

# District School Board of Pasco County

## Use of Facilities Procedures and Guidelines

*Board Policy 7510* – Use of District Facilities provides general guidelines for community individuals or organizations to use school or District buildings. The Board encourages the use of District facilities and grounds for educational, civic, cultural, recreation, artistic, charitable events and programs to benefit the community.

### Charges for Use of Schools or District Facilities

Individuals or community organizations making a request to use schools or District facilities should assume the applicable fees listed on the *Use of Facilities Fee Structure* will be assessed. **Fees may be waived or reduced at the discretion of the Superintendent or designee and approval by the School Board.**

### Steps to Use Schools or District Facilities

- Contact the school principal or District facility administrator or their designee to determine if the facility is available on the dates and times requested. Requests for Use of Facilities must first be approved by the Principal or Administrator.
- Complete the *Use of Facilities* form available on the District website (see quick links or the community link).
- Submit the completed form to the school Principal or District facility administrator. A certificate that evidences proof of broad form commercial general liability insurance with a minimum of \$1,000,000 coverage for the entire duration of the use must accompany the agreement. See **Certificate of Insurance – Requirements for School or District Facility Agreement** below for additional details. The completed application and insurance certificate must be submitted to the school Principal or District facility administrator at least **eight (8) weeks prior** to the start date of the requested use. Submitting incomplete documents may delay the School Board approval process. If the organization is sales tax exempt, a current Tax Exemption Certificate must accompany the *Use of Facilities* application. Otherwise, sales tax will apply. These forms need not be supplied with the application if current forms are on file from a previous Use of Facility.
- The Principal or administrator will forward the signed application to Purchasing Services Department for review and preparation for Board action.
- Purchasing Services Department will review all documentation and will advise the school Principal or District facility supervisor if: (1) the agreement receives School Board approval; (2) the agreement does not receive School Board approval; or (3) additional information is required.
- Use of Facilities fees are due prior to the first use of the school or District facility. Checks and money orders are to be made payable to the District School Board of Pasco County and are to be forwarded to the District Finance Accounts Receivable

Department. Cash payments must be made in person at the District office, Finance Services Department.

- Communicate and coordinate your activities with school or District facility personnel once the Use of Facilities is approved. The Principal or administrator reserves the right to cease or reschedule the use if the activity may cause a disruption to the learning environment or if the use may be detrimental to individual(s) or to the condition of the premises or fields.
- Organizations seeking to use the professional theater facilities at the Center for the Arts at River Ridge or Center for the Arts at Wesley Chapel, must directly contact staff at those facilities.

### **Certificate of Insurance – Requirements for School or District Facility Use**

- Event Holder – The name of the organization identified on the certificate of insurance must be the same as on the facility use application.
- Primary Commercial General Liability – Commercial general liability insurance must be indicated. Broad form coverage is preferred; otherwise, other specific coverage may be required, depending on the nature of the event.
- Policy Effective and Expiration Date – The date(s) of the agreement must be within the policy effective date(s). If the expiration date of the insurance falls within the term of the agreement, the organization must furnish a renewal certificate prior to the insurance expiration date. If the certificate is not provided, the agreement will be cancelled. The insurance certification must be attached to the Use of Facilities agreement, otherwise the processing of the application will be delayed.
- Policy Limits – The minimum limits of commercial general liability insurance coverage is \$1,000,000.
- The District School Board of Pasco County, Florida must be listed as an additional insured. The school is not to be listed as an additional insured.
- Facility Owner should read District School Board of Pasco County, 7227 Land O’ Lakes Blvd., Land O’ Lakes, FL 34638.

### **Facility Use Rates (Please refer to the Use of Facilities Fee Schedule)**

To calculate the daily cost, add any of the following that apply: Facility Rate + Direct Cost Rate + Sales Tax + Labor Charges.

- Facility Rates – The half day rate is for a use of up to five hours. This includes any time required for setup, arrival, dismissal, and cleanup by the organization. The full day rate is for use greater than five hours up to 10 hours. The long day rate is for any use that totals over 10 hours in the same day. In some instances a flat fee may be assessed.

- Direct Cost Rate – This charge must be included for each day of use and applies whether inside or outside facilities are used.
- In accordance with Florida Sales Tax Law 12A--1.70 the rental of real property is a taxable transaction and is subject to current sales tax. The tax shall be calculated on the total rental cost (facility rates + direct cost rate + labor charges). The sales tax on the rental is exempt if the organization provides a certificate of exemption.
- Labor Charges – The school Principal or District facility administrator determines the number of custodial hours needed. A minimum of \$120.00 (4 hours @ \$30.00 per hour) will be charged for custodial hours. Additional custodial hours, at \$30.00 per hour, will be charged depending on the type of activity, number of days, and hours of use. Labor charges must be included for each day of use, unless waived by the Assistant Superintendent of Support Services and approved by the School Board. If the kitchen area is used in the cafeteria, labor charges must be included for cafeteria staff as well.

### **Important Reminders**

- Any Use of Facility activity may be cancelled at any time if the terms and conditions of the agreement are violated or if the school or District facility administrator deems the use of the facility may disrupt or interfere with the learning environment at the facility or may cause damage to the facility or possible injury to individual(s).
- Tobacco use is prohibited in buildings and on smoke free campuses. (See Board policy 7434).
- Alcoholic beverages and illegal drugs are prohibited on all School Board property. (See Board policy 3124).
- Firearms are prohibited on all School Board property. (See Board policy 7217) .
- Any advertising or promotional material of individuals or community organizations that refers to the school or school address shall contain the following statement, “The District School Board of Pasco County, Florida, is neither sponsoring nor affiliated with this event.”
- Payment for use of school and District facilities must be made five (5) days prior to the commencement of the scheduled event.

### **Event Cancellations**

- Applicant will be responsible for all charges unless a cancellation form is signed by the User and Principal or administrator. The form must be forwarded to Purchasing Services Department. See the District website, Use of Facilities to obtain a copy of the cancellation form.