

Facility Use Rentals of School Board-Owned Property

Document Control	Current Draft
SOP Number	SOP-FAC-7511A
Responsible Office	Division of Facilities
Administering Office	Facility Planning & Real Estate Department (FP&RE)
Effective Date	Sep 17, 2026
Review Cycle	At least annually and whenever Policy 7511, F.S. 1013.15, facilities standards, leasing requirements, or related Board policies and procedures change
Supersedes	Adopted
Approval	<u>Mark Dorsett</u> Mark Dorsett (Sep 17, 2026 06:35:37 EDT)

1. Purpose

This SOP establishes a consistent, transparent, and documented process for the temporary, short-term rental and non-school use of School Board-owned facilities, grounds, and athletic areas by community groups, non-profits, governmental entities, and commercial organizations. It defines the end-to-end electronic workflow administered through the District's automated platform (Facilitron), including application intake, multi-tier site and safety approvals, fee schedule enforcement, cost-recovery distributions, and insurance verification under School Board Policy 7511. The Division of Facilities oversees implementation, and the FP&RE Department administers the process in collaboration with School Administration, Regional Offices, and the Division of Safety and Security.

2. Authority and Related Materials

- School Board Policy 7511, Leasing of School Board-Owned Property.
- F.S. 1013.15, Lease, rental, and lease-purchase of educational plants, ancillary plants, and auxiliary facilities and sites.
- F.S. 1013.10, Use of buildings and grounds, when applicable.
- F.S. § 768.28, *Waiver of sovereign immunity in tort actions*.

- Applicable Florida Building Code, Florida Fire Prevention Code, State Requirements for Educational Facilities (SREF), accessibility requirements, zoning and land-use requirements, and environmental and life-safety standards.
- Current District-approved Facility Rental Fee Schedule and Category Charges Matrix (Business Practice Bulletin).
- Business Practice Bulletin A-429 (Internal Accounts & Budget Distribution).
- Applicable Collective Bargaining Agreements governing custodial and personnel rates.
- Facilitron System Rules, Standard Terms & Conditions, and District Event Addenda.

3. Scope

This SOP applies to the temporary, non-exclusive use of School Board-owned land, grounds, athletic fields, and building facilities by community groups, non-profit organizations, governmental entities, and commercial users administered electronically through the District's automated facility rental platform for terms up to one (1) year. Operational user guides, system workflows, and administrative procedures governing the current software platform are maintained in the departmental Business Practice Bulletin (BPB).

This SOP does not govern formal long-term real property leases, lease-purchases, or surplus property dispositions (governed under SOP-FAC-7511B), nor does it govern property leased by the District from an outside owner.

4. Definitions

Term	Definition
Automated Facility Rental System	The District's designated online software platform (currently <i>Facilitron</i>) utilized for application intake, workflow routing, fee calculation, payment collection, and electronic Certificate of Insurance (COI) verification.
Board-owned property	Land, facilities, educational plants, ancillary or auxiliary areas, buildings, or portions thereof owned by the School Board.
Facility Use Permit (Reservation / Agreement)	A temporary, revocable, and non-exclusive authorization generated electronically through the District's automated facility rental platform granting an approved Renter the right to use designated School Board-owned facilities, grounds, or athletic areas for a specified date, time, approved activity, and fee schedule. A permit does not convey a leasehold estate, property interest, or exclusive possession, and is subject to immediate suspension or cancellation for District educational priorities, safety emergencies, or non-compliance.

Term	Definition
Fee Schedule & Category Charges Matrix	The current District-approved schedule of room and space rental rates, utility cost-recovery fees, custodial and personnel charges, deposits, and category adjustments established through comprehensive cost analyses and applicable collective bargaining agreements, and published in the departmental Business Practice Bulletin (BPB).
Final Approval	The authoritative administrative action taken exclusively by FP&RE to officially authorize, decline, adjust rates for, or administratively cancel community facility use applications and generate an active Facility Use Permit.
Insurance requirements	The current District-approved schedule of coverage types, minimum liability limits, additional-insured requirements, and other risk-transfer conditions applicable to renters based on the event type and associated risk in accordance with the appropriate departmental BPB.
Operating expenses (Cost-Recovery)	Direct costs incurred by the District due to community use, including utility consumption (energy, HVAC, lighting, water), custodial coverage, personnel services, and consumable supplies.
Partners in Education (PIE)	A legal entity organized and authorized to do business in the State of Florida that supports schools and students by committing to specific activities intended to benefit students, improve student achievement, and accomplish school improvement goals. A PIE must complete a formal Sponsorship Agreement and obtain a District-issued certificate designating its category before being permitted to utilize school facilities: • PIE Category 1 (Youth Organizations): Non-profit youth-serving organizations whose primary mission is to provide education, health, leadership, personal development, or mental health services to youth, and that provide qualifying in-kind value support to students/schools. • PIE Category 2 (Other Organizations): Business or community partners providing agreed-upon in-kind value support to the school in exchange for category-rate rental consideration.
Permit Status	The real-time operational status of an approved Facility Use Permit verified electronically via the platform or embedded QR code. While administrative approval places the reservation on the calendar, authorized campus entry remains contingent upon satisfying mandatory pre-use requirements (full payment and verified insurance at least seven days prior to use).
Pre-Approval	The preliminary site-level or regional operational review conducted in the automated platform verifying instructional priority, room availability, and

Term	Definition
	custodial coverage feasibility before a reservation routes to the Final Approval.
School-Allied Groups (SAG)	Groups that exist because of the existence of the school. SAGs include entities such as the Parent Teacher Association (PTA), Parent Teacher Student Association (PTSA), Parent Teacher Organization (PTO), and Booster Clubs (such as School Alumni Organizations). No other entity will be recognized as a SAG unless formed by a school as a component of that school's educational functions or formally approved by the School Board as a SAG. All SAGs must provide valid District documentation confirming designation as a SAG as part of the rental process to receive applicable fee exemptions or category rates.
User Organization/ Renter	Any individual, School-Allied Group (SAG), Partner in Education (PIE), governmental entity, verified non-profit organization, or commercial entity approved to temporarily use School Board-owned property through the automated facility rental system.

5. Roles and Responsibilities

Role	Responsibility
Superintendent or designee	Authorizes designated administrative actions, resolves executive-level facility use escalations, and recommends revised facility rental fee schedules to the School Board.
Division of Facilities	Owns and oversees this SOP; provides executive direction; confirms Facilities recommendations, and authorizes administrative operating procedures for community facility use.
Facility Planning & Real Estate Department (FP&RE)	Administers the automated facility rental system; oversees application intake workflows; coordinates multi-department reviews; chairs the annual Fee Schedule Review Committee; and maintains the departmental Business Practice Bulletin (BPB).
School Administration	Serves as primary site approver in the rental platform; confirms calendar availability, site impact, and instructional priority; assigns custodial staff for opening/closing; monitors day-to-day community use; and reports concerns to FP&RE.
Regional Offices	Reviews and pre-approves rental applications in the platform workflow; coordinates communication between schools and FP&RE; and assists with resolving site-level or community scheduling conflicts.

Role	Responsibility
Physical Plant Operations (PPO)	Establishes custodial staffing standards; provides custodial labor cost baselines (including union 4-hour minimums); and coordinates physical maintenance and custodial coverage requirements.
Risk Management /	Establishes District insurance standards, liability limits, and additional insured endorsements; sets the automated Certificate of Insurance (COI) validation rules executed by the platform; and conducts manual reviews for high-risk activities or exceptions.
Safety and Security	Reviews reservation alerts generated in the rental system workflow; determines mandatory security, off-duty law enforcement, or metal detection wandering requirements; and advises school principals and FP&RE.
Sustainability & Compliance	Provides historical utility rate and consumption benchmarks (electricity, cooling, water) to calculate and update cost-recovery rates in the rental Fee Schedule.
Treasurer's Office	Receives electronic and automated rental payments remitted through the platform; and executes monthly budget transfers/distributions to schools and District accounts in accordance with Business Practice Bulletin A-429.
User Organization/ Renter	Submits electronic applications; prepays all rental, utility, custodial, and personnel costs; provides a compliant COI; adheres to campus rules (no alcohol, weapons, gambling); and assumes financial responsibility for property damage.

6. Standards

1. The School Board may lease Board-owned land, facilities, or educational plants to any person or entity for a term, rental amount, and under conditions determined to be in the Board's best interests.
2. A lease may include an optional or binding provision allowing the lessee to purchase the leased land, facility, or educational plant under terms and conditions determined to be in the Board's best interests.
3. The use of School Board-owned facilities or property must be governed by a lease agreement containing terms and conditions acceptable to the Board.
4. When applicable, the lease agreement must provide that maintenance, utilities, and other operating expenses are the responsibility of the entity using the facility or property.
5. Before a lease or lease-purchase agreement is executed, the School Board must consider its approval at an action meeting. A final copy of the proposed agreement must be available for public inspection and review following legally required notice.

6. School facilities and property that are unused or underutilized for educational purposes may be made available to private entities, government agencies, or qualified nonprofit community organizations.
7. A tenant may alter a leased facility only with prior written approval from the Operations Department. Alterations must be completed at the tenant's expense, comply with School District design criteria, and be based on plans approved in writing by the Operations Department.

7. Operational Workflow & System Procedures

7.1 Receive and route rental application

1. Prospective community renters must submit facility use applications through the District's designated automated facility rental platform via the public community portal. Applications entered internally by District staff on behalf of external entities are prohibited to ensure standardized intake terms, liability disclosures, and risk-transfer verification.
2. Applications must include organization details, requested facilities or grounds, dates, timeslots (incorporating required setup and breakdown buffers), anticipated attendance, activity descriptions, layout needs, and verification credentials for applicable category status.
3. The platform automatically screens for scheduling conflicts and routes applications through multi-tier review pathways, alerting the school site, Regional Office, the Division of Safety and Security (DSS), and the Facility Planning & Real Estate (FP&RE) Department.

7.2 Operational Pre-Approval and Safety Screening

1. School Administration and Regional Offices evaluate requests to verify facility availability, confirm instructional priority, evaluate room capacity relative to event size, and confirm operational and custodial coverage feasibility. Regional pre-approvers log operational determinations directly within the platform.
2. The Division of Safety and Security (DSS) screens reservations based on established event risk tiering to determine mandatory security coverage, off-duty law enforcement staffing ratios, or screening requirements.

7.3 Calculate fees, verify insurance, and confirm minimums

1. Rental rates, personnel charges, consumable supplies, and utility cost-recovery fees are established based on comprehensive cost analyses and applicable collective bargaining agreements, and are published in the departmental Business Practice Bulletin (BPB).
2. Fee waivers are strictly prohibited. Rate adjustments or category fee modifications may only be processed by the Final Approver (FP&RE).
3. Fee exemptions, discounts, or special tier rates apply strictly upon electronic submission and validation of verified credentials pursuant to the departmental BPB.
4. Operational and custodial coverage must comply with applicable collective bargaining agreements, including mandatory minimum call-in windows for off-schedule or weekend use.
5. Renters must maintain active insurance throughout the permitted term. The platform validates Certificates of Insurance (COI) and additional-insured endorsements against Risk Management standards prior to final approval, escalating non-standard or high-risk uses for manual review.

6. No group or individual acquires a right to access, enter, or occupy Board-owned property until the permit application is fully approved, required insurance is verified, and all assessed fees and deposits are prepaid in full.

7.4 Final Determination, Permit Activation, and Multi-Party Notification

1. FP&RE serves as the Final Approver for all external community use applications, processing requests in accordance with departmental processing benchmarks.
2. Applications may receive final approval, be declined (due to facility constraints, calendar conflicts, or policy non-compliance), or be cancelled with formal administrative rationale logged directly in the system record. Routine cancellations must be initiated by the renter through self-service, while the Final Approver may administratively cancel reservations upon written request or for operational cause.
3. Approval by FP&RE generates the official Facility Use Permit and places the reservation on the facility calendar, subject to conditions precedent to access. The permit instructions formally establish that final access authorization remains strictly contingent upon receipt and electronic verification of both full payment and a compliant Certificate of Insurance (COI) at least seven (7) days prior to the scheduled date of use.
4. Failure by the renter to remit full payment and submit a verified COI no later than seven (7) days prior to the event results in automatic suspension, and the affected date(s) are removed from the permit.
5. Printed or downloaded permits do not reflect real-time status and cannot serve as definitive proof of final authorization. On-site staff verify live permit status by scanning the dynamic QR code embedded on the permit or checking the platform schedule.
6. Upon conditional approval or status changes, the platform automatically issues notifications and operational summaries across all stakeholders:
 - Renter: Receives immediate electronic notification of conditional approval, payment invoices, insurance upload directives, and the dynamic permit.
 - School Administration: Receives notification to maintain campus awareness and monitor facility utilization.
 - Custodial & Operational Staff: Receives automated schedule alerts, daily/weekly agendas, and setup instructions to coordinate facility coverage, access, and HVAC runtimes.
 - Division of Safety and Security (DSS): Receives system notifications for events requiring specialized law enforcement or security coverage.
7. All stakeholder communications, status updates, and instructions must be logged in the platform's comments section rather than off-system email to ensure a complete, transparent public record.

7.5 Misuse, Damages, and Compliance Enforcement

1. Site personnel monitor community use to verify active permits, enforce approved timeslots, and restrict access to authorized spaces.
2. Facility use extending beyond permitted hours must be documented in the platform for supplemental cost recovery and payroll reconciliation.
3. Site staff must immediately document property damage, unauthorized space use, equipment issues, or site cleanup deficiencies within the platform's internal reporting module, including supporting photographic evidence.

4. Documented violations of District policy, safety rules, or campus regulations (including tobacco, alcohol, or weapon prohibitions) shall result in immediate permit revocation, forfeiture of fees or deposits, and potential suspension of future rental privileges.
5. Any suspected off-platform reservations, unauthorized access commitments, off-the-books fee collection, improper fee waivers, or conflicts of interest must be reported immediately to FP&RE, the Division of Facilities, or the Office of the Chief Auditor for investigation and corrective action.

8. Records

- FP&RE shall maintain master electronic records in the automated facility rental system, including rental applications, site and regional administrative approvals, Division of Safety and Security reviews, verified certificates of insurance and endorsements, fee calculations, payment receipts, user category verification records, security deposits, cancellations, and correspondence.
- At the conclusion of each permitted event or term, FP&RE and site administration shall ensure all incident reports, fee adjustments, and supplemental custodial hours are reconciled and closed within the master platform record.
- School Administration, Regional Offices, the Division of Safety and Security, Risk Management, Sustainability & Compliance, Physical Plant Operations, and the Treasurer's Office shall retain their respective subject-matter records, event logs, security directives, and financial distribution records in accordance with Florida public records laws, District records retention schedules, and applicable confidentiality requirements.

9. Training and Monitoring

- FP&RE shall provide role-based guidance and operational resources to School Administration, Regional Offices, Safety and Security, and custodial/operations personnel regarding automated platform navigation, calendar availability screening, labor coverage standards, insurance requirements, and issue escalation.
- FP&RE shall provide accessible training, guidance, instructions, and informational materials to community groups, non-profits, School-Allied Groups (SAGs), Partners in Education (PIE), and the public regarding online application procedures, category eligibility, rates, insurance standards, and campus rules.
- School and Regional leaders shall be instructed that while they provide operational input, review calendar availability, and monitor site use, they may not independently grant facility access, negotiate terms, establish or waive rates, modify insurance requirements, authorize occupancy, or approve physical alterations.
- FP&RE shall continuously monitor reservation volumes, processing turnaround times, fee collection and cost recovery, insurance compliance, facility incidents, and campus impacts, reporting significant trends to the Division of Facilities.
- Annual Fee Schedule Review Committee:
 - FP&RE shall convene and chair an Annual Fee Review Committee on an annual cycle. The committee shall consist of representatives from Facility Planning & Real Estate, Physical Plant Operations (PPO), Sustainability & Compliance, Risk Management, the Treasurer's Office, the Division of Safety and Security, and Regional/School Administration.

- The committee shall review operational and market data to evaluate and update room/space rental rates, custodial and personnel charges (reflecting current collective bargaining baselines), utility cost-recovery formulas (incorporating updated energy and water consumption benchmarks), consumable fees, and user category structures.
- Committee recommendations shall be submitted to the Division of Facilities for executive review, presented to Cabinet, and submitted by the Superintendent or designee to the School Board for formal adoption and incorporation into the departmental Business Practice Bulletin (BPB).

10. Recommendations: BPB Development

Business Practice Bulletins (BPBs) developed under this SOP translate policy mandates into detailed, position-level operational instructions for the administration of short-term community facility rentals. Facility Planning & Real Estate coordinates and maintains the comprehensive BPB framework, incorporating the following departmental components:

- **FP&RE:** Maintains end-to-end platform workflows, user account management, reservation intake, category validation processes, fee schedules, annual fee committee procedures, and customer service escalation protocols.
- **Risk Management:** Maintains the official insurance requirements matrix, underwriting rules, and escalation pathways for automated and manual Certificate of Insurance (COI) verification.
- **Division of Safety and Security (DSS):** Defines automated system risk flags, security tiering, required law enforcement/security staffing ratios, metal-detection wandering protocols, and campus safety requirements.
- **Physical Plant Operations (PPO):** Establishes custodial staffing allocations, work rules, and operational coverage baselines in compliance with applicable collective bargaining agreements.
- **Sustainability & Compliance:** Provides historical energy and water consumption benchmarks and rate-modeling data to ensure accurate utility cost-recovery calculations.
- **Treasurer's Office:** Administers electronic payment collection rules, merchant processing guidelines, and monthly cost-recovery distribution workflows pursuant to Business Practice Bulletin A-429.
- **School Administration & Regional Offices:** Establishes site availability scheduling, campus access controls, calendar freeze windows, event supervision protocols, and dispute escalation steps.

Duties shall be assigned to positions rather than named individuals, and each participating department shall review and approve procedures within its administrative authority prior to publication.

SOP-FAC-7511A

Final Audit Report

2026-09-17

Created:	2026-09-16
By:	Andrae Hill (P00097395@browardschools.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAARuMJRFim70BzHeDmw4RvhiMJ2mYRiuTs

"SOP-FAC-7511A" History

-  Document created by Andrae Hill (P00097395@browardschools.com)
2026-09-16 - 8:25:39 PM GMT
-  Document emailed to Mark Dorsett (p00036374@browardschools.com) for signature
2026-09-16 - 8:26:07 PM GMT
-  Email viewed by Mark Dorsett (p00036374@browardschools.com)
2026-09-17 - 10:34:51 AM GMT
-  Document e-signed by Mark Dorsett (p00036374@browardschools.com)
Signature Date: 2026-09-17 - 10:35:37 AM GMT - Time Source: server - Signature Appearance Selected: TYPE
-  Agreement completed.
2026-09-17 - 10:35:37 AM GMT