



# ***Guide to Using Polk County School Board Facilities***



***Effective July 2011***

# ***School Board of Polk County***

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District 5**

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## ***Supervision of students or other participants***

Supervision of students and other users in activities conducted on Polk County School Board property by organizations using Polk County School Board facilities is the responsibility of the organization. The following statements specify the responsibility of Polk County School Board staff in supervising students:

1. Polk County School Board employees are not responsible for supervising students not in attendance at school or students not authorized to participate in school sponsored activities.
2. Polk County School Board employees shall not be responsible for supervising students arriving on these premises earlier than 30 minutes before school activities begin or those remaining on these premises for longer than 30 minutes at the end of school sponsored activities.
3. Under no circumstances should parents or guardians rely on Polk County School Board employees to supervise students outside of the scope of Florida Statute 232.25.

# ***Table of Contents***

<b>Instructions for Facility Use.....</b>	<b>4</b>
<b>Insurance Coverage Requirements.....</b>	<b>5</b>
<b>User Groups and Fees.....</b>	<b>7</b>
<b>Facility Use Fees.....</b>	<b>9</b>
<b>Rental Fees.....</b>	<b>10</b>
<b>Utility Fees.....</b>	<b>11</b>
<b>Equipment Use Fees.....</b>	<b>11</b>
<b>Salary Cost.....</b>	<b>12</b>
<b>Sales Tax.....</b>	<b>12</b>
<b>Security and Damage Deposit.....</b>	<b>12</b>
<b>Outstanding Balances.....</b>	<b>13</b>
<b>Changes and Corrections of Invoices.....</b>	<b>13</b>
<b>Site Supervisors.....</b>	<b>13</b>
<b>Payment Guidelines.....</b>	<b>13</b>

# ***Instructions for Facility Use***

1. The Request for Use of School Facilities form must be submitted to Sally Myers and Jennifer Hooper. Forms may be found on-line at [www.polk-fl.net/community/informationandforms/default.htm](http://www.polk-fl.net/community/informationandforms/default.htm). Be sure to complete all information with special attention to the following:
  - a. Name, address, phone number and e-mail address of organization
  - b. School or location requested
  - c. Rooms being used
  - d. Dates of intended use
  - e. Time of use
  - f. Insurance Information
  - g. Certificate of Sales Tax Exemption (if applicable)
  
2. Submit the following documents to Facilities & Operations at least 10 business days prior to the event:
  - a. Signed Facility Use Agreement
  - b. Certificate of Insurance (may be faxed to 863-534-5085)
  - c. Florida Tax Exemption Certificate (may be faxed to 863-534-0208).
  - d. Payment with invoice – total charges covering expenses for the use of the facility is due **10 business days prior to the event.**

## ***Contact Information***

### **Facility & Contact Issues:**

#### ***Facilities & Operations***

Phone: 863/534-0618

FAX: 863/534-0208

### **Insurance Issues:**

#### ***Risk Management***

Phone: 863/519-3858

FAX: 863/534-5085

# ***Insurance Coverage Required for a Facility Use***

All organizations and users of Polk County School Board facilities must provide a Certificate of Liability Insurance as evidence that the minimum amount of insurance as required is in full force at the time the facility is used.

- Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance.
- Group “A” users do not need a Certificate of Liability.

A copy of the certificate or statement must be forwarded to Risk Management at least **ten business days prior to the event.**

The School Board of Polk County Florida must be named as the Certificate Holder as follows:

School Board of Polk County, Florida  
1909 South Floral Avenue  
Bartow, FL 33830

**Unless the certificate reads as above, the certificate will be denied.**

The certificate must specify the effective date of the general liability policy. These dates must cover the date or dates being requested for the use of Polk County School Board facilities. An organization or group should submit only **one copy** of its Certificate of Liability Insurance to document sufficient insurance coverage, even if the organization or group is applying to use several different PCSB facilities.

The cancellation section of the Certificate of Liability Insurance must be completed and signed by the authorized representative since this section insures that the group’s policy is active at the time of the event.

***Limits of coverage shall be indicated on the Certificate of Insurance as follows:***

**Comprehensive General Liability:** general liability coverage under an occurrence basis policy, with minimum limits of \$1,000,000.00 per occurrence with a deductible of no more than \$500 and \$2,000,000.00 aggregate combined single limits covering bodily injury, property damage, personal injury and liability.

**The School Board of Polk County must be named as an additional insured on the certificate.**

A copy of the Certificate of Liability Insurance must be submitted to Risk Management at least **10 business days prior to the first event.**

***Attention: Risk Management – Facility Use***  
***FAX: 863/534-5085***

# ***User Groups and Fees***

User groups are listed in order of the priority given to each group. That is, an organization classified as a User Group "A" applicant would be given priority over an organization classified as a User Group "B" applicant. The types of fees assessed for each group varies.

## ***User Group "A" (School Based Activities)***

Any organized non-profit group or organization within the school district whose purpose is directly connected to the school district. Such organizations include PTA/SAC/PTO meetings, school clubs and committee meetings, and booster/association meetings.

### **Fees:**

- Salary Fees (if applicable)
- Equipment Use Fees (if applicable)
- Security and Damage Deposit (if applicable)

## ***User Group "B" (Discounted Organizations)***

Recognized governmental and community entities and non-profit youth programs which provide programs for students and parents. These groups include, but are not limited to, municipal and governmental entities, Boy Scouts of America, Girl Scouts of America, Boys and Girls Club of America, 4-H, Campfire Girls and Boys, school related fundraisers, school alumni organizations before and after school tutoring or enrichment programs for PCSB students and all co-curricular activities taking place outside regular school hours.

### **Fees:**

- Utility Fees
- Salary Fees (if applicable)
- Equipment Use Fees (if applicable)
- Security and damage deposit (if applicable)

### ***User Group "C" (Youth Athletic Leagues)***

Includes non-profit youth athletic leagues whose participants in each event are comprised of at least 75% Polk County students. In order to obtain this classification, verification of student participation may be required (student name, address and school attended).

#### **Fees:**

- Facility Fees
- Utility Fees
- Salary Fees
- Equipment Use Fees (if applicable)
- Security and damage deposit (if applicable)

### ***User Group "D" (Private Interest or Non Governmental)***

Citizens, associations, clubs or other organizations who wish to use school facilities for commercial, for profit, or non-profit purposes. Organizations include, but are not limited to, recreations, education, economic, artistic, adult athletics or non-Polk County student athletics and faith or spiritual activities.

#### **Fees:**

- Rental Fees
- Utility Fees
- Salary Fees
- Equipment Use Fees (if applicable)
- Sales Tax (if applicable)
- Security and damage deposit (if applicable)

# ***Facilities Use Fees***

User Group "C" will pay facility fees. Outlined below are the facility fees that will be charged for the use of locations posted.

Field Use Fee (Elementary and Middle)	\$ 5.00/hr.
Ball Field Use Fee (High School)	\$10.00/hr.
Stadium Use Fee	\$15.00/hr.
Concession Use Fee	\$30.00/event
Track	\$10.00/hr.
Covered Outside Area/Tennis Courts	\$ 5.00/hr.
Playground/Parking Lot/Commons	\$ 5.00/hr.
Theatre/Auditorium	\$15.00/hr.
Cafeteria/Cafetorium	\$15.00/hr.
Kitchen	\$10.00/hr.
Food Court Area	\$10.00/hr.
Classroom/Conference Room	\$ 5.00/hr.
Computer Lab	\$ 5.00/hr.
Gymnasium	\$15.00/hr.
Media Center	\$10.00/hr.
Portable	\$ 5.00/hr.

# ***Rental Fees***

User Group "D" will pay rental fees. Outlined below are the rental fees that will be charged for the use of locations posted.

	<b>Elementary</b>	<b>Middle</b>	<b>High</b>
Athletic Fields/Track	\$ 30.00/hr.	\$ 40.00/hr.	\$ 50.00/hr.
Stadium	N/A	N/A	\$ 25.00/hr.
Concession Use Fees	N/A	N/A	\$ 50.00/event
Covered Outside Area/Tennis Courts	\$ 20.00/hr.	\$ 20.00/hr.	\$ 20.00/hr.
Playground/Parking Lot/Commons	\$ 20.00/hr.	\$ 20.00/hr.	\$ 20.00/hr.
Theatre/Auditorium	\$ 75.00/hr.	\$ 90.00/hr.	\$110.00/hr.
Performing Arts Center	\$150.00/hr.	\$150.00/hr.	\$150.00/hr.
Cafeteria/Cafetorium	\$ 40.00/hr.	\$ 50.00/hr.	\$ 60.00/hr.
Kitchen	\$ 15.00/hr.	\$ 20.00/hr.	\$ 25.00/hr.
Food Court Area	N/A	N/A	\$ 40.00/hr.
Classroom/Conference Room	\$ 15.00/hr.	\$ 15.00/hr.	\$ 15.00/hr.
Computer Lab	\$ 20.00/hr.	\$ 20.00/hr.	\$ 20.00/hr.
Gymnasium	\$ 40.00/hr.	\$ 40.00/hr.	\$ 40.00/hr.
Media Center	\$ 25.00/hr.	\$ 35.00/hr.	\$ 45.00/hr.
Portable/Covered Outside Area	\$ 15.00/hr.	\$ 15.00/hr.	\$ 15.00/hr.
Jim Miles Center Conference Room	\$125.00/hr. per conference room		
Jim Miles Center Classroom	\$ 50.00/hr. per classroom		

## ***Utility Fees***

User Groups "B", "C" and "D" will pay utility fees. Outlined below are the utility fees that will be charged for the use of locations posted.

	<b>Elementary*</b>	<b>Middle*</b>	<b>High*</b>
Athletic Fields	\$ 0.00/hr.	\$20.00/hr.**	\$20.00/hr.**
Theatre/Auditorium	\$10.00/hr.	\$15.00/hr.	\$20.00/hr.
Performing Arts Center	\$30.00/hr.	\$30.00/hr.	\$30.00/hr.
Cafeteria/Cafetorium	\$10.00/hr.	\$15.00/hr.	\$20.00/hr.
Kitchen	\$15.00/hr.	\$20.00/hr.	\$20.00/hr.
Food Court Area	N/A	N/A	\$25.00/hr.
Classroom/Conference Room	\$ 3.00/hr.	\$ 3.00/hr.	\$ 3.00/hr.
Computer Lab	\$ 5.00/hr.	\$ 5.00/hr.	\$ 5.00/hr.
Gymnasium	\$20.00/hr.	\$20.00/hr.	\$25.00/hr.
Media Center	\$ 5.00/hr.	\$10.00/hr.	\$10.00/hr.
Portable/Covered Outside Area	\$ 3.00/hr.	\$ 3.00/hr.	\$ 3.00/hr.
Jim Miles Center Conference Room	\$30.00/hr. per conference room		
Jim Miles Center Classroom	\$10.00/hr.		

\*Add \$40/hr. when chiller system is utilized

\*\*When Lights are used

## ***Equipment Use Fees***

All User Groups will pay equipment use fees when applicable. Outlined below are the rental fees that will be charged for the use of equipment posted.

Athletic Scoreboard	\$50.00/event
A/V Screen	\$25.00/event/item
Lectern/Podium	\$25.00/event/item
Microphone	\$25.00/event/item
Piano	\$30.00/event/item
Projector	\$25.00/event/item
Risers (per set)	\$20.00/event/item
Sound System	\$30.00/event/item
Spotlight	\$15.00/event/item
Theatre Lights	\$30.00/event/item

# ***Salary Costs***

All User Groups will pay salary costs when applicable. Outlined below are the salary/benefit costs that will be charged for the positions posted.

Instructional	\$25.00/hr.
Custodians	\$20.00/hr.
Food Services Managers and Assistants	\$20.00/hr.
Paraprofessional	\$20.00/hr.

# ***Sales Tax***

User Groups "B", "C" and "D" pay sales tax. A 7% Sales Tax is charged on the following fees: utilities, facility use, rental and equipment fees unless the organization provides a valid Florida Consumer's Certificate of Exemption to Facilities & Operations.

NOTE: A Federal Tax Exemption number does not apply to State of Florida Sales Tax Exemption.

# ***Security and Damage Deposit***

All User Groups may pay a security and damage deposit. A Security and Damage Deposit may be assessed and determined based on the Facility used and the type of event. The School will hold deposits for the length of the contract. The deposit will be returned in full if no damage or replacement is required. The school will provide receipts to the organization for proof of repairs or replacements.

## ***Outstanding Balances***

Agencies or organizations with outstanding balances greater than 30 days shall not be permitted to lease facilities until the balance is reconciled. Past due notices will be mailed out and schools will be notified of those groups that have not paid.

## ***Changes & Corrections of Invoices***

Corrections or changes for existing charges must be verified by the school's Facility Use contact person and sent to Sally Myers, Facilities & Operations, 1909 South Floral Avenue, Bartow, Florida 33830. Adjustments must be made for any event within 30 days of its occurrence.

To cancel an event, an Organization MUST contact the school prior to the event taking place or charges may be assessed. The school in turn will send notification to Property Management, Facilities & Operations.

## ***Site Supervisors***

All events must have a PCSB employee designated by the school if the event occurs beyond the normal operating hours of the facility. This person must not be part of the event and is to be available in case of an emergency and to oversee the PCSB site.

## ***Payment Guidelines***

All Facility Users must submit payments in the form of cash or money order.

Organizations with an established payment history may also pay with a check which must be mailed or delivered to Sally Myers, Facilities & Operations, 1909 South Floral Avenue, Bartow, Florida 33830. No checks will be accepted less than 14 days prior to the event.