

Procedures for the Implementation of School Board Policy 6Gx53-6.007-Use of School Facilities

USE OF DISTRICT FACILITIES

PURPOSE

The purpose of this procedure is to establish the rules, conditions, and fees under which District facilities including grounds may be used in accordance with School Board Policy 6Gx53-6.007.

PROHIBITED USES

- A. District facilities shall not be used by any organization, group, or entity that discriminates on the basis of race, color, sex, age, religion, disability, national origin, and/or marital status.
- B. District facilities shall not be used for any use inconsistent with Board policy, administrative procedures, and State or Federal law.
- C. District facilities shall not be used for any activity which would damage school facilities or grounds beyond normal wear and tear or for any activity which would interfere with District activities or operations.

SCHEDULE OF FEES

The Superintendent or appointed designee shall develop and approve a schedule of fees for the use of District facilities, as set forth in Exhibit A. The Superintendent or appointed designee may adopt changes to the schedule of fees as appropriate. The schedule of fees shall consider costs associated with the use of District facilities such as, custodial services, energy consumption, maintenance and repair (particularly of athletic facilities). The schedule of fees shall be applied to the categories of users as follows:

ELIGIBLE USERS AND APPLICABLE FEES

A. Group A (School Based Activities)

User Group A includes 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 committees meetings, and boosters/association meetings.

Fees:

Salary Costs, if applicable

Equipment Use Fees, if applicable

Security and Damage Deposit, if applicable

B. Group B (Discounted Organizations)

User Group B includes 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 government entities, Boy Scouts of America, Girl Scouts of America, Boys and Girls Club of America, 4-H, Campfire Girls, 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 Costs, if applicable

Equipment Use Fees, if applicable

Security and Damage Deposit, if applicable

C. Group C (Youth Athletic Leagues)

User Group C 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 Use Fees

Utility Fees

Salary Costs

Equipment Use Fees, if applicable

Security and Damage Deposit, if applicable

D. Group D (Private Interest or Non Governmental)

User Group D includes 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: Recreation, Education, Economic, Artistic, Adult Athletics or non-Polk County student athletics and Faith or Spiritual activities.

Fees:

Rental Fees

Utility Fees

Salary Costs

Equipment Use Fees, if applicable

Sales Tax, if applicable

Security and Damage Deposit, if applicable

SCHEDULING AND PRIORITY OF USE

- A. Facilities may be scheduled no less than two (2) weeks and no more than one (1) year in advance.
- B. Scheduling for Category B, C, and D users must be accomplished through the District Facilities Department. The Department will coordinate with the appropriate school and process all applications. Category A users, however, may schedule directly with the school or facility involved, however no fees may be waived except by the superintendent or his/her designee.
- C. Scheduling will be on a first-come, first-served basis. If there are simultaneous requests for the same facility at the same time, priority shall be: Category A, then B, then C, then D.

RESTRICTIONS

The following restrictions apply to all categories of users.

- A. Users must comply with all applicable District policies and procedures.
- B. Users shall not: (1) use, remove, reposition, replace, move, or otherwise disturb any District equipment or property; (2) make any physical changes to the facilities, buildings, or grounds; or (3) affix or hang pictures, posters, signs, or other items on District facilities.
- C. Users shall not tamper with or adjust any security, fire protection equipment, fire alarms, intercoms, thermostats, light or air conditioning timers or any other electrical, communication, or control systems.
- D. The consumption of alcoholic beverages, use of illegal drugs, and carrying of firearms (except by law enforcement and JROTC personnel as appropriate) are strictly prohibited. All property owned by the District, including all interior and exterior spaces within the property boundaries, shall be alcohol, smoke and tobacco free.
- E. Users must remove any materials and items brought into the facility and must make reasonable efforts to clean rooms and areas used or return them to their pre-use condition.
- F. Blocking of fire doors or means of egress is prohibited.

- G. Users will not sublease the facilities or allow any use other than that for which the lease was approved.
- H. Users will not be provided keys to any District facility, except as may be provided for in governmental interlocal agreements.
- I. User shall not allow play on cafeteria tables or other furniture.
- J. Users shall not produce an open flame(s) (e.g., the burning of candles is prohibited).
- K. Users shall not train or exhibit animals, except as part of a District approved curriculum.

GENERAL GUIDELINES AND CONDITIONS

The following apply to all categories of users except where indicated.

- A. All events must have a PCSB employee designated by their school if the event occurs beyond the normal operating hours of the facility. This person must not be part of the event, is to be available in case of an emergency, while overseeing the PCSB site. No employee is paid directly by the organization, but through the invoicing process and their PCSB payroll check. Use of the facility may be denied if sufficient school staff is not available to monitor the use.
- B. Except for Categories A, all users must complete and submit a School Facilities Use Agreement and do so at least ten (10) working days (two (2) weeks) prior to the requested date. School Facilities Use Agreements are available on the District website at www.polk-fl.net and may also be obtained from the District Facilities and Operations Division. Use requests will include details regarding the purpose of the requested use, date(s) and hours requested, and the specific facilities requested (number of classrooms, etc). A valid Florida Consumer's Certificate of Exemption must be provided when claiming tax-exempt status.
- C. Any fees must be paid at the time of application. Any additional charges will be invoiced and must be paid within 14 days. User Groups B, C, and D will pay sales tax, if applicable. A 7% Sales Tax is charged on

the following fees: rental, facility use, utilities and equipment unless an organization provides a valid Florida Consumer's Certificate of Exemption to the Facilities and Operations Division. Note: A Federal Tax Exemption number does not apply to State of Florida Sales Tax Exemption.

- D. Cancellation notice must be given by users at least seventy-two (72) hours in advance. Fees will be refunded, if such notice is given to the District Facilities and Operations Division. The District reserves the right to cancel any use agreement and refund fees as determined by the Superintendent or appointed designee at any time and for any reason
- E. All users must provide reasonable supervision and shall be financially liable for all damage to facilities resulting from their use. All User Groups will pay a security and damage deposit, if applicable. A Security and Damage Deposit of \$200.00 will be required for all first time users and user groups larger than one hundred in attendance. A Security and Damage Deposit of \$200.00 for previous users may be required based on past damage occurring during their contract. 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, replacements, and/or extraordinary cleaning.
- F. Except for Categories A, users must assume all liability, provide proof of liability insurance, and hold the District and Board harmless for any and all damages or injuries that result from the use of the facility. Proof of insurance must be provided at the time of application. The user shall indemnify and hold the District and Board harmless from and against any and all liability and costs arising from injury to persons or property occasioned wholly or in part by any act or omission of the user, its employees, members, invitees, and all other persons whom the user permits in, on, or about the facilities or property designated herein. The user shall defend any and all claims, actions, suits, or legal proceedings which may be brought against the District or Board, or in which the District or Board may be impleaded or joined with others as a result of the user's use of the facilities or property designated herein, and shall satisfy and discharge any judgments, orders, and decrees that may be recovered against the user of the District or Board, in any such action or proceedings.

General liability insurance covering bodily injury and property damage arising from use of District facilities is required. This coverage shall have the minimum limits of \$1,000,000 per occurrence with a deductible of no more than \$500 and \$2,000,000 aggregate. The School Board of Polk County must be identified as a certificate holder and shall be named as an additional insured. A copy of the endorsement verifying the School Board as an additional insured must be submitted with the certificate of

liability and the Use of School Facilities Agreement ten business days prior to facility use. All such documents must be reviewed by the Risk Management Department prior to use.

- G. Any equipment brought onto school board property must be listed on the facilities use agreement and approved by Risk Management.
- H. Users will be responsible for any and all damages to or theft of District property and shall reimburse the District in an amount determined by the Superintendent or appointed designee in accordance with established accounting principles. Failure to reimburse the District shall disqualify the user from any further use of District facilities.
- I. Users shall be responsible for supervising the conduct and control of all patrons and participants and shall ensure that all applicable laws and Board policies and procedures are strictly obeyed.
- J. Violation of this procedure, or any other applicable Board policy or procedure during the use of District facilities, may subject the user to immediate revocation of the lease and refusal of permission to use District facilities in the future.
- K. During an after school event in which permission by the School Board has been granted, the foodservice preparation and storage facilities may be used. Authorized foodservice personnel must present during the event and the storage facilities may not be used following the conclusion of the event.
- L. Users of District facilities must take responsibility for safety when dangerous lightning weather conditions are present. Users of outdoor District facilities (fields, courts, playground areas, etc.) must cease activities, vacate the area, and take appropriate safe shelter in available buildings and/or vehicles if 1) lightning is seen, or 2) thunder is heard. In the event that lightning was seen or thunder was heard, users may resume outdoor activities on District facilities only after the dangerous weather conditions have cleared the area.
- M. Any user of indoor District facilities (excluding faith and spiritual based activities) where fifty (50) people or more will be present must have a trained crowd manager present and comply with the crowd management requirements of the Florida Fire Prevention Code ("FFPC") Section 101-12.7.6. Any user of outdoor District facilities where 250

people or more will be present must have a trained crowd manager present and comply with the crowd management requirements of FFPC. A user may become a trained crowd manager by contacting the fire department and making arrangements for training and certification.

- N. Any interdenominational church meeting for a special purpose or any local church group which is in need of facilities on a temporary basis may use school facilities. Original agreements for use may not exceed one year and may not be extended unless unusual circumstances arise.

APPROVAL AUTHORITY

Facility use requests that meet the procedures contained herein may be approved by the Superintendent or appointed designee. The Superintendent or appointed designee shall be authorized by the Board to make reasonable interpretations of the foregoing procedures regarding use of District facilities.

EXHIBIT A

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.

| | Elementary* | Middle* | High* |
|-------------------------------|-------------|---------------|---------------|
| Athletic Fields | 0 | \$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. |

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

**When Lights are used

| | |
|----------------------------------|---------------------------------|
| Jim Miles Center Conference Room | \$30.00/hr. per conference room |
| Jim Miles Center Classroom | \$10.00/hr. |

Facility 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 Fees | \$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.

| | Elementary | Middle | High |
|------------------------------------|--------------|--------------|---------------|
| 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/hr. per conference room |
| Jim Miles Center Classroom | \$50/hr. per classroom |

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 |
| Risers (per set) | \$20.00/event/item |
| Sound System* | \$30.00/event |
| Spotlight* | \$15.00/event/item |
| Theatre Lights* | \$30.00 per event |

*Requires paid staff technician

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 Service Managers and Assistants | \$20.00/hr. |
| Paraprofessional | \$20.00/hr. |