

**Lathrop E. Smith**

**Environmental Education Center**

5110 MEADOWSIDE LANE  
ROCKVILLE, MARYLAND 20855  
240-740-1404 (New Telephone Number)



**Facility Rental Information**



## FIRE EMERGENCY PROCEDURES



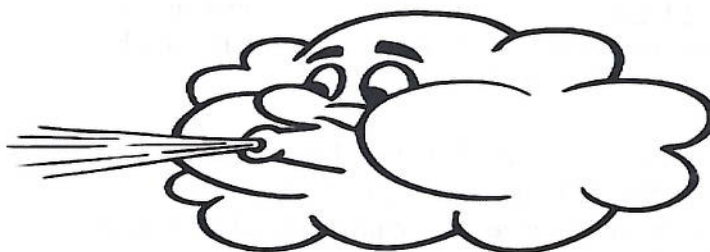
**Be Prepared  
Be Aware  
Be Ready**

Upon hearing the fire alarm and emergency announcement:

- Evacuate all buildings **immediately**
- Individuals **must be** moved to **at least 50 feet away** from the building
- Take attendance
- Wait for the Fire Department to arrive and declare the building safe for re-entry before resuming any activities
- Do not re-enter buildings until the bell has rung to signify that the buildings are safe

The Fire Department will issue a citation (**with a fine**) if anyone is in the building or within 50 feet of the buildings, when the alarms are going off. Rental groups **will** assume responsibility for that citation if their members are found to be out of compliance with the safety procedures.

## TORNADO OR HIGH WINDS



Individuals/groups must be moved to safe areas:

- Look for signs that indicate, “**STORM SHELTER AREA.**”
- **Avoid** rooms and areas with high ceilings (such as: **White Oak Hall**) and rooms with windows. **The restrooms and internal dormitory walls are good options.**

Outdoor Environmental Education Programs  
**MONTGOMERY COUNTY PUBLIC SCHOOLS**  
Rockville, Maryland

December 15, 2016

**MEMORANDUM**

To: All Community and Facility Use Groups

From: Laurie C. Jenkins, Supervisor  
Outdoor Environmental Education Programs

Subject: Lathrop E. Smith Center Rental—Special Reminders

This memorandum is an addendum to the rental contract for use of the Lathrop E. Smith Environmental Education Center. The purpose of this communication is to reinforce the absolute need of compliance to the Lathrop E. Smith Center Rental Contract. Special Reminders are as follows:

- A. Shoes
  - a. The porch/area(s) outside of the Main Office **must** be kept clear at all times. No footwear should be stored, housed, or left on or around these areas. This is a Montgomery County Public School's (MCPS) office and must be maintained as a place of business.
- B. Confidence Course
  - a. Only certified MCPS staff can lead MCPS student groups on the equipment. This area is **off-limits** to all Non-MCPS individuals/groups.
  - b. Insurance and liability compliancy absolutely prohibits use of Confidence Course by anyone outside of MCPS.
- C. Trash
  - a. It is expected that all trash will be disposed of responsibly. There should be no trash or debris left on the premises at any time.
  - b. As an environmental center we model good stewardship practices, it is expected that all individuals/groups visiting this facility will do the same.
- D. Refrigeration
  - a. The double-door refrigerator and freezer is available for use by rental groups.
  - b. The walk-in refrigerator/freezers are **off-limits**, and not available for use by the public at any time.

We hope your program is a success! We thank you, in advance, for assisting us in maintaining this site as an environmental center that is available for rental.

LCJ:jom

*Last updated 12/16/2016*



## **NOTICE TO: All Visitors to the Lathrop E. Smith Environmental Education Center**

All animals housed at the Lathrop E. Smith Center are endangered and/or recovering native wildlife. It is agreed upon, by renting this facility, each individual/group is expected to treat all wildlife and their habitats/enclosures with respect and the utmost care.

**ANY** abuse towards these animals will be grounds for legal action. You will be asked to leave the property immediately. Your group will forfeit their ability to use the facility in the future.

## LATHROP E. SMITH CENTER ENVIRONMENTAL EDUCATION CENTER

**RENTAL INFORMATION**

5110 Meadowside Lane , Rockville, Maryland 20855

240-740-1404

The Lathrop E. Smith Environmental Education Center is a Montgomery County Public Schools school facility. When not in use by the school system or Montgomery County Government, Non-profit groups and organizations may request to rent the facilities contingent upon Montgomery County Public Schools approval. Inquiries regarding rental can be made by telephone weekdays, between 7:00 a.m. and 3:30 p.m. at 240-740-1404. *Request for reservations must be made in writing and will not be confirmed under any circumstances until 90 days before the requested date(s). A contract and invoice will be sent at that times.*

**ARRIVAL TIME FOR WEEKEND USERS IS 5:00 P.M. on FRIDAY.  
DAY OF DEPARTURE TIMES: DORMS MUST BE VACATED BY 10:00 A.M.  
MAIN BUILDING CLOSSES AT 5:00 P.M.  
(No exceptions).**

**FACILITIES**

- There are four dormitory buildings, each having two sleeping rooms (ten double bunks per room), a staff room (two double bunks and a bathroom), six showers, and a common room with table that may be used as a classroom or meeting area. **Dormitories are assigned upon arrival. One-half dorm (one sleeping room) will be opened for each 16 participants. If you require additional dorms, an additional fee of \$80 per half-dorm will be charged upon departure.**
- Each group/user is responsible for their own bedding, towels, and toiletries. Bunk beds only have mattress.
- White Oak Hall can accommodate approximately 120 persons when used as a dining space or a meeting room. The Pavilion can accommodate approximately 200 persons.
- The kitchen counters and sinks may be used for the **washing of food and clean up. No equipment including ovens, pots and pans, walk-in refrigerator and freezer, gas grill etc. may be used without hiring a MCPS food service worker (kitchen-sitter/ oven-sitter) to supervise. Please do not ask for ovens to be turned on or refrigerator or freezer to be operated without prior arrangement for a food services worker.**
- There is limited refrigeration available. Renters should plan to bring coolers and ice for coolers! **The walk-in refrigerator and freezer may only be used if you hire a kitchen-sitter.**
- Tables are for INDOOR USE only and may not be taken outdoors.

- Use of the pavilion with picnic tables and pavilion grills requires permission and user must provide tools, charcoal, and lighter fluid.
- Daily cleaning of White Oak Hall and dorms is the responsibility of the renter.

### **LATHROP E. SMITH CENTER REGULATIONS:**

- One electrical appliance only per electric socket. No ganging of plugs or surge protectors. The kitchen has 6 outlets, White Oak Hall has 7 outlets.
- **Practice energy conservation at all times:** lights out when not being used..
- Please place cans in containers for recycling.
- **Report** electrical/plumbing **problems promptly** to *staff on duty*.
- Please do not ask to use school system supplies and equipment.
- ***Children are not permitted in the kitchen at any time.***
- *Please ask maintenance* to provide chairs, lower and raise tables, benches, and movie screen. Rental groups should arrange chairs to meet their own needs.
- *Athletic activities* (ball playing, etc.) are ***not permitted inside buildings***. This kind of activity must take place outside in open areas **away from trees, buildings, and automobiles**. Users must bring their own equipment.
- Renters must supply their own wood for fires. Please notify staff if you would like to have a fire
- Park cars in designated areas **ONLY**.
- **Smoking, alcoholic beverages and gambling are NOT permitted** on Montgomery County Public Schools or State of Maryland park property.
- Volume of music must be moderated.
- **The following areas are OFF LIMITS:** kitchen (see section regarding kitchen information under Facilities section), library, confidence course, and main office.
- **Tables are for inside use only! Please do not take tables outside.**
- Standards of conduct should be established to protect all participants, property, etc.
- The recommended ratio **is one adult leader for every 10 children.** **Children must be supervised at all times.**
- **Users are responsible for damage and loss. Report damage immediately.**

### **DORMITORIES**

- Food is not permitted in dormitories.
- Exit doors in dorms are for *emergency use* only. ***Do NOT cover the exit lights.***
- Pets are **NOT** allowed at any time.
- No athletic activities may be done in dormitories.
- ***Dormitories must be cleaned and vacated by 10:00 a.m. on the last day of use.***
- A joint inspection of the facilities by a representative of the center staff and user/group will be made on day of departure.
- If your group plans to use Meadowside Nature Center and adjacent trails, please make prior arrangements with the Meadowside staff at, 301-258-4030.

***The Lathrop E. Smith Center is and Environmental Education Facility. Users are responsible for policing outside areas for trash daily. Please use this opportunity to teach your children to be stewards of the environment!***

*Any group using the center shall save the county, Board of Education individual members, and any employees, free and without harm, from any loss, damage, liability, or expense that may arise during, or be caused in any way, by such use or occupancy.*

*NOTE: Please be aware that the grounds surrounding the Smith Center are part of Rock Creek Regional Park. All activities off of the Smith Center property are subject to park rules and regulations.*

❖ *Groups not having a non-profit 501-3C filed must provide the Insurance Information requested on the contract.*

**SCHOOL CLOSING:** We are a Montgomery County Public Schools' facility and are closed when schools are closed. If bad weather is predicted for the day of your event, check radio/television newscasts the night before and the morning of your activity date. MCPS and the Community Use of Schools office will announce closings as soon as they are advised by weather/highway officials. If schools are open and weather worsens by midday, stay tuned to the news for cancellations of evening/weekend events. Call 240-777-2727 for Evening and Weekend Emergency Messages.

**Please remember –Violations of The Lathrop E. Smith Center regulations will prevent your use of the facility in the future.**



## SMITH CENTER RENTAL CHARGES

### Charges

- The charge for overnight use of facility is **\$244 per night** . A check, *payable to the Smith Center*, is due when the contract is signed. If the rental group cancels, the fee, minus \$25. Is refundable if written notice is given at least fourteen calendar days in advance. If we close because of weather conditions, we will make every attempt to reschedule your group or refund the fee.
- **A refundable security deposit of \$300.00** in the form of *a separate check is required when contract is signed*. This check **WILL NOT BE DEPOSITED** unless there is property damaged during use. Damaged charges will be deducted from this check and additional charges will be involved if necessary. The check will be voided and mailed back to you the work-day following use when no damage is reported.
- **Use of the kitchen ovens** requires hiring MCPS cafeteria staff for a minimum of three hours (\$90) per meal (rate is \$30.00 per hour). No other kitchen equipment is available. We need at least three weeks advance notification for hiring cafeteria staff. This fee is paid in advance when you return your contract with your charge for overnight use of the facility and your security deposit.
- Dormitories are assigned upon arrival. One-half dorm (one sleeping room) will be opened for each 16 participants. If you require additional dorms, an additional fee of \$80 per half-dorm will be charged upon departure.
- **In addition to the overnight use charge (which is prepaid)**, the following charges are applicable and **due upon departure**:
  - \$5.00 per person, per night, upkeep charge (\*\* or a minimum of \$200 will be charged per night, whichever is greater - *“non-negotiable”*). Each individual spending the night with the group must pay the facility upkeep charge of \$5.00 per person, per night.
  - \$3.50 per person, per day (\*\* or a minimum of \$140 will be charged for a day rental only, whichever is greater- *“non-negotiable”*).
  - \*\*\*Anyone attending for the day, but not spending the night with the group, must pay the day use fee of \$3.50 per person, per day.

*Charges for per person upkeep are due upon departure. Groups departing after 5:00 p.m. will be charged an additional day use fee per person (\$3.50 per person or a minimum of \$140, whichever is greater). **PLEASE come prepared with a check to pay. We do not accept credit cards.***

## DEPARTURE CHARGES

### Overnight and Day Use

In addition to the overnight use charge which was paid in advance, the following charges are applicable to all groups and due upon departure:

- **(OVERNIGHT): AS NOTED ON PAGE 7 \$5.00 per person, per night, upkeep charge**—For each 24-hour period of use or fraction thereof, each person spending the night must pay the upkeep charge of \$5.00 per night, per person (overnight use). *(A minimum of \$200 will be charged per night—this is equal to 40 persons).*
- **AS NOTED ON PAGE 7 \$3.50 per person, per day, upkeep charge**—anyone attending for the day, but not spending the night with the group, must pay the day use fee of \$3.50 per person, per day
- **(DAY USE ONLY GROUPS) AS NOTED ON PAGE 7 \$3.50 per person, per day, upkeep charge**—anyone attending a day event must pay the day use fee of \$3.50 per person, per day. *(A minimum of \$140 will be charged per day—this is equal to 40 persons).*
- Dormitories are assigned upon arrival. One-half dorm (one sleeping room) will be opened for every 16 participants. *If you require additional dorms, an additional fee of \$80 per half-dorm will be charged upon departure.*
- ***Groups departing after 5:00 p.m. will be charged an additional day use fee per person (\$3.50 per person or a minimum of \$140) on top of all other noted charges.***



*Charges for per person upkeep are due upon departure. Groups departing after 5:00 p.m. will be charged an additional day use fee per person (\$3.50 per person or a minimum of \$140, whichever is greater). **PLEASE come prepared with a check to pay. We do not accept credit cards.***

The following information is provided for the benefit of the rental/user group and the Smith Center Staff.

## **Dormitories**

**NO FOOD OR DRINKS ARE ALLOWED INSIDE AT ANY TIME**

**Please be out of the dorms by 10:00 a.m. on the day of your departure.**

**CLEANING:** Dormitories will be cleaned and all items must be removed before this time. Dormitories should be left in the condition in which they were found. CLEAN-UP information is posted in the “common” area of each dormitory. Remove ALL TRASH to the trash shed located behind the main building.

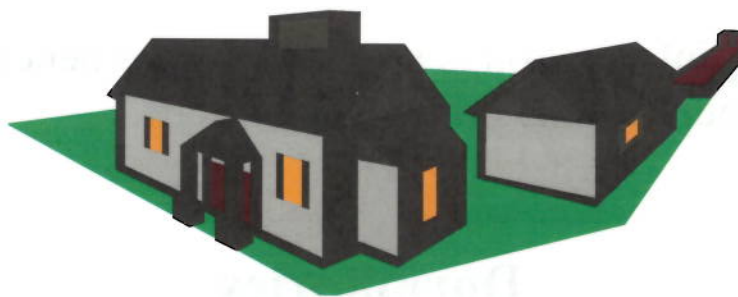
## **Main Building**

**Main Building closes at 5:00 p.m.**

**CLEANING:** If chairs are used, please stack in groups of nine (9). Sweep floor and remove trash to the trash shed behind main building.

***Failure to comply with the Center’s Rules and Regulations could result in additional fees.***





Dormitories  
must be cleaned  
and vacated by  
10:00 a.m.  
on the morning  
of departure.

*Failure to comply with the Center's Rules and Regulations  
could result in additional fees due upon departure.*



**Check-Off List For Your Use To Aid You In Planning For  
Your Event at the Smith Center**

**Have you:**

- Completed and returned the contract with the following included:**
  - **Rental check (with oven-sitting fees included if you are requesting this service)**
  - **Security deposit check of \$300**
  - **Arrival and departure times**
  - **Approximate number of persons attending**
  - **Insurance information**
- Arranged for food preparation beforehand or for a caterer to deliver meals**
- Arranged for any athletic equipment you plan to use**
- Made arrangements for firewood if you plan to have a fire in the fireplace or the fire circle**
- If you plan to use the barbeque grills in the pavilion, have you made arrangements for the following:**
  - **Charcoal**
  - **Lighter fluid**
  - **Grilling tools**
- Notified all members of your group to bring bedding or sleeping bags**
- Brought a check to pay departure fees**

The following information is provided for the benefit of the rental/user group and the Smith Center Staff & Students.

## **Firewood**



**If you plan to have a fire in either the outdoor fire circle or the fireplace in White Oak Hall, you must provide your own firewood. We usually have firewood on site but it is wood that is donated for use by our residential program students.**

**Please do not burn our students' firewood!**



**CHECK-IN AND CHECK-OUT INFORMATION  
For  
GROUPS RENTING THE SMITH CENTER FACILITY**

**Arrival**

**5:00 p.m.**      Earliest arrival time for groups arriving Friday evening

**7:00 a.m.**      Earliest arrival time for groups on a Saturday or Sunday morning

Weekend groups may have food delivered only after 3:00 p.m. on Friday. It may be unloaded and refrigerated. No preparation or group set-up until 5:00 p.m.

Remember we are a school. Time is needed to clean buildings after students leave. We reserve the right to deny entrance to any group leaders or group participants who arrive before the times outlined above. No participants will be allowed in until the point of contact has arrived (the person entered into the contract).

*Please Note: If a group, because of religious reasons, needs to arrive before sunset, we ask that they contact the Lathrop E. Smith Center in advance of their arrival date so that arrangements can be made to accommodate the request.*

**Departure**

**10:00 a.m.**      Dormitories must be vacated

***Before your group departs, the per-person day use and/or overnight fees are to be paid to the Lathrop E. Smith Center staff on Duty. (See rental information. Come prepared with a check. (No Credit Cards)***

**5:00 p.m.**      Main building closes

Groups departing after 5:00 p.m. will be charged an additional day-use fee. (A minimum of \$140 is charged—40 people at \$3.50 per person.)





# WARNING!!!

## Promethean Boards (also called Smart Boards) located in classrooms

What YOU need to know!

Montgomery County Public Schools is in the process of installing Promethean Boards (also called Smart Boards) in most classrooms. If your group is assigned a room with a Promethean Board, please be advised of the following:

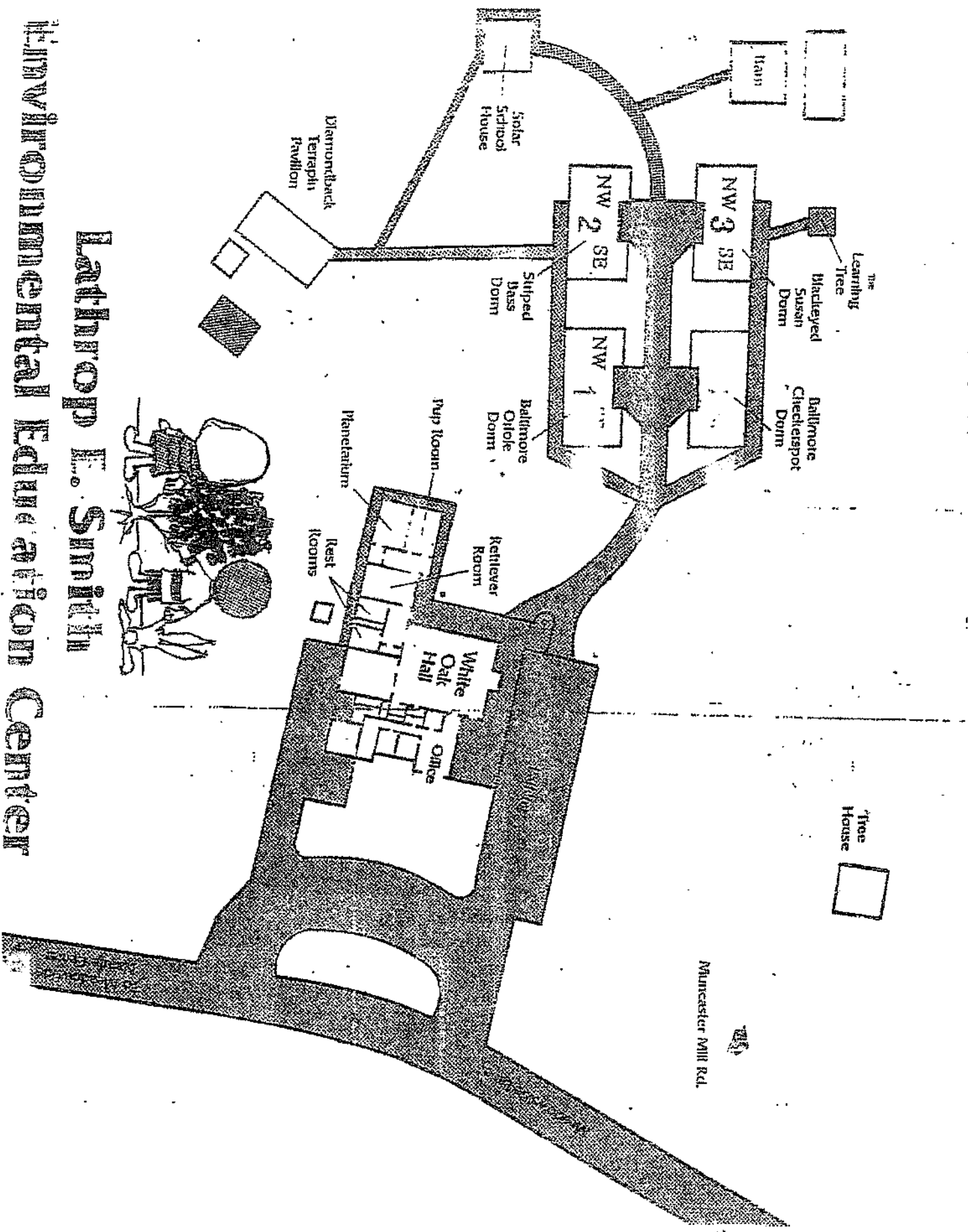


Facts	Community Use Guidelines
Promethean Boards (also called Smart Boards) are "interactive" and work together with a computer.	Promethean Boards are for use by authorized MCPS personnel ONLY. No community use is allowed.
Promethean Boards look similar to regular white boards, but are <b>not</b> the same. <b>Special markers are required.</b>	Use of regular markers, <u>even white board markers</u> , will damage the Promethean Boards.
Promethean Boards have electrical and cable hook-ups, which differentiates them from regular white boards.	If in doubt - DO NOT USE.
CUPF will be working with schools to cover Promethean Boards.	<b>DO NOT REMOVE THE COVER!!</b>
Promethean Boards are <b>VERY</b> costly.	In the event of damage, community users are responsible for repair and/or replacement. Please provide appropriate supervision. Do not allow anyone or anything to come in contact with the Promethean Board.
As more schools convert to Promethean Boards, there will be less and less black or white board space.	Groups are encouraged to consider procuring portable boards, flip charts, easel pads, etc when board space will be needed for your program as use of black or white board space cannot be guaranteed.

# MCPS USE ONLY

HEINWÄNDERGERAL EDUCATION CENTER

Lathrop E. Smith



Map to the

# Lathrop E. Smith Environmental Education Center

5110 Meadowside La. Rockville, MD 20855 • (301) 924-3123

