



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

REAL ESTATES SERVICES
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SUPERINTENDENT

July 12, 2005

BULLETIN #P – 11732-FM/RES

Contact Person:

Lynn Barnes

PX- 45807

TO: Principals

FROM: Joseph M. Moore
Chief Operating Officer

SUBJECT: Leasing of School Facilities

According to Policy 7.18, all Rental Prequalification Requests must be submitted to the Superintendent or designee for approval each fiscal year. However, no Rental Prequalification Request is necessary if an Interlocal Agreement governs the organization/individual's lease.

Because a Rental Prequalification Request provides authorization for principals to sign a lease on behalf of the Superintendent or designee, **an approved Rental Prequalification Request must be on file at the school before a lease Agreement can be signed.** Schools have no authority to enter into a lease with any organization/individual until the Superintendent or designee via the Rental Prequalification Request has approved that use.

If an organization/individual wants a lease for events that are different in nature (e.g., weddings and/or religious services), a separate Rental Prequalification Request must be submitted for each event.

If you have not already done so, please forward all leases generated for FY 2005 to the Real Estate Services Department. Should you have any questions, please refer to the contact person noted above.

In an effort to promote more community use of our facilities and to keep more lease dollars at the School Center, the percent of dollars staying at the School Center has been **increased** from 57% to **65%** of the **non-profit fees** and from 78.5% to **80%** of the **commercial fee** hourly lease rates for space.

Attached for your information is the **Newly Revised** fiscal year 2005-06 Hourly Rate Summary for Community Use of School Facilities. Please review the new schedule as

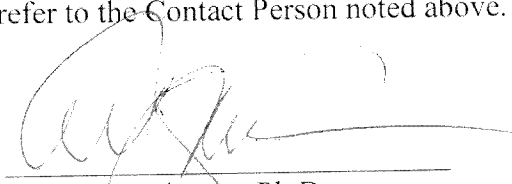
hourly rates have changed for several categories and a new category for **Parking** has been added.

Also attached for your information is a question and answer sheet of the Most Frequently Asked Questions Regarding Leasing.

Thank you for your cooperation in this matter. Should you have questions regarding this matter, please refer to the Contact Person noted above.

JMM:BP:csc

Approved:

A handwritten signature in black ink, appearing to be "C. J. Smith", is written over a horizontal line.

Most Frequently Asked Questions Regarding Leasing

1. Who completes the Rental Pre-qualification Request form, the school center or the person requesting to use our facilities?

The school center completes the Rental Pre-qualification Request.

2. Can I submit the Rental Pre-qualification Request form and the Lease Agreement at the same time?

No, The Rental Pre-qualification Request must be approved by the Real Estate Services Department before the Lease Agreement can be executed.

3. Should the numbering process for leases start over at the beginning of the new fiscal year, or can we continue where we left off?

The numbering process should start over at 1001 at the beginning of every fiscal year.

4. When should schools send the Lease Agreements to the Real Estate Department?

Copies of Lease Agreements should be sent on a weekly basis.

5. How do we determine if a group is non-profit or commercial?

You can ask the group to provide you with documentation stating the organization or you may go to WWW.Sunbiz.org and obtain the information.

6. Is a copy of liability insurance required for all leases?

Yes, The organization/individual must provide an insurance certificate listing the School District as an additional insured with a minimum coverage of \$1,000,000. If the organization/individual does not have liability insurance, they will have to purchase it from the School District.

7. Do we charge 6-½ % sales tax on leases?

Yes, if an organization/individual does not provide you with a 501 (3) (c) form exempting them from being charged sales tax. Remember the sales tax was increased from 6 to 6 ½ % because of the successful efforts of the referendum. The additional ½ % goes for building new schools in Palm Beach County.

8. When an organization/individual qualifies for a fee waiver, are the fees for the entire lease waived?

No, Only the rental fees are waived. The 35% (based on the new 2005-06 schedule) for utilities must be collected or paid by the school.

9. How do I include the fees that are being waived on the Lease Agreement?

In the section on the Lease Agreement that reads Fee Waiver, type in the dollar amount that is being waived. This is important for record keeping purposes.

10. Are custodial fees charged for the entire time an organization/individual is leasing our facility?

If an organization/individual is using your facility during normal working hours, custodial fees are only charged for the time it will take the custodian to clean the area(s) being used.

If an organization/individual is using your facility outside of your school's normal working hours, custodial fees are charged for the entire time the facility is being used.

11. Can food that has been prepared in someone's home be served on District property?

No, All food served on District property must be prepared in the school's cafeteria with the assistance of a cafeteria staff member, prepared by a licensed caterer/restaurant or prepared by Publix, Winn Dixie, Albertson's, etc.

Note: When submitting a Rental Pre-qualification Request for any event that includes the serving of food, please include information as to how the food will be prepared. Otherwise, the request will be denied.

12. If the principal invites an organization/individual onto the campus to perform a service, should a Rental Pre-qualification Request form and Lease Agreement be completed?

No, However, please contact the Purchasing Department because a Short Form Agreement may be necessary.

13. How do we know when security should be included in the lease and who should provide it?

Security concerns should be directed to the Principal or approved designee. The school's resource officer or School Police should provide security.

14. What are the most common mistakes reported in an Audit?

- a) No proof of insurance, expired policies, lower coverage than District requires.*
- b) Leases not qualified, failure to send in Rental Pre-qualification Request forms to Real Estate Services.*
- c) Incorrect rental charges/fee waivers.*

COMMUNITY USE OF SCHOOL FACILITIES

2005-2006 HOURLY RATE SUMMARY

School Board Policy # 7.18

INTERIOR SPACE	Non - Profit		Commercial	
	Lease		Lease	
	Rate/Hour		Rate/Hour	
Classroom	15.00		30.00	
Auditorium <250	50.00		100.00	
Auditorium >250	75.00		150.00	
Performing Arts Center	140.00		200.00	
Band/Choral Room	15.00		30.00	
Elem/Mid Cafeteria without Kitchen	25.00		50.00	
Elem/Mid Cafeteria with Kitchen	50.00		100.00	
High School Cafeteria without Kitchen	50.00		100.00	
High School Cafeteria with Kitchen	75.00		150.00	
Computer Lab	30.00		60.00	
Middle School Gymnasium	50.00		100.00	
High School Gymnasium	100.00		200.00	
Media Center	25.00		50.00	
Multipurpose Room	25.00		50.00	
Technical Labs	30.00		60.00	

EXTERIOR SPACE	Non - Profit		Commercial	
	Lease		Lease	
	Rate/Hour		Rate/Hour	
Football/Track	50.00		100.00	
Baseball Field	30.00		60.00	
Softball Field	15.00		30.00	
Practice Field	15.00		30.00	
Basketball Court	5.00		10.00	
Tennis Court	5.00		10.00	
Racquetball Court	5.00		10.00	
Play Court	5.00		10.00	

LABOR RATES	Hourly Rates	
Custodians		25.00
Custodial Forepersons		25.00
Food Service Assistants - Regular		16.00
Food Service Assistants - Overtime		20.00
Food Service Managers - Regular		23.00
Food Service Managers - Overtime		32.00
School Police Officers	Contact School Police	
Student Assistants	N/A	
Technical Assistants	prevailing rates	
(e.g., Stage Managers, Lighting, Audio/Visual)		

PARKING:	Non - Profit		Commercial	
Elem/Middle	150.00 per day		300.00 per day	
High School	500.00 per day		1,000.00 per day	
(Evenings, Weekends, & Holidays)				

EXTERIOR LIGHTING:	FPL		Lake Worth	
	Hourly Rates		Hourly Rates	
Football/Track (Stadiums)	15.00		20.00	
Baseball	15.00		20.00	
Practice Fields	15.00		20.00	
Soccer/Softball Fields	15.00		20.00	
Basketball Court	4.00		6.00	
Tennis Court	4.00		6.00	
Racquetball Court	4.00		6.00	
Play Court	4.00		6.00	

The school, as lessor, shall not charge lessee any hourly rate or fee other than provided for on this rate schedule (excepting insurance) without authorization by the Superintendent or designee. The District receives 35% of non-profit fee and 20% of commercial fee hourly lease rates for interior space, and exterior space, and 100% for exterior lighting.

Contact: Lynn Barnes
PX-45807