

ORANGE COUNTY
BOARD OF EDUCATION

AGENDA ITEM ABSTRACT

Meeting Date: July 15, 2013

AGENDA ITEM No. 13-07-12

ACTION ITEM: (Y/N) N

SUBJECT: Facilities Use Fees Schedule

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Pam Jones, Interim Exec. Dir. – Auxiliary Services

ATTACHMENTS:

- Attachment A: Fee Schedule Option A—% of Market Rate
- Attachment B: Fee Schedule Option B—% of Non-Profit Rate
- Attachment C: Current Fee Schedule

PURPOSE: To discuss methods of establishing Facilities Use fees; and provide feedback to staff.

BACKGROUND: Since the Board's discussion on June 24, 2013 staff has explored various methods for establishing Facilities Use fees that would be fair and equitable to the various categories of users, while also honoring the impact the usage would have on District facilities. While the ideal mechanism would be to create a formula that uses a baseline of actual costs incurred by the District, extrapolating those costs to the level of detail needed to establish such a fee is not possible at this time.

As an alternative to the Actual Cost Model, the Board is asked to discuss the merits of the two Fee Schedule Options attached.

- A. Option A (Attachment A) uses as its basis the column titled "*All Other Users including for-profit users*", which represents a market rate similar to that included in the Wake County Fee Schedule. Although Wake County did not complete a market survey in 2013, the 2012 market survey upon which the schedule is built still seems relevant and is reflective of current pricing in the Triangle area.

The column titled "*Other Non-Profit Entities*" represents a 50% discount of the market rate, with the column titled "*Non-Profit Serving Children*" representing a 75% discount of the market rate.

- B. Option B (Attachment B) once again uses the market rate as the basis for fees in the category "All Other Users, Including For-Profit Users". The two remaining categories have no direct correlation to this category, however.

Fees for the category titled "Other Non-Profit Entities" do not mirror the Wake County Schedule exactly, but is comparable in many areas.

The fee for "Non-Profit Serving Children" category is 50% of the fee cited in the column titled "Other Non-Profit Entities".

continued

Given the complexity of the issue, combined with our current lack of reliable cost data, a percentage of an established fee amount seems prudent for the near term. In the future, data can be collected that will more accurately reflect the District's actual costs; and the Board can make modifications as it deems appropriate as the fees undergo the annual review.

Based on comments by the Board, staff will complete revisions of the Fee Schedule, including an appropriate review of the equipment being offered for use at the facilities, and present a recommended schedule for Board action at a future meeting.

FINANCIAL IMPACT: Undetermined until fees are established.

RECOMMENDATION: The Superintendent recommends the Board receive this information; and provide appropriate direction to staff.

INTRODUCTION

The facilities use policy applies when a person or entity other than the school system itself wishes to use school property. The school system's own use of school property is restricted to activities and events approved by the principal or building supervisor that are directly a part of school system programs or functions, such as a school play or athletic event, the school system's own after-school program, school-sponsored student group meetings, faculty meetings, and other events that are a direct extension of the school day. Essential elements of any such use include: 1. The use is a direct continuation of an existing school program or function; 2. Any fees charged to participants are deposited with the school itself and treated in all respects as school system funds; and 3. School system staff acting in their role as school employees, and not in any private role, participate in and supervise the school use.

The Superintendent or designee is authorized to approve facility use applications except where the approval of the Board of Education is required as set forth in this policy. Any facility rental for a period exceeding one year requires approval of the school board.

FACILITY USE CATEGORIES

The school system has first priority on the use of its property. If the use of school property is not by the school system itself, it must fall in one of the following categories, listed in priority of use:

- A. School-Related Group approved by the school system, whose sole purpose is to provide direct financial and other support to a school and when the specific school use is directly linked to its mission of supporting the school and when no fees are charged to participants who attend the event with the exception of an approved fundraiser at which the funds will be provided in full to support the school. Examples include a PTA meeting on the topic of providing teachers' extra supplies at a school and an approved booster club fundraising activity when the funds will be used solely to aid a school program. A booster club's use of a school's indoor gym for its members to play basketball or for some other activity that is not directly linked to the mission of supporting the school does not meet the criteria of this user category. Any school-related group must agree to allow the school system, upon request, to review any records of the group, including any financial records.
- B. Non-Profit Entity or Individual whose central purpose is to serve school-aged children when the specific use is directly linked to its mission of serving school-aged children and when any fees charged to participants must be nominal amounts designed to cover the entity's rental and other costs incident to the use of school property. The non-profit user must be approved by the federal government as a 501(c)3 charity. Examples include a YMCA camp for children or an AAU athletic event. As a condition of the rental, the entity must be willing to provide the school system, upon request, any records pertaining participant fees and other documents to assure the costs to participants is nominal.
- C. Other Non-Profit entities approved by the federal government as a 501(c)3 charity.
- D. All other users, including for-profit users.

EXCEPTIONS TO THE STANDARD FACILITY USE CATEGORIES AND PROCESS

The school board may enter into a joint use agreement with a governmental entity, in the best interest of the school system, on terms it deems wise. Any governmental use other than through a joint use agreement will be accorded the same status as a 501(c)3 charity for purposes of the above categories, with the understanding that the County Board of Elections may use a school free of charge for the purpose of conducting registration and voting for any primary or election. Further, political parties may use schools without charge, except custodial and utility fees, for the express purpose of annual and biennial precinct meetings and county and district conventions: provided, that such use shall not be permitted when school is in session or which would interfere with normal school activities or functions, and such use shall be subject to reasonable rules and regulations of the school board. Also, the Superintendent shall have the authority to approve the use of school facilities as alternate assembly sites for United States and North Carolina military organizations. Finally, the school board may enter into any other facility use agreement for a period of less than 10 years, on terms and condition it deems wise, provided that the board identifies a specific benefit to the school system in entering into such an agreement and this benefit outweighs the costs or disadvantages to the school district.

FEE SCHEDULE AND RENTAL PROCEDURES

The Superintendent shall present a facility use fee schedule to the school board by July 1 of each year. In addition, the Superintendent shall develop facility use procedures including a rental application. The Superintendent shall make these procedures readily accessible to the public.

Legal References: Community Schools Act NC GS 115C, Article 13; GS 115C-203 through 115C-209.1, GS 115C-524(b), GS 160A-272, GS 160A-274, GS 12, GS 163-96, GS 163-99, GS 163-129

OPTION A

<i>Space</i> 1.) Fees are quoted hourly except where noted. 2.) Fee covers use of parking lot if renting other facilities.	<i>School-Related Group</i> (OCS-Category A)	<i>Non-Profit Serving Children</i> (OCS--Category B) ~~~~~ (75% discount of market rate)	<i>Other Non-Profit Entities</i> (OCS-Category C) ~~~~~ (50% discount of market rate)	<i>All Other Users including for-profit users</i> (OCS--Category D) ~~~~~ (market rate)
Fees hourly except where noted				
Auditorium	\$0/hr	\$63	\$125	\$250
Auditorium w/dressing room	\$0/hr	\$75	\$150	\$300
Auditorium, Band, Art, Chorus (each)	\$0/hr	\$25	\$50	\$100
Cafeteria/Media Center	\$0/hr	\$50	\$100	\$200
Class Room/Locker Room	\$0/hr	\$25	\$50	\$100
Gym w/no lockers	\$0/hr	\$38	\$75	\$150
Multipurpose/Meeting Room	\$0/hr	\$39	\$78	\$155
Multipurpose Rm w/sports	\$0/hr	\$39	\$78	\$155
Cafeteria w/kitchen	\$0/hr	\$69	\$138	\$275
Cafeteria w/kitchen (food prepared on site)	\$0/hr	\$81	\$163	\$325
		\$0	\$0	
Baseball/Softball Field	\$0/hr	\$65	\$130	\$260
Concession, Restroom, Press Box (each)	\$0/hr	\$56	\$113	\$225
Football Field	\$0/hr	\$125	\$250	\$500
Football Field w/concession, restroom, press box (each)	\$0/hr	\$188	\$375	\$750
Parking Lot ONLY (per day)	\$0/hr	\$188	\$375	\$750
Playgrounds/Open play area (per day)	\$0/hr	\$23	\$45	\$90
Field Lights (if available)	\$0/hr	\$8	\$15	\$30
Soccer Field	\$0/hr	\$44	\$88	\$175
Tennis Court (per court/hour)	\$0 per ct/hr	\$25	\$50	\$100
Track	\$0/hr	\$88	\$175	\$350
Supported Staff Fee (each) (custodial, technical, cafeteria)	\$20/hr	\$20	\$20	\$20
Equipment Fees: (Fees per each)			After Hours Utilities Usage Fee	
PA System \$35-\$100 day	Tables \$3	Scoreboard \$5/hr	HIGH SCHOOL \$45/hour MIDDLE \$25/hour ELEMENTARY \$20/hour	
Stage/Spot Lights \$25	Chairs \$1	Screens \$5/day		
Televisions \$25	VCR \$20			
Overhead Projector/\$25	Risers \$75			

OPTION B

Space 1.) Fees are quoted hourly except where noted. 2.) Fee covers use of parking lot if renting other facilities.	School-Related Group (OCS--Category A)	Non-Profit Serving Children (OCS--Category B) ~~~~~ (Other NP Entities discounted 50%)	Other Non-Profit Entities (OCS Category C)	All Other Users including for-profit users (OCS Category D) ~~~~~ (market rate)
		<i>fees hourly except where noted</i>		
Auditorium	\$0/hr	\$11	\$22	\$250
Auditorium w/dressing room	\$0/hr	\$14	\$28	\$300
Auditorium, Band, Art or Chorus	\$0/hr	\$15	\$30	\$100
Cafeteria/Media Center	\$0/hr	\$8	\$15	\$200
Class Room/Locker Room	\$0/hr	\$3	\$5	\$100
Gym w/no lockers	\$0/hr	\$15	\$30	\$150
Multipurpose/Meeting Room	\$0/hr	\$8	\$15	\$155
Multipurpose Rm w/sports	\$0/hr	\$8	\$15	\$155
Cafeteria w/kitchen	\$0/hr	\$20	\$40	\$275
Cafeteria w/kitchen (food prepared on site)	\$0/hr	\$25	\$50	\$325
		\$0		
Baseball/Softball Field	\$0/hr	\$10	\$20	\$260
Concession, Restroom, Press Box (each)	\$0/hr	\$8	\$15	\$225
Football Field	\$0/hr	\$10	\$20	\$500
Football Field w/concession, restroom, press box (each)	\$0/hr	\$18	\$35	\$750
Parking Lot ONLY (per day)	\$0/day	\$25	\$50	\$750
Playgrounds/Open play area (per day)	\$0/day	\$3	\$5	\$90
Field Lights (if available)	\$0/hr	\$8	\$15	\$30
Soccer Field	\$0/hr	\$10	\$20	\$175
Tennis Court (per court/hour)	\$0 per ct/hr	\$3	\$5	\$100
Track	\$0/hr	\$13	\$25	\$350
Supported Staff Fee (each) (custodial, technical, cafeteria)	\$20/hr	\$20/hr	\$20/hr	\$20/hr
Equipment Fees: (Fees per each)			After Hours Utilities Usage Fee	
PA System \$35-\$100 day	Tables \$3	Scoreboard \$5/hr	HIGH SCHOOL	\$45/hour
Stage/Spot Lights \$25	Chairs \$1	Screens \$5/day	MIDDLE	\$25/hour
Televisions \$25	VCR \$20		ELEMENTARY	\$20/hour
Overhead Projector/\$25	Risers \$75			

ORANGE COUNTY SCHOOLS
Rates for Rental of School Facilities
Current Schedule

Space	Non-Profit Education Tax Supported Agencies	Non-Profit Organizations	For Profit Organizations	For Profit Revenue Generating
	Cooperative Extension, Recreation and Parks (not including tournaments), Organizations Meetings	Civic, Service, Community, and Occupational Organizations, Scouts, Religious, Charitable Org. Meetings, Youth Camps, Sports/games (not including tournaments, Socials and Fraternal	Clinics, Camps, Concerts, Pageants, For Profit business meetings, Fundraisers, Workshops, Dance/music recitals	Semi-professional sports, video shoots, fundraisers tournaments, Play/Productions, Professional Fundraisers, Sporting Events
Auditorium	\$10/hr	\$22/hr	\$80/hr	\$250/hr
Auditorium w/dressing room	\$15/hr	\$28/hr	\$100/hr	\$300/hr
Auditorium, Band, Art, Chorus, (each)	\$15/hr	\$30/hr	\$30/hr	\$100/hr
Cafeteria/Media Center	\$5/hr	\$15/hr	\$75/hr	\$200/hr
Class Room/Locker Room	\$2/hr	\$5/hr	\$20/hr	\$100/hr
Gym w/no lockers	\$15/hr	\$30/hr	\$100/hr/1st, \$125/hr/2nd, \$150/hr/3rd	\$150/hr
Multipurpose/Meeting Room				
Multipurpose/Meeting Room	\$5/hr	\$15/hr	\$50/hr	\$155/hr
Multipurpose Rm w/sports	\$5/hr	\$15/hr	\$50/hr	\$155/hr
Cafeteria w/kitchen	\$20/hr	\$40/hr	\$100/hr	\$275/hr
Cafeteria w/kitchen (food prepared on site)	\$25/hr	\$50/hr	\$120/hr	\$325/hr
Baseball/Softball Field				
Baseball/Softball Field	\$10/hr	\$20/hr	\$85/hr	\$280/hr
Concession, Restroom, Press Box (each)	\$5/hr	\$15/hr	\$50/hr	\$225/hr
Football Field	\$10/hr	\$20/hr	\$150/hr	\$500/hr
Football Field w/concession, restroom, press box (each)	\$15/hr	\$35/hr	\$350/hr	\$750/hr
Parking Lot	\$25/day	\$50/day	\$350/hr	\$750/hr
Playgrounds/Open play area	\$2/day	\$5/day	\$30/hr	\$90/hr
Field Lights (if available)	\$15/hr	\$15/hr	\$30/hr	\$30/hr
Soccer Field	\$10/hr	\$20/hr	\$85/hr	\$175/hr
Tennis Court	\$2 pr ct / hr	\$5 pr ct / hr	\$10 pr ct / hr	\$100 pr ct / hr
Track	\$15/hr	\$25/hr	\$100/hr	\$350/hr
Supported Staff Fee (custodial, technical, cafeteria)				
Supported Staff Fee	\$20/hr	\$20/hr	\$20/hr	\$20/hr
Equipment Fees:			After Hours Utilities Usage Fee	
PA System \$35 - \$100 day (each)	Screens \$5/day (each)		H/S \$45/hour	
Stage/Spot Lights \$25 (each)	Overhead Projectors \$25 (each)		M/S \$25/hour	
Televisions \$25 (each)	Tables \$3 (each)		E/S \$20/hour	
VCR \$20 (each)	Chairs \$1 (each)			
Risers \$75 (each)	Scoreboard \$5/hr (each)			