

Use of School Facilities**SCHOOL FACILITIES--AVAILABILITY TO QUALIFIED COMMUNITY ORGANIZATIONS AND COMMERCIAL ENTERPRISES**

I. General Statement of Policy

The citizenry of Dade County from local, state and national tax revenues provide certain facilities for the use of regular school (both general and vocational) purposes. After providing for the regular school programs, the building facilities may be made available to qualified community organizations and the paved parking areas may be leased to commercial enterprises. The use of school facilities for these non-school functions may be approved by the administrative staff in accordance with the following provisions:

- A. The effectiveness of the regular school program is not impaired. Organizations are to be encouraged to affiliate their programs with a community school.
- B. No tax funds may be expended.
- C. The organization using the school facilities shall be recognized as having aims and objectives not inconsistent with school policies.
- D. Applications for use of school facilities must be properly executed by responsible persons on forms that may be secured at the school office where facilities are being requested.

Any rentals of buildings for health examinations of any kind must be approved by the Dade County Health Department.

- E. The schedule of rental charges for the use of school facilities will be established annually by the Board in August.
- F. School grounds are available for public use at times when the grounds are not being used for school purposes. Each case/use will be dealt with separately, following the guidelines in 6Gx13- 1D-1.02.
- G. Use of school grounds for carnivals is limited to school-allied organizations as stipulated in policy 6Gx13- 1D-1.07.
- H. Board-owned and operated stadium facilities may be used for

admission type activities.

- I. Use of grounds (except paved parking areas) on an admission basis is limited strictly to school-allied organizations.
- J. Parking areas may be leased to commercial enterprises for use on an admission basis at times when parking areas are not being used for school purposes. Any lease of school parking areas may be for such term, for such rent and upon such terms and conditions as the School Board determines to be in the best interest of the school system, and shall be limited to paved parking areas.
- K. Grounds and facilities assigned to Community School programs may be made available to qualified community organizations with approval of the administrative staff in accordance with specific policies.
- L. Any group, organization, or individual employed by the School Board or agent of the School Board using school facilities to execute official duties as required by Board Rule, policy, or direction, is exempt from fees and charges. These groups should coordinate such use with the principal or site administrator of the facility.

II. Classification of Rental Organizations

The following classifications will be used for determining rental charge categories:

- A. **Non-school** is a classification used for any organization or group not responsible for the operation of public schools or not classified as school-allied.
- B. **Government** is a classification used for city, county, state and federal government groups requesting the use of school facilities to carry out official functions or meetings.
- C. **School-allied** is a classification used for organizations formed for the purpose of promoting the welfare of the school and/or its students. These organizations are to be distinguished from those clubs and organizations that are an integral part of the school program under the direct policy leadership of the principal.
- D. **Repetitious Use** is a classification used for any group

requesting the use of school facilities as often as once a week for six consecutive weeks.

- E. **Admission** is a classification used for groups or commercial enterprises operating for profit, charging admission, having sales or receiving contributions as a result of the use of school facilities.
- F. **Non-admission** is a classification used for any organization requesting the use of school facilities for the purpose of holding a meeting that is free of charge and open to the public.

Organizations using school facilities may be reclassified from Admission to Non-admission when all receipts from ticket sales, donations, or collections resulting from the use of school facilities are given entirely to a recognized charity and a request for this consideration is completed properly on the standard form and submitted with the initial application.

III. Specific Policies

The policies listed below will be followed in determining rental charges and general conduct by organizations using school facilities:

- A. Basic charges are computed on a minimum usage of three hours on weekdays until 10:00 p.m. and the Board-approved hourly rate after 10:00 p.m., and are computed on a minimum usage of four hours plus clean-up time on Saturday and Sunday at the Board-approved hourly rate. Any additional time beyond the basic charge hours will require an additional charge at the hourly rate set by the Board.
- B. All organizations should be advised that the Board does not provide facilities over extended periods of time and that rentals are on a temporary basis. All applications for repetitious use of school facilities shall be renewed annually on July 1st and shall be subject to review by the School Board staff.
- C. Organizations must take the premises as they are at the time of occupancy. Should it become necessary to remove, relocate, or alter any stage rigging or equipment, including stadium/grounds preparation, the changes shall be made by school personnel at additional expense to the organization at the standard custodial overtime rate specified in Rule 6Gx13-1D-1.11, and the premises shall be returned as found following usage. All such changes must have prior approval of the

principal.

- D. Custodians are not to be paid from school internal funds or by non-school organizations. All payments to custodians are to be made on an approved overtime slip processed through the Payroll Department.
- E. Schools will determine neither the organization's classification nor rental charges. Classification and charges will be determined by the Department of Maintenance and Plant Operations based upon Board-approved policies. The Department of Facilities Support Services shall verify the pricing, data, collect payment, and maintain appropriate records.
- F. Because of the food supplies and expensive equipment at the steam tables and in the cafeteria kitchens, these facilities and areas are not to be used by non-school groups. If school-allied groups use these areas, a member of the school's food service staff shall be present. The school-allied group shall reimburse Facilities Support Services for the food service personnel charge at the standard overtime rate.
- G. Elementary classrooms may not be used for meetings as the individual possessions of students are kept in these rooms in unlocked desks or cupboards. It is also found that seating facilities in elementary classrooms are frequently not suitable for adult usage.
- H. Except as otherwise provided herein, organizations must prepay all rental charges before being given access to school facilities. All payments shall be made by certified check or money order and shall be made payable to "The School Board of Dade County, Florida" and remitted to Facilities Support Services, Location 9216, 2925 N.W. 41st Street, Miami, Florida 33142, Attention: Cost Accountant.
- I. Admission activities within a school building will not be permitted on a repetitious basis. Use of school facilities for activities classified "admission" shall be limited to one production per producer and/or organization within a fiscal year, except for leased parking areas.
- J. The only admission activities permissible on Board-owned grounds are:

1. Board-owned/operated stadium facilities.
2. Use of grounds (except paved parking areas) on an admission basis is limited strictly to school-allied organizations.
3. Carnivals sponsored by school-allied organizations.
4. Paved parking areas leased to commercial enterprises.

All other parking on school grounds must be in accordance with Board Rule 6Gx13- 1D-1.02 and 1.07. Use of paved parking areas only will be allowed on a non-admission basis except for school-allied organizations and leases to commercial enterprises. All other admission activities are prohibited.

K. Procedures for leasing school facility paved parking areas to commercial enterprises:

1. When deemed appropriate by staff, notice will be sent to all interested commercial enterprises regarding the district's intent to receive proposals for the leasing of specific school facility paved parking lots. This notice shall contain:
 - a. relevant information regarding the lot(s) in question
 - b. a copy of the proposed lease agreement containing required terms and conditions
 - c. specific criteria upon which selection will be recommended
 - d. date, time and location of conference for interested vendors to discuss specific selection criteria and procedures
 - e. date, time and location for submittal of proposals
 - f. date, time and location of openings of proposals
2. A conference shall be held for all interested commercial enterprises prior to accepting proposals for a specific paved parking area. The purpose of this conference

shall be to inform interested vendors of the procedures and specific selection criteria which will be used to recommend leasing to a particular enterprise and to address any questions such vendors may have.

3. Specific criteria upon which selection will be recommended shall be as follows:
 - a. acknowledged agreement to terms and conditions contained in the proposed lease agreement
 - b. minimum of three years recent and verifiable experience in area for which lot will be leased (e.g., operating a self-park lot)
 - c. three verifiable existing references in the specific field being leased for
 - d. rental amount offered
 4. A conference shall be held for the opening of proposals to which all interested commercial enterprises shall be invited to attend. Proposals shall be reviewed to determine if criteria 3a-c, as outlined above, have been met. All proposals which meet criteria 3a-c, will be deemed qualified and will be ranked based solely on the rental amount offered.
 5. References and experience of the highest ranked commercial enterprise shall be verified and, if acceptable, a recommendation shall be forwarded to the Board for leasing to this vendor. If references and/or experience are not acceptable or not verifiable, the highest ranked commercial enterprise shall be disqualified and the process re-initiated for the next highest ranked vendor. This process shall continue until an appropriate vendor is recommended for selection or the list of qualified proposals has been exhausted.
- L. Any organization wishing to question the amount of the charges for use of school facilities must do so prior to time of occupancy.
- M. Any organization desiring to cancel a usage must do so in

writing within 24 hours of the requested time. Organizations canceling without giving 24 hours' notice must pay any cost incurred by the facility, but not less than one hour at custodial overtime rates. In the case of stadium rentals, 48 hours' cancellation notice is required. Organizations canceling without 48 hours' notice must pay any cost incurred by the stadium. In the case of leased paved parking areas, cancellation shall be in accordance with the terms of the written lease agreement.

- N. Activities will not be permitted between midnight and 6:00 a.m.
- O. School equipment will not be taken from the premises by any organization under any circumstances.
- P. Smoking will not be allowed in schools or on School Board property.
- Q. No alcoholic beverages, illegal drugs/mood modifiers, or any gambling devices shall be brought on school premises. Weapons, including licensed, concealed weapons, are prohibited, except when in the possession of law enforcement officers during the execution of their official duties.
- R. Any organization causing damage to school property will be held responsible for cost of replacement or repair and may be denied further use of facilities.
- S. Delinquent payment or falsification of application and/or insurance certification will be grounds for denial of future use.
- T. No unlicensed fireworks of any kind will be permitted on School Board property. No licensed fireworks demonstration will take place on School Board property without specific prior Board approval of the event.
- U. Unpaved grounds or other areas not designated for parking shall not be leased to or otherwise used by commercial enterprises for admission.

IV. Exceptions

The Board recognizes that it is not possible to incorporate every situation or event into these guidelines and, therefore, allows for exceptions to be made on an individual basis, as determined by

specific merits of each occurrence. Requests for such exceptions must be addressed to the Deputy Superintendent of Schools for evaluation and decision.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 235.02; 235.056(1) F.S.

History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA

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