



St. Johns County School District

Facilities Use Handbook



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GENERAL INFORMATION

Facilities that are owned, operated, or maintained by the St. Johns County School District (District) for the conduct or support of educational programs may be made available for community purposes, provided that such use does not detract from the original and necessary purpose of the property or interfere with the educational programs of the schools. All use of facilities shall be in compliance with all applicable St. Johns County School Board Rules and Policies. Applying for facility use does not obligate the District or Site Administrator to lease to that potential lessee.

To maintain safety, security, and consistency in facility operations, the use of outside vendors by the lessee is strictly prohibited.

The following guidelines have been developed to implement procedures for use of school facilities.

CERTIFICATE OF LIABILITY INSURANCE REQUIREMENTS

All groups using school facilities must submit a current Certificate of Liability Insurance (COI) with their Facility Use Request. Governmental agencies may provide a statement of self-insurance, with limits pursuant to Florida Statute 768.28, in lieu of a COI.

The COI requirements are:

- **Commercial General Liability Coverage** must be indicated on an occurrence basis with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate for property damage and bodily injury, including death to a third party.
- St. Johns County School Board must be listed as certificate holder and an Additional Insured as follows:

**St. Johns County School Board
40 Orange Street
St. Augustine, FL 32084**

Unless the COI reads as shown above, the certificate will be denied, and the request will be rejected.

- The COI must specify the general liability insurer's name affording coverage, the policy number, and effective dates. These dates must cover the date or dates being requested for the use of District facilities.
- The insured name on the COI must match the legal entity name on the Facilities Use Request.
- Where permitted by law, a waiver of subrogation or other rights to recovery against the St. Johns County School Board shall be indicated specific to the dates of use requested.
- The cancellation section of the COI must be completed.
- The COI must include an insurance broker or agency authorized representative signature.

See Sample Certificate of Insurance in Appendix B.

USER GROUPS

The primary purpose of District facilities is to support the delivery of educational services and programs to students. Accordingly, academic instruction, student extracurricular activities, staff development programs, and extended day care programs shall take precedence over all other uses except when facilities are required for community disaster shelter operations. User groups determine the fees charged to the facility user and the priority of use. The groups are defined as:

User Group 1: School-Based Organizations

User Group 1 includes activities directly organized, operated, and supervised by the District as part of official operations, and include instructional programs, athletics, and extracurricular activities that serve the students, parents, and teachers of the District.

Users in User Group 1 are not charged fees.

User Group 2: School Affiliated Organizations/Youth Organizations

User Group 2 includes school affiliated organizations that provide support to our schools such as PTAs, PTOs, and recognized booster clubs. Youth organizations are defined as secular and non-secular organizations that provide moral and character development programs that are consistent with the District's character development curriculum, and include Scouts BSA, Girl Scouts of America, 4-H, Campfire Girls, and Child Evangelism Fellowship/Good News Club.

Users in User Group 2 are not charged fees unless use of the facility results in non-scheduled work hours for a District employee.

User Group 3: Government and Community Agencies

User Group 3 includes recognized governmental and community agencies, primarily St. Johns County and its various municipal corporations, that provide programs which do not interfere with the operation of the school and do not conflict with programs operated and maintained by the District. These groups include but are not limited to city and county parks and recreation programs, and grant-funded partnerships that provide before and after-school tutoring or enrichment programs for District students. Activities exempted include town meetings sponsored by a municipality, voter precincts, and public hearings. These exempt activities are assessed at a User Group 1 level.

Users in User Group 3 are charged utility fees and personnel/service fees. When applicable, additional terms and conditions may apply.

User Group 4: Youth Athletic, Artistic, Recreational, and Educational Activities (When Program Participants are NOT Charged Fees)

User Group 4 includes organizations that provide District related community youth athletic, artistic, recreational, and educational activities and charge no fees to the students or their families other than the costs of any supplies and materials that may be consumed in the program.

Users in User Group 4 are charged utility fees, equipment fees, personnel/service fees and, when applicable, security/damage deposit. No facility use fees will be charged.

User Group 5: Private Interest or Non-Government Organizations

User Group 5 includes those citizens, associations, businesses, clubs, or other organizations who wish to use school facilities for commercial, for profit, or nonprofit purposes. Organizations include, but are not limited to, athletic, artistic, recreational, educational, economic, and faith or spiritual activities.

Users in User Group 5 are charged facility use fees, utility fees, equipment fees, personnel/service fees and, when applicable, security/damage deposit.

Facility Use Fee Schedule

These fees provide revenue for schools and offset the cost of general maintenance and upkeep of the facility.

Facility	Fee
Middle School Auditorium	\$75 per hour (before 6:00 PM) \$150 per hour (on or after 6:00 PM)
High School Auditorium	\$150 per hour (before 6:00 PM) \$400 per hour (on or after 6:00 PM)
Elementary School Cafeteria without Kitchen	\$250 (for a 3-hour minimum) \$75 per each additional hour
Middle School Cafeteria without Kitchen	\$300 (for a 3-hour minimum) \$75 per each additional hour
K-8 Academy Cafetorium without Kitchen	\$350 (for a 3-hour minimum) \$75 per each additional hour
High School Cafeteria without Kitchen	\$350 (for a 3-hour minimum) \$75 per each additional hour
Multi-Purpose Room Elementary	\$175 (for a 3 hour minimum) \$50 per each additional hour
Multi-Purpose Room Middle School or K-8 Academies	\$225 (for a 3 hour minimum) \$75 per each additional hour
Classroom	\$75 (for a 3-hour minimum) \$25 per each additional hour
Hallway/Common Area	\$25 per hour
Conference Room	\$25 per hour
Locker Rooms	\$25 per hour
Gymnasium	\$50 per hour
Weight Room	\$35 per hour
Batting Cages	\$25 per hour
Covered Outside Area, Common Pavilion and Basketball Court without Lighting	\$50 per hour

Facility Use Fee Schedule (continued)	
Facility	Fee
Playground	\$25 per hour
Tennis Court (each)	\$15 per hour
Baseball Fields without Lighting	\$50 per hour
Softball Fields without Lighting	\$50 per hour
General Recreational Fields or Practice Fields without Lighting	\$50 per hour
Stadium (grass) without Lighting	\$150 per hour
Stadium (turf) without Lighting	\$200 per hour
Track without Lighting	\$50 per hour
Parking Lot without Lighting	\$40 per hour

Additional fees may apply for groups greater than 250 people.
 Additional time will be invoiced in no less than one (1) hour increments.

Utility Fee Schedule

These fees offset the cost of utilities incurred at the facility during the rental.

Area	Hourly Fee
Middle School Auditorium	\$15
High School Auditorium	\$25
Elementary, Middle School and K-8 Cafeteria (not including kitchen)	\$15
High School Cafeteria (not including kitchen)	\$20
Classroom	\$6
Conference Room	\$6
Gymnasium	\$25
Weight Room	\$10
Covered Outside Area, Tennis Court, Common Pavilion and Basketball Court Lighting	\$14
Baseball Field Lighting (High School)	\$14
Softball Field Lighting (High School)	\$14
Stadium Lighting	\$40
Track Lighting	\$40
Parking Lot Lighting	\$15

Additional time will be invoiced in no less than one (1) hour increments.

Equipment Use Fee Schedule

These fees offset the cost of maintaining equipment used during the rental.

Equipment Item	Event Fee
Athletic Scoreboard	\$40 (additional Technical Supervision may be required)
Stage Lighting/Audio Visual	\$40 (additional Technical Supervision may be required)
A/V Screen	\$10
Lectern Podium	\$10
Microphone	\$10
P.A. System	\$25
Piano	\$25
Projector	\$25
Risers (per set)	\$30
TV/DVD Player	\$25

Personnel/Service Fee Schedule

These fees offset the cost of labor required during the rental. The school principal or site administrator will determine the number of employees needed during the rental. Approval of facility rental reservations are subject to the availability of District personnel.

Personnel/Service Fees	Rate
Custodian	\$41 per hour (3-hour minimum)
Technical Supervision	\$50 per hour (3-hour minimum)
Site Supervisor	\$60 per hour (3-hour minimum)
Law Enforcement	*

*Hourly rate and minimum hours are set by the local law enforcement agencies.

Additional time will be invoiced in no less than one (1) hour increments.

An authorized and paid SJCS D employee (as designated by the school principal or site administrator) must be present and facility users must pay the Personnel/Service Fees for District employee(s) to be on-site during facility rentals to monitor and ensure the security of school buildings. District employees working as site supervisors or custodians during facility rentals should not participate in the event. Their role is to remain available for emergencies, restock supplies, and monitor the campus.

The school principal or site administrator reserves the right to require law enforcement and determine the number of officers necessary to be on-site for any event. Additionally, the renting organization shall at all times provide sufficient supervision of its activities and attendees.

On weekends and other non-school days, the charge for one site supervisor for the duration of the rental period may be added to invoices for facility rentals. If the site supervisor assigned is not a custodian, school staff must add at least one custodian to the reservation. Custodians should not be tasked to clean during their regular duty day for evening and weekend facility rentals. If the site supervisor is a custodian, adding additional staff to the reservation may not be necessary. However, additional custodial staff should be added to rentals that are expected to require significant time to return the facility to the normal configuration needed for the following school day.

Outstanding Balance/Overdue Accounts

Facility users with outstanding balances or overdue accounts will not be permitted to use District facilities until the outstanding balance is satisfied.

In-Kind Agreements for Civic or Community Connected Organizations

School facilities, such as auditoriums, cafeterias, classrooms, and stadiums, may be made available to civic or community connected organizations for specific, temporary, short-term purposes upon payment of the fees established by the School Board or, when approved by the school principal or site administrator, in exchange for non-monetary contributions that are considered to have equivalent value.

Equivalent value refers to the **fair market value** of the services, goods, or benefits provided by the third party in exchange for facility use. These contributions must be:

- **Tangible and measurable** (e.g., tutoring services, after-school programs, maintenance work, equipment donations);
- **Comparable in value** to what the district would have charged in rental or usage fees; and
- **Documented in the request** to ensure transparency and compliance with district policies and state law.

Prohibited Substances, Devices, or Materials

Users shall not allow or permit the use, consumption, storage, or possession of any of the following items on District facilities by the user, its agents, employees, attendees, volunteers, invitees, guests, or participants:

- Intoxicating or alcoholic beverages, smoking, or illegal or harmful drugs;
- Gambling devices of any kind;
- Any weapons or firearms;
- Hazardous, flammable, or explosive materials, including but not limited to, flammable materials or liquids, candles, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids, or caustics;
- Animals (unless a service animal);
- Amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, bow and arrow shooting activity or equipment or devices;
- Food trucks; or
- Any other substance, material, or items prohibited by law or ordinances of fire insurance.

Special Events

Special Events are activities held at the school by School Support Organizations such as the PTA, PTO, Booster, etc., to promote or benefit the school, students, and the District. A Special Events Application Form must be submitted to the school at least 14 days prior to the date of the event. For some activities, onsite inspections may be required.

Special Events include, but are not limited to carnivals, festivals, movie nights, dances, fundraising activities, reward parties, presentations, parades, food trucks on property, interactive rentals, performances, inflatables, homecoming events, and marathons.

APPENDIX A – SCHOOL BOARD RULE 9.04

CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS AND INTERLOCAL AGREEMENTS

COMMUNITY USE OF SCHOOL BOARD PROPERTY

9.04

School Board property, facilities, and equipment are intended primarily for school educational purposes and no other use shall interfere with this purpose. However, the School Board may permit the use of School Board property by community groups. The principal shall be responsible for the safeguarding of such property, that the School Board rules and procedures for the use of the property are followed, and observing fire department regulations.

1. School Board property may be used for the following purposes or by the following groups without charge upon approval of the school principal or administrator in charge pursuant to these provisions:
 - a. Any student or school-related educational purpose necessary or useful for the accomplishment of the full scope of educational instruction;
 - b. National youth groups which operate under a county organization and are properly supervised and sponsored by some educational organization;
 - c. National, State, County and City Emergency Management and natural disaster, including hurricanes, use upon notification of the School Board through the Superintendent's office and the principal of the affected school;
 - d. The Board of County Commissioners for voting places in any primary, regular, or special election upon due notice to the principal who shall make arrangements so that the election will not interfere with the operation of the school; and,
 - e. Any governmental function during out-of-school hours. Any time the school food service kitchens are used, the principal shall see that such use of the facility is supervised or operated by qualified school personnel. No food service supplies or food shall be used.
 - f. County, city, or community-organized recreation groups as requested by the St. Johns County Recreation Department and with the approval of the School Board.
2. School facilities such as auditoriums, cafeterias, classrooms, and stadiums may be made available to organizations which are civic or community connected for specific, temporary, short-term purposes upon payment of the fees established by the School Board, or upon providing in-kind services of a value equal to or exceeding the applicable fee as determined by the principal or administrator in charge of a particular facility, and upon satisfaction of the requirements of this

**CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS
AND INTERLOCAL AGREEMENTS**

rule. The school principal or administrator in charge shall be responsible for determining that the facility is under sufficient supervision and that adequate custodial service is provided.

3. School Board property shall not be used for any illegal or immoral purposes. There shall be no possession or consumption of alcoholic beverages on school property, nor shall there be allowed any gambling or any other activity prohibited by Florida Statutes or Florida State Board of Education rules.
 - a. School Board property may not be used when there appears to be a possibility that such use will result in damage to such property beyond normal wear and tear, interference with regular school function, or bodily injury or property damage or to any person or individual.
 - b. Notwithstanding prohibitions stated above, possession and use of alcoholic beverages solely and exclusively for purposes of advanced or adult food preparation classes shall not be considered in violation of this policy.
4. Fees and deposits paid for the use of any School Board facility, buildings, property, or grounds shall be paid in advance in accordance with the rate schedule adopted by the School Board and in effect at the time of such use.
5. At least fourteen (14) days prior to the use of School Board facilities by any party except those under Subsections (1)(a) through (f) herein, the user shall provide a current policy or certification of general liability insurance specifying the School Board as a named insured and having policy limits of at least one million dollars (\$1,000,000.00) for aggregate damages in any one occurrence. The description of operations must state that the certificate holder (the school board with address) is a named insured and should identify the host school and the date(s) and a description of the activity/event.
6. Athletic fields which are constructed and maintained for the use of public schools may be used by other agencies and organizations listed in Subsections (1)(a) through (f) herein provided such agencies share in the maintenance of the field. All other users shall pay the established rental charges as established in the schedule adopted by the School Board. Any stadium tax charged on tickets shall be paid into the stadium fund for renovation and / or future expansion.
7. The Superintendent shall prepare procedures to implement this rule.

**CHAPTER 9.00 – SCHOOL-COMMUNITY RELATIONS
AND INTERLOCAL AGREEMENTS**

STATUTORY AUTHORITY: 1001.41, F.S.

LAWS IMPLEMENTED: 106.15; 1001.42; 1001.51; 1001.33; 1013.10;
509.032; 509.232, F.S.

HISTORY: ADOPTED: 08/18/98
REVISED: 07/07/09
03/08/05

APPENDIX B – SAMPLE CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PRODUCER NAME PRODUCER ADDRESS	CONTACT NAME: JOHN SMITH PHONE (A/C, No, Ext): 999-999-9999 FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: NAME OF INSURANCE CARRIER CODE REQ INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED VENDOR NAME AS REGISTERED WITH THE STATE OF FLORIDA DBA IF APPLICABLE MAILING ADDRESS	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>		POLICY #	(MM/DD/YYYY)	(MM/DD/YYYY)	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			POLICY #	(MM/DD/YYYY)	(MM/DD/YYYY)	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below			POLICY #	(MM/DD/YYYY)	(MM/DD/YYYY)	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The St. Johns County School Board, Florida, its members, officers, agents, and employees are named as Additional Insured on the General Liability policy as required by written contract. 1099 independent contractors are treated as employees under the liability, professional liability, auto liability and workers' compensation per statute.

CERTIFICATE HOLDER St. Johns County School Board 40 Orange Street St. Augustine, FL 32084	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <p style="text-align: center;">SIGNATURE REQUIRED</p>
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