



Code of Conduct for Use of HCCS Facility

I. General Provisions

For purposes of this Code of Conduct, "**School**" refers to the **Howard County Chinese School (HCCS)**, and "**School Facility**" refers to the HCCS facility located at 5513 Twin Knolls Road, Suite 216, Columbia, Maryland 21045.

This Code of Conduct applies to all individuals and organizations using the School's classrooms, offices, hallways, and other facilities, including teachers, students, parents, activity participants, and all groups or individuals renting School facilities.

Users of the School facilities are subject to video surveillance at all times while on the premises. Violation of any provision of this Code of Conduct may result in the suspension or revocation of future facility use or rental privileges. Offending individuals or organizations may also be held financially responsible for any damages incurred and may be subject to additional penalties commensurate with the nature and extent of the violation.

II. Personnel Management

Parents and guardians may enter the School premises solely for the purpose of dropping off or picking up students. Except for School-authorized activities or with prior approval from the School, parents and guardians shall not remain on the premises while students are attending classes, practices, meetings, or other activities. Without prior authorization from the School, no private activities may be conducted on the premises, including, but not limited to:

- Selling agricultural products or other merchandise;
- Promoting or selling event or performance tickets;
- Displaying or distributing advertisements, flyers, or promotional materials; or
- Organizing singing, dancing, or other entertainment activities.

III. Safety and Environmental Requirements

- Smoking is strictly prohibited anywhere on the School premises.
- Pets are not permitted on the School premises unless expressly authorized by the School.
- Open flames are strictly prohibited inside the School premises.
- Users shall refrain from making excessive noise and shall help maintain a quiet and orderly learning environment.

IV. Equipment and Property Management

School furniture, equipment, fixtures, and property—including curtains, electronic devices, and thermostat or air-conditioning settings—shall not be moved, modified, or adjusted without prior authorization.



Any individual or organization responsible for damage to School property shall be liable for the cost of repair or replacement.

V. Rental and Facility Use

Organizations or individuals renting School facilities shall use only the rooms and areas specifically assigned to them and shall not enter other classrooms or restricted areas.

The individual responsible for the reserved classroom or facility shall:

- Maintain the cleanliness and orderly condition of the assigned area;
- Ensure that all participants comply with this Code of Conduct;
- Protect School property and equipment from damage; and
- Promptly report any damage, safety concerns, or other issues to the School.

VI. Classroom Use

Only water and individually packaged snacks are permitted in classrooms. No other food or beverages may be brought into or consumed in classrooms.

After each use, desks and chairs shall be returned to their original arrangement, and the classroom floor shall be left clean and free of trash.

VII. Kitchen Use

Use of the kitchen requires prior approval from the School.

Users shall maintain the cleanliness of the kitchen throughout the period of use. Sinks shall be used properly. Any costs resulting from clogged drains or other damage caused by improper use shall be the responsibility of the user.

Except for appliances permanently installed by the School, no additional high-power electrical appliances may be used without prior authorization.

VIII. Restroom Use

Restrooms shall be used responsibly and kept clean. Any costs resulting from clogged toilets or other damage caused by improper use during the rental period shall be the responsibility of the user.

IX. Cleaning and Waste Disposal

Organizations or individuals using or renting School facilities shall remove and properly dispose of all waste generated during their activities, including trash from classrooms, common areas, kitchens, and restrooms.

This Code of Conduct shall become effective upon its adoption by the School. The School reserves the right to interpret and enforce the provisions of this Code of Conduct.