



## FACILITY USE & RENTAL PROCEDURES

School Board of Volusia County

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## **Facility Use & Rental Overview**

The school board recognizes that use of district's facilities by outside organizations can benefit the general public of Volusia County. The School Board believes that the school district facilities should be made available for community purposes, provided that such use does not detract from the original and necessary purpose of the property or interfere with the educational program from the schools. The Superintendent may authorize the use of the school district facilities by outside organization, in accordance with Policy 705.

## **Volusia County Schools Policy 705**

This Procedure Manual details the documentation and processes required for community use of VCS facilities. Refer also to 1001.41 and 1001.42, Florida Statutes and School Board Policy 705.

Requests for use shall be presented to the Site Administrator to recommend approval or denial. The Site Administrator shall ensure compliance with procedures developed by the superintendent. Use of a school district facility by school-based organizations and outside organizations shall not interfere with regular school programs, school activities, or school functions. In addition, the Site Administrator shall have the authority to deny use of a facility when he or she determines that the school district's interest in maintaining a safe and secure environment for the students is best served by denying the request.

To review School Board Policy 705, [CLICK HERE](#).

## **Facilitron**

The facility use process at Volusia County Schools is now online. Using the Facilitron system, reservation requests can be submitted easily and will be handled efficiently. Renters can access photos and descriptions of school facilities, see real-time availability, view estimated quotes, and pay rental fees online.

Facilitron works with facility operators to ensure facility use programs thrive and provides support for both you and your renters, handling things such as:

- Invoicing
- Collections
- Refunds
- Insurance verifications
- Organization verifications
- Communications to renters
- Mass cancellations or suspensions

Reservation requests must be submitted at [www.facilitron.com/vcs32720](http://www.facilitron.com/vcs32720). Facilitron will process all rental reservations pursuant to facility use policies of the School Board of Volusia County, Florida.

Facilitron will provide support to both facility users and school staff. Facilitron can be contacted by email at [support@facilitron.com](mailto:support@facilitron.com) or by calling 1-800-272-2962, ext. 1.

## **Reservation Approval Workflow**

Site Administrator is responsible to review reservations from Outside Organizations and submit as preapproved or declined. Reservations are then sent to the District Administrator for final review and approval.

## **Renter Organizations**

### **School-Based Organizations**

School-based organizations - those volunteer organizations generated by the existence of the school, such as booster clubs, parent-teacher organizations, or associations, which are providing a service to the school. All school-based organizations must comply with the requirements for “outside support organizations” set out in School Board Policy 719, Internal Accounts.

### **Outside Organizations**

Outside organizations - those organizations not generated by the existence of the school or the district, including for-profit users (including individuals), community groups, governments, and non-profit users. This includes employees conducting their own activity as an independent contractor, or agent or where the activity is not required as part of the employee’s employment with the school district.

## **Liability Insurance**

### **Insurance Requirements**

School-based organizations may be permitted to use school district facilities without providing liability insurance or completing a facility usage agreement in accordance with School Board Policy 719 Internal Accounts. This waiver applies only to activities on campus and does not extend off-campus or to transportation.

Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance, with limits pursuant to Florida Statutes 768.28.

Activities with a high potential for accidents or liability will not be permitted. Furthermore, school-based organizations may be required to secure liability insurance for activities with elevated risk of injury or accidents like fairs and festivals.

### **Certificate of Liability Insurance Requirements**

- Commercial General Liability Coverage must be indicated on an occurrence basis with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage and bodily injury, including death to a third party.
- The certificate must specify the general liability insurer name affording coverage, the policy number and effective dates. These dates must cover the date or dates being requested for the use of VCS facilities.
- An organization or group should submit only one copy of its Certificate of Liability Insurance, even if the organization or group is applying to use several different VCS facilities.
- The insured name on the Certificate of Insurance must match the legal entity name on the Facilities Use Agreement.
- Where permitted by law, a waiver of subrogation or other rights to recovery against the School Board of Volusia County, Florida shall be indicated specific to the dates of use requested.
- The cancellation section of the Certificate of Insurance must be completed.

- Certificates of Insurance must include an insurance broker or agency authorized representative signature.

The School Board of Volusia County, Florida must be named as the Certificate Holder, and where permitted by law, be named as an Additional Insured as follows:

School Board of Volusia County, Florida  
200 N Clara Ave  
Deland, FL 32721-2118

Unless the certificate reads as above, the certificate will be denied and the event will not be approved. Proof of insurance (certificate of insurance) can be uploaded into Facilitron at <https://www.facilitron.com/vcs32720>.

As an alternative to requiring evidence of liability insurance, the superintendent may authorize the purchase of a Tenant Users Liability Insurance Policy, and then require users to purchase the insurance from the district.

## **Reservations & Payments**

### **Deadlines**

The agreement must be completed and the original returned to the hosting facility no less than twenty-one (21) calendar days prior to the initial use of the school district facility by the organization under the agreement.

Payments for facility rentals using a credit card, PayPal, or ACH/echeck is due to Facilitron no less than two (2) days prior to the event. Facilitron must receive payments made by check at least five (5) days prior to the event to ensure that the check clears prior to use. Payments can be submitted on the Facilitron reservation webpage or online via a payment link forwarded to the facility user in an email from Facilitron.

### **Outstanding Balances**

Facility users with outstanding balances or overdue accounts will not be permitted to use VCS facilities until the outstanding balance is satisfied.

Payment collection is handled by Facilitron, if payment is not provided by renter, the reservation will be canceled.

### **Invoice Changes and Corrections**

Users must request in writing to both the school's Facility Use Contact and Facilitron for changes to a previously approved reservation no less than two (2) business days prior to the event. The School must approve change requests in writing. The "Comment" field on the Facilitron reservation can be used by the facility user to submit a change request and by school staff to approve the user's change request.

Corrections, cancellations and changes to facility rental invoices must be verified in writing by the School. Revisions will not be made to any invoice more than thirty (30) days after the scheduled facility rental.

Should a facility rental event conclude earlier than the time stated in the rental reservation, the user shall not be entitled to a refund of any rental, facility use, cleaning, utilities, staffing, or equipment rental fees paid.

## **Cancellations**

Cancellations not made within two (2) business days of the initial event may be subject to a cancellation fee. The cancellation fee will be equal to the minimum usage fee in accordance with the fee schedule. Excessive schedule changes may result in an administrative fee being assessed by the school district. Nonpayment, absent the existence of extenuating circumstances, will result in denial of future use of any facility.

## **Weather Cancellations & Force Majeure**

School Board reserves the right to cancel any event deemed unsafe based on inclement weather during events scheduled to be held on VCS properties.

In any event that the performance of any covenant(s) of this Agreement shall be prevented by an act of God, act or regulations of local, state or federal government, physical disability, actor regulations of public authorities or labor unions, labor difficulties, strike, civil tumult, terrorism, war, epidemic, pandemic, interruption of transportation, or any other reason proven beyond their control, School Board and User shall respectively be relieved of their obligations stated in the Agreement and any deposits or payments paid by the User shall be returned to the User, if the Event has not yet occurred.

## **Staffing Requirements**

Facility users must pay the salary charges for School Board employees to be on-site during facility rentals. The school principal or his/her designee will determine the number of employees needed during the rental. School Board employees working facility rentals as site supervisors or custodians should not be participants in the rental event so that they are available to handle emergencies, restock the facilities, and to survey the campus to ensure that people who are not part of the event do not come on to the campus. Support professionals are permitted to receive compensation for site supervision. Principals, administrators, and managers are not eligible to receive additional compensation for work during facility rentals.

The school board reserves to itself and the superintendent the right to require provision of and payment for additional security, crowd control, custodial services, or other additional conditions as needed to ensure that use of school facilities for other purposes not detract from their primary educational use.

## **Fees**

A ten percent (10%) discount shall be given to organizations using a facility for twenty (20) or more hours per week, with a "week" being Sunday through Saturday.

All users will be charged for any additional services provided as a result of their usage. Additional services may include custodial, school nutrition, security, technical support, etc.

With the approval of the Superintendent, a school-based organization may be permitted to use school facilities during mandatory close dates, but may be required to reimburse the school board

in accordance with the fee schedule developed by the Superintendent pursuant to this policy. Outside organizations may also be permitted to use school facilities during mandatory close dates, but shall be required to reimburse the school board in accordance with the fee schedule developed by the Superintendent pursuant to this policy.

## Facility Rental Fees

<b>Facility Rental Fees</b>			
<i>(per hour)</i>			
<b>Facility</b>	<b>Elementary</b>	<b>Middle</b>	<b>High</b>
Classroom (under 1,000 sq. ft.)	\$16.00	\$16.00	\$16.00
Classroom (over 1,000 sq. ft., incl. portables)	\$24.00	\$24.00	\$24.00
Media Center	\$30.00	\$30.00	\$30.00
Auditorium	\$35.00	\$40.00	\$120.00
Gymnasium (excluding Mainland HS)	N/A	\$40.00	\$80.00
Gymnasium - Mainland HS - Lower Level	N/A	N/A	\$80.00
Gymnasium - Mainland HS - Upper Level	N/A	N/A	\$90.00
Game Field/Track/ Stadium	N/A	N/A	\$60.00
Practice Field	N/A	\$18.00	\$18.00
Other Exterior Areas	\$15.00	\$15.00	\$15.00
Auxiliary Lighting (except parking lots)	\$70.00	\$70.00	\$70.00

*The fee schedule lists charges by hour. Minimum usage is for one hour with ½ hour increments thereafter.*

## Equipment Use Fees

Equipment Item	Per Event
Athletic Scoreboard	\$50.00
A/V Screen	\$25.00
Percussion Instruments	\$30.00
Podium	\$25.00
Microphone	\$25.00
P.A. System	\$25.00
Piano	\$30.00
Projectors	\$25.00
Risers (per set)	\$30.00
Spotlight	\$25.00
TV/DVD Player	\$25.00

*The use of technical equipment, such as the equipment in auditoriums and theaters, shall only be operated under the supervision of a school district employee.*

## Staffing Fees

Staffing Fees <i>(per person per hour)</i>	
Staffing Level	Per Hour
VCS Employee/Event Supervisor	\$26.00
Custodian	\$26.00
A/V Technician	\$33.00
Law Enforcement Officer	\$50.00

*Required level of service of staff to be determined by the Site Administrator.*

## Sales Tax

Unless an organization provides Facilitron with a valid State of Florida Sales Tax Certificate of Exemption, a 6.0% sales tax is charged on the facility usage fee.

NOTE: A Federal Tax Exemption number does not apply to the State of Florida Sales Tax Exemption.



## Use of Income

School Board Policy 705 states that forty percent (40%) of facility rental fee will be transmitted to the finance department of the district to cover operational and maintenance costs. Remaining sixty percent (60%) of the listed rental fee will be transmitted to the leased facility.

Income from leased facilities may be used on upkeep or repair of the leased facility, campus beautification, supplies, authorized salary supplements, student recognition programs and activities, staff recognition programs and activities or general internal account expenditures which would benefit the student body as a whole.

## Code of Conduct

The organization using the school district facility shall enforce compliance with the following standards:

- The use of tobacco, alcohol or other drugs is not permitted on school board owned property.
- Parking shall only be in clearly marked parking spaces.
- The area shall be left clean and ready for students. Trash or debris shall be picked up and disposed of properly.
- The organization shall check to see if the property is secure when departing, leaving it the same as they found it.
- The organization shall be sure to conduct play activities in a sportsman-like manner. No fighting or roughhousing will be allowed.
- The organization shall report any unsafe conditions to the school-based administrator as soon as noted.
- No firearms or weapons of any kind shall be brought onto the premises.
- The Code of Student Conduct will apply to students participating in the activity.

## Uses of School District Facilities

No school facilities, equipment or grounds shall be permitted for any of the following purposes:

- Programs involving any form of gambling or other illegal activity
- Programs which would be in violation of any law or School Board Policy
- Adult entertainment which is sexually explicit or suggestive in nature, or which involves excessive profanity
- Programs which promote activities which violate the law.

## Special Events

Special Events are activities held by the school, PTA, PTO, Booster, etc. to promote or benefit the school, students, and VCS. These types of events MUST be registered with Safety for approval, as certain criteria must be met to be allowed on property. For some activities, the VCS Safety Inspector requires onsite inspections.

Special Events include, but are not limited to: carnivals, festivals, movie nights, dances, fundraising activities, reward parties, presentations, parades, food trucks on property, interactive rentals, performances, inflatables, homecoming events, and marathons.

A notice must be submitted to the VCS Safety Inspector at least thirty (30) days prior to the event date. For more information regarding Special Events please contact the Safety Department, (386) 947-8787, ext. 50790.



For questions, comments, concerns  
please email:  
[facilitron@groups.volusia.k12.fl.us](mailto:facilitron@groups.volusia.k12.fl.us)

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