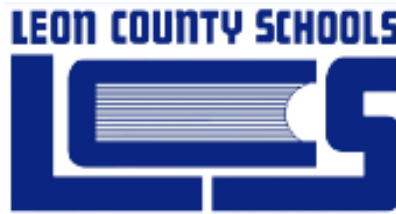


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Frequently Asked Questions Facilities Rental Agreement

Question	Response
1. What is a facilities rental agreement?	<p>Per <i>LCS Policy 7510- Use of District Facilities</i>, the Leon County School Board (LCSB) will permit the use of District grounds and facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent or his designee. The facilities rental agreement is a written contract that is used to document such usage. <u>District Form # 9830-1280 – Request For Use of Facilities Contract</u> is the District approved document that must be fully executed for each rental agreement.</p>
2. What are the requirements for a properly executed facilities rental agreement?	<p>A facilities rental agreement is necessary when a responsible organization/group of citizens would like to use District grounds. An application must be submitted by a responsible party and submitted to the site administrator at least ten (10) working days in advance of use.</p> <p>The facilities rental agreement should be executed by the Principal and the user and routed for review through the District office in the following order:</p> <ul style="list-style-type: none">• Director, Interdivisional Support Services;• The appropriate school divisional director;• The Purchasing Department. <p>The facilities rental agreement, at a minimum, should include</p> <ul style="list-style-type: none">• Appropriate rental fees and any additional fees associated with personnel, food service, and safety and security• Documentation evidencing that all insurance and liability requirements have been met• Documentation supporting all agreements regarding the conditions of facilities. <p>A copy of the fully executed agreement should be provided to the originating site, Risk Management, Purchasing and Finance Departments.</p>

3. What fees are assessed for facilities rental agreement?

Rental fees are based on five (5) hour timeframes for usage of the facilities. For each additional hour, the fee is increased on a pro-rated basis. Applicable fees are outlined in *LCS Policy 7510- Use of District Facilities* and provided for reference purposes below:

- Auditoriums - \$.075 per square foot
- Gymnasiums - \$.075 per square foot
- Media Centers - \$.075 per square foot
- Cafeterias - \$.075 per square foot
- Classrooms - \$100.00 per room
- Computer Labs - \$300.00
- Athletic Fields – High School - \$200.00
- Athletic Fields – Middle School - \$50.00
- Athletic Fields – Elementary School - \$50.00
- For evening lighting - \$50 switch on fee plus \$50 per hour
- Outdoor Courts - \$50.00

Fees for the services of **custodians and school food service employees** are in addition to the rental charges and shall be calculated at the rate of **one and one-half (1 ½) time the employee's actual regular hourly rate, plus matching social security, retirement, and other fringe benefits**. Any personnel cost incurred as a result of the requested use shall be paid by the user to the District. **Employees shall not be paid directly by the organization**. Personnel costs must be paid no later than ten (10) days following the scheduled use.

4. Who can use District facilities without executing a facilities rental agreement and/or paying the associated fees?

The following entities can use District facilities **without executing an agreement or paying the associated fees**:

- Student-initiated meetings
- Any area resident of any age utilizing an open-school playground on a casual, non-scheduled basis for recreation or physical improvement at times when school is not in session
- City of Tallahassee and Leon County Parks and Recreation Departments; if a joint use agreement is on file.
- Emergency situations and civil defense purposes

The following entities can use District facilities **without paying the associated fees provided a facilities rental has been executed**:

- School clubs and organizations
- Parent or Community Groups that support the school that they want to use (PTA, PTO, Booster clubs)
- Government organizations for official functions
- Publix educational institutions or organizations that are providing services to officers, employees or students
- Organizations of Title 36 of the United States Code that serve students of the particular school or site, with approval of the Superintendent or designee

Entities or organizations contracting to provide service to the District, its employees or its students shall enter into a contract to provide such services and the terms of the contract will determine fees as appropriate.

Users not identified in one of the categories list above may only use District-owned buildings and property provide a use of facilities contract has been signed and approved. Payment of appropriate rental fees must accompany the contract.

5. How should payment be rented?

Rental fees are to be paid directly to the District and must be sent to the District Finance Office within ten (10) days of the activity. The rental fee will be deposited and accounted for in the District accounts. Fifty five (55%) of fees collected shall be remitted back to the schools as appropriate for deposit into internal accounts.

Relevant Governing Authorities:

- LCS Policy 7510 – Use of District Facilities
- LCS Procedure ap7510a – Use of District Facilities
- LCS Procedure ap7510d – Joint Use of Facilities

Office of Internal Auditing Technical Assistance Advisement 2019-03:

The Leon County School Board's Office of Internal Auditing in response to frequently asked questions from district management, school management, teachers, parents and other interested parties, issued this Technical Assistance Advisement. Responses are based on guidance provided in the aforementioned governing authorities. Questions regarding responses provided can be directed to the Office of Internal Auditing at internalauditors@leonschools.net.