

EXECUTIVE SUMMARY

Final Adoption of Revisions to School Board Policy 1341, Use of Broward County School Facilities for Non-School Purposes

Major revisions to School Board Policy 1341 were made in 2011 and adopted on January 25, 2011. At that time, the purpose of the revisions was to define commonly used terms, adjust the prior fee schedule to reflect realistic costs of usage of the District's school facilities, add a matrix to clearly identify requirements and the type of charges to be applied to the four (4) categories of users (School Allied Groups (SAG), Government Organizations, Non-Profit Organizations and Other Organizations) of school facilities for non-school purposes, and ensure that the provisions of the Policy were implemented District-wide in a comprehensive and consistent manner by all school principals and facility directors.

Initial proposed revisions to the Policy were to add a "Consumable Item Costs" fee to the Fee Schedule for the Policy; add a new definition for "School Function" to define functions sponsored by schools when utilizing a public school facility and delineate provisions of the Policy that do not apply to the schools; make clarifications regarding entities that must complete the Application and Lease for Use of Public School Facilities Form to enable lease of the school facilities, and complete such application in person at the school facility or online; specify processes SAG must adhere to prior to their usage of District school facilities, including exemptions given to SAG for use of District school facilities; specify that provisions of the Policy do not apply if a separate agreement (such as Reciprocal Use Agreement) exists between the School Board and another governmental entity regarding use of District school facilities; delineate the difference between groups referred to as Non-Profit corporations and Section 501(c)(3) organizations and indicate that such groups shall pay all applicable fees (including rent) depicted in the Fee Schedule; indicate increase to insurance requirements for "Bodily Injury" and reduction to "Property Damage" (Damage to Rented Premises); and address the operation of food trucks or similar vendors at District schools during events sponsored by SAG.

At the June 23, 2015 Regular School Board Meeting (RSBM). The School Board amended Rule 5(a), to add the words that are bolded and underlined below "..... If the desired facility is available, as determined by the School's principal or facility director, SAG shall be notified about the availability and permission to utilize the facility within forty-eight (48) hours of receipt of the written request, **provided that the school calendar has been approved.**" Upon rescheduling of the Policy at the August 4, 2015 RSBM at the advice of the School Board General Counsel, the School Board made additional changes to definition for "Partners in Education" and added new language to Rule 9 of the Policy. At this meeting, the Board also deferred for six (6) months, the rental fee that would be due to Non-Profit corporations and Section 501(c)(3) organizations.

In December 2014, the District acquired an Event Management System (EMS) for the purposes of enabling a uniform and comprehensive application of provisions of the Policy District-wide. The EMS is a computerized tool that provides a fully interactive, real-time access via the internet or the District's intranet, and allow the District's customers or a potential lessee to use a standard internet browser to view event schedules, browse facilities and search for spaces that could be available for rent at school facilities. Additionally, the system would enable tracking and auditing of the school leases, and has query capabilities to enable retrieval of critical data regarding the leasing and utilization of the school facilities, including revenues derived from the rental of school facilities. Currently, efforts are underway to implement the EMS District-wide, and the plan entails the following:

Phase I – District-wide configuration of the EMS by July 9, 2015, the subsequent training of key District administrative personnel including the Facility Planning & Real Estate (FP&RE) Department and staff from the Office of School Performance and Accountability (OSPA); certain schools slated for training during Phase I also participated in this training. On October 5, 2015 and October 7, 2015, ten (10) schools; three (3) elementary, two (2) middle, and three (3) high schools, two (2) technical colleges, staff from the Business Support Center, FP&RE, OSPA, and the Risk Management Department were trained on the EMS, and upon the training, the rollout and implementation of the EMS commenced at the schools.

Phase II - Rollout and implementation of the EMS at selected schools from November 2015 through December 2015, but no later than January 31, 2016.

Phase III - Rollout and implementation of the EMS at remaining schools by early spring, but no later than March through April 30, 2016; and effective July 1, 2016, the EMS should become available for utilization by web users (outside parties).

After the August 4, 2015 RSBM, staff commenced preliminary communication of changes to the Policy to District Schools, OSPA, and via these two entities, to other stakeholders. Currently, staff is working on a comprehensive communication plan regarding revisions to the Policy for dissemination to the four (4) categories of users whose usage of school facilities are governed by the Policy provisions, other affected local governments, and related stakeholders. These revisions will be communicated to the categories of users upon final adoption of the Policy.