ADMINISTRATIVE PROCEDURES

SCHOOL BOARD POLICY 9.30 - USE OF FACILITIES AND GROUNDS

GENERAL PROCEDURES

The following procedures shall apply to the liability and insurance coverage required for utilization of school facilities:

- School based organizations and governmental agencies need not provide evidence of public liability insurance coverage. School based organizations are those volunteer organizations which only exist in order to provide support for the schools, including booster clubs, PTA and other such organizations.
- All other organizations requesting to utilize school facilities, including, but not limited to, non-profit organizations and churches having regularly scheduled services at a school facility, shall provide a current certificate of liability insurance which clearly states the organization’s liability coverage, naming the School Board as an additional named insured. The certificate shall provide evidence of liability coverage in the amount of at least one million dollars ($1,000,000.00) per person and two million dollars ($2,000,000.00) per occurrence. Evidence of such coverage shall be provided to the school prior to the utilization, and a copy shall be attached to the Authorization and Invoice for Building Utilization form. (See Attachment A, Sample Insurance Form).
- Any questions or concerns about the need for or the sufficiency of coverage should be referred to the office of the Executive Director Risk Management at 390-2258.

USE OF SCHOOL FACILITIES BY ORGANIZATIONS FOR REGULARLY SCHEDULED WORSHIP

Requests for utilization of school facilities for religious purposes shall be approved according to the same provisions and procedures as any other utilization, except that school facilities shall not be the permanent site of regularly scheduled worship services for any group. A group may hold regularly scheduled worship services at a school facility on a temporary basis under the following conditions:

- The temporary use is limited to those situations where a group is temporarily without a site to meet for worship because of a fire or other natural disaster or because a group is currently in the process of constructing or obtaining a permanent site. The requesting groups shall submit to the principal a letter outlining the need for using the school temporarily together with all pertinent documentation. This documentation should include proof that the permanent site is currently under construction or repair and the estimated date the permanent site will be available. As a general rule, such temporary use by any
group at a school facility shall not exceed one year, but the principal may, at his or her discretion, extend the time for a short time if then permanent site is near completion.

- The school must have an employee who is willing and available to open the school on a regular basis at the time of the utilization. This employee shall be paid pursuant to the provisions of the Policy.

- No signs shall be placed on any school property indicating that the school facility is the site for worship services, except that temporary signs may be placed at the facility on the day of the service by the utilizing group at the sole discretion of the principal if the signs are removed promptly after the service.

- No advertising, brochures, letterhead, billboards, announcements, etc., may utilize the name or address of the school as the site of the worship service unless the phrase “temporary meeting at” proceeds the name or address of the school.

**MISCELANEOUS**

In addition to the above guidelines, a school shall not approve a request to utilize Board property during the last two weeks of the summer work period so that Facilities staff can properly prepare the building for school opening.
FEES FOR FACILITY AND GROUNDS USE

(Effective August 14, 2017)

Facility Use Rates (rates reflect half day price, up to 4 hours)

<table>
<thead>
<tr>
<th>Usage</th>
<th>Classroom</th>
<th>Auditorium</th>
<th>Cafeteria</th>
<th>Gym</th>
<th>Multi-Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Half Day</td>
<td>$60</td>
<td>$400</td>
<td>$240</td>
<td>$300</td>
<td>$240</td>
</tr>
<tr>
<td>Each Additional Hour</td>
<td>$15</td>
<td>$100</td>
<td>$60</td>
<td>$75</td>
<td>$60</td>
</tr>
</tbody>
</table>

Additional Use Fees for Performing Arts Schools

| Main Theater         | $600 per day for main event | $150 per day for rehearsals |
| Multi-Purpose Room   | $30 per hour (min. 2 hours) |
| Chorus Room          | $20 per hour (min. 2 hours) | Jax Children’s Chorus $10   |
| Dance Studio         | $20 per hour (min. 2 hours) |

*Some performing arts facilities may not be available for utilization request.

<table>
<thead>
<tr>
<th>Football Stadium</th>
<th>Lining of Field (material only)</th>
<th>Playfield</th>
<th>Outside Basketball</th>
<th>Baseball &amp;Softball Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>$800</td>
<td>$150 per use</td>
<td>$150 per use</td>
<td>$100 per court use</td>
<td>$150 per field use</td>
</tr>
</tbody>
</table>

*Usage fees are calculated based upon utility cost, depreciation of equipment and use of supplies

*Additional fees are charged for personnel required to monitor the event.

** Additional fees are charged for event set-up and tear-down.

*** Additional fees are charged for field preparation and lining.

**THERE IS A $150.00 PROCESSING FEE FOR ALL APPROVED REQUESTS, UNLESS USAGE FEES ARE WAIVED FOR THE USE PURSUANT TO BOARD POLICY 9.30.**
PROCEDURES FOR COLLECTION OF USAGE FEES AND PERSONNEL COSTS

Any organization seeking to use district facilities or grounds must first obtain permission from the building principal. The principal is responsible for ensuring that the use is allowable pursuant to School Board policy 9.30, Use of Facilities and Grounds. Once permission is granted from the principal and the building utilization form is completed by the requesting organization, the following procedures shall be required prior to use by the requestor:

I. Approval of Facility or Grounds Use
   A. Collect a copy of the group’s certificate of insurance and confirm the coverage amounts meet or exceed $1,000,000.00/person and $2,000,000.00/per occurrence and the Duval County School Board is listed as an additional insured.
   B. Submit a copy of the Authorization and Invoice for Building Utilization form signed by the requesting organization and building principal to District Athletics Office, #3086A for review and final approval if the request involves the use of athletic facilities (including but not limited to gym, stadium, playfield, athletic courts, etc)*; or
   C. Submit a copy of the Building utilization form signed by the requesting organization and building principal to the Office of Policy and Compliance, #3001 6th Floor for review and final approval if the use does not involve athletic facilities (see above)*.

*Approval from the District Athletics Office or Office of Policy and Compliance will take approximately 3 to 5 business days.

ONCE THE REQUEST HAS BEEN APPROVED BY THE DISTRICT’S ATHLETIC OFFICE OR THE POLICY AND COMPLIANCE OFFICE, complete steps II and III below.

II. Collect Personnel Fees Associated With Cost

Pursuant to Section II of Board Policy 9.30, personnel fees may be waived by the school administrator if the requested use is during hours when the school is open and staff are already present. The waiver of fees applies to those groups specified in the policy and do not apply to requests requiring wide use of school facilities (i.e. summer camps, athletic facilities, etc.). If personnel fees are being waived, proceed to Section III.

A. IF using outsourced custodial personnel:
   1. Determine the hourly rate for the approved employee. The requesting group must pay 1 ½ times the employees hourly rate plus 28.98% benefits. Direct any questions regarding custodial pay rates to Facilities Support Contracting at 858-6310.
2. Collect a check made payable to “Duval County Public Schools” for the total personnel fees.
3. Complete Attachment B, Overtime Custodial Services for Building Utilization form.
4. Submit the check along with a copy of the approved Authorization and Invoice for Building Utilization form and the completed Attachment B to **Contract Services, #3067, Room 25**.
5. The outsourced custodial employee will receive compensation on his/her regular paycheck.

**B. IF using DCPS personnel (including DCPS custodians):**

**PLEASE NOTE:** Board employees who are administrators are not eligible to be compensated for building utilization activities.

1. Determine the hourly pay rate for the approved employee. The requesting group must pay the employees hourly rate plus 38.2% benefits. **However, if the employee is a DCPS custodian who works 40 hours per week, the group must pay 1 ½ times the DCPS custodian’s hourly rate, plus 38.2% benefits.**
2. Collect a check made payable to the SCHOOL and issue a receipt to the requesting group.
3. Complete appropriate reporting document (either a Personnel Change Form or a time-sheet)
   a. Complete PCF if employee is providing services for the organization on an ongoing basis (e.g. weekly church service, monthly organizational meeting, etc). Submit the PCF form to **Budget Services, 6th Floor; OR**
   b. Complete timesheet if the employee is providing services for the organization for a one-time activity. Submit timesheet to **Payroll**.

C. The employee will receive compensation on his/her regular paycheck.

**III. Collect Usage Fees Associated With Cost**

a. See Usage Fee Schedule to determine fees required for the requested use.
b. Collect a check made payable to SCHOOL for the total amount of usage fees and issue a receipt to the requesting group. **NOTE:** If the group is using DCPS personnel, the requesting organization may issue one check for both personnel fees and usage fees. If the group is using an outsourced custodian to perform the work, a separate check is required.
c. Deposit the funds collected for Usage Fees (and DCPS personnel, if applicable) into school’s designated internal fund.
d. Complete Attachment C, District Daily Receipt Log System-Wide.
e. Issue a check from the school’s internal fund for (a) the DCPS personnel cost (if applicable) and (b) 50% of the amount of usage fees collected. Submit check along with a copy of the approved Authorization and Invoice for Building Utilization form and the completed Attachment B to Cash Management, 2nd Floor.

EFFECTIVE DATE: 8/14/17