose to keep the facilities and campus closed.
2. If The John Carroll School cancels due to weather or other acts of God, we will refund 90% of the per diem for that day, only if The John Carroll School is unable to re-schedule the missed date.

3. In general, The John Carroll School will be guided by the following:
 - a. If Harford County Public Schools (HCPS) are ***opening late due to inclement weather***, all John Carroll School campus activities scheduled to begin at 10:00 AM or later will proceed as scheduled.
 - b. If Harford County Public Schools are ***closed due to inclement weather***, **ALL** John Carroll School campus activities for that day will be cancelled.
 - c. Use of The John Carroll School facilities is prohibited when we are closed for inclement weather, utility outages and other facility emergencies; or closed for designated holidays. If schools are closed for any inclement weather or emergency reasons on a Friday, all use of The John Carroll School facilities or activities scheduled for that immediate weekend will be determined by The John Carroll School and communicated as soon as possible.
 - d. If, during the day, conditions develop that warrant the closing of The John Carroll School facilities (i.e., unanticipated change in the weather or utility related problems), the Event Representative for scheduled events will be immediately notified. In turn, the Event Representative should communicate with the Facility Rental Coordinator or designated John Carroll School contact.
 - e. The use of The John Carroll School facilities may be restricted, modified, and/or revoked when facility maintenance or construction is required. Every effort will be made to notify user groups in a timely manner if previously scheduled events must be cancelled or rescheduled.
 - f. When any of the above situations occur, The John Carroll School staff will make every effort to communicate the closing, delayed opening or change as quickly as possible. This information will be communicated on the school website at johncarroll.org

H. Other General Items

1. TOBACCO AND ALCOHOL

- a. The John Carroll is a smoke and tobacco free campus. No smoking or use of smokeless tobacco is permitted within the facilities or anywhere on the campus. No alcohol is permitted on campus, unless specifically approved by The John Carroll School.

2. WEAPONS

- a. No weapons of any type are permitted on campus.

3. SUPERVISION

- a. Proper supervision of all persons involved in the event/activity is the **full responsibility** of the Event Representative. This includes making sure the group remains within the areas that were approved for use and does not damage, move or use items and equipment that were not included in the Facility Use Agreement.

4. BUILDING SYSTEMS

- a. Any adjustment to HVAC, mechanical, electrical or other utility system is made solely by Facility Management staff, or the on-call designee. If there is a problem, the Event Representative should contact The John Carroll School Facilities department.

5. CONDITIONS OF SPACE

- a. Please be considerate of the groups utilizing the area immediately after you. All materials used must be removed at the conclusion of your event.
- b. Please remove all trash at the conclusion of the event. If needed, dumpsters are provided but are for the support of The John Carroll School activities only.

6. DAMAGE

- a. Any damaged equipment or property should be labeled and reported, in writing, to the Facilities team immediately so that timely repair can be made. The Event Representative will be responsible for all expenses arising from any breakage or damage to The John Carroll School property.

7. ANIMALS

- a. No animals (other than those trained to assist persons with disabilities) are permitted inside any of The John Carroll School facilities.
- b. All animals must be leashed and owners are responsible for cleanup.
- c. Animals are permitted outside, as approved for special events.

8. LOST ITEMS

- a. If you believe you have lost an item on The John Carroll School Campus, please call the Main Office (410-838-8333). Please be prepared to provide all relative information, such as where you were, date/time lost and a description of item.

9. PERSONAL PROPERTY

- a. The John Carroll School is not responsible for articles of clothing or other personal property or equipment lost, stolen or damaged during or as a result of use of the facilities.

10. SCHEDULED CLOSINGS FOR THE JOHN CARROLL SCHOOL

- a. Typically, The John Carroll School campus is closed for all activities on the dates shown below. The official closing schedule for each school year will be determined by the schools Leadership Team and is also listed on the School website. The school's Main Office and the Facilities Management Team will also have an official schedule available.
 1. New Year's Day
 2. Martin Luther King Day
 3. President's Day
 4. Good Friday
 5. Easter
 6. Monday after Easter
 7. Memorial Day (Observed)
 8. Independence Day
 9. Labor Day
 10. Thanksgiving Day
 11. Friday after Thanksgiving Day
 12. Christmas Eve
 13. Christmas Day (if on Sunday then the campus is closed the following day)
- b. In special instances The John Carroll School Leadership Team retains the right to grant approval to use school facilities when The John Carroll School is closed for designated holidays or for an activity that is directly related to internal John Carroll School events.

III. POLICIES APPLICABLE TO SPECIFIC AREAS

A. FOOD AND BEVERAGES

1. Food and drinks are only permitted in the Café, Faculty Lunchroom and outside.
2. No food or drink is permitted in any other areas without prior approval by The John Carroll School.

B. TRASH AND DECORATIONS

1. Trash and decorations must be removed or placed in the available trash receptacles/cans. We value recycling and ask you to please use appropriate receptacles for both trash and recycling.

C. **OTHER FOOD REGULATIONS:** The John Carroll School is subject to strict Harford County and State of Maryland regulations regarding the handling and storage of food and beverages. **Unscheduled inspections** are made by the County and failure to comply with regulations could result in our food service licenses being suspended or revoked. The guidelines below are required by the regulations that govern us:

1. The food service area (“kitchen”) within Saint Joseph’s Hall is for warming, cooling, storing and serving food only, and should only be utilized if previously approved by Facilities Management Team.
2. Any use of the kitchen within the main school must be previously approved. Including but not limited to; “pot luck” dinners, carry-in, team dinners, banquets etc.
3. If food or beverage is going to be sold a Food and Beverage License must be obtained from the appropriate county and /or state licensing regulators and submitted to the Facility Rental Coordinator prior to the event, and displayed during the event.
4. An ice maker is available with prior approval.

D. EXTERIOR CAMPUS AND GROUNDS

1. Use of The John Carroll School grounds (fields, woods, parking lots, etc.) falls under the general provisions and guidelines of this document.
2. For safety purposes, and to comply with the legal requirement to obtain permits from local authorities, no fires or fireworks are permitted on the campus without prior approval from the Facility Management Team and any applicable agencies.
3. Parking on the grass is prohibited without prior approval.
4. The Event Coordinator is responsible for its own traffic coordination. Numerous events may be scheduled at any given time and carpooling is encouraged.

IV. FEE STRUCTURE

- A. The purpose of the fees is to cover custodial care, general support, lighting, heating and/or cooling of the space(s) in use. Please contact the Facility Rental Coordinator for a copy of the fee structure.
- B. All events must be pre-approved and pre-paid according to the following structure.
 1. All checks must be written out to **The John Carroll School, Inc.**
 2. All fees must be paid in full by the dates explained on the Facility Use Agreement.
 3. Fees do not include any special items that must be rented or purchased to support the requested event, or any special services that must be provided by outside vendors. Examples of these include: rental of special lighting equipment, services of a licensed electrician, additional insurance coverage, additional and unusual custodial services, special permits, etc.
 4. No fees will be charged for the use of space related to funerals or memorial services.

5. Fees may only be modified or reduced at the discretion of The John Carroll School Leadership Team.
6. If Lessee discovers they may be going over the time agreed in the Facilities Use Agreement the Event Representative should notify proper John Carroll staff immediately. This may result in potential change in custodial coverage. The John Carroll School reserve the right to charge the Lessee additional fees related to additional custodial coverage and general rental.

C. GENERAL DISCLAIMER: The John Carroll School reserves the right to alter, modify or revise any portion or provision contained within this document with or without prior notice.

V. SPACE AVAILABLE FOR USAGE

Indoor Spaces

Auditorium*
 Patriot Café (Cafeteria)
 Kitchen
 Learning Commons
 Sisters of St. Joseph College Center
 Innovation Center
 Standard Classroom
 Courtyard
 Fine Arts Wing Atrium
 Fine Arts Wing Patio

Fields

Gerry Gray Memorial Field
 Women’s Varsity Field
 “The Glen”
 Varsity Baseball Field
 Track (includes pits)
 Track Infield/JV Soccer Field
 Varsity Soccer Field
 Softball Field #1
 Softball Field #2
 JV Baseball/Practice Field
 Rugby/Football Practice Field
 Tennis Courts (4)
 Exterior Basketball Courts

*Please note: due to renovations, the Auditorium will not be available until late fall 2022

Parking Lots

Faculty/Staff Lot
 Student Lot

Bundled Spaces

Auditorium*/Choir/Band/Dress Room
 Auditorium*/Patriot Café
 Patriot Café/Courtyard
 Fine Arts Wing/Atrium/Patio
 Cross Country Course, The Glen/Track
 Track & Field