

Use of School Facilities

APPLICATION AND APPROVAL

Administrative and all other personnel connected with the school system shall not grant use of any space to any non-school person or organization until after the application has been submitted to and approved according to the following procedures:

- I. Definition of Administrative Responsibilities Regarding Temporary Rental of School Facilities
 - A. The site administrator is the primary administrator responsible for assuring that:
 1. Non-school system organizations are not given access to school facilities except when a rental agreement has been properly executed and approved.
 2. Non-school system organizations use the facilities under the conditions specified in Board Rules.
 - B. The Department of Plant Operations within the Office of Facilities Operations is responsible for:
 1. Assessing proper charges for the rental.
 2. Verifying that the rental agreement is properly executed.
 - C. The Office of Facilities Operations is responsible for:
 1. Notifying the school, Department of Plant Operations and the renter that the agreement has been executed and that occupancy is possible.
 2. Verifying the pricing data of the Department of Plant Operations.
 3. Billing the prospective renter.
 4. Posting charges and payments to individual account records.
 5. Billing for any unpaid amounts or damages on subsequent invoices.

6. Recommending that the budget of the Custodial Overtime Account be increased by the rental proceeds to offset custodial charges.
 7. Sending request for payment letters to renters delinquent in remitting the agreed-upon rental fee, and if they remain uncollectible, notifying the locations administrator of the fact that this renter has an outstanding debt owed to the Miami-Dade County Public Schools.
 8. Receiving payment from the renter and, transmitting to the Office of the Treasurer with an account transmittal, summarizing the bill information.
- D. The Office of Accounting, at the request of the Office of Facilities Operations shall create accounting entries to credit overtime expenditures as follows:
1. The location's discretionary accounts, based on 32% of the rental proceeds, less any air conditioned space surcharge.
 2. The electricity account, based on the remaining 68% of the rental proceeds, plus any air-conditioned space surcharge.
- E. The Office of Risk and Benefits Management shall provide technical support for insurance issues:
1. Assist the Department of Plant Operations in providing guidelines for verifying that the insurance from the renter complies with requirements.
 2. Process requests to purchase the Board-provided Facilities Use Insurance Policy for those qualified renters that do not have insurance.

II. Executing the Rental Agreement

- A. The renter is responsible for:
1. Securing a copy of the rental agreement and the insurance certificate from the respective school office or the Department of Plant Operations and having these executed and approved by the school principal or

building administrator.

2. Returning the executed agreement and insurance certificate to the Department of Plant Operations.
3. Prepaying the amount of the rental or the first quarterly installment, if on a repetitious basis, after receipt of the billing and prior to occupancy. Payment shall be made by certified check or money order and shall be made payable to "The School Board of Miami-Dade County, Florida" and delivered to the Office of Facilities Operations, Location 9241, 2925 N.W. 41st Street, Miami, Florida, 33142, Attention: Cost Accountant.

B. The principal is responsible for:

1. Executing the site administrator approval section.
2. Forwarding the documents to the renter or the Department of Plant Operations, Location 9221, if executed.
3. Notifying the Department of Plant Operations when school-allied or governmental use is anticipated, indicating if custodial or utilities costs are applicable.
4. Referring any and all requests for estimated cost of rental charges to the Department of Plant Operations.
5. Notifying the Department of Plant Operations that the use has actually occurred.

C. The Department of Plant Operations is responsible for:

1. Carefully screening the rental agreement upon its receipt from the potential renter or the school office to assure that all Board Rules regarding eligible organizations and conditions of use are met. Assuring that the renter's section is properly executed and accompanied by a valid insurance certificate.
2. Determining the classification of the potential renter, which forms the major basis for rental charges, and computing those charges whether it is individual use or repetitious use.
3. Verifying that the insurance certificate has been

properly executed by the renter's insurance company/agent. (See Section III, of these Procedures.)

4. Sending the original copy of the rental agreement and insurance certificate to the Office of Facilities Operations, Location 9241, 2925 N.W. 41st Street, Miami, Florida 33142. Attention: Cost Accountant for final approval. Retain one copy of the rental agreement/insurance certificate for department records.

D. The Office of Facilities Operations is responsible for:

1. Billing potential renter.
2. Billing on-going renters on a quarterly basis, payable in advance.
3. Receiving and recording the rental payment, if appropriate, and filing the original copy of rental agreement, insurance certificate, and billing. Certified checks or money orders should be payable to "The School Board of Miami-Dade County, Florida." The Office of Facilities Operations shall act as office of record for original copies of the documents.
4. Verifying accuracy of rental charge.
5. Sending a final copy of the rental agreement to Plant Operations who, in turn, distributes the agreement to the school and renter with notification that occupancy may be granted.
6. Maintaining individual account records. Forwarding payment receipts and appropriate documentation to the Office of Treasury Management.
7. Issuing appropriate credits or refund memos to the Office of Accounting in those instances where partial use has occurred, or when the renter has canceled use after having prepaid the charges.

E. The Office of Facilities Operations is responsible for:

1. Reviewing completed rental agreement and insurance certificate, approving for Superintendent's signature, and returning the executed agreement and insurance

certificate to the Department of Plant Operations.

F. The Office of Treasury Management is responsible for:

1. Receiving the payment and revenue transmitted from the Office of Facilities Operations.
2. Issuing refunds upon receipt of proper documentation from the Office of Facilities Operations.

G. Education is responsible for:

1. Reviewing the application if the temporary use of school facilities involves the provision of educational services by the outside organization.
2. Assuring that educational services provided by non-school organizations are coordinated with school system programs.

III. Reviewing the Insurance Certificate

A. Insurance Requirements:

1. The renter shall provide a certificate of insurance showing evidence of Commercial General Liability Insurance with minimum limits of \$300,000 per occurrence.
2. If the renter does not have Commercial General Liability Insurance, then the renter can procure such insurance through the Board-provided Facilities Use Insurance Policy, if available. The renter will be referred to the Office of Risk and Benefits Management for processing.

B. Other Insurance Requirements:

1. The School Board of Miami-Dade County, Florida, its employees and agents are to be named as additional insured and certificate holders.
2. Renewals or changes in the insurance carrier require the completion of a new certificate.
3. The insurance certificate must be completed by the

insurance company or its authorized agent.

4. Lack of an insurance certificate will render a rental agreement null and void.

C. Responsibilities of the Department of Plant Operations:

1. Reviewing the insurance certificate to determine that the above requirements have been met and consulting with the Office of Risk and Benefits Management where the renter does not have the required insurance.
2. Suspending the processing of the rental agreement or terminating a repetitious use agreement unless a current certificate is on file.
3. Retaining a copy of the insurance certificate within the office pursuant to the Records Retention Schedule.
4. Coordinating with the Office of Risk and Benefits Management to verify that the insurance complies with all requirements.

IV. Authorizing Custodial Overtime for Temporary Rental of School Facilities

- A. The site administrator may authorize custodial overtime for the temporary rental of a school facility.
- B. Custodial overtime shall be authorized by using the account Custodial Overtime with the appropriate account structure number affixed.
- C. The site administrator is responsible for assuring that the amount of the custodial overtime which is authorized does not exceed the amount of the rental fee. Generally, the custodial overtime should extend only one-half hour before and after the rental time as well as the actual time of the rental itself.
- D. The Custodial Overtime Account of the location shall be charged through the payroll system with the amount of the actual custodial overtime.
- E. The Office of Budget Management, at the request of the Office of Facilities Operations, shall create a budget entry to increase the budget in the accounts of Custodial Overtime, based on

actual rental proceeds received.

- F. The site administrator shall not authorize custodial overtime for no charge use. Custodians' schedules are to be adjusted by the principal for regular and reasonable activities of governmental/school-allied groups to prevent the necessity for overtime. The Department of Plant Operations will assess a charge based on the government and school-allied rental rates as specified in Rule 6Gx13- 1D-1.11 if additional custodial service is required after notification by the school. This does not supersede any reciprocal use agreements.

V. Supervising Use of the Facility

- A. The site administrator shall grant occupancy to the potential renter only after notification by the Department of Plant Operations.
- B. The site administrator, or designee, shall assure that all conditions of Board Rules are met by the outside organization.
- C. The site administrator, or designee, shall report any damages to the facility caused by the outside organization to the Division of School Police.
- D. The site administrator, or designee, shall notify the Department of Plant Operations that use has actually occurred.
- E. The Division of School Police shall send a summary of damages incurred by the outside organization to the Department of Plant Operations for invoicing and collection.

VI. Special Charges

Unforeseen special charges, which were not shown on the approved Agreement, shall be called to the attention of the Office of Facilities Operations so that appropriate billing may be initiated. The site administrator shall not receive any reimbursement or remuneration from the renter. The amount identified on the rental agreement shall be remitted to the Office of Facilities Operations by the renter.

VII. Use of Secondary School Premises under Terms of the Equal Access Act

Procedures outlined in this rule do not apply to student-initiated meetings conducted pursuant to Board Rule 6Gx13- 1D-1.012, Equal

Access -- Availability of Secondary School Facilities to Students for Meetings.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 235.02 F.S.

History: THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

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