



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

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DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR



DC PUBLIC SCHOOLS

DCPS Summer Building Use Process Information Session

Summer 2024

Thank you for joining today's info session!
We will begin shortly.

Key Dates

- **May 3:** Deadline to submit [DCPS Application to Use Facilities](#), **with principal signature**, to the Department of General Services' (DGS) Realty Office.
- **May 3:** Deadline to request meals via the DC Youth Meals Program.
- **June 26, 2024-July 31, 2024:** Window for all summer program operations. Schools will be closed July 4 & July 5 without exception.



Securing a DCPS school for Summer 2024



Identify a school



Get principal approval and have them sign Facilities Use Agreement Application



Submit a Facilities Use Agreement application to the Department of General Services (DGS)



Request food services (applicable only for programs wanting to access the DC Youth Meals Program).



Have a great summer!

Step 1: Identify a School

Not sure where to begin? Check out these resources

- [DCPS School Profiles](#)
- [DCPS Summer School sites and offline schools list](#)

Tip: Reduce your security costs by co-locating in a building already hosting DCPS summer school!



DCPS 2024 Summer School Sites

- Ballou HS
- Burroughs ES
- Cardozo EC
- Columbia Heights EC
- Dunbar HS
- Eastern HS
- H.D. Woodson HS
- J.O. Wilson ES
- Jackson-Reed HS
- Kelly Miller MS
- Ketcham ES
- Kimball ES
- King ES
- Kramer MS
- Luke C. Moore HS
- MacFarland MS
- Mann ES
- Powell ES
- Raymond ES
- Roosevelt HS
- Seaton ES
- Shepherd ES
- Smothers ES
- Sousa MS
- Stuart-Hobson MS
- Turner ES
- Tyler ES
- Van Ness ES

As of 2.12.2024



DCPS 2024 Offline Schools (not available)

- Browne/Browne swing space
 - Bunker Hill ES
 - Coolidge HS
 - Deal MS
 - Dorothy Height ES
 - Garfield ES
 - Langdon ES
 - Leckie EC
 - Ludlow-Taylor ES
 - MacArthur HS
 - Malcolm X ES
 - Miner ES
 - Phelps ACE HS
 - Plummer ES
 - SWW @ Francis Stevens
 - Simon ES
 - Thomas ES
 - Truesdell ES
 - Tubman ES
 - Wheatley EC
 - Whitlock ES
- Note:** Oyster-Adams @ Adams can host at their swing space.

As of 2.12.2024



Step 2: Get Principal Approval

- Contact school principal(s) for permission
- Complete the Department of General Services (DGS) [Application to Use Facilities](#)
- Ask host site principal to sign your application



Step 2: Get Principal Approval

REMEMBER:

- FUAs MUST be submitted to DGS by May 3.
- All summer programming MUST operate between June 26, 2024 and July 31, 2024.
- All buildings will be closed July 4, 2024 and July 5, 2024 without exception.

Step 3: Submit a Facilities Use Agreement Application

Send signed application(s) to the Department of General Services (DGS) Realty Office (realty.applications@dc.gov) by **MAY 3.**

DGS may request a copy of your Certificate of Insurance with DC Government listed as the Certificate Holder and may assign rental, custodial overtime, and/or security fees.

Security Fee Details:

- **Security Services will be provided free of charge when a program operates at a [DCPS Summer School site](#) from 8am-4pm.**
- Any programming operating outside of 8am-4pm or operating at a non-DCPS summer school site will be subject to standard security service fees.



Step 5: Have a Great Summer!

- General questions? Email DCPS.Partnerships@k12.dc.gov
- Food services questions? Email food.dcps@k12.dc.gov

Resources

- [Summer building use process](#)
- [Summer school site and offline school lists](#)
- [Facilities Use Agreement application](#)
- [DCPS Partnerships website](#)

