

FREDERICK COUNTY GOVERNMENT
MANAGEMENT SERVICES DIVISION

**Scheduling of the Emmitsburg Community Center Gym
Policy and Procedures**

Purpose. To establish standard procedures for scheduling use of the Emmitsburg Community Center Gym that provide a balance between maximum utilization of the facility and availability to various community groups.

Scope. This policy covers all scheduled use of the Gym.

Procedures.

1. **General policy.** General procedures for the use of County facilities are covered in the County policy titled *After Hours Use of Frederick County Government Buildings*.
2. **Scheduling priority.** Priority for scheduling the Gym shall be as follows:
First priority: Programs of Frederick County government
Second priority: Activities for youth 18 years of age and younger
Third priority: All others
3. **First-come-first-served.** In general, scheduling of the Gym is on a first-come, first-served basis except as otherwise outlined in this Policy. Reservations will be accepted for dates no more than four (4) months in advance except for special one- or two-day events that require additional advance scheduling.
4. **Days and times.** Scheduling shall conform to the days of the week and the times of the day that are approved by the Town of Emmitsburg and Frederick County Management Services Division.
5. **Maximum number of schedule dates.** Except when use is solicited on an open advertisement basis, users may schedule no more than eight (8) dates in advance. When only two (2) scheduled dates remain for a user, eight (8) additional dates may be scheduled.
6. **Twice annual solicitation and lottery for extended use requests.**
 - A. Extended scheduling periods are:
October 1 through March 31
April 1 through September 30
 - B. Twice each year the Town will solicit expressions of interest from groups wanting to schedule the Gym for the next scheduling period for league practices, games, or other uses that would exceed the eight (8) date maximum in Section 5 of the Policy.

- C. The Town shall hold a meeting of interested parties approximately two (2) months before the start of each scheduling period to see if the interested parties wish to work out a schedule cooperatively.
 - D. If the interested parties wish to work out a schedule cooperatively, they will be asked to present a proposed schedule to the Town within two (2) weeks after the meeting date.
 - E. If the groups do not or cannot work out a proposed schedule cooperatively, the Town will accept schedules from interested parties and then conduct a lottery for the use of the Gym for the next scheduling period. Scheduling priority from Section 2 of the Policy will apply to the lottery results.
 - F. Groups that are scheduled under the terms of this Section may be bumped from their scheduled times up to three (3) times in a six-month period if conflicting times are requested by community groups wanting to schedule use of the Gym for special events.
7. **Issuance of keys.** Groups granted approval to use the Gym when the Community Center is otherwise locked will be issued a key to the rear main entrance to the building and to the Gym. The Town may issue a key for a period of time as opposed to a single day after establishing to the satisfaction of the Town the key will be issued to a responsible party who has provided sufficient contact information, has agreed to follow all applicable rules of the facility and has accepted responsibility for possession of the key and use of the Gym. If more than one person will use the key assigned to a user group, each person who will use the key must be pre-approved as a responsible party by the Town.
8. **Dispute resolution.** Any dispute regarding the administration of this policy shall be heard by the Frederick County Director of Management Service and the Town Manager of Emmitsburg.

 _____ Manager of Town of Emmitsburg	4-18-2011 _____ Date	_____ Director of Management Service	_____ Date
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Issued: April 7, 2011