



FACILITIES USE HANDBOOK

2023
2024

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GENERAL INFORMATION

The facility use process at Orange County Public Schools is now online. Using the Faciltron system, reservation requests can be submitted easily and will be handled efficiently. Renters can access photos and descriptions of school facilities, see real-time availability, view estimated quotes, and pay rental fees online.

Reservation requests must be submitted at <https://www.facilitron.com/ocps32801>. Faciltron will process all rental reservations pursuant to The School Board of Orange County, Florida, policies on facility use.

Faciltron will provide support to both facility users and school staff. Faciltron can be contacted by email at support@facilitron.com or by calling 1-800-272-2962, ext. 1.

INSURANCE REQUIREMENTS

All groups using school facilities must submit a current Certificate of Liability Insurance.

- PTA/PTO/PTSO and school boosters are required to submit a Certificate of Liability Insurance on an Acord Form.
- Governmental agencies may provide a statement of self-insurance in lieu of a Certificate of Liability Insurance, with limits pursuant to Florida Statutes 768.28.

Certificate of Liability Insurance Requirements:

- **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.
- The certificate must specify the general liability insurer name affording coverage, the policy number and effective dates. These dates must cover the date or dates being requested for the use of OCPS facilities.
- An organization or group should submit only **one copy** of its Certificate of Liability Insurance, even if the organization or group is applying to use several different OCPS facilities.
- The insured name on the Certificate of Insurance must match the legal entity name on the Facilities Use Agreement.
- Where permitted by law, a waiver of subrogation or other rights to recovery against the School Board of Orange County, Florida shall be indicated specific to the dates of use requested.
- The cancellation section of the Certificate of Insurance must be completed.
- Certificates of Insurance must include an insurance broker or agency authorized representative signature.

The School Board of Orange County, Florida must be named as the Certificate Holder, and where permitted by law, be named as an Additional Insured as follows:

School Board of Orange County, Florida
445 W. Amelia St.
Orlando, FL 32801

Unless the certificate reads as above, the certificate will be denied.

Current proof of insurance (certificate of insurance) must be uploaded to the Facilitron reservation.

USER GROUPS

User groups were established by resolution of the School Board. User grouping determines the fees charged to the facility user and the user's priority of use. The groups are defined as follows:

User Group 1 – (School Based Activities/Youth Organizations – Priority 1 Scheduling)

User Group 1 includes organizations that serve the students, parents, and teachers of the Orange County Public Schools. Such organization include the PTA/SAC, boosters, and youth organizations, such as Boy Scouts of America, Girl Scouts of America, 4-H, Campfire Girls, and Child Evangelism Fellowship/Good News Club. Youth Organizations are defined as secular and non-secular organizations that provide moral and character development programs that are consistent with Orange County Public Schools' character development curriculum.

Users in User Group are charged supervision/staff costs and, when applicable, security/damage deposit.

User Group 2 (School Partnerships – Priority 2 Scheduling)

User Group 2 includes organizations that have signed agreements with the district that results in a contribution to the school site, such as Field of Dreams, Joint Use/In-Kind Services Agreement and groups having a valid Field Improvement Agreement on file with Orange County Public Schools.

Users in User Group 2 are charged utilities fees, supervision/staff costs, equipment rental, cleaning fees, and, when applicable, security/damage deposit and sales tax.

User Group 3 (Government and Community Agencies – Priority 3 Scheduling)

User Group 3 includes recognized governmental and community agencies that provide programs for students and parents and are tax supported organizations. These groups include but are not limited to: city and county parks and recreation Programs, neighborhood watch, home owners associations, school alumni organizations and grant funded partnerships which provide before and after school tutoring or enrichment programs for OPCS 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 facilities use fees, utilities fees, supervision/staff costs, equipment rental, cleaning fees, and, when applicable, security/damage deposit and sales tax.

User Group 4 (Youth Athletic Leagues – Priority 4 Scheduling)

User Group 4 includes non-governmental youth athletic leagues whose enrollment is comprised of 75% Orange County public/private school students. In order to obtain this classification, verification of student participation may be required (student name, address and school attended).

Users in User Group 4 are charged facilities use fees, utilities fees, supervision/staff costs, equipment rental, cleaning fees, and, when applicable, security/damage deposit and sales tax.

User Group 5 (Private Interest or Non-Government – Priority 5 Scheduling)

User Group 5 includes those citizens, associations, clubs or other organizations who wish to use school facilities for commercial, for profit or nonprofit purposes. Organizations include, but are not limited to recreation, education, political, economic, artistic, adult athletic or non-Orange County student athletics, and faith or spiritual activities.

Users in User Group 5 are charged rental fees, utilities fees, supervision/staff costs, equipment rental, cleaning fees, and, when applicable, security/damage deposit and sales tax.

**The below tables set forth the fees for all School Board facilities.
The minimum rental period is one (1) hour. Additional time will be
invoiced in no less than 1/2 hour increments.**

Facility Use Fees

Users in user groups 3 and 4 pay facility use fees. These fees offset the cost of general maintenance and upkeep of the facility.

| Facility Use Fees | |
|--|-------------------|
| (per hour unless otherwise noted) | |
| Facility | Fee |
| Auditorium (Elementary & Middle) | \$15.00 |
| Ball Field Use (High School) | \$10.00 |
| Cafeteria (not including kitchen area) | \$15.00 |
| Classroom/Conference Use Fee | \$5.00 |
| Concession Use Fee | \$30.00 per event |
| Covered Outside Area, Tennis Courts/Common, Pavilion and Basketball Courts | \$5.00 |
| Field Use Fee (Elementary & Middle) | \$5.00 |

| | |
|--------------------------------------|---------|
| Gymnasium/Pool | \$15.00 |
| Kitchen | \$10.00 |
| Media Center | \$10.00 |
| Performing Arts Center (High School) | \$15.00 |
| Playground/Parking Lot/Commons | \$5.00 |
| Portable Classroom | \$5.00 |
| Ropes Course | \$25.00 |
| Stadium/Football Field | \$15.00 |
| Track - Composite | \$50.00 |
| Track (asphalt) | \$10.00 |
| Turf Field | \$90.00 |

Rental Fees

Users in user group 5 (private interest and non-governmental organizations) are invoiced the below rental fees.

Rental Rates (per hour)

| Facility | Elementary | Middle | High |
|--|------------|----------|----------|
| Auditorium (ES & MS - not including Howard MS) | \$75.00 | \$138.00 | N/A |
| Auto Shop | N/A | N/A | \$80.00 |
| Cafeteria | \$50.00 | \$100.00 | \$150.00 |
| Classroom/Conference Room | \$25.00 | \$43.00 | \$60.00 |
| Concession | N/A | N/A | \$50.00 |
| Covered Outside Area, Tennis Courts/Common, Pavilion and Basketball Courts | \$20.00 | \$20.00 | \$20.00 |
| Fields (Practice, Play, Football, Baseball, Soccer & Softball) | \$35.00 | \$45.00 | \$55.00 |
| Gymnasium/Pool | \$150.00 | \$170.00 | \$180.00 |
| Kitchen | \$30.00 | \$40.00 | \$50.00 |
| Media Center | \$50.00 | \$125.00 | \$200.00 |
| Performing Arts Center (includes Howard MS) | N/A | \$225.00 | \$225.00 |
| Play Court/Parking Lot | \$20.00 | \$20.00 | \$20.00 |

| | | | |
|---------------------|---------|---------|---------|
| Portable | \$25.00 | \$25.00 | \$25.00 |
| Ropes Court | N/A | \$25.00 | N/A |
| Stadium Fees | N/A | N/A | \$55.00 |
| Track – Composite | N/A | N/A | \$50.00 |
| Track (Standard) | N/A | \$35.00 | \$35.00 |
| Truck Driving Range | N/A | N/A | \$80.00 |
| Turf Field | N/A | N/A | \$90.00 |

Utility Fees

User groups 3, 4, and 5 pay utility fees. Below listed are the per hour utility charges.

| Utility Fees (per hour) | | | |
|---|-------------------|---------------|-------------|
| Area | Elementary | Middle | High |
| Athletic Fields | \$13.25 | \$15.50 | \$17.65 |
| Auditorium (ES, MS not including Howard MS) | \$11.00 | \$15.50 | N/A |
| Auto Shop | N/A | N/A | \$16.55 |
| Cafeteria (not including kitchen area) | \$11.00 | \$15.50 | \$19.85 |

| | | | |
|--|---------|---------|---------|
| Classroom, conference room, portable, or field house | \$2.20 | \$2.20 | \$2.20 |
| Gymnasium | \$16.50 | \$22.00 | \$28.70 |
| Kitchen | \$17.65 | \$17.65 | \$17.65 |
| Media Center | \$5.50 | \$8.80 | \$12.10 |
| Performing Arts Center (PAC) HS and Howard MS | N/A | \$26.50 | \$26.50 |
| Pool | N/A | N/A | \$5.50 |
| Pavilion or covered Outside Area | \$2.20 | \$2.20 | \$2.20 |

Supply Fees

User groups 3, 4, and 5 pay supply fees.

| | | | |
|---|-------------------|---------------|-------------|
| Supply fees apply per hour for each area utilized. | | | |
| Area | Elementary | Middle | High |
| Auditorium (Elementary & Middle) | \$7.00 | \$7.00 | \$N/A |
| Ball Field | \$2.00 | \$2.00 | \$2.00 |
| Cafeteria (not including kitchen area) | \$5.00 | \$5.00 | \$5.00 |

| | | | |
|---|--------|--------|--------|
| Classroom/Conference Room | \$2.00 | \$2.00 | \$2.00 |
| Concession | \$2.00 | \$2.00 | \$2.00 |
| Covered Outside Area, Tennis Courts, Pavilion and Outside Basketball Courts | \$2.00 | \$2.00 | \$2.00 |
| Field Use Fee (Elementary & Middle) | \$2.00 | \$2.00 | \$2.00 |
| Gymnasium/Pool | \$5.00 | \$5.00 | \$5.00 |
| Media Center | \$5.00 | \$5.00 | \$5.00 |
| Performing Arts Center (includes Howard MS) | N/A | N/A | \$7.00 |
| Play Court, Playground, Commons | \$2.00 | \$2.00 | \$2.00 |
| Portable | \$2.00 | \$2.00 | \$2.00 |
| Stadium/Football Field | N/A | N/A | \$7.00 |
| Track - Composite | N/A | N/A | \$7.00 |
| Track (Standard) | N/A | N/A | \$7.00 |
| Turf Field | N/A | N/A | \$7.00 |

Equipment Use Fees

User groups 3, 4, and 5 are invoiced for use of school equipment as listed below.

| Equipment Item | Charge Per Event |
|------------------------------|------------------|
| Athletic Scoreboard | \$50.00 |
| A/V Screen | \$25.00 |
| Large Percussion Instruments | \$30.00 |
| Lectern/Podium | \$25.00 |
| Microphone | \$25.00 |
| P.A. System | \$25.00 |
| Piano | \$30.00 |
| Projectors | \$25.00 |
| Risers (per set) | \$30.00 |
| Spotlight | \$25.00 |
| TV/DVD Player | \$25.00 |

Salary and Benefits

Staff salaries are charged to ALL user groups at the below listed hourly rates.

| Staff Salary Charges (per hour; minimum charge is 2 hours on non-school days) | |
|---|---------|
| Custodian | \$40.00 |
| Food Service Manager | \$30.00 |
| Food Service Staff | \$21.00 |
| Security Guard/Parking Attendant | \$20.00 |
| Site Supervisor | \$35.00 |
| Technology/Video Tech | \$39.00 |
| Uniformed Security | \$35.00 |

SALES TAX

Unless an organization provides Facilitron with a valid State of Florida Sales Tax Certificate of Exemption, a 6.5% sales tax is charged on the following fees: rental, facility use, utilities, cleaning and equipment.

NOTE: A Federal Tax Exemption number does not apply to the State of Florida Sales Tax Exemption.

SUPPLY FEE

An hourly supply fee will be charged User Groups 3, 4, and 5 for each rental based on the room(s) reserved for the event.

SITE SUPERVISORS

Facility users must pay the salary charge(s) for School Board employee(s) to be on-site during facility rentals. The school principal or his /her designee will determine the number of employees needed during the rental. School Board employees working facility rentals as site supervisors or custodians should not be participants in the rental event so that they are available to handle emergencies, restock the facilities, and to survey the campus to ensure that people who are not part of the event do not come on to the campus.

On weekends and other non-school days, the charge for one site supervisor for the duration of the rental period will be automatically added to invoices for facility rentals. If the site supervisor assigned by school staff is not a custodian, school staff **must** add at least one custodian to the reservation. Custodians should not be tasked to clean during their regularly 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.

Approval of facility rental reservations is subject to the availability of custodial staff. If custodial staff assigned to the school where the facility rental is scheduled are not available to work during the rental period, please contact the Custodial Manager. The Custodial Manager may be able to find an available custodian. Should no available custodian be found, the rental should be declined.

The minimum charge for a site supervisor or custodian on non-school days is two (2) hours.

SECURITY AND DAMAGE DEPOSIT

A security and damage applies to all user groups. A security and damage deposit may be required for first time users, rental reservations with an estimated attendance greater than 100, or users who have caused damage to OCPS facilities during previous uses. If a deposit is required, the deposit is non-refundable and non-transferable. If the user cancels the reservation, user will forfeit the deposit.

OUTSTANDING BALANCES/OVERDUE ACCOUNTS

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

CHANGES AND CORRECTIONS TO INVOICES

- Users must request in writing to both the school's Facility Use Contact and Facilitron for changes to a previously approved reservation no less than two business days prior to the event. The School must approve change requests in writing. The "Comment" field on the Facilitron reservation can be used by the facility user to submit a change request and by school staff to approve the user's change request. .
- Corrections, cancellations and changes to facility rental invoices must be verified in writing by the School. Revisions will not be made to any invoice more than 30 days after the scheduled facility rental.

- Should a facility rental event concludes earlier than the time stated in the rental reservation, the user shall not be entitled to a refund of any rental, facility use, cleaning, utilities, staffing, or equipment rental fees paid.

PAYMENTS FOR FACILITY RENTALS

Payments for facility rentals using a credit card, PayPal, or ACH/echeck is due to Facilitron no less than two (2) business days prior to the event. Facilitron must receive payments made by check at least five (5) days prior to the event to ensure that the check clears prior to use. Payments can be submitted on the Facilitron reservation webpage or online via a payment link forwarded to the facility user in an email from Facilitron.

PROHIBITED SUBSTANCES, DEVICES, OR MATERIAL

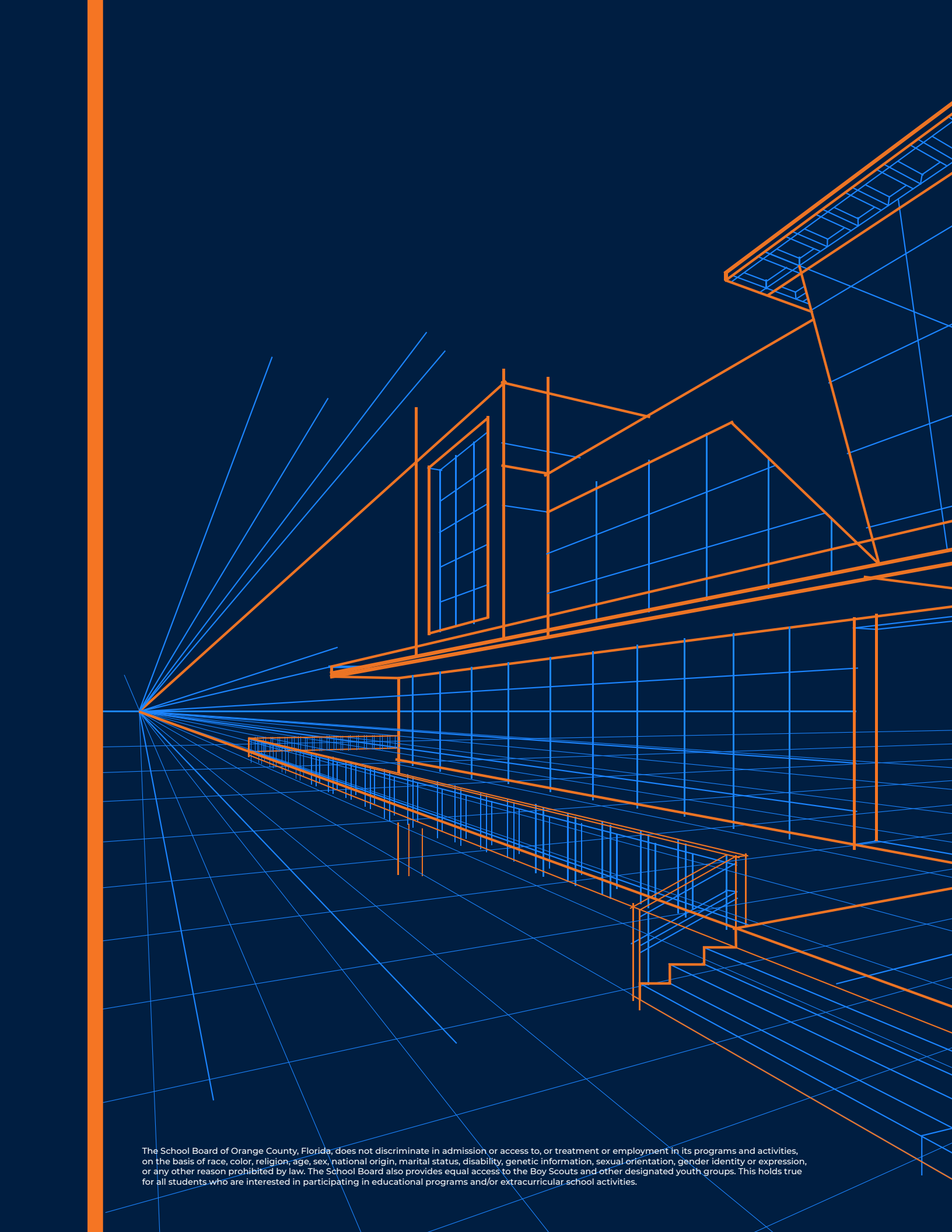
Users shall not allow or permit any the use, consumption, storage, or possession of any of the following items on School Board Facilities by the User, its agents, employees, attendees, volunteers, invitees, guests, or participants: (a) intoxicating or alcoholic beverages, smoking, or illegal or harmful drugs; (b) gambling devices of any kind; (c) any weapons and firearms; (d) 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; (e) dangerous animals; (f) 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; or (g) any other substance, material, or items prohibited by law or ordinances of fire insurance.

SPECIAL EVENTS

Special Events are activities held by the school, PTA, PTO, Booster Club, etc. to promote or benefit the school, students, and OCPS. These types of events MUST be registered with Risk Management for approval, as certain criteria must be met to be allowed on property. For some activities, the OCPS Office of the Fire Marshall may require onsite inspections.

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

A Special Events Application Form must be submitted to the Risk Management Department at least 30 days prior to the event date. For more information regarding Special Events and to access the Special Events application, please visit https://www.ocps.net/departments/risk_management/special_events. For questions regarding Special Events, please contact Risk Management by email at RiskManagement@ocps.net or by phone at 407-317-3296.



The School Board of Orange County, Florida, does not discriminate in admission or access to, or treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The School Board also provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.