



flaglerschools
Engage. Educate. Empower.

Use of Facilities Procedures Handbook

2023-2024

Flagler County Public Schools

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SCHOOL BOARD OF FLAGLER COUNTY

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Superintendent

The School Board of Flagler County, Florida, does not discriminate in admission or access to or treatment or employment in its programs and activities based on race, color, religion, age, sex, national origin, marital status, handicap, or any other reason prohibited by law.

Supervision of students or other participants

Supervision of students or other participants in activities conducted on Flagler County Public Schools (FCPS) property by organizations using Flagler County Public School facilities is the responsibility of the organization. The following statements specify the responsibility of FCPS staff in supervising students:

Flagler County Public School employees are not responsible for supervising students not in attendance at school or students not authorized to participate in school sponsored activities. Flagler County Public School employees shall not be responsible for supervising students arriving on these premises earlier than 30 minutes before school sponsored activities begin or those remaining on these premises for longer than 30 minutes at the end of school sponsored activities. Under no circumstances should parents or guardians rely upon Flagler County Public School employees to supervise students outside of the scope of Florida Statute 232.25.

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Use of FCPS Facilities / Property

- ❖ The School Board believes that the grounds and facilities of this District should be made available for community purposes provided such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools. School property, facilities and equipment are intended primarily for school educational purposes and for the benefit of students. School facilities are available for community use as long as all conditions are met. If the facility is available for use, you will then be instructed to complete and submit the required forms.
- ❖ Flagler County School Board Policy 320 governs the leasing and use of school facilities and property by other organizations under certain defined conditions and with proper procedures, supervision and documentation. The Board will permit the use of District grounds and facilities when such permission has been requested using the Facilitron portal and approved by the Superintendent.
- ❖ Users shall abide by all District procedures and rules regarding the use of District grounds and facilities as set forth on page. 4-5. The users shall be liable for any damage incurred. Under no circumstances shall school grounds or facilities be used to raise funds for political purposes. By submitting your request, you are agreeing to the District Terms and Conditions outlined on page 10.
- ❖ The school Principal or Site Administrator determines the security arrangements that are appropriate for each facility and event or activity. It is the responsibility of the organization to comply with the security arrangements as specified in the Use of Facility Agreement.

General Instructions for Facility Use Request

1. When preparing to schedule an event, the following information will be necessary:
 - a. Title of the Event
 - b. School, specific location or rooms requested
 - c. Dates intended for use and times
 - d. Anticipated number of attendees
 - e. Name, address and email address of User organization
 - f. Certificate of Liability Insurance (See Exhibit, Insurance Clause)
 - g. If you are tax-exempt you must provide your tax-exempt certificate.
2. All facility requests must be submitted online using the Facilitron portal. <https://facilitron.com/fcsd32110>
3. Facilitron can assist you with creating an account or a reservation and determining if the desired time slot and location is open.



4. If the facility is available for use, you will then be instructed to complete and submit the following forms:
 - a. Certificate of Insurance of Liability: Refer to School Board Policy 320, III. Insurance, Indemnification and Liability. "School Board of Flagler County, Florida" must be named as an additional insured with the specific school/facility listed under "Certificate Holder"
 - b. Tax-Exempt Certificate: If you are a tax-exempt organization, you must provide your tax-exempt certificate.
 - c. Willingness to Serve form (p. 10-11): If you do not have approval for a Willingness to Serve you must pay any applicable custodial, technology, plant services, and/or food services fees. See fee schedule for fees. There is a 2-hour minimum on all services.
 - d. Fully executed "Hold Harmless Statement" (p.6)
 - e. Payment: For a one time event, you will pay by credit card online at the time of submitting your request. For weekly/monthly events, an invoice will be sent by email at the beginning of the month for the prior month's use.
 - f. Invoices will be generated and emailed. Facilitron will be paid directly online with credit card or with check or money order.

- ❖ For additional information contact the Use of Facilities Specialist by phone or email: 386-586-5192 x 1127 or UOF@flaglerschools.com

General Rules and Regulations for Use of Facilities

- ❖ Flagler County Public School activities for students and staff ALWAYS take precedence over an outside organization. If the School needs the facility for a school event or if the school is closed, the user will not be charged. Users will be notified of the inability to accommodate the event date in advance.
- ❖ This priority includes "extended day" services, before and after school activities, i.e. games and practices for team sports, school-sponsored club activities, band and chorus practices, programs and other school-sponsored extracurricular activities. Availability at times other than those when the facility is in use by Flagler County Public School students or staff is determined by the school's Principal.
- ❖ Users are required to relinquish their permission to use a facility for a district event. Users approved for a specific facility may not be "bumped" by another external user wishing to use the same facility on a specific date or time. Use of Facility reserves the right to move a smaller group from a large specialty room to a smaller room in order to accommodate a larger group.



- ❖ If, as a result of unforeseen circumstances, a school or any other center related to the district needs to use the facilities on the date/time the user is scheduled to use the property/facility, then the user will be required to reschedule or cancel the use of the facility. The user will not be charged in such instances. Dates of insurance coverage may need to be adjusted to be sure coverage is in force on the new date(s).
- ❖ Inspection of the facility before and after the event.
- ❖ It is the responsibility of the user to report any and all problems observed prior to the use in writing to the Use of Facility Specialist. The Facility Specialist will bring the issue to the attention of the principal/assistant principal. Email UOF@flaglerschools.com
- ❖ Users shall be liable financially for damage to facilities and for proper chaperonage of the event. If a user should cause damage, it must be reported immediately. If Flagler County School Board staff observes damage, it will be reported to the principal and the Use of Facility Specialist. The necessary repairs will be made and billed to the user.
- ❖ A user may be denied use of any property, facility or equipment when the user or the proposed use fails to comply with School Board Policy 320 or where a user's prior use of school facilities has been unsatisfactory.
- ❖ The School Board may terminate the use of any School Board property, facilities or equipment whenever the user fails to comply with any conditions for use.
- ❖ If you are tax-exempt you must provide your tax-exempt certificate.
- ❖ Users are responsible for after hours and/or weekend Custodial fees. There is also a fee for Technology, Theater Staff, Plant Services, Food Services. See fee schedule for fees when needed. (p. 13-15). There is a 2-hour minimum on all services. Fees may be waived with the approval of the Willingness to Serve form.
- ❖ Rates paid are determined by the Group/Organization's Classification:
 - > Employee - must pay a fee at each school if using more than one school.
 - > School Teams/Clubs – School submits request in Facilitron. Even in the off season. (no charge)
 - > School Based Organization – (Affiliated with a school) Charge in accordance with School Board Policy 320 according to fee schedule. Must be a school district employee. Club Team Rep submits request in Facilitron. Must provide a certificate of Insurance.



- > Club Teams – (not affiliated with a school) Charged the normal fee according to fee schedule. Must submit a request in Facilitron. Must provide certificate of insurance
 - > Sports Camp – (affiliated with a school) Charge in accordance with School Board Policy 320 / fee schedule. Must be a school district employee. Sports Team Rep submits request in Facilitron. Must provide a certificate of insurance.
 - > Tax-Exempt Organization – Exempt from paying taxes.
-
- ❖ Keys for facilities are to be picked up at the UOF office and signed out by the responsible person. Keys are to be picked up one day prior to the event and must be returned the day following the event. There will be a charge for lost keys.
 - ❖ If you need to cancel an event, it must be canceled in Facilitron at least 24 hours prior to the event or you will be charged.
 - ❖ Willingness to Serve Qualifications: (WTS)
 - Must be a Flagler County School District Employee
 - Must have a WTS form approved by administration at the facility being used in advance.
 - Must attend training in advance via a Custodial Coordinator for that school
 - Responsible for paying fees if keys are lost

Supervision and Security Arrangements:

- ❖ The school's Principal or Director determines the security arrangements that are appropriate for each facility and event or activity. It is the responsibility of the organization to comply with the security arrangements as specified in the Use of Facility Agreement. You may ask for a review of the required security arrangements if you feel they are inappropriate.
- ❖ Supervision of students or other participants in activities conducted on Flagler County Public School property by groups/organizations using the property or facilities is the responsibility of the organization. The following statement specifies the responsibility of Flagler County Public School staff in supervising students.
 1. Flagler County Public School employees are not responsible for supervising students not in attendance at school or students not authorized to participate in school-sponsored activities.-



2. Flagler County Public School employees shall not be responsible for supervising students arriving on these premises earlier than 30 minutes before school-sponsored activities begin or those remaining on these premises for longer than 30 minutes at the end of school-sponsored activities.
3. Under no circumstances should parents or guardians rely upon Flagler County Public School employees to supervise students outside of the scope of Florida Statute 1003.31.

Clean up for Use of Facility

- ❖ It is the responsibility of the organization using the facility to set up and break down after the event or activity so that students and staff may use the facility. Organizations must pay the cost of custodians (see fee schedule p.7-8), minimum of two hours. Custodial charges will not be assessed if custodians are already working their regular shift during the hours of the event, providing the number of participants is not greater than 150 (with major setup and no food is involved). If more than one organization is using the facility at the same time, there will be a shared cost for the custodian. Charges may be waived if a district employee signs a Willingness to Serve Form and attends formal training with the Custodial Services for proper cleaning, disinfecting techniques and trash removal.



Payments:

- ❖ Fees are paid through Facilitron by credit card, check or money order.
- ❖ Users entering into a UOF agreement will be charged for the facility if they do not show up on the dates they contracted. Cancellations must be submitted at least 24 hours prior to the event for a refund.
- ❖ If the school/District needs the facility for a school event, the user will not be charged. You will be notified in advance.
- ❖ Users who are not entering into a yearly contract are required to pay for facility and/or staff charges prior to the event. This amount will be based upon estimated time for the event requested. User(s) will be responsible for any additional costs incurred if the event runs longer than the estimated time. If the user has overestimated the time of the function, Facilitron will issue a refund.
- ❖ Administration Fee – There is an annual \$35.00 administration fee (per school).
- ❖ Fees are split as follows: Center/School 80%, UOF 20% (Superintendent's Office 10%, Plant Services 5%, Custodial 5%)



Flagler County Schools Terms & Conditions:

This is to certify that I and the group that I represent, will comply with the requirements of the School Board as explained to me and to accept any liabilities of any damages to the facilities caused by the person or persons involved in this activity and to hold the school board harmless from any and all liabilities resulting from the use of the facility. I will notify the office immediately in writing of any changes to the agreement. The requesting organization will provide Liability Insurance adding the School District as an additional insured or will purchase from the School Board the facilities use insurance coverage as set forth in the School Board Policy #320. As a responsible individual from this group, I have been furnished with the scope of coverage required by Flagler County Schools. By submitting your request regarding the Use of Facility for your Organization and the Flagler County School District, we will consent to the following: The Organization will do the necessary background checks for all its members while using these facilities which are dedicated to the Flagler County School District. All parties using these facilities will inform all involved parties of the activities, in writing that their Organization is not anyway affiliated with the Flagler County School District.

All Insurance Liabilities are current and meet School Board Policy and are submitted in Facilitron. Any questions or concerns please call the Use of Facility Office at (386) 586-5192 Ext. 1127. Use of Facility reserves the right to move small churches or groups from the large specialty rooms to smaller rooms in order to accommodate larger groups.

Disclaimer for Non School Organizations

Except for school based organizations, all organizations using school facilities must make it known that neither the School Board nor the administration has endorsed the users' activities. Any advertisement or circular must obtain language to that effect. The suggested disclaimer is:

"Flagler County Schools do not specifically endorse or support the program or individuals"



Hold and Harmless Statement

The Representative of the Organization submitting this request covenants and agrees at all times to save, hold and keep harmless the School Board of Flagler County and indemnify it against any and all claims, demands, penalties, judgments, court costs, attorney's fees, and liabilities of every kind and nature whatsoever in connection with any injury to or death of any person or damaged property due to or arising out of the demised premises, or any part thereof, or from the use of the premise anyone occupying or using the same, or arising out of any activity of the User or due to the installation, operation or maintenance by the User of any fixtures or equipment in or upon the demised premises or which may be incurred by reason of any default or failure of the User to comply in any respect with the provisions of this Agreement.

By submitting your request, you agree to all Terms and Conditions.

**Restrictions and Rules that apply to Activities and Events held on
Flagler County Public School Property (SB Policy 320)**

- ❖ The use of tobacco, alcohol or other drugs are not permitted on School Board Property.
- ❖ No weapons of any kind shall be brought onto the premises.
- ❖ No form of gambling or other illegal activity.
- ❖ Parking shall only be in clearly marked parking places. Parking is not permitted on play fields or lawns.
- ❖ The area shall be left clean and ready for school children. 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 sportsmanlike manner. Not fighting or roughhousing will be allowed.
- ❖ The organization will report any unsafe conditions to the Use of Facilities Specialist.
- ❖ The Code of Student Conduct will apply to students participating in the activity.



USE OF FACILITY FEE SCHEDULE

All organizations participating in the Use of Facilities Program must make known to all the participants of their event that they are NOT AFFILIATED with the Flagler County School District regarding this event. WRITTEN NOTIFICATION IS REQUIRED.

<u>Room</u>	<u>Room Type/Use</u>	<u>Rate per hour or Event</u>
Classroom	Classroom	\$25.00/hour
Specialized Room	Band, choral, media center, training rooms	\$40/hour
Cafeteria/Courtyard	Meetings	\$40/hour
Multi-purpose Room Tracks	Multi-purpose Running, walking	\$40/hour
Auditorium-MHS-intelligent lights Stage Lighting / Included Piano-MHS	Concerts, large meetings, recitals, shows	\$200.00/hour \$155/event
Kitchen (Must be approved by Food Service Director) Extra charges for staff	Set up/preparation, banquets, parties, etc.	\$30/hour
Gym Outdoor Basketball Courts Gymnasium Scoreboard Gymnasium Floor Covering Tennis Courts	Practice, League Play Sporting Events Taping / Mats on Floor District Wide District Wide	\$45/hour \$45/hour \$300 refundable deposit \$200.00 / per use \$35.00 per hour
Large Parking Lots	Large Events	\$205/hour if using school's electric \$105/hour if <u>not</u> using school's electric
Small Parking Lots	Small Events	\$105/hour if using school's electric \$55/hour if <u>not</u> using school's electric
Football Fields/Stadium		\$305/per use



<u>Room</u>	<u>Room Type/Use</u>	<u>Rate per hour or Event</u>
Classroom	Classroom	\$25.00/hour
Specialized Room	Band, choral, media center, training rooms	\$40/hour
Cafeteria/Courtyard	Meetings	\$40/hour
Multi-purpose Room Tracks	Multi-purpose Running, walking	\$40/hour
Football Practice Other Fields	Striping, All Fields Lighting Supervision-2 people @ \$40/hour All fields Baseball, Practice, Soccer, Lacrosse Lighting Concession	\$125/per use \$105/hour \$80/hour \$155/per use \$55/per hour \$55/per hour

All Rooms at Facility Flagler County Schools employee involved with non-school team – only at a home based feeder school (IAW SB Policy 320)		Non-School Teams and Off-Season Participation: Flat fee of \$250.00 / per school year (July 1 - June30) +Plus Annual Administration fee of \$35.00 & sales tax if not tax exempt.
Additional Fees (if required)	Custodial Staff Food Service Staff Plant Services Staff Technology Staff MHS Theater Staff	\$35.00 / hour - 2 hour minimum \$35.00 / hour - 2 hour minimum \$50.00 / hour - 2 hour minimum \$40.00 / hour - 2 hour minimum \$60.00 / hour - 2 hour minimum Annual \$35.00 Administration Fee.

- ❖ If space is available, the client may rent storage space for \$50.00 per month for the whole room or \$25.00 per month for half a room.
- ❖ Concession will be run by the facility the event is taking place at and will be made available to all sports/club teams/groups at that facility on a rotating schedule



Youth Center – FPCHS Building #15

Rink Rental	\$45.00 per hour
Rink Rental w/ lights	\$55.00 per hour

Belle Terre Swim & Racquet Club - Pool

Entire pool – (includes lifeguard) after hours (May-Sept)	\$55.00 per hour
Entire pool – (includes lifeguards) after hours (Oct–April / Heated)	\$65.00 per hour
Entire pool – (without lifeguard) after hours (May-Sept)	\$40.00 per hour
Entire pool – (without lifeguards) after hours (Oct–April / Heated))	\$50.00 per hour

A1A

Building #1	Room #109 & 110	\$25.00 per hour
Building #3	Room # 001 & 002	\$25.00 per hour

- ❖ If the event runs over the allotted time, additional staff and fees will be charged for the additional hours.
- ❖ Custodial charges will not be assessed if custodians are already working their regular shift during the hours of the event. Custodial fees will apply if the number of participants is greater than 150 or major setup or food is involved. If more than one organization is using the facility at the same time, there will be a shared cost for the custodian. Custodial charges will apply when Custodial Staff are not in the Schools or the facility is closed. Charges may be waived if a district employee signs a Willingness to Serve Form and attends formal training with the Custodial Services for proper cleaning, disinfecting techniques and trash removal.
- ❖ Users not entering into a yearly contract with Flagler County Schools are required to pay for facility and/or custodial charges at time of submitting the event. This amount is based upon estimated time for the event given to the Use of Facility Department by the user. Users will be responsible for any additional costs incurred if the event runs longer than the estimated time. If the user has overestimated the time of the function, Facilitron will issue a refund.



Community Partnership with Flagler County Public Schools
and The Flagler County Education Foundation

- Any organization donating monetary contributions through, The Flagler County Education Foundation may receive a discount on using district facilities.
- The Flagler County Education Foundation will be given a bank of hours that they will authorize the use of Flagler County Schools facilities.
- When these bank of hours are being used, The Flagler County Education Foundation will be the ones responsible for submitting the Use of Facilities request through facilitron. They will work with the UOF specialist on coordinating the request.
- It is the responsibility of The Flagler County Education Foundation to maintain the amount of hours used and by which organization.



WILLINGNESS TO SERVE

THIS IS AN AGREEMENT FOR THE USE OF FACILITY PROCEDURE FOR THE FLAGLER COUNTY SCHOOL DISTRICT.

PLEASE READ CAREFULLY.

I agree to the provisions of the Use of Facility Agreement, to be the person responsible for supervising the group listed below and to make sure the group complies with all "school board policies". I will be on location at all times, specifically for the purpose of supervision, and I will be on location whenever the facilities are in use. The purpose of this requirement is for the safety and convenience of those using facilities and insure against the improper use of the facilities or equipment. I will report immediately to the building Principal and the Use of Facilities Specialist, any improper use or damage to the equipment or facilities. The proper incident form will be filled out and an insurance claim will be filled out on behalf of the School District. *I will be responsible for clean-up and lock up of the facility and restoring the facility to its original condition. I also understand that I will not be paid for the service and **The group I represent will not be billed for the custodial fees. I agree to attend a training with the Custodial Trainer.

SCHOOL DISTRICT EMPLOYEE _____

Please Print

SCHOOL DISTRICT EMPLOYEE _____

Signature

NAME OF ORGANIZATION _____

FACILITY OR CENTER _____

SIGNATURE OF TRAINER _____

DATE _____

***Responsibilities Include:** Cleaning, mopping, and/or vacuuming floors. Clean Restrooms used for your event. Take out trash. Restore facility to its original condition. Opening up for the event and locking up buildings and gates, completely securing the facility.

****Note:** If Flagler County Schools' Custodial Staff needs to clean up after your event, your organization will be charged the Use of Facility rate of \$35.00 per hour per custodian.

If a key is lost, it must be reported to the Use of Facilities Specialist immediately. There will be a fee for ALL lost keys. (according to the key fee schedule.)



Willingness to Serve (WTS)

Training for Use of Facility

Date: _____

Please print: _____

Person Being Trained: _____

Person Training: _____

Trained on the following:

Trash out to dumpster _____

Sweeping & mopping floors: _____

Locking up and opening up building and gates: _____

Check to make sure the room is the way it was: _____ (Clients – not custodians are to break down & set up – until notice from UOF)

Shut off lights: _____

Signature of person being trained: _____

Signature of person training: _____

(Must be trained at each school)

Trainer to keep copy on site. One copy of both sheets to be sent to
UOF@flaglerschools.com.