

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF PORTFOLIO SERVICES

LESLIE M. BROWN  
CHIEF PORTFOLIO SERVICES OFFICER

Phone: 754-321-2100

September 29, 2016

TO: School Principals and Facility Directors

FROM: Leslie M. Brown  
Chief Portfolio Services Officer *LB*

VIA: Valerie S. Wanza, Ph.D.  
Chief School Performance & Accountability Officer *VSW*

SUBJECT: DESIGNATION AS A SCHOOL ALLIED GROUP (SAG)

The purpose of this memorandum is to further clarify how groups who lease District School facilities via School Board Policy 1341 (Use of Broward County School Facilities for Non-School Purposes) can be designated as a School Allied Group (SAG).

As you are aware, School Board Policy 1341 governs the use and/or lease of School District facilities by SAG, Governmental Organizations, Non-Profit Corporations and Section 501(c)(3) Organizations, and Other Organizations. Additionally, the Policy delineates as applicable, fees due when these entities lease District School facilities and how the entities may subsequently be designated as a SAG. Specifically, the Policy defines "Partners in Education" as follows: "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." Therefore, entities who do not currently meet the Policy definition of a SAG, must first be designated as a PIE before they can become a SAG. The application to become a PIE can be obtained at <http://www.broward.k12.fl.us/pm/ple/partnerApplication.asp>

Additionally, the Policy requires that all use/lease of District School facilities must be entered into the Event Management System (EMS). If you need any assistance regarding the EMS, please contact Stephanie Underwood-Wilburn at (754) 321-1935 or via email at [Stephanie.underwoodwilburn@browardschools.com](mailto:Stephanie.underwoodwilburn@browardschools.com).

Your full cooperation regarding this matter is highly needed to ensure that the provisions of School Board Policy 1341 are uniformly and comprehensively implemented district-wide. Please call the Office of Service Quality if you have any questions regarding this matter.

LMB/VSW/COA:coa

cc: Superintendent's Cabinet  
Verde Hudge, Director, Service Quality  
Cadre Directors  
Chris Akagbosu, Director, Facility Planning & Real Estate Department

3. An employee of the School Board, approved by the school principal or facility director, must open and close the public school facilities and remain on duty throughout the meeting or program. Use of public school facilities will be denied if school district staff is unavailable.
4. Final approval of the Application shall be granted or denied by the area superintendent or designee 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.
5. The following four (4) categories shall be used to describe applicants for the use of public school facilities for Non-School Purposes. The Fee Schedule (appended to this policy as Exhibit 1) shall be reviewed periodically (no less than annually) by the Superintendent for changes to be recommended to the School Board for approval.
  - a. **School-Allied Groups** are exempt from the requirement of an Application regarding the use of a public school facility for the conduct of their normal meetings.
    1. School-Allied Groups are also exempt from payment of Rental Fees, Custodial Costs, Utilities Costs and Personnel Costs during normal operational hours.
    2. School-Allied Groups will be required to pay Custodial Costs, Utilities Costs and Personnel Costs as incurred including security for events held after normal operational hours and on Non-School Days.
    3. School-Allied Groups may charge for fund-raising events including dinners, dances, and car washes, and not be required to pay Rental Fees to the School Board or provide a Certificate of Insurance to the School Board as long as all of the funds raised are spent to support school activities. For the purposes of this Policy 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 facility director of the public school facility with data that depicts anticipated projected revenues from the event prior to the scheduled event and a statement of actual revenues after the event. At the end of each school year, the School-Allied Group must provide a written statement to the affected school principal or facility director indicating how all of the funds raised or accumulated by the School-Allied Group were expended to support District school activities. Failure to provide the information as set forth above may result in the Superintendent or designee refusing to allow the School-Allied Group to use the public school facilities.
    4. School-Allied Groups that charge for fund-raising, conduct camps, and that are considered For-Profit organizations and whose functions do not support District school activities shall be required to complete the Application, provide a Certificate of Insurance, pay Rental Fees, Custodial Costs, Utilities Costs and Personnel Costs as incurred including without limitation, security required during normal operational hours and on Non-School Days.
    5. If it is determined that a student(s) is 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.
  - b. **Government Organizations.** Government organizations must fulfill Application requirements and meet the insurance requirements as outlined under Rule 11 - Insurance - Property Damage which

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 reviewed periodically (no less than annually) by the Superintendent and changes recommended to the School Board for approval.

a. **School-Allied Groups.** School-Allied groups including Parent Teachers Association (PTA), Parent Teacher Student Association (PTSA), Parent Teacher Organization (PTO), School Advisory Council [SAC], School Advisory Forum (SAF), and Booster Clubs, such as band, orchestral, choral, and athletic programs, are exempt from the requirement of require an Application and Lease for Use of Public School Facilities (Application) regarding the use of the school for their normal meetings.

1. School-Allied groups are also exempt from payment of Rental Fees and Custodial, Utility and Personnel Costs during normal operational hours and non-school days, and e

2. School-Allied groups will be required to pay Custodial, Utility and Personnel Costs as incurred including security for fund raising events held after normal operational hours and non-school days, when custodial staff presence is required will be required to pay Custodial, Utility and Personnel costs as incurred.

3. 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.

4. School-Allied groups that charge for fund raising, conduct camps and that are considered For-Profit organizations and whose functions do not support public school activities shall be required to complete the Application, provide a Certificate of Insurance, pay Rental Fees, Custodial, Utility and Personnel Costs as incurred including security during normal operational hours and non-school days.

5. Certain School-Allied Groups may also be considered as a Not-for-Profit Section 501 (c) (3) Organizations. For the purposes of payment of fees, these groups will be considered as School-Allied Groups when functioning in that capacity.

6. Partners in Education, other than a Not-for-Profit Section 501(c) (3) Organization, may obtain Allied School Status as long as the partner has a (1 year) history of providing needed services to the school. Partners who are Not-for-Profit Section 501(c) (3) Organizations follow guidelines specifically outlined for Not-for-Profit Section 501(c) (3) Organizations.

7. For School-Allied Groups conducting winter, spring and summer camps such as band, cheerleading, etc., for which fees charges would be required, if it is determined that a student cannot afford to attend the camp, 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.

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 of the school with data that depicts anticipated projected revenues from the event prior to the scheduled event and a statement of actual revenues after the event. At the end of each school year, the School-Allied Group must provide a written statement to the affected principal 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.

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Facility Planning and Real Estate Department  
Reservations Grandfather from Event Management System to Facilitron - Current List of School Allied Groups (SAG) and Confirmed Internal Groups

No.	Group Name	Group Type	Reservation Event Name	Reservation Event Type	Date Designated as A SAG	Approved By Whom	School Name
1	1241-Hammerhead Aquatics	School Allied	Hammerhead Aquatics	Sport Event	07/07/2021	*	Northeast High
2	1881-Celebration International Church	Confirmed Internal	Celebration International Church	Church Event	08/08/2021	*	Pines Middle
3	3661-Study Zone of South Florida	School Allied	Study Zone of South Florida	After School Program	09/08/2021	*	Sunset Lakes Elementary
4	3121-Study Zone of South Florida	School Allied	Study Zone of South Florida, Inc.	After School Program	09/13/2021	*	Quiet Waters
5	3051-Study Zone of South Florida, Inc.	School Allied	Study Zone - Recovery Program	After School Program	09/13/2021	*	Forest Glen Middle
6	2871-Study Zone of South Florida, Inc.	School Allied	Study Zone of South Florida	After School Program	09/20/2021	*	Sea Castle Elementary
7	3041-Joy Deco Enterprises, Inc	School Allied	Dance & Musical Theater	After School Program	09/20/2021	*	Coral Park Elementary
8	3041-Joy Deco Enterprises, Inc	School Allied	Fitness Fun & Tumbling	After School Program	09/21/2021	*	Coral Park Elementary
9	3041-Tennis Time	School Allied	Tennis	After School Program	10/06/2021	*	Coral Park Elementary
10	3581-Girl Scouts of Southeast Florida	School Allied	Girl Scout Service Unit Meetings	Scout Event	11/04/2021	*	Silver Shores Elementary
11	1701-Eglise Baptist Immanuel Des Freres	School Allied	Revelation Christian/Eglise Baptist	Church Event	12/26/2021	Jill Slesinski	Lauderdale Lakes Middle
12	2831-Greenhouse Church First Assembly	School Allied	Church Services	Church Event	01/02/2022	*	Western High
13	1951-Grace Church	School Allied	Game Day	School Sponsored	01/03/2022	Samantha Whitehead	Park Ridge Elementary
14	3041-Tennis Time	School Allied	Tennis	After School Program	01/19/2022	*	Coral Park Elementary
15	1451-College Academy Orientation	School Allied	College Academy Orientation	none	01/20/2022	*	Plantation High
16	3041-America's Leaders, Inc.	School Allied	Cheerleading	After School Program	01/28/2022	*	Coral Park Elementary
17	1281-Special Olympics	School Allied	Special Olympics	Youth Sports	01/30/2022	*	Nova High
18	2631-PTO	School Allied	Valentine's Festival	PTA Event	02/11/2022	*	Forest Hills Elementary
19	2751-Ramblewood Middle Chorus	School Allied	RMS Spring Chorus Concert 2-23	Talent Show	02/23/2022	*	Taravella High
20	3971-Drama	School Allied	Hello Dolly Drama Play	School Sponsored	03/31/2022	*	West Broward High
21	1281-Whitefish Aquatics	School Allied	Whitefish Aquatics	Youth Sports	04/05/2022	*	Nova High
22	0371-Black Alliance of Black School	Confirmed Internal	BABSE's Evening of Stars	Social Event	04/07/2022	*	Dillard High

\* Written documentation regarding who designated the entity as a School Allied Group cannot be located.  
Prepared By: Facility Planning and Real Estate Department - February 14, 2023

Facility Planning and Real Estate Department  
Reservations Grandfather from Event Management System to Facilitron - Current List of School Allied Groups (SAG) and Confirmed Internal Groups

No.	Group Name	Group Type	Reservation Event Name	Reservation Event Type	Date Designated as A SAG	Approved By Whom	School Name
23	0211-Stranahan High	School Allied	Boys Basketball	Sport Event	04/23/2022	*	Stranahan High
24	1281-Special Olympics	School Allied	Special Olympics	Youth Sports	04/23/2022	*	Nova High
25	1451-Beachside Montessori Village	School Allied	Beachside School Drama Show	Talent Show	04/23/2022	*	Plantation High
26	2751-Coral Glades Drama	School Allied	Coral Glades Spring Musical	Talent Show	05/01/2022	*	Taravella High
27	1451-Evening Among The Stars/Perfect Attendance	Confirmed Internal	Perfect Attendance	Social Event	05/03/2022	*	Plantation High
28	0211-Boys Basketball Booster	School Allied	Boys Basketball Booster	Sport Event	05/06/2022	*	Stranahan High
29	3471-Tavairy Williams	Confirmed Internal	Birthday Party	Social Event	05/14/2022	*	Indian Ridge Middle
30	0371-Gifted Symposium	Confirmed Internal	Gifted Symposium at Dillard High	School Sponsored	05/07/2022	*	Dillard High
31	1881-SAG Pines Middle Panther Band Booster Associate	School Allied	Band EOY Banquet	Music Room	05/21/2022	*	Pines Middle
32	3041-Joy Deco Enterprises, Inc	School Allied	Drama Show	After School Program	05/24/2022	*	Coral Park Elementary
33	2751-Ramblewood Middle Chorus	School Allied	RMS Summer Chorus Concert	Talent Show	05/25/2022	*	Taravella High
34	1281-ADP Drumline	School Allied	ADP Drumline	Youth Sports	05/26/2022	*	Nova High
35	0371-Lakes Graduation	School Allied	Lauderdale Lakes Promotion Ceremony 2022	Graduation	05/26/2022	*	Dillard High
36	2751-Ramblewood Middle Band	School Allied	RMS Band Summer Show	Talent Show	05/26/2022	*	Taravella High
37	2551-Taravella High Basketball	School Allied	Taravella High Basketball	Youth Sports	06/02/2022	*	Coral Springs Middle
38	0371-Parkway Middle Graduation	Confirmed Internal	Parkway Middle Graduation Ceremony	Graduation	06/03/2022	*	Dillard High
39	0371-Dillard Elementary	School Allied	5th Grade Promotion Ceremony	Graduation	06/06/2022	*	Dillard High
40	2751-Maplewood Elementary School	School Allied	End of year 5th grade Ceremony	Graduation	06/07/2022	*	Taravella High
41	North Fork Elementary	School Allied	Promotion Ceremony	Graduation	06/07/2022	*	North Fork Elementary
42	1451-Plantation Middle School	School Allied	8th Grade Promotion Ceremony	Graduation	06/07/2022	*	Plantation High
43	Hawkes Bluff Elementary	Confirmed Internal	Hawkes Bluff 5th Grade Promotion	School Sponsored	06/08/2022	*	Melinda Cunningham

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No.	Group Name	Group Type	Reservation Event Name	Reservation Event Type	Date Designated as A SAG	Approved By Whom	School Name
44	1451-Bair Middle	School Allied	8th Grade Graduation	Graduation	06/08/2022	*	Plantation High
45	0691-Buttons & Bows Professional Day Care, Inc.	School Allied	Buttons and Bows	Graduation	06/09/2022	*	Stirling Elementary
46	SunEd	School Allied	SunEd Graduation	School Sponsored	06/10/2022	*	Hollywood Hills High
47	1661-Jabaal Sheard Youth Camp	School Allied	Jabaai Sheard	Sport Event	06/11/2022	*	Hollywood Hills High
48	3331-Positive Athletics, LLC	School Allied	Positive Athletics, LLC	Summer Camp	06/13/2022	*	Silver Trail Middle
49	Westglades Middle Band Booster	School Allied	Summer Band Camp	School Sponsored	06/13/2022	*	Westglades Middle
50	1281-Nova Eisenhower Summer Camp	Confirmed Internal	Summer Camp	Nove Eisenhower Summer Camp	06/13/2022	*	Nova High
51	2711- Band Camp	School Allied	Band Camp	Summer Camp	06/13/2022	*	Ramblewood Middle
52	3121-Study Zone of South Florida	School Allied	Study Zone of South Florida	After School Program	06/21/2022	*	Quiet Waters
53	2021-Study Zone of South Florida	School Allied	Study Zone Summer Lease	School Sponsored	06/21/2022	*	Westglades Middle
54	3331-Positive Athletics, LLC	School Allied	Positive Athletics, LLC	Summer Camp	07/01/2022	*	Silver Trail Middle
55	1701-Eglise Baptist Immanuel Des Freres	School Allied	Revelation Christian Church/Eglise Baptist	Church Event	07/01/2022	Jill Slesinski	Lauderdale Lakes Middle
56	1681-Trayvon Mullen	School Allied	1st Annual Youth Football Camp	School Sponsored	07/02/2022	*	Coconut Creek High
57	2831-Greenhouse Church First Assembly of God	School Allied	Church Services	Church Event	07/03/2022	*	Western High
58	Titan Booster Engineering	School Allied	Titan Booster Engineering	Summer Camp	07/05/2022	*	Nova High
59	1281-Whitefish Aquatics	School Allied	Whitefish Aquatics	Youth Sports	07/05/2022	*	Nova High
60	Fort Lauderdale Black Police Officers Association	School Allied	Fort Lauderdale Black Police Officers Association	After School Program	07/15/2022	*	Stranahan High
61	1281-Food and Nutrition Services	School Allied	Food and Nutrition	Social Event	08/11/2022	*	Nova High
62	3661-Study Zone of South Florida	School Allied	Study Zone of South Florida	After School Program	09/06/2022	*	Sunset Lakes Elementary
63	0851-Study Zone of South Florida	School Allied	Study Zone Tutoring	After School Program	09/06/2022	*	Westglades Middle
64	Code.org	School Allied	Code.org	School Sponsored	09/10/2022	*	Westglades Middle

\* Written documentation regarding who designated the entity as a School Allied Group cannot be located.  
Prepared By: Facility Planning and Real Estate Department - February 14, 2023

Facility Planning and Real Estate Department  
Reservations Grandfather from Event Management System to Facilitron - Current List of School Allied Groups (SAG) and Confirmed Internal Groups

No.	Group Name	Group Type	Reservation Event Name	Reservation Event Type	Date Designated as A SAG	Approved By Whom	School Name
65	2871-Study Zone of South Florida, Inc.	School Allied	Study Zone of South Florida	After School Program	09/12/2022	*	Sea Castle Elementary
66	3121-Study Zone of South Florida	School Allied	Study Zone of South Florida	After School Program	09/12/2022	*	Quiet Waters
67	3041-Tennis Time	School Allied	Tennis	After School Program	09/14/2022	*	Coral Park Elementary
68	2751-Coral Glades Drama	School Allied	Coral Glades Fall Musical	School Sponsored	10/14/2022	*	Taravella High
69	3622-Florida Junior Thespians District 12	School Allied	Florida State Junior Thespians	Talent Show	11/05/2022	*	Falcon Cove Middle
70	1791-Cruciform Church	School Allied	Cruciform Church	Church Event	11/06/2022	*	Apollo Middle
71	1281-Food and Nutrition Services	School Allied	Food and Nutrition Mental Health First Aide Class	School Sponsored	11/8/2022	*	Nova High

\* Written documentation regarding who designated the entity as a School Allied Group cannot be located.  
Prepared By: Facility Planning and Real Estate Department - February 14, 2023

## The Facility Planning & Real Estate Department's Suggested Revisions to Rule 5(a) School Allied Groups

### Definitions

"School-Allied Groups" (SAG) 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. No other entity will be recognized as a School Allied Group, except those listed herein in this Policy or which are hereafter formed by a school as a component of that school's educational functions. Therefore, all outside entities must be approved by the School Board as a SAG before designated and recognized in Broward County Public Schools (BCPS) as a SAG. Also, the list of all BCPS recognized SAG, including those listed in this Policy, shall be maintained, and updated by the Office of Teaching & Learning.

The following four (4) categories shall be used to describe applicants that request the use of public school facilities for Non-School Purposes. School principals or facility directors are required to document each and every use of their facility by outside agents through the school district's Facility Usage Database. A Fee Schedule and Category Charges Matrix are appended to this Policy as Exhibits 1 and 2, respectively. The Superintendent or designee shall review the Fee Schedule periodically (no less than annually), and any changes to the Fee Schedule shall be recommended to the School Board for approval.

- a. **School Allied Groups:** Any planned use of public school facilities by ~~a 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 district's online Facility Usage database and reflected in the school or facility's calendar. Also, other than the SAG listed in this Policy and hereafter formed by a school as a component of that school's educational functions, all SAG must submit as a component of the rental process, valid BCPS document designating it as a SAG before being permitted to utilize a school facility.
  1. When the SAG is utilizing the school facility to conduct its normal meeting, 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. When the SAG is utilizing the public school facility to conduct fund raising event, or other event during after normal operational hours and on non-school days, except as further stated in this Policy, SAGs shall do the following: (1) sign a Lease Application, (2) pay Rental Fees, (3) pay Utilities Costs, Custodial Costs, Personnel Costs as incurred, including security and (4) submit a COI.

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~~33. A SAG may charge for fund raising events such as dinner, dances, car washes, etc., and not pay the required Rental Fees for utilizing the public school facility, only if one hundred (100%) percent (or as stated in Rule 5(a)(4)), of the funds realized from the event will support the school where the event is to be held, and or benefit BCPS.~~

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~~4. For the purposes of this Policy, fund raising events shall not include camps. Furthermore, at least thirty (30) days prior to the date of the scheduled event, the SAG must provide the school principal or facility director of the school facility with data that depicts the estimated revenue the SAG anticipates realizing from the event. Also, no later than thirty (30) days after the conclusion of the event, the SAG must submit to school principal or facility director of the school facility where the event was held, an itemized statement which depicts the actual revenue realized from the event. In the information provided prior to the start of the event, the SAG must include data which estimates how much expenses the SAG anticipates incurring to accomplish the event. The data regarding the expenses shall be itemized. However, in no circumstances shall the estimated expenses exceed twenty (20%) percent of the total revenue that the SAG anticipates realizing from the event.~~

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~~Failure of a SAG to provide the information as set forth herein may result in the Superintendent of Schools or designee to deny allowing the SAG from henceforth permanently utilizing BCPS facilities for non-school purposes.~~

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~~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 will work with the SAG to minimize or eliminate any anticipated expense to the school, to allow the SAG to utilize the school facility.~~

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~~54. If it is determined by SBBC that student(s) are unable to afford attendance at a winter, spring or summer camp conducted by a School Allied Group SAG 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 SAG sponsoring the camp to determine how to raise the necessary funds so that the student(s) may attend.~~

**USE OF BROWARD COUNTY SCHOOL FACILITIES FOR  
NON-SCHOOL PURPOSES**

THE RENTAL OR USE OF BROWARD COUNTY PUBLIC SCHOOL (BCPS) FACILITIES SHALL BE PERMITTED WHEN NOT IN VIOLATION OF PROVISIONS OF THIS POLICY OR OTHER APPLICABLE SCHOOL BOARD POLICIES, WHEN NOT IN CONFLICT WITH THE REGULAR OR EXTRACURRICULAR SCHOOL PROGRAM, AND THE DESIRED FACILITY IS DETERMINED AVAILABLE.

NO GAMBLING, ALCOHOLIC BEVERAGES, WEAPONS, ILLEGAL SUBSTANCES OR ILLEGAL ITEMS SHALL BE ALLOWED AT ANY PUBLIC SCHOOL FACILITY.

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 (SBBC).

IF AT ANY TIME IT IS DETERMINED THAT INACCURATE OR MISLEADING INFORMATION IS PRESENTED BY A PARTY RENTING OR USING PUBLIC SCHOOL FACILITIES, THE SBBC RESERVES THE RIGHT TO IMMEDIATELY TERMINATE THE LEASE WITHOUT REFUND.

THE USE OF SBBC LICENSED FACILITIES SHALL AT ALL TIMES BE IN COMPLIANCE WITH THE APPLICABLE LAWS OF THE STATE OF FLORIDA AND SBBC POLICIES.

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.

LEGAL AUTHORITY: Section 1001.41(1), F. S.

HISTORY:

Adopted: 4/29/70

Readopted: 9/5/74; 1/25/11

Amended: 8/25/71; 9/5/74; 1/6/77; 12/18/80; 7/1/82; 7/1/82; 6/2/83; 6/16/88; 12/15/88; 1/20/98; 1/15/02; 3/16/04; 1/25/11; 11/3/15, 6/21/16

DEFINITIONS

1. **“School Days”** refer to normal operational hours when students and/or staff are custodial staff is present on the school campus for the purpose of educational instructions, and to include employee planning days. This includes days that the 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~~

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unlocks the public school facility's doors and ends when the custodian turns off the lights and locks the public school facility's doors.

2. "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).

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- 2.3. "After School Hours" and on "Non-School Days" refer to 30 minutes after the regular school day dismissal bell. 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).

- 3.4. "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.

4. "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.

5. **"Groups and Organizations that Charge Fees":** Any group or organization that charges participants an activity fee to attend the program offered by such group or organization.

6. **"Non-School Purposes"** refers to use of public school facilities by outside agencies, groups or organizations.

7. **"Lease Application"** shall refer to the school district form entitled "Lease Application for Use of Public School Facilities".

8. A **"Certificate of Insurance"** (COI) 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 the public school facility.

9. **"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.

10. "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.
11. "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.

12. "Personnel Costs" are charged, as incurred, for the services of a technician ~~(supervisor and crew) staff~~ for the media center or auditorium, standby electrician or stadium manager for the athletic stadium. The school principal, ~~or facility director~~ or designee in consultation with the Security Investigative Unit (SIU) Safety, Security, Emergency Preparedness Department staff shall require police officers, or designated school security. ~~reserves the right to require police officers, or as applicable, designated security personnel and to determine the number of such police officers or security personnel necessary for any event.~~ The minimum cost and number of police officers of an off-duty detail officer is set by the local law enforcement agency providing the services. Additional costs associated with metal detection wand services or any other applicable security devices or services shall be in place to enhance safety measures. The cost associated with the services will be set by the approved BCPS vendor secured by the school board for these services.

**Commented [RRR3]:** Suggested change discussed at the September 23, 2022 Committee Meeting.

**Commented [KDH4]:** Added at the October 17, 2018 Committee Meeting.

**12. Personnel Costs" are charged, as incurred, for the services of a technician staff for the media center or auditorium, standby electrician, or stadium manager for the athletic stadium. The Safety, Security, Emergency Preparedness Department (SSEP Department), upon receiving written notification/alert via the workflow of the Facility Online Usage Database, shall within five (5) working days of receipt of the notification/alert, provide response in the workflow, which at a minimum, response shall state whether security is needed for the event indicated in the application that is pending in the Facility Online Usage Database. If the Department determines that security is needed for the event, the Department shall specify the number of police officers or designated school security that will be needed for the event. Also, the (SSEP Department shall timely advise the school principal or facility director of the subject facility about its decision. The minimum cost and number of police officers is set by the local law enforcement agency providing the service. Additional costs associated with metal detection wand services or any other applicable security devices or services shall be in place to enhance safety measures. The**

**Commented [RRR5]:** Suggested language provided by Craig Kowalski at the September 23, 2022 Policy 1341 Meeting.

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**Commented [RRR6]:** Suggested change discussed at the September 23, 2022 Committee Meeting.

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cost associated with the services will be set by the approved BCPS vendor secured by the school board for these services.

12.

13. "Consumable Items" are items such as restroom toilet paper, paper towels, soap, etc.

14. "School Function" is a function that is sponsored by a school and approved by the school's principal or facility director to utilize a public school facility to enable the function; and when conducting such function, the school 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).

15. "School" shall refer to a traditional elementary, middle, or high school; including schools that are combination schools such as K-8 or 6-12 campuses.

16. "BCPS Department Function" is a meeting or function that is requested by a BCPS Department to utilize a public school facility to enable the BCPS Department meeting or function and which is subsequently approved by the school's principal or facility director; and when conducting such meeting or function, the BCPS Department 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). The BCPS Department shall initiate a request by completing a form maintained by the Office of Teaching and Learning and submit the form to the school's principal or facility director for approval.

17. "Facility" shall refer to facilities such as vocational schools and educational centers.

14.18. A "School" or "Facility" shall not include administrative sites.

Commented [RRR7]: Suggested language provided by Craig Kowalski at the September 23, 2022 Policy 1341 Meeting.

Commented [RRR8]: Suggested revisions provided by the FP&RE Department

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**RULES**

Public school facilities may be used for Non-School Purposes in accordance with the following provisions:

- 1. Each user/applicant of public school desiring to lease space in public school facilities may make application for the lease and use of public school facilities in at the administrative office of the requested desired school or facility. Designated school district staff will at the school or facility location may assist the user/applicant to enter pertinent information regarding the application into the Broward County Public Schools (BCPS) Facility Online Usage database, and upon completion of application form, print the lease application and agreement, obtain the user's signature and submit the application and related back up information to the school principal, facility director or designee for in the Facility Online Usage database, where it would be reviewed and processed via workflow established in the Facility Online Usage database.

Alternatively, each user/applicant of public schools desiring to lease space in public school facilities may complete the lease application online in the school district's directly on the BCPS Facility Online Usage database, and submit the completed application and related back-up information electronically to the administrative office of the requested facility in the Facility Online Usage database; whereafter, the completed application will be reviewed and processed via workflow established in the Facility Online Usage database.

2. Upon receiving a request for use of a public school facility, the school principal or facility director shall if upon review, the application is determined to be complete, if the requested and lease of the facility will not use conflicts with school programs (such as extracurricular school activities or other previously scheduled activities), and the intended lease of the school or facility does not violate the provisions of School Board Policy 1341 or other applicable School Board policies, and further, that the desired school or facility is available for lease. Thereafter, the school principal or facility director the application may be approved or deny any use of the school facility. However, the application will be denied if the intended lease of the school or facility violates the provisions of School Board Policy 1341 or other applicable School Board policies, if it is determined that the lease of the school or facility at the period desired, conflicts with school programs, and/or that the desired facility is not available for lease at the period desired.

The decision to approve or deny use of the school facility must be made by the school principal or designee, or the facility director or designee of a school or facility that is desired for lease by a user/applicant, shall be included in the workflow regarding the request to lease such school or facility; and therefore, shall be involved regarding the approval and denial of the application regarding the lease of such school or facilities within a timely manner and transmitted to the Chief School Performance and Accountability Officer or Superintendent's designee for final approval or denial.

Any user/applicant who submitted application in the BCPS Facility Online Usage database, to lease and use public school facilities, and whereupon, such application was determined to be complete, must be informed via written notice and within a timely manner, that their application has been approved or denied. At most, such written notice must be made to the user/applicant no later than twenty (20) business days from the date determination was made that the user/applicant submitted a completed application for lease and use of the school or facility.

3. An employee of the SBBC, approved by the school principal or facility director, must open and close the public school facilities and remain on duty throughout the meeting or program. Use of public school facilities will be denied if school district staff is unavailable to be onsite as stated herein.
4. Final approval of the Lease Application shall be granted or denied by the Chief School Performance and Accountability Officer or Superintendent's designee except for an Application requesting All applications for the use of school grounds at a public school facility, for a circus, fun fair, or carnival using mechanical equipment or animal rides. Such Applications shall not be made or processed via the BCPS Facility Online Usage database.

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~~Rather, such requests must be sent to made viadirectly to the Facility Planning & Real Estate (FP&RE) Department. Whereafter, upon conducting additional due diligence, the Department shall for preparation of prepare a lease agreement for to be submittedsubmittal to the SBBC for consideration approval. However, upon receipt of the application from the school principal or facility director, the Chief School Performance and Accountability Officer or Superintendent's designee shall grant or deny the application within a timely manner and send written notice about the decision to the school principal or facility director. Thereafter, the school principal or facility director shall send written notice about the decision to the user/applicant. This written notice shall be transmitted to the user/applicant no later than twenty (20) calendar days from when the application was received by the school or facility.~~

5. The following four (4) categories shall be used to describe applicants that request the use of public school facilities for Non-School Purposes. School principals or facility directors are required to document each and every use of their facility by outside agents through the school district's Facility Usage Database. A Fee Schedule and Category Charges Matrix are appended to this Policy as Exhibits 1 and 2 respectively. The Superintendent or designee shall review the Fee Schedule periodically (no less than annually), and any changes to the Fee Schedule shall be recommended to the School Board for approval.

a. **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 district's online Facility Usage database and reflected in the school or facility's calendar.

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. ~~However, please refer reference shall be made to Section Rule 11--shall apply when SAG usingusesutilizes third-party vendors such as Food Trucks and Inflatables/Bounce Houses for SAG sponsored events on a school or facility grounds.~~

**Commented [AK9]:** Food Truck and Inflatables/Bounce House Vendors require inspection from Chief Fire Official. CFO may want to add a reference.

2. 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 will work with the SAG to minimize or eliminate any anticipated expense to the school, to allow the SAG to utilize the school facility.

3. If it is determined by SBBC that 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.
- b. **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 SBBC for any property damages associated with the Government\_Organization’s use of a public school facility.
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, Personnel Costs, as incurred including, without limitation, any required security.
  2. After School Hours or on Non-School Days when custodial staff presence is required, Government Organizations shall pay Custodial Costs, Consumable Items Costs, Utilities Costs and Personnel Costs, as incurred including, without limitation, any required security.
  3. Regardless of school days, normal operational hours, after school hours, or non-school days, 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.
  4. All fees shall be based on the current established Fee Schedule (appended to this Policy as Exhibit 1).
  5. This Policy is not applicable if a separate agreement exists between the SBBC and another governmental entity for the use of school facilities. Those agreements shall stand upon their own terms.
- c. **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 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

**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.

1. On School Days, a Non -Profit Corporation or a Section 501(c)(3) Organization 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, a Non -Profit Corporation or a Section 501(c)(3) Organization shall also pay Rental Fees, Custodial Costs, Utilities Costs and Personnel Costs, as incurred including, without limitation, any required security. However, the total Rental Fees due shall be discounted by twenty-five percent (25%).
  3. All fees shall be based on the current established Fee Schedule. In addition, any use of equipment shall be subject to Rental Fees, but the total Rental Fees due for such equipment shall be discounted by twenty-five percent (25%).
- d. **Other Organizations: Other Organizations** are entities that were not named or listed in Rule 5a, 5b and 5c. Other Organizations shall fulfill all Lease Application and insurance requirements necessary for each use of public school facilities.
1. On School Days, Other Organizations shall pay Rental Fees, Utilities Costs and any Personnel Costs that are incurred including, without limitation, any required security, or additional custodial staff.
  2. 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.
  3. All fees are based on the current established Fee Schedule (appended to this Policy as Exhibit 1).
6. This Policy will not apply to vendors who are awarded contracts as a result of a Request for Proposal (RFP) process issued by the SBBC 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 SBBC.
7. 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 SBBC Policy 1341 Committee which will recommend any changes to the Superintendent for approval by the SBBC. Any revised Fee Schedule shall become effective on the date of its approval by the SBBC and shall apply to all subsequent Applications.

~~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 (including school security) should be adjusted at the minimum with the preceding 12 month Consumer Price Index figures (via monthly report obtained from the United States Department of Labor, Bureau of Labor Statistics) based on related cost data garnered from the BCPS Facility Online Usage database (if any), and/or with comparable cost data from several large urban school districts in the State of Florida.~~

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.

Utilities Costs shall be applied only for activities held on School Days after normal operational hours (which is 30 minutes after regular day dismissal bell) 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 ~~designated school 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.~~

- ~~8. 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.~~

If selected, the school principal or facility director shall require the use of regular Food and Nutrition Services Staff when the Food and Nutrition Services Department is needed to prepare food or serve food during the use of the public school facility rental. The group or organization shall pay the cost of the Food and Nutrition Services Staff involved, according to the adopted School Food Services salary schedule, including retirement and other fringe benefits. If there is an additional camp/activity/event on campus that is utilizing the Food and Nutrition Services Department at the same time of the request, the cost per meal per individual will match the current SBBC cost per meal.

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98. All checks ~~payments made (i.e., check, ACH, wire, etc.) for the rental of public school facilities, shall be made payable to The School Board of Broward County Florida. All checks should indicate in the memo line the name of the school or facility that is being~~

rented. All payments collected for the rental of public school facilities, ~~other than in payment for food services,~~ as well as for payment of on-site services shall be made payable to the school or facility and shall be deposited into the school or facilities bank account the Internal Accounts Trust Fund of the school or facility. Thereafter, the school or facility shall remit the deposited funds. These funds shall be remitted to the Treasurer's Office SBBC on a monthly basis and will be added to the operating budget of the school or facility and to the School Board's utility budget for the utility expense portion processed in accordance with Business Practice Bulletin A429, which fulfills the required budget transfer procedure. Organizations must prepay all Rental Fees before being given access to public school facilities. However, if the rental period is greater than one month, facility lease cost shall be paid on a monthly basis. Parties can only enter into leases up to one (1) year.

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Regarding refunds, cancellations made seven (7) days or more in advance of the event date, will receive a one hundred percent (100%) refund of the Rental Fee paid by the Lessee. Cancellations made within three to six (3 – 6) days of the event date will incur a twenty percent (20%) cancellation fee, which fees shall be taken from the Rental Fee paid by the Lessee and the remaining eighty percent (80%) will be returned to the Lessee. Cancellations made within forty-eight (48) hours of the event date will incur a fifty percent (50%) cancellation fee, which fee shall be taken from the Rental Fee paid by the Lessee and the remaining fifty percent (50%) will be returned to the Lessee. The total amount of Rental Fee paid by Lessee shall not be refunded for cancellations made twenty-four (24) hours before the event date.

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109. Any group or organization that intends to charge students and/or adults for any type of service/activity during the usage of public school facilities/equipment must provide the SBBC with a letter addressed to the Superintendent stating that the organization will report to the Internal Revenue Service (IRS) all salaries and applicable taxes and all fees exceeding \$600.00 paid to School Board employees, a copy of which will be provided to the IRS by the SBBC.

#### 110. INSURANCE

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 subject to applicable law.

The user of a public school facility must furnish a Certificate of Insurance ~~to the Risk Management Department of the SBBC at least seven (7) working days along with the initial application~~ prior to the use of the public school facilities, ~~and~~ The Certificate of Insurance must contain the following provisions:

- (a) A statement certifying that there is in force a general liability insurance policy naming the SBBC as an additional insured; and

(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:

Bodily Injury -	\$200,000 each person \$300,000 each occurrence
Property Damage - (Damage to Rented Premises)	\$500,000 each occurrence \$500,000 aggregate

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.

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.

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 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.

121. Meal Functions, Picnics, **Carnivals** 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:

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(a) The school principal or his/her designee shall be in attendance in a supervisory capacity.

(b) Third party vendors participating in an event conducted by a School-Allied Group must furnish all vendor Certificates of Insurance, invoices, and agreements listing planned amusement activities with photos to a Certificate of Insurance Risk Management Department for approval and the Office of the Chief Fire Official to the Risk Management Department of the SBBC at least seven (7) working days three (3) weeks prior to the event, and the Certificate of Insurance must contain the following provisions:

Commented [RRR12]: Taken from revised memo from Risk Management department on 10/20/2022.

1. 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.

2. Automobile Insurance with coverage of \$1,050,000 for business-owned vehicles.

2.  
3. ~~Workers' Compensation insurance. If a vendor has less than four employees, an affidavit is available from the Risk Management Department.~~

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4. ~~Invoice listing planned amusement activities and photos.~~

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3. Workers' Compensation insurance with limits specified in Chapter 440, Florida Statutes and Employer's Liability limits of \$100,000/\$100,00/\$500,000 (each accident/disease-employee/disease-policy limit). If a vendor has less than four employees, an affidavit is available from the Risk Management Department.

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(c) Food truck vendors: and inflatables/bounce house Food truck vendors participating in an event conducted by a School-Allied Group on school grounds at a public school facility may prepare, make and/or sell food directly to patrons at the event. However, such food truck vendors must comply with all applicable state, local and School Board requirements and complete a checklist (checklist available from the Risk Management Department/Chief Fire Official) at least three (3) weeks prior to the event. (Checklists are available from the Risk Management Department's website). Food trucks may prepare, make and and/or sell food directly to patrons at the event. However, a visual inspection report and site plan which identifies the location of each food truck and generator to be on site which is affiliated with the food truck must be submitted to the Office of the Chief Fire Official at least three (3) weeks prior to the date of the event. If Broward County or another municipality in Broward County has approved an inspection report for the food truck vendor within the last twelve (12) months, the vendor can submit the inspection report to the Office of the Chief Fire Official for approval and will not be required to undergo a physical inspection.

Commented [AK13]: This applies to food truck & inflatables vendors on school board property, not just allied groups. Confirm w/Chief Fire Official.

Chief Fire Official to review and amend.

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Chief Fire Official requires a visual inspection report and site plan identifying the location of each food truck and generator to be on site.

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Inflatables/Bounce House vendors: Any inflatables or bounce house vendors participating in an event conducted by a School-Allied Group on school grounds at a public school facility must comply with all applicable state, local and School Board requirements and complete a checklist at least three (3) weeks prior to the event (Checklists are available from the Risk Management Department's website).

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(d) All such activities hosted by groups other than School-Allied Groups must comply with all of the provisions of this Policy.

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132 This Policy shall become effective upon approval of the SBBC.

LEGAL AUTHORITY: Section 1001.41 (1), F. S.

HISTORY:

Adopted: 4/29/70

Readopted: 9/5/74; 1/25/11

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; 1/25/11; 11/3/15, 6/21/16

FEE SCHEDULE

EXHIBIT 1

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SCHEDULE A

NON -PROFIT CORPORATIONS or SECTION 501(C)(3) ORGANIZATIONS FOR SCHOOL DAYS	
Fee Category	Cost Unit
Nominal charge for electricity, materials and administrative costs	\$25.00 per meeting, not to exceed \$250.00 per school/per fiscal year.

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SCHEDULE B

RENTAL FEES	
Fee Category	Cost Unit
Auditorium Fee	\$100.00 Per hour of rehearsal or setup <del>\$600.00</del> <u>\$700.00</u> Per performance (3 hour period) <del>\$50.00</del> <u>\$100.00</u> Per each additional hour (or part thereof) of performance
<del>Cafeteria Fee</del> — excludes kitchen Food and Nutrition Services Cafeteria Fee	<del>\$150.00</del> <u>\$200.00</u> <del>\$13.00</del> (includes 5 hour daily minimum) <del>\$30.00</del> <u>\$50.00</u> Per each additional hour See Hourly Salary Range for Food and Nutrition Services Manager for Rental Below
Classroom Fee	<del>\$50.00</del> <u>\$116.00</u> (Elementary) (includes 5 hour daily minimum) <u>\$126.00</u> (Middle) \$10.00 Per each additional hour
Multi-Purpose Room Fee (i.e. Media Center)	<del>\$50.00</del> <u>\$65.00</u> <del>\$278.00</del> (includes 5 hour daily minimum) <del>\$10.00</del> <u>\$15.00</u> Per each additional hour
Swimming Pool	<del>\$150.00</del> <u>\$200.00</u> <del>\$42.00</del> (includes 3 hour daily minimum) <del>\$50.00</del> <u>\$75.00</u> Per each additional hour
Individual Athletic Areas i.e. Baseball Field, Basketball Courts, Tennis Courts, and associated parking.	<del>\$120.00</del> <u>\$150.00</u> (Includes 3 hour daily minimum) <del>\$40.00</del> <u>\$60.00</u> Per each additional hour
Gymnasium	<del>\$150.00</del> <u>\$200.00</u> <del>\$390.00</del> (includes 3 hour daily minimum) <del>\$50.00</del> <u>\$75.00</u> Per each additional hour
Regional Athletic Stadium for Athletic Competitions	<del>\$750.00</del> <u>\$1140.00</u> Per day (includes 8 hour daily minimum) <u>\$75.00</u> Per each additional hour or any part thereof not to exceed 8 hours. These fees would include the use of the stadium, track, field and associated equipment and parking. Does not include field lining, security & operational costs.
Parking Lot only	\$90.00 (includes 3 hour daily minimum) \$30.00 Per each additional hour

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Commented [RRR1]: Suggested changes from Food and Nutrition Services Department- 11.22.2022

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UTILITIES COSTS AND CUSTODIAL COSTS

Fee Category	Cost Unit
Energy (Light, Cooling and Power)	<del>\$30.00</del> 40.00 Per hour
Water	<del>\$25.00</del> 30.00 Per day. This fee would be required for the standard facility use such as car washes.
Refuse	\$25.00 Per day. This fee would be required for activities using more than multiple trash cans requiring disposal.
Custodial Services	<del>\$176.00</del> 200.00 (Includes 4 hour daily minimum) <del>\$44.00</del> 50.00 Per each additional hour
Consumable Items (restroom toilet paper, paper towels, soap, etc.)	<del>\$0</del> 10.00 1-30 people expected at function \$520 per day 31-100 people expected at function <del>\$10</del> 30 per day 101-200 people expected at function \$510 additional per day for each additional 100 people expected, or part thereof. <del>This fee would be required for any lease exceeding 30 people expected at a function.</del>

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PERSONNEL COSTS	
Fee Category	Cost Unit
Technical Supervision	<del>\$44.00</del> 50.00 Per hour
Technical Crew	<del>\$44.00</del> 50.00 Per hour
School Security	<del>\$44.00</del> 50.00 Per hour
Off-duty detail officers	* Per hour
Stand-by-Electrician	<del>\$60.00</del> 65.00 Per hour
Stadium Manager (Athletic Director or designee)	<del>\$60.00</del> 65.00 Per hour
Wanding Services	** Per hour

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\* Cost is set by the local law enforcement agencies. School principal or facility director reserves the right to require police officers—and determine the number necessary for any event.  
Sales Tax will be collected where applicable.

\*\* Metal detection wanding services and the cost associated with metal detection wanding services will be set by the approved BCPS vendor providing the services.

Commented [RRR2]: Suggested language provided in September 23, 2022 Policy 1341 Meeting that corresponds to #12 "Personnel Costs"

**Hourly Salary Range for Food and Nutrition Services Manager for Rental:**

Commented [RRR3]: Suggested language from Food and Nutrition Services Department- 11.22.2022

*The group or organization shall pay the cost of the Food and Nutrition Services Staff involved, according to the adopted School Food Services salary schedule, including retirement and other fringe benefits.*

<u>Minimum Hourly Rate</u>	<u>Maximum Hourly Rate</u>
<u>\$23.68387</u>	<u>\$65.768.96</u>

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