

All non-DCPS providers, including Community based organizations (CBOs) and other DC government agencies, seeking to operate 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 21, 2017** for summer 2017. See below for the list of additional documents required with the signed FUA.
- All non-DCPS provider programs operating in DCPS facilities over the summer must be [vetted and approved as out of school time providers](#) by the DCPS Central Office.
- Programs operating in DC Public Schools over the summer must conclude no later than July 28, 2017.

## DCPS Summer Facilities Use Process for Non-DCPS Program Providers

### 1. Identify a school

Identify a school in which you'd like to operate your program. The following schools may be available to accept requests for facilities use during summer 2017.

We recommend identifying more than one potential site as some schools may be unavailable.

[List of potentially available summer 2017 school sites is available here.](#)

### 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 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 21, 2017.

### 3. Send required documents to the Department of General Services (DGS) Realty Office by April 21, 2017

The following documents need to be submitted to Ms. Yvette Cobb, [Yvette.cobb@dc.gov](mailto:Yvette.cobb@dc.gov), in the DGS Realty Office by April 21<sup>st</sup> 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 28<sup>th</sup> 2017** in order to provide time for meal coordination. Questions? contact Carl Crockett, Coordinator of Nutrition Compliance, at [carlton.crockett@dc.gov](mailto:carlton.crockett@dc.gov).

#### 5. Have a great summer!

#### Questions about the process outlined above?

- CBO providers, please contact [Thomasin.franken@dc.gov](mailto:Thomasin.franken@dc.gov), Manager of Out of School Time Partnerships, Office of Family and Public Engagement
- DC government agencies, please contact [ocoo.businessops@dc.gov](mailto:ocoo.businessops@dc.gov), Business operations in the Office of the Chief Operating Officer
- DCPS schools, please contact their assigned School Operations Specialist in the Office of the Chief Operating Officer