

SUMMARY OF RECOMMENDED CHANGES

DATE: 6/21/16

POLICY #: 1341

POLICY TITLE: School Board Policy 1341 - Use of Broward County School Facilities for Non-School Purposes

Page (Item)	Recommended Change/Addition/Deletion	Rationale
<p>1, General Provisions</p>	<p>THE RENTAL OR USE OF PUBLIC SCHOOL FACILITIES SHALL BE PERMITTED WHEN NOT IN CONFLICT WITH THE REGULAR OR EXTRACURRICULAR SCHOOL PROGRAM.</p> <p>NO GAMBLING, ALCOHOLIC BEVERAGES, WEAPONS, ILLEGAL SUBSTANCES OR ILLEGAL ITEMS SHALL BE ALLOWED AT ANY PUBLIC SCHOOL FACILITY.</p> <p>ANY GROUP OR ORGANIZATION PROVIDING INFORMATION, PRODUCTS AND SERVICES UPON PUBLIC SCHOOL FACILITIES MUST NOTIFY ALL ATTENDEES, IN WRITING, THAT THE INFORMATION, PRODUCTS AND SERVICES OFFERED ARE NOT ENDORSED, SPONSORED OR RECOMMENDED BY THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA (<u>SBBC</u>).</p> <p>IF AT ANY TIME IT IS DETERMINED THAT INACCURATE OR MISLEADING INFORMATION IS PRESENTED BY A PARTY RENTING OR USING PUBLIC SCHOOL FACILITIES, THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA <u>SBBC</u> RESERVES THE RIGHT TO IMMEDIATELY TERMINATE THE LEASE WITHOUT REFUND.</p> <p>THE USE OF SCHOOL BOARD <u>SBBC</u> LICENSED FACILITIES SHALL AT ALL TIMES BE IN COMPLIANCE WITH THE APPLICABLE LAWS OF THE STATE OF FLORIDA AND SBBC POLICIES.</p> <p>THE RENTAL USE OR ENJOYMENT OF PUBLIC SCHOOL FACILITIES OR SERVICES BY ANY GROUP OR ORGANIZATION WHICH DISCRIMINATES ON THE BASIS OF AGE, COLOR, DISABILITY, GENDER IDENTITY, GENDER EXPRESSION, NATIONAL ORIGIN, MARITAL STATUS, RACE, RELIGION, SEX OR SEXUAL ORIENTATION WILL NOT BE PERMITTED, EXCEPT AS PROVIDED BY LAW OR COURT ORDER.</p>	<p>To refer to The School Board of Broward County, Florida (SBBC) by its official name at the beginning of the Policy, and thereafter consistently refer to it as SBBC throughout the Policy.</p>

SUMMARY OF RECOMMENDED CHANGES

DATE: 6/21/16

POLICY #: 1341

POLICY TITLE: School Board Policy 1341 - Use of Broward County School Facilities for Non-School Purposes

<p>3, Rule 5(a)</p>	<p>School Allied Groups: Any planned use of public school facilities by School Allied Groups (SAG) must first be made in writing to the school's principal or facility director and approved by the school's principal or facility director. 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. However, prior to the date of SAG's usage of the facility, the School's principal or facility director must document the planned usage of the facility in the online district's Facility Usage database and reflected in the school or facilities calendar.</p> <ol style="list-style-type: none">1. A SAG shall be exempt from: (1) signing a Lease Application, (2) paying Rental Fees, (3) paying Utilities Costs, (4) Custodial Costs, (5) Personnel Costs as incurred, and (6) shall not provide a Certificate of Insurance (COI) when the SAG is using the public school facility.2. <u>If the school principal or facility director determines that event(s) planned, organized, or sponsored by SAG may create additional expenses to the school, and/or if school personnel such as custodian is needed for the event(s), the school principal or facility director can deny the SAG's request to utilize the school facility. However, if the SAG proffers to pay for the total anticipated expense to the school, then the school principal or facility director could proceed to allow the SAG to utilize the school facility.</u><u>3</u> 2. If it is determined by SBBC that a student(s) are unable to afford attendance at a winter, spring or summer camp conducted by a School-Allied Group for activities such as band and cheerleading for which fees would be required; the school principal or facility director will work with the School-Allied Group sponsoring the camp to determine how to raise the necessary funds so that the student(s) may attend.	<p>To specify that SAG shall address additional expenses to schools that would be triggered by SAG's intended use of District school facilities.</p>
---------------------	---	--

SUMMARY OF RECOMMENDED CHANGES

DATE: 6/21/16

POLICY #: 1341

POLICY TITLE: School Board Policy 1341 - Use of Broward County School Facilities for Non-School Purposes

<p>4, Rule 5(b)</p>	<p>Government Organizations: Government organizations must fulfill the Lease Application requirements and meet the insurance requirements as outlined under Rule 11 – Insurance – Property Damage which will cover the School Board <u>SBBC</u> for any property damages associated with the Government_Organization’s use of a public school facility.</p> <p>1. On School Days during the normal operational hours when custodial staff is present, Government Organizations shall be exempt from the payment of Rental Fees, Custodial Costs and Utilities Costs. However, Government Organizations shall pay Consumable Items Costs, <u>Personnel Costs as incurred, including, without limitation, any required security.</u></p>	<p>In addition to the payment of Consumable Items Costs, to specify that Government Organizations shall also pay for Personnel Costs as incurred, including, without limitation, any required security.</p>
<p>4, Rule 5(c)</p>	<p>Non-Profit Corporation: An entity which represents itself as a Non-Profit Corporation and is registered and recognized as a Non-profit Corporation in the State of Florida, shall fulfill the Lease Application requirements, all insurance requirements set forth in this Policy, and submit a copy of its certificate State of Florida issued Certificate of Status (or State of Florida document(s) confirming status as a Non-Profit Corporation) prior to each and every use of public_school facilities</p>	<p>To specify that the rental fee due to Non-Profit Corporations and 501(c)(3) organizations for the lease of District school facilities and equipment rental shall be discounted by twenty-five percent (25%).</p>

SUMMARY OF RECOMMENDED CHANGES

DATE: 6/21/16

POLICY #: 1341

POLICY TITLE: School Board Policy 1341 - Use of Broward County School Facilities for Non-School Purposes

	<p>Section 501(c)(3) Organization: A Section 501 (c) (3) Organization shall fulfill the Lease Application requirements, all insurance requirements set forth in this Policy, and provide a copy of its approved IRS Section 501 (c) (3) certificate (or document(s) issued by the IRS confirming status as a Section 501 (c) (3) Organization) prior to each and every use of public school facilities.</p> <ol style="list-style-type: none"> 1. On School Days, a Non-Profit Corporation or a Section 501 (c) (3) Organizations shall pay nominal charges for electricity and administrative costs, Consumable Items Costs, as listed in the Fee Schedule, and Personnel Costs, as incurred including security, but shall be exempt from the payment of Rental Fees and Custodial Costs. 2. During After School Hours or on Non-School Days, Non-Profit Corporation or a Section 501 (c) (3) Organizations shall also pay Rental Fees, Custodial Costs, Utilities Costs and Personnel Costs, as incurred including, without limitation, any required security. <u>However, the total Rental Fees due shall be discounted by twenty-five percent (25%).</u> 3. All fees shall be based on the current established Fee Schedule. In addition, any use of equipment shall be subject to Rental Fees, <u>but the total Rental Fees due for such equipment shall be discounted by twenty-five percent (25%).</u> 	
5, Rule 7	<p>The basic Rental Fees and Custodial Costs, Consumable Items Costs, Utilities Costs and Personnel Costs for all public school facilities shall be reviewed periodically (no less than annually) by the School Board <u>SBBC</u> Policy 1341 Committee which will recommend any changes to the Superintendent for approval by the School Board <u>SBBC</u>. Any revised Fee Schedule shall become effective on the date of its approval by the School Board <u>SBBC</u> and shall apply to all subsequent Applications.</p> <p>Fees are based on utility costs, personnel costs and labor contract standards. Rental Fees, Utilities Costs, Custodial Costs, Consumable Items Costs, and other Personnel Costs may</p>	To consistently utilize the acronym SBBC and indicate the source of the Consumer Price Index figures.

SUMMARY OF RECOMMENDED CHANGES

DATE: 6/21/16

POLICY #: 1341

POLICY TITLE: School Board Policy 1341 - Use of Broward County School Facilities for Non-School Purposes

	<p>be adjusted at the minimum with the preceding 12 month Consumer Price Index figures (<u>via monthly report obtained from the United States Department of Labor, Bureau of Labor Statistics</u>).</p> <p>With the exception of government organizations that charge participants for activities, custodial charges shall only apply when either additional custodial staff is required for the activity or when custodial staff is required beyond normal working hours. The need for additional custodians shall be determined by the school principal or facility director of the public school facility.</p> <p>Utilities Costs shall be applied only for activities held on School Days after normal operational hours or on Non-School Days. Personnel Costs shall be based upon the rates established in the Broward County Salary Schedule, plus other expenses including fringe benefits. The above charges do not include the services of security or law enforcement officers. The need for and cost of these services shall be determined by the school principal or facility director of the public school facility, and the law enforcement agency having jurisdiction, respectively. Additionally, the minimum cost of an off-duty detail officer is set by the local law enforcement agencies.</p>	
<p>5, Rule 8</p>	<p>The school principal or facility director shall require the use of regular food service workers when fixed kitchen equipment is used in connection with food preparation, service and clean-up during use of a public school facility rental. The group or organization shall pay the cost of the food service worker(s) involved, according to the adopted School Food Services salary schedule, including retirement and other fringe benefits. A separate check made payable to The School Board of Broward County, Florida shall be given to the Cafeteria Manager for such food services. School Allied Groups are exempt from this Rule.</p>	<p>To insure that this Policy provision is consistent with the Policy provisions regarding SAG.</p>
<p>6, Rule 11</p>	<p>INSURANCE</p> <p>The user of public school facilities shall be financially responsible for all liability and property damage incurred during its use of facilities, if such damage occurs as a result of its use</p>	<p>To clarify insurance provisions as they relate to SAG and the provisions governing its use of District school facilities.</p>

SUMMARY OF RECOMMENDED CHANGES

DATE: 6/21/16

POLICY #: 1341

POLICY TITLE: School Board Policy 1341 - Use of Broward County School Facilities for Non-School Purposes

	<p>subject to applicable law. The School Allied Groups are exempt from this requirement unless they charge fees as specified in Rule 5 above.</p> <p>The user of a public school facility must furnish a Certificate of Insurance to the Risk Management Department of the School Board <u>SBBC</u> at least seven (7) working days prior to the use of the public school facilities, and the Certificate of Insurance must contain the following provisions:</p> <p>(a) A statement certifying that there is in force a general liability insurance policy naming the School Board <u>SBBC</u> as an additional insured; and</p> <p>(2)(b) Be written by a company licensed to write this line of coverage in the State of Florida (or an approved Non-admitted Carrier). The limits of the insurance policy shall be not less than:</p> <table data-bbox="583 933 1228 998"><tr><td>Bodily Injury -</td><td>\$200,000 each person</td></tr><tr><td></td><td>\$300,000 each occurrence</td></tr></table> <table data-bbox="583 1031 1228 1096"><tr><td>Property Damage -</td><td>\$ 500,000 each occurrence</td></tr><tr><td>(Damage to Rented Premises)</td><td>\$ 500,000 aggregate</td></tr></table> <p>Lessee is not permitted to utilize stoves, ovens, microwave ovens, hot plates or any devices which have the potential to cause a fire on SBBC property.</p> <p>The user of a public school facility is required to notify the School District within two (2) business days if the above referenced insurance coverages are cancelled.</p> <p>As an alternative to the user purchasing insurance on their own, the School District offers access to a vendor who provides insurance for their events on a per day basis (subject to</p>	Bodily Injury -	\$200,000 each person		\$300,000 each occurrence	Property Damage -	\$ 500,000 each occurrence	(Damage to Rented Premises)	\$ 500,000 aggregate	
Bodily Injury -	\$200,000 each person									
	\$300,000 each occurrence									
Property Damage -	\$ 500,000 each occurrence									
(Damage to Rented Premises)	\$ 500,000 aggregate									

SUMMARY OF RECOMMENDED CHANGES

DATE: 6/21/16

POLICY #: 1341

POLICY TITLE: School Board Policy 1341 - Use of Broward County School Facilities for Non-School Purposes

	<p>exclusions). Minimal premium costs are based upon the nature and duration of the event, number of participants, and level of risk associated with the event.</p>	
<p>6 and Rule 12</p>	<p>Meal Functions, Picnics and "Fun Fairs," which do NOT have mechanical or animal rides, sponsored by the school for School-Allied Groups are required to comply with the following provisions:</p> <p>(a) The school principal or his/her designee shall be in attendance in a supervisory capacity.</p> <p>(b) <u>Third party vendors participating in an event conducted by a School-Allied Group must furnish a Certificate of Insurance to the Risk Management Department of the SBBC at least seven (7) working days prior to the event, and the Certificate of Insurance must contain the following provisions:</u></p> <ol style="list-style-type: none"> 1. <u>Certificate of liability insurance with coverage of \$1,000,000 from the vendor providing the amusement activities. The certificate must name The School Board of Broward County, Florida as additional insured.</u> 2. <u>Automobile Insurance with coverage of \$1,000,000 for business-owned vehicles.</u> 3. <u>Workers' Compensation insurance. If a vendor has less than four employees, an affidavit is available from the Risk Management Department.</u> 4. <u>Invoice listing planned amusement activities and photos.</u> <p>(c) Food truck vendors participating in an event conducted by a School-Allied Group may prepare, make and/or sell food directly to patrons at the event. However,</p>	<p>To require that third party vendors utilized by SAG for school events must furnish a Certificate of Insurance to the District's Risk Management Department prior to the commencement of the event.</p>

SUMMARY OF RECOMMENDED CHANGES

DATE: 6/21/16

POLICY #: 1341

POLICY TITLE: School Board Policy 1341 - Use of Broward County School Facilities for Non-School Purposes

	such food truck vendors must comply with all applicable state, local and School Board requirements (<u>checklist available from the Risk Management Department</u>).	
	(e)(d) All such activities hosted by groups other than School-Allied Groups must comply with all of the provisions of this Policy.	