

Broward County Public Schools

Policy 1341 Use of Broward County School Facilities for Non School Use Recommendation

Facility Management, Planning and Site Acquisition Department

Provision - Authority

- Section 1001.41 General powers of district school board.--The district school board, after considering recommendations submitted by the district school superintendent, shall exercise the following general powers:
- (1) Determine policies and programs consistent with state law and rule deemed necessary by it for the efficient operation and general improvement of the district school system.
- (2) Adopt rules pursuant to ss. 120.536(1) and 120.54 to implement the provisions of law conferring duties upon it to supplement those prescribed by the State Board of Education and the Commissioner of Education.

Policy Change Matrix

Current	Proposed Changes	Rationale
<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>NEITHER GAMBLING NOR THE USE OF ALCOHOLIC BEVERAGES OR ANY ILLEGAL SUBSTANCE SHALL BE ALLOWED IN THE SCHOOL BUILDING OR ON THE SCHOOL GROUNDS.</p>	<p>No change.</p> <p>NEITHER NO GAMBLING NOR THE USE OF ALCOHOLIC BEVERAGES OR ANY WEAPONS, ILLEGAL SUBSTANCE OR ITEMS SHALL BE ALLOWED IN THE SCHOOL BUILDING OR ON THE SCHOOL GROUNDS AT ANY PUBLIC SCHOOL FACILITY.</p>	

Policy Change Matrix

Current	Proposed Changes	Rationale
New	<p><u>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></p>	<p>Attendees of group or organization presentations may get the impression that because these are held in School Board facilities, the Board sponsors or endorses the products or services.</p>
New	<p><u>IF AT ANY TIME IT IS DETERMINED THAT INACCURATE OR MISLEADING INFORMATION IS PRESENTED BY A PARTY RENTING OR USING A PUBLIC SCHOOL FACILITY, THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA RESERVES THE RIGHT TO IMMEDIATELY TERMINATE THE LEASE WITHOUT REFUND</u></p>	<p>Provides a mechanism to terminate the lease in dealing with a group or organizations furnishing inaccurate information</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>THE RENTAL USE OR ENJOYMENT OF SCHOOL FACILITIES OR SERVICES BY ANY GROUP OR ORGANIZATION WHICH DISCRIMINATES ON THE BASIS OF AGE, RACE, COLOR, DISABILITY, GENDER, MARITAL STATUS, NATIONAL ORIGIN, RELIGION OR SEXUAL ORIENTATION WILL NOT BE PERMITTED, EXCEPT AS PROVIDED BY LAW OR COURT ORDER.</p> <p>AUTHORITY: F.S. 1001.41 Policy Adopted: 4/29/70 Policy Readopted: 9/5/74 Policy Amended: 1/6/77; 12/18/80; 7/1/82; 6/16/88; 1/20/98; 1/15/02; 3/16/04</p>	<p>THE RENTAL USE OR ENJOYMENT OF <u>PUBLIC</u> SCHOOL FACILITIES OR SERVICES BY ANY GROUP OR ORGANIZATION WHICH DISCRIMINATES ON THE BASIS OF AGE, RACE, COLOR, DISABILITY, GENDER, MARITAL STATUS, NATIONAL ORIGIN, RELIGION OR SEXUAL ORIENTATION WILL NOT BE PERMITTED, EXCEPT AS PROVIDED BY LAW OR COURT ORDER.</p> <p><u>LEGAL</u> AUTHORITY: <u>Section</u> 1001.41 (1) F.S. <u>HISTORY</u>: Policy Adopted: 4/29/70 Policy Readopted: 9/5/74 Policy Amended: 1/6/77; 12/18/80; 7/1/82; 6/16/88; 1/20/98; 1/15/02; 3/16/04</p>	<p>Changed to a uniform format being implemented by the School Board Attorney's Office.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
New	<p><u>DEFINITIONS:</u></p> <p>1. <u>“School Days” refer to normal operational hours when custodial staff is present. This includes days that a public school facility is open and in-session, and employee planning days. Normal operational hours vary from one public school facility to another. The School Day begins when the custodian opens and unlocks the public school facility’s doors and ends when the custodian turns off the lights and locks the public school facility’s doors.</u></p>	<p>Define terms that are commonly used throughout the Policy and to provide for clarity.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
New	<p>2. <u>“After School Hours” and on “Non-School Days” refer to periods when district school staff presence is required. “After School Hours” refers to the time after the lights are shut off, air conditioning is set back and the custodians lock the public school facility doors. The time varies from one public school facility to another. “Non-School Days” refers to the days when the public school facility and the School District’s administrative offices are closed. Non-School Days include weekends and School Board recognized legal holidays, spring break, winter recess, and Fridays in the summer, during the period of the four (4) day work week. Under Rule 3, a School Board employee, typically a member of the custodial staff must open, remain on duty throughout the program and close the public school building(s).</u></p>	<p>Define terms that are commonly used throughout the Policy and to provide for clarity</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
New	<p>3. <u>“School-Allied Groups” are groups such as the Parent Teachers Association (PTA), Parent Teacher Student Association (PTSA), Parent Teacher Organization (PTO), School Advisory Council (SAC), School Advisory Forum (SAF), Partners In Education (PIE) as defined below, and Booster Clubs, such as band, orchestral, choral, and athletic programs, or as otherwise referenced in this Policy.</u></p> <p>4. <u>“Partners in Education”: For purposes of this policy, Partners In Education (PIE) can be considered a School-Allied Group once it has a one-year history of supporting the needs of a school or department.. Partners who are Not-For-Profit Section 501 (c)(3) Organizations shall follow the guidelines specifically outlined for Not-For-Profit Section 501 (c)(3) Organizations.</u></p>	<p>Define terms that are commonly used throughout the Policy and to provide for clarity</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
New	<p>5. <u>“Groups and Organizations that Charge Fees”</u>: Any group or organization that charges participants an activity fee to attend the program offered by such group or organization.</p> <p>6. <u>“Non-School Purposes”</u> refers to use of public school facilities by outside agencies, groups or organizations.</p> <p>7. <u>“Application”</u> shall refer to the <u>Application and Lease for Use of Public School Facilities</u> which is a School Board form used to document use of public school facilities.</p> <p>8. A <u>“Certificate of Insurance “ (COI)</u> is a document provided by an insurance company stating the limits of coverage for bodily injury and property damage insurance in effect during the use of public school facility.</p>	Define terms that are commonly used throughout the Policy and to provide for clarity

Policy Change Matrix

Current	Proposed Changes	Rationale
New	<p>9. <u>“Rental Fees” refers to the fees charged for the use and enjoyment of a specific public school room or facility. A group or organization using more than one (1) room will be charged separately for each room. The School Board of Broward County, Florida charges for the rental of its public school facilities for Non-School Purposes or such fees as specified in the lease agreement for use of the public school facility.</u></p> <p>10. <u>“Utilities Costs” include lighting, air conditioning, and electrical power in support of the operation of the public school facilities. Utilities Costs should not be applied for use of outdoor public school facilities, unless such facilities are used after dark and outdoor lighting is provided.</u></p>	Define terms that are commonly used throughout the Policy and to provide for clarity

Policy Change Matrix

Current	Proposed Changes	Rationale
New	<p>11. <u>“Custodial Costs” include opening the public school facility, remaining on duty throughout the program (After School Hours only) cleaning the public school facility following use and closing the public school facility. Custodial Costs are not charged on School Days during normal operational hours, unless the principal or facility director determines that an additional custodian must be brought in to assist. Under the terms of the custodians’ labor contract, a custodian brought in After School Hours and on weekends must be paid a minimum of four (4) hours, regardless of whether the custodian works one (1) or four (4) hours.</u></p>	<p>Define terms that are commonly used throughout the Policy and to provide for clarity</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
New	<p>12. <u>“Personnel Costs” are charged, as incurred, for the services of a technician (supervisor and crew) for the media center or auditorium, standby electrician or stadium manager for the athletic stadium. The school principal or facility director reserves the right to require police officers, or as applicable, designated security personnel and determine the numbers of such police officers or security personnel necessary for any event. The cost of an off-duty detail officer is set by the local law enforcement agencies.</u></p>	<p>Define terms that are commonly used throughout the Policy and to provide for clarity.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p><u>RULES</u> Public school facilities may be used for non-school purposes in accordance with the following provisions:</p> <p>1. An application for use of public school facilities shall be completed and executed by each user and submitted to the principal or designee for review, except as delineated in Section 5a.</p>	<p><u>RULES</u> Public school facilities may be used for Non-School Purposes in accordance with the following provisions:</p> <p>1. <u>Each user of School Board public school facilities shall make An Application for use in the administrative office of the requested facility. use. of public school facilities shall be completed and executed by each School district staff will enter pertinent information regarding the Application in the lease database, print the lease application and agreement, obtain the user 's signature and submitted submit the application and related back-up information to the school principal facility director or designee for review. except as delineated in Section 5a.</u></p>	<p>Revised to reflect the proposed process of making application for Use of School Board Facilities and the use of technology to document , create and retain the lease agreement in and electronic database.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>2. The principal, upon receiving a request, shall determine if the requested use conflicts or interferes with the regular or extracurricular school program.</p> <p>3. An employee of the School Board, approved by the principal, must open and close the building(s) and remain on duty throughout the meeting or program. If staff is unavailable, facility use will be denied.</p>	<p>2. <u>Upon receiving a request for use of a public school facility, the school principal or facility director, upon receiving a request,</u> shall determine if the requested use conflicts or interferes with the regular or extracurricular school programs <u>or other previously scheduled activities.</u></p> <p>3. An employee of the School Board, approved by the school principal <u>or facility director,</u> must open and close the <u>public school facilities building(s)</u> and remain on duty throughout the meeting or program. <u>Use of public school facilities will be denied if school district staff is unavailable.</u> facility use will be denied.</p>	<p>Use of school facilities previously reserved for use should also be considered when checking for conflict.</p> <p>Reworded to provide clarity,</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>4. Final approval of the application shall be granted or denied by the area superintendent or designee.</p>	<p>4. Final approval of the <u>Application</u> shall be granted or denied by the area superintendent or designee <u>except for an Application requesting use of school grounds at a public school facility for a circus or carnival using mechanical equipment or animal rides. Such Applications must be sent to the Real Estate and Environmental Planning Department for preparation of a lease agreement to be submitted to the School Board for approval.</u></p>	<p>Area Superintendents are not authorized to approve lease agreements for circus or carnivals using mechanical equipment or animal rides. Added language is taken from Rule 13b. (1), which is recommended for deletion.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>5. The following four categories shall be used to describe applicants for the use of public school facilities for non-school purposes. The fee schedule shall be determined by the Superintendent and approved by the Board.</p>	<p>5. The following four <u>(4)</u> categories shall be used to describe applicants for the use of public school facilities for <u>Non-School Purposes</u>. The <u>Fee Schedule (appended to this policy as Exhibit 1)</u> shall be <u>reviewed periodically (no less than annually) determined by the Superintendent for changes to be recommended to The School Board for approval. and approved by the Board.</u></p>	<p>Committee recommends the Superintendent reviews the district's utility charges periodically, no less than annually, to determine the appropriate rates that are passed on to the users.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>a. School Allied Groups. School-Allied groups including PTA, PTSA, PTO, School Advisory Council [SAC], School Advisory Forum (SAF), and Booster Clubs, such as band, orchestral, choral, and athletic programs, do not require Rental Fees or Certificates of Insurance, nor is an Application for Use of School Facilities required. School-Allied groups will be required to pay Personnel Costs as incurred and shall pay Custodial Operational Costs for fund raising events or for use of school facilities on non-school days at the rate specified in the established fee schedule. School-Allied groups may charge for fund raising events such as dinner, dances, car washes, etc., and not be required to pay Rental Fees to the school district or provide a Certificate of Insurance to the School Board as long as all of the funds raised are spent to support public school activities.</p>	<p>a. School-Allied Groups. School-Allied groups including PTA, PTSA, PTO, School Advisory Council [SAC], School Advisory Forum (SAF), and Booster Clubs, such as band, orchestral, choral, and athletic programs, do not require Rental Fees or Certificates of Insurance, nor is an <u>are exempt from the requirement of an Application for Use of School Facilities required.</u> School-Allied groups will be required to pay Personnel Costs as incurred and shall pay Custodial Operational Costs for fund raising events or for <u>regarding the use of a public school facilities- facility for the conduct of their normal meeting.</u> on non-school days at the rate specified in the established fee schedule. School-Allied groups may charge for fund raising events such as dinner, dances, car washes, etc., and not be required to pay Rental Fees to the school district or provide a Certificate of Insurance to the School Board as long as all of the funds raised are spent to support public school activities.</p>	<p>Reworded the sentence structure to reflect what is required rather than what is not.</p> <p>Removes the requirement of an Application for normal meetings.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>a . School Allied Groups (Cont'd)</p>	<p>1. <u>School-Allied Groups are also exempt from payment of Rental Fees, Custodial Costs, Utilities Costs and Personnel Costs during normal operational hours.</u></p> <p>2. <u>School-Allied Groups will be required to pay Custodial Costs, Utilities Costs and Personnel Costs as incurred including security for fund-raising events held after normal operational hours and or on Non-School Days, when custodial staff presence is required, will be required to pay Personnel Costs as incurred and shall pay Custodial-Operational Costs for fund-raising events or for use of school facilities on non-school days at the rate specified in the established fee schedule.</u></p>	<p>Reworded the sentence structure to reflect what is required rather than what is not.</p> <p>Separated "Operational Costs" into Custodial Costs and Utilities Costs.</p> <p>Defined applicable charges for facility use on School Days, After School Hours and Non-School Days.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>a . School Allied Groups (Cont'd)</p>	<p>3. School-Allied Groups may charge for fund-raising events such as <u>including</u> dinners, dances, <u>and</u> car washes, etc., and not be required to pay Rental Fees to the School Board district or provide a Certificate of Insurance to the School Board as long as all of the funds raised are spent to support public <u>District</u> school activities. For the purposes of this <u>Policy</u>, fund raising events shall not include camps. See Rule 5 (a)(4). If a School-Allied Group elects to charge students or parents for fund raising purposes, the head of the School-Allied Group must provide the affected school principal or the <u>facility director of the public school facility with data that depicts anticipated projected revenues from the event</u> prior to the scheduled event and a statement of actual revenues after the event. At the end of each school year, the School-Allied</p>	<p>Reworded the sentence structure to reflect what is required rather than what is not.</p> <p>Adds Application requirements for School-Allied groups.</p> <p>Separated "Operational Costs" into Custodial Costs and Utilities Costs.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>For the purposes of this policy, fund raising events shall not include camps. If a School-Allied Group elects to charge students or parents for fund raising purposes, the head of the School-Allied Group must provide the affected principal a projection of revenues prior to the scheduled event and a statement of actual revenues after the event.</p> <p>At the end of each school year, the School-Allied Group must provide the affected principal a written statement indicating how all of the funds raised or accumulated by the School-Allied Group were expended to support public school activities. Failure to provide the information as set forth above, may result in the Superintendent or designee refusing to allow the group to use the School Board facilities.</p>	<p>For the purposes of this policy, fund raising events shall not include camps. If a School-Allied Group elects to charge students or parents for fund raising purposes, the head of the School-Allied Group must provide the affected principal a projection of revenues prior to the scheduled event and a statement of actual revenues after the event.</p> <p>At the end of each school year, the School-Allied Group must provide the affected principal a written statement indicating how all of the funds raised or accumulated by the School-Allied Group were expended to support public school activities. Failure to provide the information as set forth above, may result in the Superintendent or designee refusing to allow the group to use the School Board facilities</p>	<p>Paragraphs combined and added to the end of Rule 5a. (3).</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>b. Government Organizations. Government organizations shall be exempt from the payment of Rental Fees and Operational Costs under the fee schedule and will not be required to provide certificates of insurance for use of public school facilities, except that Government Organizations that charge for activities shall pay Rental Fees. On nonschool days, Government Organizations shall pay any Custodial Operational Costs. Government Organizations shall pay Personnel Costs as incurred. This policy is not applicable to a Reciprocal Use Agreement between the School Board and other governmental agencies. Those agreements stand on their own terms.</p>	<p>b. Government Organizations. Government organizations <u>must fulfill Application requirements and meet the insurance requirements as outlined under Rule 10 – Insurance - Property Damage which will cover the School Board for any property damages associated with the Government Organization’s use of a public school facility.</u></p> <ol style="list-style-type: none"> 1. <u>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 Operational costs.</u> under the fee schedule and will not be required to provide certificates of insurance for use of public school facilities, except that. 2. <u>After School Hours and or on Non-School Days when custodial staff presence is required,</u> 	<p>Reworded and restructured the paragraph to provide clarity.</p> <p>Added Property Damage insurance requirements of Rule 10 for Government Organizations.</p> <p>Separated “Operational Costs” into Custodial Costs and Utilities Costs.</p> <p>Defined applicable charges for facility use on School Days, After School Hours and Non-School Days.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>b. Government Organizations (Cont'd)</p>	<p><u>Government Organizations shall pay Custodial Costs, Operational Utilities Costs and Government Organizations shall pay Personnel Costs, as incurred including, without limitation, any required security.</u></p> <p>3. <u>Government Organizations that charge participants for activities shall pay Rental Fees Custodial Costs, Utilities Costs and Personnel Costs as incurred, including, without limitation, any required security.</u></p> <p>On nonschool days, Government Organizations shall pay any Custodial Operational Costs.</p> <p>4. <u>All fees shall be based on the current established Fee Schedule (appended to this Policy as Exhibit 1).</u></p>	<p>Facility use, After School Hours and Non-School Days, Government Organizations shall now pay Custodial Costs, Utilities Costs and Personnel costs , as incurred including security.</p> <p>Government Organizations charging participant fees shall now pay Rental Fees, Custodial Costs, Utilities Costs and Personnel Costs as incurred, including security.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>c. Not-for-profit Section 501(c)(3) Organizations Not-for-profit organizations are those organizations that are qualified by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code. Not-for-profit organizations shall pay nominal charges for electricity and administrative costs according to the fee schedule, but shall be exempt from the payment of Rental Fees and Custodial Operational Costs when using classrooms and cafeteria facilities during school days during the hours that the school is open including the hours when custodial staff is scheduled to be present. Not-for profit Organizations that charge for activities on school days shall pay Rental Fees. Principals shall provide to the Area Superintendent a schedule of the hours when their schools are available without the necessity of having overtime for custodial staff. For events that occur on non-school days, Section 501(c)(3) Organizations shall pay Rental Fees and Operational Costs as specified in the established fee schedule. Section 501(c)(3) Organizations shall fulfill all insurance requirements for each and every use of public</p>	<p>This Policy is not applicable to Reciprocal Use Agreement between the The School Board and other governmental agencies. Those agreements <u>shall stand upon</u> their own terms.</p> <p>c. Not-for-Profit Section 501(c)(3) Organizations Not-for-profit organizations are those organizations that are qualified by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code. A Not -for-Profit <u>Section 501 (c)(3) Organization shall fulfill Application requirements, all insurance requirements set forth in this Policy, and provide a copy of its approved IRS Section 501(c)(3) certificate for each and every use of public school facilities.</u></p> <p><u>1. School Days, during normal operational hours when custodial staff is present, Not-for-Profit Section 501 (c)(3) Organizations shall pay nominal charges for electricity and administrative costs , as listed in the Fee Schedule, and Personnel Costs.</u></p>	<p>Added requirements to apply for facility use and submission of an approved IRS Section 501(c)(3) certificate.</p> <p>Restructured format of this rule and added language to clarify and identify types of costs to be applied during specific periods of use.</p> <p>Redefined "Operational Costs" into "Custodial Costs" and "Utilities" Costs.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>c. Not-for-profit Section 501(c)(3) Organizations (cont'd)</p> <p>school facilities and shall pay Personnel Costs as incurred. In addition, any use of equipment shall be subject to rental fees.</p>	<p><u>as incurred including security, according to the fee schedule, but shall be exempt from the payment of Rental Fees and Custodial Operational Costs. when using classrooms and cafeteria facilities during school days during the hours that the school is open including the hours when custodial staff is scheduled to be present.</u></p> <p><u>2. During After School Hours or on Non-School Days, Not-for-Profit Section 501 (c)(3) Organizations shall also pay Custodial Costs, Utilities Costs and Personnel Costs, as incurred including, without limitation, any required security.</u></p> <p><u>3. Not-for Profit Section 501 (c)(3) Organizations that charge participants for activities on school days shall also pay Rental Fees and, if applicable, Custodial Costs, Utilities Costs and Personnel Costs, as incurred including , without limitation, any required security.</u></p>	<p>Added requirements to apply for facility use and submission of an approved IRS Section 501(c)(3) certificate.</p> <p>Restructured format of this rule and added language to clarify and identify types of costs to be applied during specific periods of use.</p> <p>Redefined "Operational Costs" into Custodial Costs and Utilities Costs.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>d. Other Organizations. (cont'd)</p>	<ol style="list-style-type: none"> 1. <u>On School Days, Other Organizations</u> and shall pay <u>Rental Fees and Operational Utilities Costs</u> and <u>Custodial Costs</u> and for such use in accordance with the fee schedule as well as any <u>Personnel Costs</u> that are incurred <u>including, without limitation, any required security or additional custodial staff during the use.</u> 2. <u>During After School Hours or on Non-School Days, when custodial staff presence is required, Other Organizations shall pay Rental Fees, Custodial Costs, Utilities Costs and any Personnel Costs as incurred including, without limitation, any required security.</u> 3. <u>All fees are based on the current established Fee Schedule (appended to this Policy as Exhibit 1).</u> 	<p>Separated "Operational Costs" into Custodial Costs and Utilities Costs.</p> <p>Defined applicable charges for facility use on School Days, After School Hours and Non-School Days, and groups or organizations charging participant fees.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>e. This policy is not applicable to vendors who are awarded contracts as a result of a school district Request for Proposal (RFP) process including, but not limited to, after school child care.</p> <p>6. For School Allied Groups conducting Winter, Spring and Summer camps such as band, cheerleading, etc., for which fees are charges, if the school principal determines that a student cannot afford to attend the camp, then the principal will work with the group sponsoring the camp to determine how to raise the necessary funds so that the student(s) may attend.</p>	<p>e6. This Policy is not applicable will not apply to vendors who are awarded contracts as a result of a school district Request for Proposal (RFP) process issued by The School Board including, but not limited to, any entities that provide before and after school child care or before and after tutorials, etc. Any use of public school facilities by such entities shall be governed by the specific contracts or agreements existing between such entities and The School Board.</p> <p>6.— For School Allied Groups conducting Winter, Spring and Summer camps such as band, cheerleading, etc., for which fees are charges, if the school principal determines that a student cannot afford to attend the camp, then the principal will work with the group sponsoring the camp to determine how to raise the necessary funds so that the student(s) may attend.</p>	<p>Renumbered Rule 5e. to Rule 6.</p> <p>Added before school child care and other programs and specified that such groups will be governed by specific contract or agreements</p> <p>Current Rule 6, recommended for deletion. It has been reworded to provide clarity and moved to Rule 5a.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>7. The basic Rental Fees and Operational Costs for all facilities is developed annually by the Superintendent and approved by the Board, based on energy costs, personnel costs and space requirements. Personnel costs shall be available at 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 principal, and the law enforcement agency, respectively.</p>	<p>7. The basic Rental Fees and Operational <u>Custodial Costs, Utilities Cost and Personnel Costs</u> for all <u>public school facilities</u> is developed <u>shall be reviewed periodically (no less than annually)</u> by the Superintendent <u>Lease Committee which will recommend any changes to the Superintendent for and approved approval by the School Board. Any revised Fee Schedule shall become effective on the date of its approval by the School Board and shall apply to all subsequent Applications. Fees are based on energy utility costs, personnel costs and space requirements and labor contract standards. Rental Fees, Utilities Costs, Custodial Costs and other Personnel costs may be adjusted in accordance with the Consumer Price Index formula contained in the lease agreement during the term of each lease. The Rental Fees for all public school facilities includes the services of one</u></p>	<p>Provides clarity as to the types of charges and what is included.</p> <p>Provides the ability to pass on significant increases for utilities, custodial and other services costs to the users.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
7. (Cont'd)	<p><u>custodian only during the hours school is scheduled to be open. Custodial charges shall only be applied when either additional custodial staff is required for the activity or when custodial support 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. Utilities costs shall be applied only for activities held on School Days after the normal operational hours or on Non-School Days. Personnel Costs shall be available at- 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.</u></p>	

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>8. The principal shall require the use of regular food service workers when fixed kitchen equipment is used for the preparation of food for banquets, etc., and require the organization to 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. The food service worker shall assist in the preparation serving and clean up, except this section does not apply to School Allied Groups.</p>	<p>8. The <u>school principal or facility director</u> shall require the use of regular food service workers when fixed kitchen equipment is used <u>in connection with food for the preparation, service and clean-up during the use of public school facility rental</u>, of food for banquets, etc., and require The <u>group or organization</u> to <u>shall</u> 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. <u>A separate check made payable to The School Board of Broward County, Florida is shall be given to the Cafeteria Manager for such food services.</u> The food service worker shall assist in the preparation serving and clean up, except This section <u>does not apply to School-Allied Groups are exempt from this Rule.</u></p>	<p>Clarifies food services worker role.</p> <p>Identifies that food services charges are paid separately, and deposited with the day's meal receipts.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>9. All checks for rental of school facilities, as well as for payment of services shall be made payable to the school and shall be deposited in the school's Internal Accounts Trust Fund. These funds shall be remitted to the School Board on a monthly basis and will be added to the designated school's operating budget for the portion of reimbursement for payroll and to the district utility budget for the energy expense portion. Organizations must prepay all Rental Fees before being given access to school facilities.</p>	<p>9. All checks for rental of public school facilities, <u>other than in payment for food services</u>, as well as for payment of <u>on-site services</u> shall be made payable to the school <u>or facility</u> and shall be deposited in the <u>school's Internal Accounts Trust Fund of the school or facility</u>. These funds shall be remitted to the School Board on a monthly basis and will be added to the designated school's operating budget for the portion of reimbursement for payroll of the school or facility and to the <u>District The School Board's utility budget for the energy utility expense portion</u>. Organizations must prepay all Rental Fees before being given access to <u>public school facilities</u>. <u>However, if the rental period is greater than one month, facility lease cost shall be paid on a monthly basis.</u></p>	<p>Food services charges are paid by the user separately to the Cafeteria Manager.</p> <p>Renamed "energy" to "utility" provides capability to charge other utilities costs, i.e. water, waste, refuse, etc.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>10. An Application for Use of Public School Facilities shall be completed by each user and submitted to the principal for review. Final approval of the application shall be granted or denied by the area superintendent. Any individual or group that intends to charge students and/or adults for any type of service/activity during the usage of school facilities/equipment must provide the District with a letter addressed to the Superintendent stating that the individual/organization will report to the Internal Revenue Service (IRS) all salaries and applicable taxes and all fees exceeding \$600 paid to School Board employees, a copy of which will be provided to the IRS by the District.</p>	<p>10. An Application for Use of Public School Facilities shall be completed by each user and submitted to the principal for review. Final approval of the application shall be granted or denied by the Area Superintendent. Any individual or group <u>or organization</u> that intends to charge students and/or adults for any type of service/activity during the usage of <u>public school</u> facilities/equipment must provide the District <u>The School Board</u> with a letter addressed to the Superintendent stating that the individual/organization will report to the Internal Revenue Service (IRS) all salaries and applicable taxes and all fees exceeding \$600 paid to School Board employees, a copy of which will be provided to the IRS by the District <u>The School Board</u>.</p>	<p>The Committee felt that an individual should not be charging participant fees for the use of School Board facilities.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>11. INSURANCE</p> <p>The user of School Board facilities shall be financially responsible for all liability and property damage. The School Allied users delineated in section #5a are exempt from this requirement unless they charge fees as specified in section #5a above. Government Organizations are exempt from insurance requirements as delineated in section #5b.</p> <p>The user must furnish the Risk Management and Safety Department of the School Board at least seven (7) work days prior to the use of the school facilities a Certificate of Insurance with the following provisions:</p>	<p>11. INSURANCE</p> <p>The user of School-Board <u>public school</u> facilities shall be financially responsible for all liability and property damage <u>incurred during its use of facilities, if such damage occurs as a result of its use.</u> The School-Allied <u>Groups users delineated in section # 5a</u> are exempt from this requirement, unless they charge fees as specified in section-# Rule 5 above. Government Organizations are exempt from insurance requirements as delineated in section #5b.</p> <p>The user <u>of a public school facility</u> must furnish <u>a Certificate of Insurance to the Risk Management and Safety Department of The School Board</u> at least seven (7) <u>working</u> days prior to the use of the <u>public</u> school facilities, <u>and the Certificate of Insurance must contain</u> with the following provisions:</p>	<p>Changed reference – from “section” to “Rule”.</p> <p>Government Organizations must now meet insurance requirements.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>11. Insurance. (Cont'd)</p> <p>(1) A ten-day notice of cancellation provision</p> <p>(2) A statement certifying that there is in force a general liability insurance policy naming the School Board as an additional insured, and</p> <p>(3) Written by a company licensed to write this line of coverage in the state of Florida (or an approved Non-admitted Carrier). The limits shall be not less than:</p> <p style="padding-left: 40px;">Bodily Injury - \$100,000 each person \$300,000 each occurrence</p> <p style="padding-left: 40px;">Property Damage - \$ 25,000 each occurrence \$ 25,000 aggregate</p>	<p>(1) A ten-day notice of cancellation provision;</p> <p>(2) A statement certifying that there is in force a general liability insurance policy naming <u>The School Board</u> as an additional insured; and</p> <p>(3) <u>Be</u> written by a company licensed to write this line of coverage in the <u>State</u> of Florida (or an approved Non-admitted Carrier). The <u>limits of the insurance policy</u> shall be not less than:</p> <p style="padding-left: 40px;">Bodily Injury - \$100,000 each person \$300,000 each occurrence</p> <p style="padding-left: 40px;">Property Damage - \$ 25,000 <u>\$1,000,000</u> each occurrence \$25,000 — <u>\$ 1,000,000</u> aggregate</p>	<p>Increased property damage limits as a result of the claim at Wilton Manors Elementary School.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>12. "Fun Fairs," picnics, suppers, carnivals, etc., which do NOT have mechanical or animal rides, sponsored by the school for groups as defined in section #5a, are required to comply with the following provisions:</p> <p>(a) The principal or his/her designee is in attendance in a supervisory capacity.</p> <p>(b) All food utilized must be prepared, made or sold by the groups defined in section #5a, students or School Board employees.</p> <p>(c) All such activities hosted by groups other than those groups in section #5a must comply with all of the provisions of this policy.</p>	<p>12. <u>Meal functions, Picnics, and "Fun Fairs," picnics, suppers, carnivals, etc.</u> which do NOT have mechanical or animal rides, sponsored by the school for <u>School-Allied Groups as defined in rule section #5a</u>, are required to comply with the following provisions:</p> <p>(a) The <u>school</u> principal or his/her designee <u>is shall be</u> in attendance in a supervisory capacity.</p> <p>(b) All food utilized must be prepared, made or sold by the <u>School-Allied Groups defined in section #5a</u>, students or School Board employees.</p> <p>(c) All such activities hosted by groups other than <u>these School-Allied Groups in section #5a</u> must comply with all of the provisions of this <u>Policy</u>.</p>	<p>Changes the word "suppers" to "meal functions", to include meals such as breakfasts, lunches, retirement parties, etc.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>13. Insurance For Circus and Carnivals</p> <p>a. The user of School Board grounds shall be financially responsible for all liability and property damage.</p> <p>b. The following rules and conditions apply for use of school grounds for carnivals which DO have mechanical or animal rides:</p> <p>(1) Prior approval of the School Board of Broward County shall be required. The Department of Pupil Accounting and Property Management shall coordinate the agreement and Board submission upon request.</p> <p>(2) A deposit of \$500 is required from all carnivals and circuses.</p> <p>(3) Utilizing mechanical equipment, or animal rides, the liability insurance limits must be no less than:</p>	<p>13. Insurance For Circus and Carnivals</p> <p>-</p> <p>a. The user of School Board grounds shall be financially responsible for all liability and property damage.</p> <p>-</p> <p>b. The following rules and conditions apply for use of school grounds for carnivals which DO have mechanical or animal rides:</p> <p>-</p> <p>(1) Prior approval of the School Board of Broward County shall be required. The Department of Pupil Accounting and Property Management shall coordinate the agreement and Board submission upon request.</p> <p>-</p> <p>(2) A deposit of \$500 is required from all carnivals and circuses.</p> <p>-</p> <p>(3) Utilizing mechanical equipment, or animal rides, the liability insurance limits must be no less than:</p>	<p>Deleted Rule 13.</p> <p>School grounds are rarely used for carnivals and circuses using mechanical or animal rides. The Rule may have been a part of the original policy dating back to the early 1970's.</p> <p>Final Approval for Circus and Carnivals using mechanical or animal rides rests with the School Board.</p> <p>Rule 4 has been amended to include sending the application for use of facilities, to Real Estate and Environmental Planning Department for preparation of a lease agreement and processing to the School Board for approval.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>13. Insurance For Circus and Carnivals (Cont'd)</p> <p>Bodily Injury - \$ 1,000,000 each person \$ 1,000,000 each occurrence</p> <p>Property Damage \$ 100,000 each occurrence \$ 100,000 aggregate</p> <p>c. Carnival or circus vendor, NOT utilizing mechanical equipment, or animal rides, shall be financially responsible for all liability injuries to all participants. The user must furnish a Certificate of Insurance at least seven (7) work days prior to Board approval.</p> <p>(1) A ten-day notice of cancellation provision</p> <p>(2) A statement certifying that there is in force a general liability insurance policy naming the School Board as an additional insured.</p>	<p>Bodily Injury—\$ 1,000,000 each person —\$ 1,000,000 each occurrence</p> <p>-</p> <p>Property Damage—\$ 100,000 each occurrence —\$ 100,000 aggregate</p> <p>-</p> <p>c. Carnival or circus vendor, NOT utilizing mechanical equipment, or animal rides, shall be financially responsible for all liability injuries to all participants. The user must furnish a Certificate of Insurance at least seven (7) work days prior to Board approval.</p> <p>-</p> <p>(1) A ten-day notice of cancellation provision</p> <p>-</p> <p>(2) A statement certifying that there is in force a general liability insurance policy naming the School Board as an additional insured.</p>	

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>13. Insurance For Circus and Carnivals (Cont'd)</p> <p>(3) Written by a company licensed to write this line of coverage in the state of Florida (or an approved Non-admitted Carrier). The limits shall be not less than:</p> <p>Bodily Injury - \$ 100,000 each person \$ 300,000 each occurrence</p> <p>Property Damage \$ 25,000 each occurrence \$ 25,000 aggregate</p> <p>d. Each carnival and circus shall also be required to furnish a certificate of insurance naming the School Board of Broward County, Florida, municipality or governmental entity having jurisdiction as an additional insured.</p>	<p>(3) Written by a company licensed to write this line of coverage in the state of Florida (or an approved Non-admitted Carrier). The limits shall be not less than:</p> <p>- Bodily Injury \$ 100,000 each person \$ 300,000 each occurrence</p> <p>- Property Damage \$ 25,000 each occurrence \$ 25,000 aggregate</p> <p>- d. Each carnival and circus shall also be required to furnish a certificate of insurance naming the School Board of Broward County, Florida, municipality or governmental entity having jurisdiction as an additional insured.</p>	

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>14. This Policy shall become effective October 1, 2001. In addition, the Superintendent is to submit a report by June 30th of every year to the Board on the utilization of facilities.</p> <p>AUTHORITY: F. S. 1001.41 Rules Approved: 12/17/70 Rules Amended: 8/25/71; 9/5/74 1/6/77; 12/18/80 7/2/81; 7/1/82; 6/2/83; 6/16/88; 12/15/88; 1/20/98; 01/15/02; 3/16/04</p>	<p>13. This Policy shall become effective October 1, 2001 <u>upon approval of the School Board.</u> In addition, the Superintendent is to submit a report by June 30th of every year to the Board on the utilization of facilities.</p> <p><u>LEGAL AUTHORITY:</u> <u>Section F.S. 1001.41 (1), F.S.</u> <u>HISTORY:</u> <u>Rules Approved:</u> <u>Adopted:</u> 12/17/70 <u>Rules Amended:</u> 8/25/71; 9/5/74 1/6/77; 12/18/80 7/2/81; 7/1/82; 6/2/83; 6/16/88; 12/15/88; 1/20/98; 01/15/02; 3/16/04</p>	<p>Renumbered Rule 14. Changed the effective date to coincide with adoption date.</p> <p>Changed to a uniform format being implemented by the School Board Attorney's Office.</p>

Policy Change Matrix

Current	Proposed Changes	Rationale
<p>FEE SCHEDULE</p> <p>SCHEDULE A – NOT-FOR-PROFIT ORGANIZATIONS FOR SCHOOL DAYS</p> <p>SCHEDULE B – RENTAL FEES</p>	<p>FEE SCHEDULE <u>EXHIBIT 1</u></p> <p>Changed the Fees</p> <p>Changed the Rental Fees</p>	<p>Nominal charges for electricity, materials, and administrative charges have increased to reflect the increases in costs over the past five or more years.</p> <p>Rental fees have been increased since previous fee schedule rates to reflect increases of maintenance costs.</p> <p>Rental charges for Regional Athletic Stadiums are now standardized and inclusive of associated equipment and parking.</p> <p>Rental rate has been established for parking lots only.</p>

Exhibit 1 - Fee Schedule

SCHEDULE A		NOT-FOR-PROFIT ORGANIZATIONS FOR SCHOOL DAYS	PROPOSED FEES
Fee Category	Cost Unit		
Nominal charge for electricity, materials and administrative costs	\$10.00	Per meeting, not to exceed \$100.00 per <u>school/per fiscal year</u> .	<u>\$25.00 NTE</u> <u>\$250.00</u>
SCHEDULE B		RENTAL FEES	
Fee Category	Cost Unit		
Auditorium Fee	\$90.00 \$550.00 \$25.00	<u>Per hour of rehearsal or setup (additional hour)</u> Per performance (3 hour period) <u>Per each additional hour (or part thereof) of performance.</u>	\$100.00 <u>\$600.00</u> <u>\$50.00</u>
Cafeteria Fee - <u>excludes kitchen</u>	\$100.00 \$60.00	<u>Per-Day-hour (minimum 5 hours)</u> Per Half Day	<u>\$30.00</u>
Classroom Fee	\$30.00	Per -Day <u>hour (minimum 5 hours)</u>	<u>\$10.00</u>
Multi-Purpose Room Fee (i.e. Media Center)	\$30.00	Per -Day <u>hour (minimum 5 hours)</u>	<u>\$10.00</u>
Swimming Pool and associated parking	\$30.00	Per hour (3-hour -minimum <u>3 hours</u>)	<u>\$50.00</u>

Exhibit 1 - Fee Schedule

SCHEDULE B		RENTAL FEES (Cont'd)	PROPOSED FEES
Fee Category	Cost Unit		
Athletic Fields, <u>Baseball Tennis Practice</u> and associated parking	\$30.00	Per hour (3-hour -minimum <u>3 hours</u>)	<u>\$40.00</u>
Gymnasium	\$30.00	Per hour (3-hour -minimum <u>3 hours</u>)	<u>\$50.00</u>
Regional Athletic Stadium with poly-weathered track for Athletic Competitions	\$750.00	Per day (or any part thereof <u>not to exceed 8 hours</u>). This fee would include the use of the stadium, track, field and associated equipment <u>and parking</u> . <u>Does not include field lining, security, & operational costs.</u>	<u>\$750.00</u>
Regional Athletic Stadium with poly-weathered track (field only)	\$400.00	Per day (or any part thereof). This fee would include the track, and field only.	
Athletic Stadium with rubber or asphalt track	\$550.00	Per day (or any part thereof). This fee would include the use of the stadium, track, field and associated equipment.	
Athletic Stadium with rubber or asphalt track (field only)	\$400.00	Per day (or any part thereof). This fee would include the track, and field only.	
<u>Parking Lot only</u>	<u>\$30.00</u>	<u>Per hour (minimum 3 hours)</u>	<u>\$30.00</u>

Exhibit 1 - Fee Schedule

		OPERATIONAL COSTS HIGH SCHOOLS/CENTERS <u>UTILITIES COSTS AND</u> <u>CUSTODIAL COSTS</u>	PROPOSED FEES
Fee Category	Cost Unit		
Energy Assessment (Light, Cooling, and Power)	\$38.52	Per hour	\$30.00
Water	\$25.00	Per day. This fee would be required for activities using more than standard facility uses such as car washes.	
Refuse	\$25.00	Per day. This fee would be required for activities using multiple trash cans requiring disposal.	
Custodian <u>Custodial</u> <u>Services</u>	\$32.43	Per hour (3-hour-minimum <u>4 hours</u>)	\$44.00
		MIDDLE SCHOOLS	
Energy Assessment	\$19.45	Per Hour	
Custodian	\$30.55	Per Hour (3-hour minimum)	
		ELEMENTARY SCHOOLS	
Energy Assessment	\$14.38	Per Hour	
Custodian	\$29.67	Per Hour (3-hour minimum)	

Exhibit 1 - Fee Schedule

		PERSONNEL COSTS	PROPOSED FEES
Fee Category	Cost Unit		
Technical Supervision	\$25.00	Per hour	<u>\$44.00</u>
Technical Crew	\$25.00	Per hour	<u>\$44.00</u>
School Security	\$36.00	Per hour	<u>\$36.00</u>
<u>Stand-by Electrician</u>	<u>\$60.00</u>	Per hour	<u>\$60.00</u>
<u>Stadium Manager</u>	<u>\$60.00</u>	Per hour	<u>\$60.00</u>
Off-duty detail officers	*	Per hour (4 hour minimum)	

Category Charges Matrix

CATEGORIES	APPL	COI	RENT	UTIL	CUST	PERS
SCHOOL-ALLIED GROUPS						
School Days during Normal Operational Hours	Yes ¹	No	No	No	No	No
After Hours and Non-School Days	Yes	No	No	<u>Yes</u>	Yes	As Incurred
Fund-raising Events	Yes	No	No	Yes *	Yes *	As Incurred
GOVERNMENT ORGANIZATIONS ²						
School Days during Normal Operational Hours	Yes	Yes	No	No	No	As Incurred
After Hours and Non-School Days	Yes	Yes	<u>No</u>	Yes	Yes	As Incurred
Activity Fees Charged to Participants	Yes	Yes	Yes	Yes*	Yes*	As Incurred
NOT-FOR-PROFIT ORGANIZATIONS						
School Days during Normal Operational Hours	Yes	Yes	No	Nominal	No	As Incurred
After Hours and Non-School Days	Yes	Yes	<u>No</u>	Yes	Yes	As Incurred
Activity Fees Charged to Participants	Yes	Yes	Yes	Yes	Yes*	As Incurred
OTHER ORGANIZATIONS						
School Days during Normal Operational Hours	Yes	Yes	Yes	Yes	No ³	As Incurred
After Hours and Non-School Days	Yes	Yes	Yes	Yes	Yes	As Incurred
Notes: * If Applicable (After Hours) ¹ <u>Excluding normal meetings</u> ² Government Organizations without RUA's ³ Rental includes only one custodian during Normal operational hours.						

Government Organizations

Without Reciprocal Use Agreements

Coconut Creek Margate Weston Wilton Manors
 Town of Davie Pembroke Park West Park

CATEGORIES	APPL	COI	RENT	UTIL	CUST	PERS
GOVERNMENT ORGANIZATIONS						
School Days during Normal Operational Hours	Yes	Yes	No	No	No	As Incurred
After Hours and Non-School Days	Yes	Yes	No	Yes	Yes	As Incurred
Activity Fees Charged to Participants	Yes	Yes	<u>No</u>	Yes*	Yes*	As Incurred

With Reciprocal Use Agreements

Cooper City Hallandale Beach North Lauderdale Pompano Beach
 Coral Springs Hollywood Oakland Park Sunrise
 Dania Beach Lauderdale Lakes Parkland Tamarac
 Deerfield Beach Lauderhill Pembroke Pines
 Fort Lauderdale Miramar Plantation

CATEGORIES	APPL	COI	RENT	UTIL	CUST	PERS
GOVERNMENT ORGANIZATIONS						
School Days during Normal Operational Hours	Yes	Yes	No	No	No	As Incurred
After Hours and Non-School Days	Yes	Yes	No	Yes	Yes	As Incurred
Activity Fees Charged to Participants	Yes	Yes	No	Yes*	Yes*	As Incurred

* If applicable (After Hours)

Summer Camp Programs

Utility and Custodial Charges		Unit Cost		2008 Daily Charges *	2011 Daily Charges *
Energy			\$30.00		\$300.00
	Elementary School	\$14.38		\$143.80	
	Middle School	\$19.45		\$194.50	
	High School	\$38.52		\$385.20	
Custodial			\$44.00		\$440.00
	Elementary School	\$29.67		\$296.70	
	Middle School	\$30.55		\$305.50	
	High School	\$32.43		\$324.30	
Total Charges per 10 Hour Day			\$74.00		\$740.00
	Elementary School			\$440.50	
	Middle School			\$500.00	
	High School			\$709.50	
* Based on a 10 hour Summer Camp Day					