

Summer 2018 Planning

All non-DCPS providers, including community-based organizations (CBOs) and other DC government agencies, seeking to operate 2018 summer programming in a DCPS facility must follow the process below.

Please note:

- In order to use a DCPS facility, all non-DCPS providers must submit a [Facility Use Application \(FUA\)](#), signed by the principal, to the Department of General Services (DGS) Realty Office for processing **by APRIL 20, 2018** for summer 2018. See below for the list of additional documents required with the signed FUA.
- Note—No summer 2018 Facility Use Applications for a DCPS school will be accepted after the April 20, 2018 deadline.
- All non-DCPS provider programs operating in DCPS facilities over the summer must be [vetted and approved as School Program Providers](#) by the DCPS Central Office.
- Programs operating in DC Public Schools over the summer must conclude no later than August 3, 2018.

DCPS Summer Facilities Use Process for Non-DCPS Program Providers

1. Identify a school

Identify a school in which you would like to operate your program. We recommend identifying more than one potential site as some schools may be unavailable.

2. Get approval from the principal

Once you have identified a potential school in which to operate your program, contact the school to ask the principal for permission to use the facility over the summer. Be sure to:

- Show your [Vetting Approval letter](#) to indicate that your organization has been approved by the DCPS central office to operate in DCPS facilities; **and**
- Get the principal's signature on a Department of General Services (DGS) [Facility Use Application](#); no programs may use a DCPS facility without submitting this signed form to DGS by **April 20, 2018** and receiving DGS approval

Use of the school facility is at the discretion of the principal. To allow for the necessary time to coordinate support services (free meals, security, custodial support etc.),

PRINCIPALS HAVE BEEN INSTRUCTED **NOT** TO SIGN APPLICATIONS FOR FACILITIES USE AFTER APRIL 20, 2018.

3. Send required documents to the Department of General Services (DGS) Realty Office by April 20, 2018

The following documents must be submitted to realty.applications@dc.gov, in the DGS Realty Office by April 20, 2018 in order for proper lead time for processing across offices and agencies.

- [Facility Use Application \(FUA\)](#) signed by the school principal
 - [Vetting Approval](#) letter from the DCPS Central Office
 - [Certificate of Insurance with DC Government listed as the Certificate Holder](#)
- **Fees:** The DC Dept. of General Services (DGS) Realty Office may assign rental and/or security fees for non-DCPS providers to use DCPS facilities. In order to ensure the safety of students in DCPS buildings, key supports such as security, custodial staff and/or supplies must be in place. Therefore, when non-DCPS entities request to use DCPS facilities they should expect to incur fees for security, custodial support and/or resources. The DGS Realty Office will assess and share any applicable fees.

For more information regarding DCPS facility use fees, please visit our [Use of Facilities and Grounds page](#).

4. Request food (applicable only for programs seeking to access the DC Free Summer Meals Program)

Organizations seeking to access the DC Free Summer Meals Program at their school site must request food services via the [Summer Food Service Request Form](#) by **April 20th 2018** in order to provide time for meal coordination. Questions? contact Carl Crockett, DCPS Coordinator of Nutrition Compliance, at carlton.crockett@dc.gov.

5. Have a great summer!

[Questions about the process outlined above?](#)

- Summer program providers, please contact Thomasin.franken@dc.gov, Manager, Partner Engagement
- DCPS schools, please contact their assigned School Operations Specialist in the Office of the Chief Operating Officer