

The School Board of Broward County, Florida

BUSINESS PRACTICE BULLETIN

A-429

August 20, 2024

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO: **A-429**

PAGE: i of ii

DATE:

SUBJECT: RENTAL OF SCHOOL BOARD FACILITIES

TABLE OF CONTENTS

	<u>PAGE</u>
A. General	1
B. School Board Policy 8020	1-2
C. Definitions.....	2
D. Categories of Application	2-3
E. Documents Required to Process Facility Rentals.....	3-4
F. General Clarification.....	4-6
G. Food Preparation.....	6
H. Food Trucks	7
I. Certificate of Insurance Requirements for Use of Public School Facilities.....	7
J. Payment and the Remittance of Funds	7-8
K. Refunds	8
L. Accounting for Funds.....	8-9

Supersedes:
SPB A-429, Dated 3/16/2009

Issued By:
Facility Planning & Real Estate Department

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO: A-429
PAGE: ii of ii
DATE:

SUBJECT: RENTAL OF SCHOOL BOARD FACILITIES

List of Exhibits

- Fee ScheduleExhibit 1
- Category Changes MatrixExhibit 2
- School Food Service Special Function RequisitionExhibit 3
- Facility Rental FlowchartExhibit 4

APPROVED BY: Senior Leadership Team  8/20/24

Dr. Howard Hepburn Date

Supersedes: SPB A-429, Dated 3/16/2009	Issued By: Facility Planning & Real Estate Department
---	--

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO: **A-429**

PAGE: 1 of 18

DATE:

SUBJECT: RENTAL OF SCHOOL BOARD FACILITIES

A. GENERAL

The purpose of this Business Practice Bulletin is to provide guidelines for the rental or use of Broward County Public School (BCPS) facilities for non-school purposes, consistent with the provisions of School Board Policy 8020; and at a minimum, the following shall apply:

1. School Board Policy 8020 must be consulted in conjunction with this Business Practice Bulletin for all provisions pertaining to the use of or rental of public school facilities for non-school purposes.
2. The school principal or designee, the facility director or designee, the Regional Offices, the Treasurer's Office, the Accounting and Financial Reporting Department, the Risk Management Department, the Safety, Security, Emergency Preparedness Department, and all other pertinent BCPS departments shall implement the procedures outlined in School Board Policy 8020 and this Business Practice Bulletin regarding the use or rental of public school facilities.

B. SCHOOL BOARD POLICY 8020 - Use of Broward County School Facilities for Non-School Purposes"

School B o a r d Policy 8020, "Use of Broward County School Facilities for Non-School Purposes", allows for the use of public school facilities for non-school purposes in accordance with the following provisions contained therein:

1. The rental or use of public school facilities shall be permitted when not in violation of provisions of School Board Policy 8020 or other applicable School Board policies, when not in conflict with the regular or extracurricular school program, or other previously scheduled activities, only when the desired facility is determined to be available by the facility's school principal or designee, or the facility director or designee.
2. Furthermore, the rental of public school facilities shall be processed via the Facility Online Usage database, and as delineated in the effective workflow (See Exhibit 4 – Facility Rental Flowchart) regarding such rental.

Supersedes:
SPB A-429, Dated 3/16/2009

Issued By:
Facility Planning & Real Estate Department

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO: **A-429**

PAGE: 2 of 18

DATE:

SUBJECT: RENTAL OF SCHOOL BOARD FACILITIES

3. The school principal or designee, or the facility director or designee shall have the sole authority to approve or deny an application for the rental or use of a public school facility in which they have delegated authority to manage/oversee.
4. No gambling, alcoholic beverages, weapons, illegal substances or illegal items shall be allowed at any public school facility.
5. Any group or organization providing information, products and services upon public school facilities must notify all attendees, in writing, that the information, products and services offered are not endorsed, sponsored or recommended by The School Board of Broward County, Florida (SBBC).
6. If, at any time, it is determined that inaccurate or misleading information is presented by a party renting or using public school facilities, the SBBC reserves the right to immediately terminate the lease without refund.
7. The rental use or enjoyment of public school facilities or services by any group or organization which discriminates on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation will not be permitted, except as provided by law or court order.

C. DEFINITIONS

The definition of terms regarding School Board Policy 8020 and terms utilized herein are as contained in the Policy.

D. CATEGORIES OF APPLICATION

1. In accordance with the provisions of School Board Policy 8020, only the five (5) categories of organizations listed below will be permitted to lease or use a public-school facility for non-school purposes. Therefore, all organizations desiring to lease or use public school facilities for non-school purposes must identify itself in the lease application, as only one of the categories of users listed below. The categories are as follows:
 - a. **School-Allied Groups (SAG)**
 - b. **Partners in Education (PIE)**

Supersedes:
SPB A-429, Dated 3/16/2009

Issued By:
Facility Planning & Real Estate Department

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO: **A-429**

PAGE: 3 of 18

DATE:

SUBJECT: RENTAL OF SCHOOL BOARD FACILITIES

- c. **Government Organizations**
 - d. **Non-Profit Corporation or Section 501(c)(3) Organization**
 - e. **Other Organizations**
2. The definition of the category of users delineated above are as explicitly defined in School Board Policy 8020. Therefore, all category of users, who are making application to use or rent a BCPS facility, must comply with and adhere to all requirements pertaining to that category of user, as called for in School Board Policy 8020.
3. Requirements for the use of school facilities that apply to each of the organizations listed above are summarized in the Category Charges Matrix (Exhibit 2 of School Board Policy 8020).

E. DOCUMENTS REQUIRED TO PROCESS FACILITY RENTALS

1. **Fee Schedule (Exhibit 1)** - A schedule of rental fees and operational charges associated with the use of public school facilities and appended to School Board Policy 8020 as Exhibit 1. The schedule is reviewed periodically (no less than annually) by the SBBC Policy 8020 Committee, and if changes are recommended, they are submitted to the Superintendent for recommendation to the School Board of Broward County, Florida (SBBC) for approval.
2. **Category Charges Matrix (Exhibit 2)** - A table which indicates applicable fees and documents required, specific to each of the five (5) rental categories and appended to School Board Policy 8020 as Exhibit 2.
3. **Application and Lease for Use of Public School Facilities** - Unless specifically exempted by School Board Policy 8020, this application must be completed to commence the formal process regarding the request to use or rent a public school facility for non-school purposes. The Application form is contained in the Facility Online Usage database regarding the leasing of school facilities, and as such, can only be completed and submitted electronically via the workflow.
4. **Certificate of Insurance** - The completed Certificate of Insurance (COI) form naming The School Board of Broward County, Florida as the additional insured must be submitted online with the application, via the Facility Online Usage database, in accordance with applicable provisions in School Board Policy 8020.

Supersedes:
SPB A-429, Dated 3/16/2009

Issued By:
Facility Planning & Real Estate Department

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO: **A-429**

PAGE: 4 of 18

DATE:

SUBJECT: RENTAL OF SCHOOL BOARD FACILITIES

5. **School Food Service Special Function Requisition (Exhibit 3)** – This form is completed upon receipt of an estimate and menu when the cafeteria is to be rented. This form can be ordered from Printing Services by submitting a printing request form.

F. GENERAL CLARIFICATIONS

1. Each category of user, as a component of its lease application, must provide documentation(s) or written proof of its designation as required in School Board Policy 8020 before being permitted to use or lease the facility.
2. For clarity, only the entities that are ***SPECIFICALLY*** listed or called for in School Board Policy 8020, will be recognized as a School Allied Group (SAG).
3. For clarity, any user representing itself as a Partners in Education (PIE), ***MUST*** submit as a component of its application, valid document(s) designating it as PIE before being permitted to utilize the facility.
4. Therefore, any application lacking the required documentation(s) or written proof, shall be considered ***incomplete, and shall not be processed until the required documentation(s) are submitted.***
5. **SAG:** A SAG shall be exempt from the following, ***ONLY*** when it is conducting its normal meeting:
 - a. Sign a lease application.
 - b. Pay rental fees.
 - c. Pay utility costs.
 - d. Pay custodial fees.
 - e. Pay personnel costs as incurred.
 - f. Provide a certificate of insurance (COI).
6. When a SAG is utilizing a public-school facility to ***conduct fund raising event or other event after normal operational hours or on non-school days,*** the SAG shall do the following:
 - a. Sign a lease application.

Supersedes:
SPB A-429, Dated 3/16/2009

Issued By:
Facility Planning & Real Estate Department

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO: **A-429**

PAGE: 5 of 18

DATE:

SUBJECT: RENTAL OF SCHOOL BOARD FACILITIES

- b. Pay rental fees in accordance with School Board Policy 8020.
 - c. Pay utility costs.
 - d. Pay custodial fees.
 - e. Pay personnel costs as incurred, including security.
 - f. Provide a certificate of insurance (COI).
7. **PIE:** A PIE **MUST** submit as a component of the rental process, valid District issued certificate which designates it as a PIE before it will be permitted to utilize a school facility.
8. The following shall apply to a PIE **ONLY** when it is conducting its business or services:

PIE Category I (Youth Organizations)

- a. Sign a lease application.
- b. Pay reduced rental fees, subject to the following:
 - i. Reduced rental fees means that the PIE shall pay a one-time fee of \$300.00 per school year for the total rental for the PIE to lease the school facility.
 - ii. To qualify for the one-time reduced rental fee of \$300.00 per school year, the PIE **MUST** provide an in-kind value that equates to or exceeds fifty percent (50%) of the cost for BCPS students to participate in the PIE's program. In-kind value support includes but shall not be limited to the cost of membership, tutoring services, program supplies, uniforms, activities, field trips, etc.
 - iii. The in-kind value provided by the PIE, shall be documented, and records of documentation shall be maintained by the school.

PIE Category II (Other)

- i. Reduced rental fees means that the PIE shall pay **ONLY FIFTY PERCENT (50%)** of the total rental fees due for the PIE to lease the school facility.
- ii. To qualify for the fifty percent (50%) reduction in total rental fees, the PIE **MUST**

Supersedes:

~~SPB A-429, Dated 3/16/2009~~

Issued By:

~~Facility Planning & Real Estate Department~~

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO: **A-429**

PAGE: 6 of 18

DATE:

SUBJECT: RENTAL OF SCHOOL BOARD FACILITIES

provide an in-kind value support to the school that equates to or exceeds the initial fifty percent (50%) of the total rental fees due to the PIE to lease the school facility.

iii. The in-kind value provided by the PIE, shall be documented, and records of documentation shall be maintained by the school.

- c. Pay utility costs.
 - d. Pay custodial fees.
 - e. Pay personnel costs as incurred.
 - f. Pay for security, if required.
 - g. Provide a certificate of insurance (COI).
9. When a PIE is utilizing a public-school facility to *conduct fund raising event or other event after normal operational hours or on non-school days*, the PIE shall do the following:
- a. Sign a lease application.
 - b. Pay rental fees.
 - c. Pay utility cost.
 - d. Pay custodial fees.
 - e. Pay personnel costs as incurred, including security.
 - f. Provide a certificate of insurance (COI).
10. **SECURITY:** The need for security regarding the use or lease of a BCPS facility shall be as follows:
- a. The Safety, Security, Emergency Preparedness Division (SSEP Division), upon receiving written notification/alert via the workflow of the Facility Online Usage Database, shall within five (5) working days of receipt of the notification/alert, provide response in the workflow, which at a minimum, response shall state whether security is needed for the event indicated in the application that is pending in the Facility Online Usage Database.
 - b. If the SSEP Division determines that security is needed for the event, the Department shall specify the number of police officers or designated school security that will be needed for the event.
 - c. Thereafter, the SSEP Division shall timely advise the school principal or facility

Supersedes:
SPB A-429, Dated 3/16/2009

Issued By:
Facility Planning & Real Estate Department

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO: **A-429**

PAGE: 7 of 18

DATE:

SUBJECT: RENTAL OF SCHOOL BOARD FACILITIES

director of the subject facility about its decision.

- d. The minimum cost and number of police officers is set by the local law enforcement agency providing the service.
- e. Additional costs associated with metal detection wand services or any other applicable security devices or services shall be in place to enhance safety measures. The cost associated with the services will be set by the approved BCPS vendor secured by the school board for these services.

11. **TUTORING:** School Board Policy 4202, "**Tutoring**", disallows BCPS teachers who tutor students for compensation from using school facilities for these purposes. An exception to this rule is for private instruction by music instructors. These applicants would be considered an "Other Organization" as defined in School Board policy 8020.

G. FOOD PREPARATION: The following shall apply for food preparation regarding the rental of school facility:

- 1. If selected, the school principal or facility director shall require the use of regular Food and Nutrition Services Staff when the Food and Nutrition Services Department is needed to prepare food or serve food during the use of the public-school facility rental.
- 2. The group or organization shall pay the cost of the Food and Nutrition Services Staff involved, according to the adopted School Food Services salary schedule, including retirement and other fringe benefits.
- 3. If there is an additional camp/activity/event on campus that is utilizing the Food and Nutrition Services Department at the same time of the request, the cost per meal per individual will match the current SBBC cost per meal.

H. FOOD TRUCKS: The use of food truck vendors during the use of lease of a school facility must comply with applicable Rules as specifically delineated in School Board Policy 8020.

I. CERTIFICATE OF INSURANCE REQUIREMENTS FOR USE OF PUBLIC SCHOOL FACILITIES: When applicable, the user of a public school facility must submit a Certificate of Insurance (COI) online in the Facility Online Usage Database, along with the initial application prior to the use of the public school facilities. The COI must name the SBBC as added insured.

Supersedes:
SPB A-429, Dated 3/16/2009

Issued By:
Facility Planning & Real Estate Department

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO: **A-429**

PAGE: 8 of 18

DATE:

SUBJECT: RENTAL OF SCHOOL BOARD FACILITIES

J. PAYMENTS AND THE REMITTANCE OF FUNDS: The remittance of funds to the Treasurer's Office and each subject school's internal accounts shall be as follows:

1. All payments made (i.e., check, ACH, wire, etc.) for the rental of public-school facilities, shall be made payable to The School Board of Broward County Florida.
2. All checks should indicate in the memo line the name of the school or facility that is being is rented.
3. All payments made (i.e., check, ACH, wire, etc.) for the rental of public School Facilities via the district's online Facility Usage database, shall be remitted to the Treasurer's Office. The Treasurer's Office, on a monthly basis, shall process the payments in accordance with the Business Practice Bulletin A-429, which fulfills the required budget transfer procedure.
4. Organizations must prepay all Rental Fees before being given access to public school facilities. However, if the rental period is greater than one month, facility lease cost shall be paid on a monthly basis. Parties can only enter into leases up to one (1) year.

K. REFUNDS: Refunds regarding the lease of a school facility shall be as follows:

1. If BCPS cancels a reservation made by a Lessee for any reason, the Lessee shall receive 100% refund for the reservation.
2. Cancellations made by the Lessee within seven (7) days or more in advance of the event date, will receive a one hundred percent (100%) refund of the Rental Fee paid by the Lessee.
3. Cancellations made within three to six (3 – 6) days of the event date by the Lessee will incur a twenty percent (20%) cancellation fee, which fees shall be taken from the Rental Fee paid by the Lessee and the remaining eighty percent (80%) will be returned to the Lessee.
4. Cancellations made within forty-eight (48) hours of the event date by the Lessee will incur a fifty percent (50%) cancellation fee, which fee shall be taken from the Rental Fee paid by the Lessee and the remaining fifty percent (50%) will be returned to the Lessee.

Supersedes:
SPB A-429, Dated 3/16/2009

Issued By:
Facility Planning & Real Estate Department

BUSINESS PRACTICE BULLETIN
The School Board of Broward County, Florida

BULLETIN NO: **A-429**

PAGE: 9 of 18

DATE:

SUBJECT: RENTAL OF SCHOOL BOARD FACILITIES

5. The total amount of Rental Fee paid by Lessee shall not be refunded for cancellations made twenty-four (24) hours before the event date.
6. Any costs incurred by BCPS, as a result of a cancellation made by the lessee may not be refunded.

L. ACCOUNTING FOR FUNDS

1. The District utilizes a third-party vendor to process all bookings and payments (including sales tax, if applicable).
2. The third-party vendor provides a detailed revenue report indicating the funds collected for each school, such as facility rental fee, consumables fee, (including sales tax if applicable) to the Treasurer's Office.
3. On or about the 20th day of each month, the third-party vendor transmits the funds received in aggregate for all schools to the District's main bank account (Treasurer's Pool Account).
4. Upon receipt of the funds and based on the revenue report provided by the system processor, the Treasurer's Office shall post the revenue received into each respective school's general ledger account and cost center in SAP within three (3) business days.

Supersedes:
SPB A-429, Dated 3/16/2009

Issued By:
Facility Planning & Real Estate Department

SCHEDULE A

NON -PROFIT CORPORATIONS or SECTION 501(C)(3) ORGANIZATIONS FOR SCHOOL DAYS	
Fee Category	Cost Unit
Nominal charge for electricity, materials and administrative costs	\$25.00 per meeting, not to exceed \$250.00 per school/per fiscal year.

SCHEDULE B

RENTAL FEES	
Fee Category	Cost Unit
Auditorium Fee	\$100.00 Per hour of rehearsal or setup \$650.00 Per performance (3-hour period) \$75.00 Per each additional hour (or part thereof) of performance
Food and Nutrition Services Cafeteria Fee	231.50 (includes 5-hour daily minimum) 40.00 Per each additional hour (See Hourly Salary Range for Food and Nutrition Services Manager for Rental Below)
Classroom Fee	\$90.50 (includes 5-hour daily minimum) \$10.00 Per each additional hour
Multi-Purpose Room Fee (i.e. Media Center)	\$164.00 (includes 5-hour daily minimum) \$12.50 Per each additional hour
Swimming Pool	\$246.00 (includes 3-hour daily minimum) \$62.50 Per each additional hour
Individual Athletic Areas i.e. Baseball Field, Basketball Courts, Tennis Courts, and associated parking.	\$135.00 (Includes 3-hour daily minimum) \$50.00 Per each additional hour
Gymnasium	\$270.00 (includes 3-hour daily minimum) \$62.50 Per each additional hour
Regional Athletic Stadium for Athletic Competitions	\$945.00 (Includes 8-hour daily minimum) \$75.00 Per each additional hour. These fees include the use of the stadium, track, field and associated equipment and parking. (Does not include field lining, security & operational costs).
Parking Lot only	\$90.00 (includes 3-hour daily minimum) \$30.00 Per each additional hour

EQUIPMENT RENTAL FEES	
Fee Category	Cost Unit
Athletic Scoreboard	\$75.00
Floor Mat Placement/Removal	\$350.00
Lectern/Podium	\$25.00

Microphone	\$25.00
Moveable Stage	\$500.00
P.A. System	\$25.00
Piano	\$30.00
Projector	\$25.00
Projector Screen	\$25.00
Risers	\$25.00
Spotlight	\$25.00
Stadium Lights	\$15.00
Theatre Lights	\$20.00
TV/DVD Player	\$25.00
Video Equipment	\$25.00
Mandatory Event Set Up Fee (Classrooms)	\$50.00
Mandatory Set Up Fee (Other)	\$100.00

UTILITIES COSTS AND CUSTODIAL COSTS	
Fee Category	Cost Unit
Energy (Light, Cooling and Power)	\$35.00 Per hour
Water	\$27.50 Per day. This fee would be required for activities using more than the standard facility use such as car washes.
Refuse	\$25.00 Per day. This fee would be required for activities using multiple trash cans requiring disposal.
Custodial Services	\$188.00 (Includes 4-hour daily minimum) \$47.00 Per each additional hour
Consumable Items (restroom toilet paper, paper towels, soap, etc.)	\$5.00 (1-30) people expected at function. \$12.50 per day (31-100) people expected at function. \$20.00 per day (101-200) people expected at function. \$10.00 additional per day for each additional 100 people expected, or part thereof.

PERSONNEL COSTS	
Fee Category	Cost Unit
Technical Supervision	\$47.00 Per hour
Technical Crew	\$47.00 Per hour

School Security	\$47.00 Per hour
Off-duty detail officers	* Per hour
Stand-by-Electrician	\$62.50 Per hour
Stadium Manager (Athletic Director or designee)	\$62.50 Per hour
Wanding Services	** Per hour

* Cost is set by the local law enforcement agencies. The Safety, Security, Emergency Preparedness Division (SSEP Division) shall state if security is needed for any event in a lease application facility online database. If SSEP determines that security is needed for the event, SSEP shall specify the number of police officers or designated school security needed for the event. SSEP shall timely advise the school principal or facility director of the subject facility about its decision.

Sales tax will be collected where applicable.

** Metal detection wanding services and the cost associated with metal detection wanding services will be set by the approved BCPS vendor providing the services.

Hourly Salary Range for Food and Nutrition Services Manager for Rental:

The group or organization shall pay the cost of the Food and Nutrition Services Staff involved, according to the adopted School Food Services salary schedule, including retirement and other fringe benefits.

Minimum Hourly Rate	Maximum Hourly Rate
\$24.00	\$66.00

SCHEDULE A

NON -PROFIT CORPORATIONS or SECTION 501(C)(3) ORGANIZATIONS FOR SCHOOL DAYS	
Fee Category	Cost Unit
Nominal charge for electricity, materials and administrative costs	\$25.00 per meeting, not to exceed \$250.00 per school/per fiscal year.

SCHEDULE B

RENTAL FEES	
Fee Category	Cost Unit
Auditorium Fee	\$100.00 Per hour of rehearsal or setup \$700.00 Per performance (3-hour period) \$100.00 Per each additional hour (or part thereof) of performance
Food and Nutrition Services Cafeteria Fee	\$313.00 (includes 5-hour daily minimum) \$50.00 Per each additional hour (See Hourly Salary Range for Food and Nutrition Services Manager for Rental Below)
Classroom Fee	\$131.00 (includes 5-hour daily minimum) \$10.00 Per each additional hour
Multi-Purpose Room Fee (i.e. Media Center)	\$278.00 (includes 5-hour daily minimum) \$15.00 Per each additional hour
Swimming Pool	\$342.00 (includes 3-hour daily minimum) \$75.00 Per each additional hour
Individual Athletic Areas i.e. Baseball Field, Basketball Courts, Tennis Courts, and associated parking.	\$150.00 (Includes 3-hour daily minimum) \$60.00 Per each additional hour
Gymnasium	\$390.00 (includes 3-hour daily minimum) \$75.00 Per each additional hour
Regional Athletic Stadium for Athletic Competitions	\$1,140.00 (Includes 8-hour daily minimum) \$75.00 Per each additional hour. These fees include the use of the stadium, track, field and associated equipment and parking. Does not include field lining, security & operational costs.
Parking Lot only	\$90.00 (includes 3-hour daily minimum) \$30.00 Per each additional hour

EQUIPMENT RENTAL FEES	
Fee Category	Cost Unit
Athletic Scoreboard	\$75.00
Floor Mat Placement/Removal	\$350.00
Lectern/Podium	\$25.00

Microphone	\$25.00
Moveable Stage	\$500.00
P.A. System	\$25.00
Piano	\$30.00
Projector	\$25.00
Projector Screen	\$25.00
Risers	\$25.00
Spotlight	\$25.00
Stadium Lights	\$15.00
Theatre Lights	\$20.00
TV/DVD Player	\$25.00
Video Equipment	\$25.00
Mandatory Event Set Up Fee (Classrooms)	\$50.00
Mandatory Set Up Fee (Other)	\$100.00

UTILITIES COSTS AND CUSTODIAL COSTS	
Fee Category	Cost Unit
Energy (Light, Cooling and Power)	\$40.00 Per hour
Water	\$30.00 Per day. This fee would be required for activities using more than the standard facility use such as car washes.
Refuse	\$25.00 Per day. This fee would be required for activities using multiple trash cans requiring disposal.
Custodial Services	\$200.00 (Includes 4-hour daily minimum) \$50.00 Per each additional hour
Consumable Items (restroom toilet paper, paper towels, soap, etc.)	\$10.00 Per day 1-30 people expected at function. \$20.00 Per day 31-100 people expected at function. \$30.00 Per day 101-200 people expected at function. \$10.00 additional per day for each additional 100 people expected, or part thereof.

PERSONNEL COSTS	
Fee Category	Cost Unit
Technical Supervision	\$50.00 Per hour

Technical Crew	\$50.00 Per hour
School Security	\$50.00 Per hour
Off-duty detail officers	* Per hour
Stand-by-Electrician	\$65.00 Per hour
Stadium Manager (Athletic Director or designee)	\$65.00 Per hour
Wanding Services	** Per hour

* Cost is set by the local law enforcement agencies. The Safety, Security, Emergency Preparedness Division (SSEP Division) shall state if security is needed for any event in a lease application facility online database. If SSEP determines that security is needed for the event, SSEP shall specify the number of police officers or designated school security that be needed for the event. SSEP shall timely advise the school principal or facility director of the subject facility about its decision.

Sales tax will be collected where applicable.

** Metal detection wanding services and the cost associated with metal detection wanding services will be set by the approved BCPS vendor providing the services.

Hourly Salary Range for Food and Nutrition Services Manager for Rental:

The group or organization shall pay the cost of the Food and Nutrition Services Staff involved, according to the adopted School Food Services salary schedule, including retirement and other fringe benefits.

Minimum Hourly Rate	Maximum Hourly Rate
\$24.00	\$66.00

Category Charges Matrix

CATEGORIES	LEASE APPLICATION	COI	RENTAL	UTILITIES	CUSTODIAL	PERSONNEL	CONSUMABLE ITEMS
SCHOOL ALLIED GROUPS							
School Days	No	No	No	No	No	No	No
After School Hours and Non-School Days	Yes	Yes	Yes	Yes	Yes	As Incurred	No
PIE GROUPS							
School Days	Yes	Yes	Yes**	No	Yes	As Incurred	Yes ³
After School Hours and Non-School Days	Yes	Yes	Yes**	Yes	Yes*	As Incurred	Yes ³
GOVERNMENT ORGANIZATIONS¹							
School Days	Yes	Yes	No	No	No	As Incurred	Yes ³
After School Hours and Non-School Days	Yes	Yes	No	Yes	Yes	As Incurred	Yes ³
Activity Fees Charged to Participants	Yes	Yes	Yes	Yes	Yes	As Incurred	No
NON-PROFIT CORPORATION OR SECTION 501(C)(3) ORGANIZATIONS							
School Days	Yes	Yes	No	Nominal	No	As Incurred	Yes ³
After School Hours and Non-School Days	Yes	Yes	Yes	Yes	Yes	As Incurred	No
OTHER ORGANIZATIONS							
School Days	Yes	Yes	Yes	Yes	No ²	As Incurred	No
After School Hours and Non-School Days	Yes	Yes	Yes	Yes	Yes	As Incurred	No

Notes:

COI: Certificate of Insurance

* Fees are not applicable if the monies raised are used to support the school, as stated in School Board Policy 8020.

** Pay reduced rent as codified in Business Practice Bulletin A-429.

¹ Government Organizations without Reciprocal Use Agreement's (RUA's).

²Rental includes only one custodian during normal operational hours.

³This fee would be required for any lease as stated in the fee schedule.

Exhibit 2

SCHOOL FOOD SERVICE SPECIAL FUNCTION REQUISITION

FOOD AND NUTRITION SERVICES MANAGER: Using the Special Meal Function Cost Estimate from School Food Service, complete the information requested below except for the section labeled "actual expense".

DATE: _____

BUSINESS AREA: 1320

SCHOOL: _____

LOCATION NO.: _____

ORGANIZATION: _____

NO. ATTENDING: _____

FUNCTION DATE: _____

TIME: _____

TYPE OF FUNCTION: _____

PLEASE CHECK ONE

PLEASE CHECK ONE

DINNER _____	BREAKFAST _____	BUFFET _____
LUNCHEON _____	COFFEE PLUS _____	SERVED _____
OTHER _____		

EXPENSES	ESTIMATED AMOUNT	ACTUAL EXPENSE	SFS ACCT USE ONLY ACCOUNT	SFS ACCT USE ONLY ELEMENT
			EXPENSE	FUNCTIONAL AREA
FOOD	\$	\$	DR 55710000	7602000000000000
			CR 55710000	7601000000000000
SUPPLIES	\$	\$	DR 55110000	7602000000000000
			CR 55110000	7601000000000000
LABOR	\$	\$	DR 51620000	7602000000000000
			CR 51620000(OTP)	7601000000000000
LABOR	\$	\$	DR 51690000	7602000000000000
			CR 51690000 (SEC)	7601000000000000
FRINGE	\$	\$	DR 52010000	7602000000000000
			CR 52010000	7601000000000000
TOTAL COST	\$	\$		

Funds Transfer Coding

G/L Account (8) Class+Obj+0's	Bus Area (4)	Cost Center (10) BA+T+L+0	Fund (4) #-0	Internal Order	WBS Element Capital Use	Grant(14)	Functional Area (16) Function+Activity+0's
							0000000

FOOD AND NUTRITION SERVICES MANAGER: Obtain signature of individual requesting function prior to Special Function and give organization pink copy. Then forward goldenrod copy to Food Service Supervisor immediately.

SIGNATURE OF INDIVIDUAL REQUESTING FUNCTION

DATE OF DEPOSIT

PAYMENT DUE UPON
RECEIPT OF SERVICE

FOOD AND NUTRITION SERVICES MANAGER: After completion of Special Function, indicate actual expense incurred. After payment is received, indicate date of deposit and forward Food Service Accounting copy and Supervisor/Deposit copy. Maintain the white copy in the School Cafeteria files.

FNS MANAGER SIGNATURE

ST:09/11

WHITE: FNS MANAGER YELLOW: FNS ACCOUNTING GREEN: SUPERVISOR/DEPOSIT PINK: ORGANIZATION GOLDENROD: SUPERVISOR/PLANNED

SCHOOL FOOD SERVICE SPECIAL FUNCTION REQUISITION

FOOD AND NUTRITION SERVICES MANAGER: Using the Special Meal Function Cost Estimate from School Food Service, complete the information requested below except for the section labeled "actual expense".

DATE: _____

BUSINESS AREA: 1320

SCHOOL: _____

LOCATION NO.: _____

ORGANIZATION: _____

NO. ATTENDING: _____

FUNCTION DATE: _____

TIME: _____

TYPE OF FUNCTION: _____

PLEASE CHECK ONE

PLEASE CHECK ONE

DINNER _____

BREAKFAST _____

BUFFET _____

LUNCHEON _____

COFFEE PLUS _____

SERVED _____

OTHER _____

EXPENSES	ESTIMATED AMOUNT	ACTUAL EXPENSE	SFS ACCT USE ONLY ACCOUNT	SFS ACCT USE ONLY ELEMENT
			EXPENSE	FUNCTIONAL AREA
FOOD	\$	\$	DR 55710000	7602000000000000
			CR 55710000	7601000000000000
SUPPLIES	\$	\$	DR 55110000	7602000000000000
			CR 55110000	7601000000000000
LABOR	\$	\$	DR 51620000	7602000000000000
			CR 51620000(OTP)	7601000000000000
LABOR	\$	\$	DR 51690000	7602000000000000
			CR 51690000 (SEC)	7601000000000000
FRINGE	\$	\$	DR 52010000	7602000000000000
			CR 52010000	7601000000000000
TOTAL COST	\$	\$		

Funds Transfer Coding

G/I. Account (8) Class+Obj+0's	Bus Area (4)	Cost Center (10) BA+T+L+0	Fund (4) #+0	Internal Order	WBS Element Capital Use	Grant(14)	Functional Area (16) Function+Activity+0's
							00000000

FOOD AND NUTRITION SERVICES MANAGER: Obtain signature of individual requesting function prior to Special Function and give organization pink copy. Then forward goldenrod copy to Food Service Supervisor immediately.

SIGNATURE OF INDIVIDUAL REQUESTING FUNCTION

DATE OF DEPOSIT

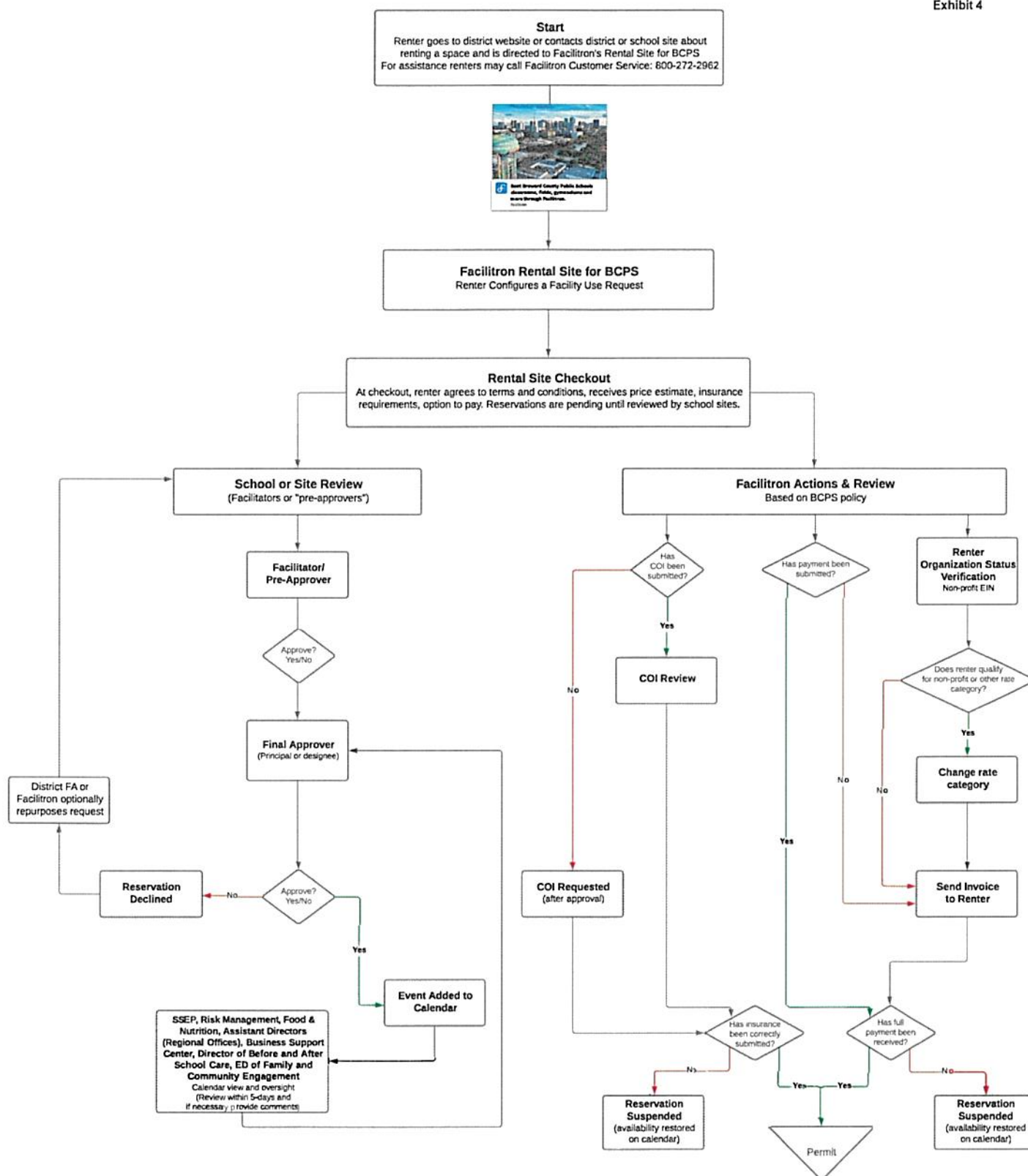
PAYMENT DUE UPON
RECEIPT OF SERVICE

FOOD AND NUTRITION SERVICES MANAGER: After completion of Special Function, indicate actual expense incurred. After payment is received, indicate date of deposit and forward Food Service Accounting copy and Supervisor/Deposit copy. Maintain the white copy in the School Cafeteria files.

FNS MANAGER SIGNATURE

ST:09/11

WHITE: FNS MANAGER YELLOW: FNS ACCOUNTING GREEN: SUPERVISOR/DEPOSIT PINK: ORGANIZATION GOLDENROD: SUPERVISOR/PLANNED



After event permit is issued:

- Principals or designees will print the approved permit with a form that provides details on the reservation.
- Principals or designees will provide the custodian assigned to the event a copy of the approved permit with details.
- Custodian, at day of event, will verify information on approved permit, specifically that the number of police officers and security matches the number stated on the approved permit. If not, then the custodian will inform SIU and the principal. (Note: The event cannot start until the approved number of police officers and security personnel are present. Only number of people stated in approved permit can enter the event.)
- After the event, then the custodian will provide the copy of the verified approved permit to the principal and/or designee with information noted during the event demonstrating that the custodian indeed verified all information, matched the approved permit, adding comments or photographs, if necessary.

SSEP- Safety Security and Emergency Preparedness
SIU- Special Investigative Unit
ED- Executive Director
COI- Certificate of Insurance
PA- Pre Approver
FA- Final Approver
BCPS- Broward County Public Schools

Prepared by Facilitron

Date: 10/25/2023



OFFICE OF OPERATIONS & FACILITIES

**WANDA PAUL
CHIEF OPERATIONS & FACILITIES OFFICER**

Review/Approval/Signature

Director

Chris Akagbosu

Executive Director

Int: [Signature]

Date: 8/20/27

Int: _____

Date: _____

Chief Operations & Facilities Officer

Int: _____

Date: _____

Deputy Superintendent, Teaching & Learning

Int: _____

Date: _____

Superintendent of Schools

Int: [Signature]

Date: 8/20/27

Additional Comments/Notes:

Rationale: Based upon discussions with upper management regarding rental fees for the use of Broward County Public Schools facilities by Partners in Education (PIE), Business Practice Bulletin A-429 has been revised to create two PIE categories. PIE Category 1 will provide for a \$300 flat fee for Youth Organizations. PIE Category 2 will provide a 50% reduction in rental fees. (see page 5, paragraph 8)

