

**ORANGE COUNTY
BOARD OF EDUCATION**

AGENDA ITEM ABSTRACT

Meeting Date: June 9, 2014

AGENDA ITEM No. 14-06-12

ACTION: (Y/N) N

SUBJECT: Facility Use Report

INFO. CONTACT: G. Seth Stephens **PHONE:** 919-732-8126

ATTACHMENTS: 1. Facility Use Policy #5030
2. Rates for Rental of School Facilities 2014-2015
3. Facility Use History July 1, 2013 – June 23, 2014

PURPOSE: The purpose of this agenda item is to provide information prepared by the School Community Relations Department regarding the use and fees for facilities usage in Orange County Schools (OCS).

BACKGROUND: Pursuant to Orange County Board of Education policy number 5030, the Superintendent shall present a facility use fee schedule to the school board by July 1 of each year.

FINANCIAL IMPACT: The facilities use fee schedule determines what amount, if any, a user must pay to use OCS facilities.

RECOMMENDATION: The Superintendent recommends that the Board consider the facility use fee schedule for the 2014-2015 year.

*Rescinds Policy Number: EBH**Issued: 01/20/2004, 03/25/2013*

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

All units of local government in Orange County may use school facilities free of charge upon approval of the Superintendent or designee, provided the use is to carry out a governmental function and does not interfere with school operations and is not for an ongoing use. In addition, the school board may enter into a joint use agreement with any other 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, or as set forth above, 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

ORANGE COUNTY SCHOOLS
Rates for Rental of School Facilities 2014-2015

Space <i>Note: Fees cover parking lot if renting other facilities</i>	School-Related Group <i>(OCS Category A)</i>	Non-Profit Serving Children <i>(OCS Category B)</i> <i>(98% discount of market rate)</i>	Other Non-Profit Entities <i>(OCS Category C)</i> <i>(75% discount of market rate)</i>	All Other Users including for-profit users <i>(OCS Category D)</i> <i>(market rate)</i>
Auditorium	\$0/hr	\$5/hr	\$63/hr	\$250/hr
Auditorium w/dressing room	\$0/hr	\$6/hr	\$75/hr	\$300/hr
Auditorium, Band, Art, Chorus (each)	\$0/hr	\$2/hr	\$25/hr	\$100/hr
Cafeteria/Media Center	\$0/hr	\$4/hr	\$50/hr	\$200/hr
Class Room/Locker Room	\$0/hr	\$2/hr	\$25/hr	\$100/hr
Gym w/no lockers	\$0/hr	\$3/hr	\$38/hr	\$150/hr
Multipurpose/Meeting Room	\$0/hr	\$3.10/hr	\$39/hr	\$155/hr
Multipurpose Rm w/sports	\$0/hr	\$3.10/hr	\$39/hr	\$155/hr
Cafeteria w/kitchen	\$0/hr	\$5.50/hr	\$69/hr	\$275/hr
Cafeteria w/kitchen (food prepared on site)	\$0/hr	\$6.50/hr	\$81/hr	\$325/hr
Baseball/Softball Field	\$0/hr	\$5.20/hr	\$65/hr	\$260/hr
Concession, Restroom, Press Box (each)	\$0/hr	\$4.50/hr	\$56/hr	\$225/hr
Football Field	\$0/hr	\$10/hr	\$125/hr	\$500/hr
Football Field w/concession, restroom, press box (each)	\$0/hr	\$15/hr	\$188/hr	\$750/hr
Parking Lot	\$0/hr	\$15/day	\$188/day	\$750/day
Playgrounds/Open play area	\$0/hr	\$1.80/day	\$8/day	\$90/day
Field Lights (if available)	\$0/hr	\$0.60/hr	\$8/hr	\$30/hr
Soccer Field	\$0/hr	\$3.50/hr	\$44/hr	\$175/hr
Tennis Court	\$0 per ct/hr	\$2 per ct/hr	\$25 per ct/hr	\$100 per ct/hr
Track	\$0/hr	\$7/hr	\$88/hr	\$350/hr
Supported Staff Fee (custodial, technical, cafeteria)*	\$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)		MS \$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)	*School staff shall be on site during reservation, however, principal may waive		

