



Pictured Silver Spring Civic Building

Community Use of Public Facilities

BEST PRACTICES AND CASE STUDIES

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About the Fellow

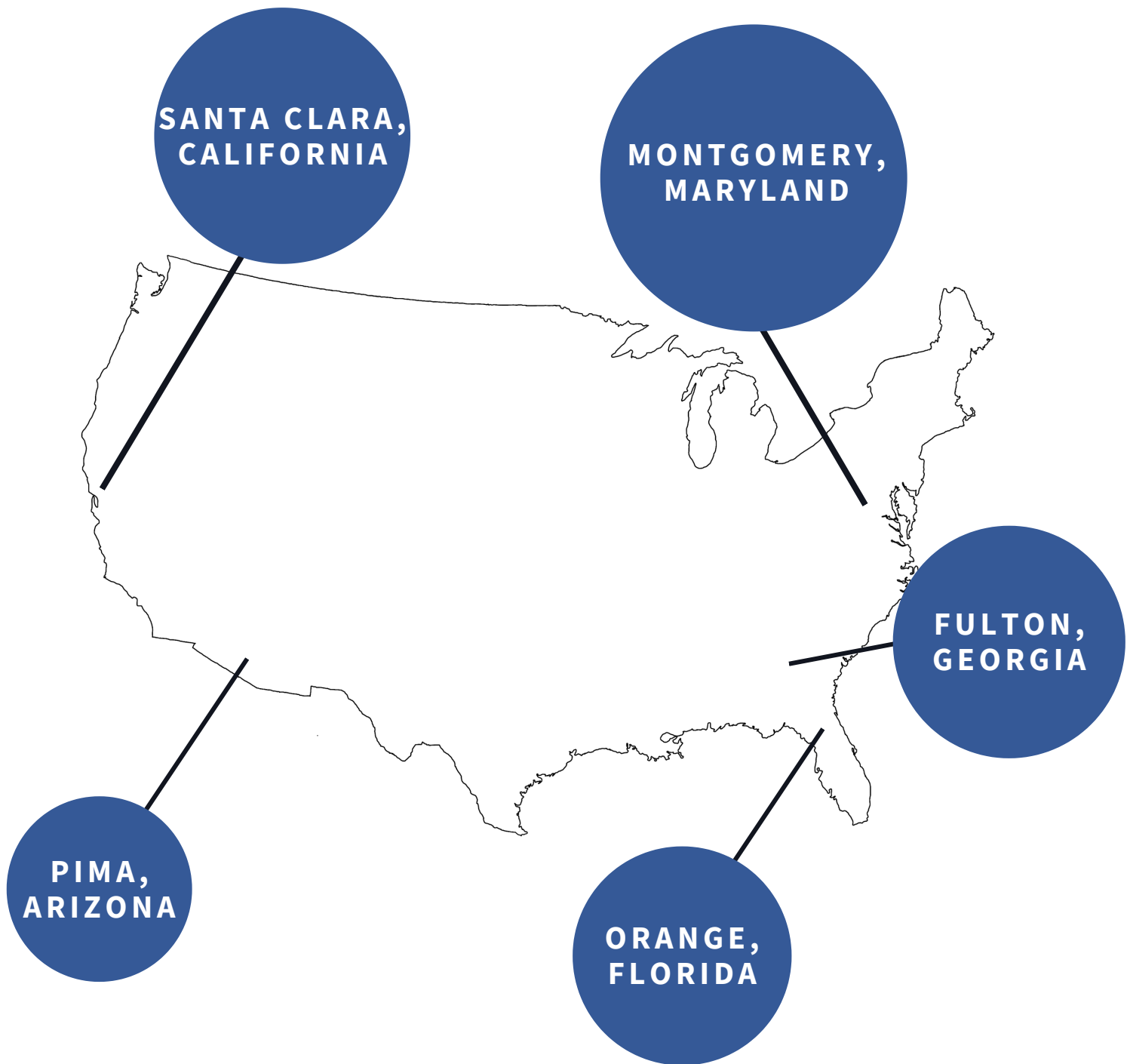
Julia Bauer is a Master of Public Affairs student concentrating in policy analysis and energy at Indiana University's O'Neill School of Public and Environmental Affairs. She holds a B.A. in Environmental and Sustainability Studies and an Honors B.A. in Sociology from Indiana University. She became interested in social and energy policy throughout her undergraduate research, coursework, and work opportunities. Her background includes qualitative research, higher education policy, affordable housing, and youth development.

This summer, Julia reviewed community use of public facilities at a jurisdictional scale to compare Montgomery County's department to those across the United States. She hopes that her findings will promote community relations through continued advancements to the facility rental processes in Montgomery County.

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A Jurisdictional Review

In order to produce a proper comparison between Montgomery County's Community Use of Public Facilities (CUPF) Department and corresponding departments in other jurisdictions, I categorized cities and counties by population size in relation to Montgomery County. To correlate the departments, I relied on facility types, reservation processes, priority of use, user fees, funding, and revenue.

Overview

MAIN THEMES

Although the jurisdictions handle their facility rental processes differently, there are a few commonalities that they share. These main themes include:

- Allowing long- and short-term rental agreements for use of their facilities.
- Rejecting historical use policies for previous rental groups.
- Implementing priority of use schedules for school facilities or fields.
- Selecting only one method for scheduling reservations. For example, they either use all online scheduling or require users to email and/or call the overseeing department.
- Offering some sort of cancellation refund; however, the percent refunded and cancellation dates vary by jurisdiction.

ANECDOTAL HIGHLIGHTS

When meeting with San José's Department of Parks, Recreation, and Neighborhood Services, the representatives recounted how their previous reservation process for fields received negative media attention. They explained that the original process for sports fields reservations were opened on the same day once a year and had to be completed in person. This led the largest and most funded organizations to begin camping outside the reservation office to ensure they would receive their preferred facilities, dates, and times. To avoid this biased system, the department implemented their current priority of use policy: internal use, non-profits, then the general public. This new system ensures other users have access to rentals rather than the same groups with the most money, time, and resources.



Pictured- Silver Spring Civic Building

FINDINGS		Jurisdiction			
		Santa Clara County California	Pima County Arizona	Orange County Florida	Fulton County Georgia
Population Size		1.928 million	1.047 million	1.393 million	1.064 million
Number of Facilities		49	199	192 (all schools)	116 (all schools)
Types of Facilities		<ul style="list-style-type: none"> •Rotunda •Meeting Rooms •Council Chambers •Plazas •Citywide Facilities 	<ul style="list-style-type: none"> •Classrooms •Conference rooms •Sports fields •Gymnasiums •Fitness room •Meeting room •Multipurpose outdoor fields •Multipurpose rooms 	<ul style="list-style-type: none"> •Gymnasiums •Cafeterias •Classrooms •Kitchens •Fields •Auditoriums •Media centers •Pools 	<ul style="list-style-type: none"> •Gymnasiums •Cafeterias •Classrooms •Kitchens •Fields •Auditoriums/theaters •Media centers •Conference rooms •Common areas
Overseeing Department		Department of Parks, Recreation, and Neighborhood Services	Natural Resources, Parks and Recreation	Orange County Public Schools Orange County School Board	Facilities Services Department Fulton County Board of Education
Reservation Process	Advanced Notice	Made 6-12 months in advance	No specific application timeframe	No specific application timeframe	25 operational days prior to the requested use date
	Term agreements	Long- and short-term agreements	Long- and short-term agreements	Long- and short-term agreements	Long- and short-term agreements
	Request System	Call to make reservation and bring in formal use application	Complete reservation form and email it	Facility used to schedule reservations	SchoolDude used to schedule reservations
Priority of Use	User Group Priority	First come, first serve for short-term use of community centers Fields have priorities for internal use, non-profits, general public	First come, first serve	School Based Activities/ Youth Organizations School Partnerships Governmental and Community Agencies Private Interest or Non-Government	Organizations with formal partnerships Non-profit organizations Public government For-profit when it benefits the district and done on case-by-case basis Individuals are not eligible to apply
	Historical Use	No historical agreement	No historical agreement	No historical agreement	No historical agreement
User Fees	Rates for Use	Based on an hourly rate	Based on an hourly rate	Based on an hourly rate	2-hour usage minimum is required for all rentals
	Assessment of Fees	Based on peak and non-peak hours Discounts for certain groups	Prices range based on type of rental, location, and amenities used	Fees assessed based on the user groups' rank in priority of use	Fees assessed if user is not a non-profit youth organization
	Fee Due Dates	50% due when applying and fee schedule with 100% due by day of event for the remainder	100% due by day of use	100% due 2 days before short-term use 100% due 14 days before long-term use	100% due 10 operational days before use
	Cancellation Fees	Prorated cancellation fees	Up to 80% refund if cancelled 10 business days before use No refund if after 10 business day period	100% refund if 2 business days prior to the event	100% refund if cancelled 5 business days prior to the event
Funding	Budget	\$642,026	\$4,888,770	\$1,274,100	\$1,513,162
	Full-Time Equivalents (FTE)	2	83.25		
Revenue		\$3,000,000	\$1,012,776	\$4,312,600	\$1,877,040
Cost Recovery		118.8%	-	-	-



Santa Clara County California

MISSION AND PURPOSE

The Facility Reuse Program is founded on the vision of the Department of Parks, Recreation, and Neighborhood Services (PRNS). The vision of PRNS is “to be a national leader of Parks and Recreation in cultivating healthy communities through quality programs and dynamic public spaces.”[1] The Facility Reuse Program is enabled by San José’s City Council Policy 7-12 which “allows for the use of selected community and neighborhood centers, sometimes at no charge, in return for services that benefit San José residents” provided by Santa Clara County-based Service Providers.[2,3] The facilities available to rent include a rotunda, meeting rooms,

council chambers, plazas, parks, picnic sites, halls, gyms, sports fields, and conference rooms. [4,5] The Service Providers, or user groups, range from for-profit groups, government agencies, neighborhood associations, nonprofit groups, and school districts.[2]

BACKGROUND

San José voters began the process for the Facility Reuse Program in 2000 by approving “a \$228 million General Obligation Bond issuance known as ‘Measure P’ to acquire property and construct improvements for parks, trails, and recreation facilities in San José.”[3] After the approval of Measure P, the “San José City Council

approved a Community Center Reuse Plan that allows PRNS to vacate older, less-used community center facilities and centralize services, programs, and Staff at the newer... centers..., while maintaining community service priorities in vacated facilities.”[3] These measures paved the way for the Facility Reuse Program to become effective in April 2008 so that Service Providers can access the “Community Center Reuse sites at no cost in exchange for services that primarily benefit San José residents.”[3]

Since the beginning of the Facility Reuse Program, PRNS has acquired forty-nine facilities that are available for community use. Seventeen of the forty-nine facilities are operated by PRNS.[5] Thirty-two of the facilities are rented by long-term users and partners but allow continued community use outside of their regular hours of operation.[5] For example, some groups (such as group homes) are allowed to use lobbies for free on an informal basis for events. [5]

APPLICATION PROCESS

The Reuse sites are available to both informal groups for single use community activities and longer term user agreements that Service Providers can apply for.[3]The application process is the same for both short- and long-term rentals and is typically begun 6 months to a year in

advance of requesting to rent the facility.

[5] The community member or organization that wants to rent the facility is expected to call and schedule an appointment with the rental coordinator first.[6] Then, if applicable, they must provide proof of their non-profit status or a valid business license.[6] Next, the “Facility Reuse Request/Application” form is available online for download, then printed and completed on paper.[5] Many of the questions on the application assist the PRNS staff in determining the cost of the rental.[5] For example, the applicant must include information on the type of event they are hosting, the facility they want to rent, the day/time for the rental, and the length of time they expect to use the facilities.[6] Once the form is finished, the user must sign a rules and regulation form and pay a 50% deposit of the estimated fees, which includes a non-refundable application fee.[6]

PRIORITY OF USE

The priority of use for short-term, community center rentals is on a first come, first served basis determined by availability. [5] Due to high demand from the public, there is a priority of use for field rentals.[5] Highest priority is for internal PRNS use, then non-profit organizations, and finally the general public.[5] There are no historical use policies for either short-term or long-term rental agreements.[5]

The priority of use for longer term use of the facilities is two-tiered and reliant on space availability.[3] The first priority is based on the Service Provider's support for the Vision, Mission, and Core Services of PRNS and examines if the provider's program is complementary or adds to services already provided by City Staff.[3] The second priority determines if the services center around supporting "children and youth programs, health and human services, arts and cultural activities, and other areas".[3]

SERVICE PROVIDER SELECTION FOR LONG-TERM RENTALS

The long-term agreements can last up to 3 years on Parkland and 5 years on non-Parkland and requires insurance.[2, 3] Once the property user agreement time limit is reached, the selection process begins again with the potential for renewal.[3]

The Service Provider selection process is defined as "open and competitive" and reviews providers based on how well their services/activities accomplish a list of preset objectives and priorities.[3] The list of desired objectives include services that:

- Support the Vision, Mission, and Core Services of PRNS (as described in the "Mission and Purpose" section);
- Provide quality low-cost, fee-for-service, sliding scale, or cost reimbursement programs that are

complementary or in addition to services provided by City Staff;

- Build relationships amongst the public sector and community;
- Address emerging needs and improve programs to meet existing needs; and,
- Foster and leverage support from volunteers and active communities.

RULES AND REGULATIONS

The rules and regulations for facility use are broken down into seven sections, including: eligibility, reservation procedures, cancellations, fees and deposits, conditions of use, prohibitions, and liability/security.

[8] The eligibility section outlines the allowed events for various facilities and the rights the City has to cancel/refuse access to a facility.[8] The reservation procedures describes the information mentioned in the "Application Process" section of this report. The cancellation process reviews the associated fees or refunds for cancelling the reservation, which are outlined in the "User Fees" section under Table 3. The fees and deposits section provides information that is discussed in the "User Fees" section and how deductions are computed from the paid fees and deposits.[8] Conditions of use defines the requirements and the best practices for facility use. The conditions outline the use of light refreshments, furniture configuration, equipment use, decorations, child supervision, meeting times/ends,

kitchen use, and clean up.[8] The prohibitions relate to issues of smoking, hard alcohol, facility use during City business hours, gambling and raffles, and any illegal activity. The liability agreement is standard and relates to "claims, losses, injuries, suits or judgments arising from, or in connection with the meeting room." [8] The liability section also defines when a security guard or a police officer must be present during use and that the applicant pays for any damage done to the property during the use.[8]

USER FEES

Facilities are rented at an hourly rate based on peak and non-peak hours and location. [9, 10] Table 1 displays the fees for both peak and non-peak hours over a range of locations.[9, 10] Certain users receive a discounted rate if they demonstrate that the services they provide will be "free, low-cost, fee-for-service, sliding scale, or cost reimbursement programs." [3] The discounted rate exempts the Service Provider from paying basic hourly room fees during peak and non-peak hours.[3, 9, 10] In these circumstances, the City of San José pays "the cost of routine building maintenance, major systems repair, and normal utility use for the facility." [3] Additional fees are outlined in Table 2 relating to a facility attendant, San José Police Officer, security guard, and general equipment use.[9, 10]



Pictured- Santa Clara Family Justice Center

SANTA CLARA COUNTY, CALIFORNIA

TABLE 1

Facility Reservation Fees <i>Fees subject to change at discretion of Director of PRNS</i>	Peak Hours <i>Hours: Friday 4pm through Sunday midnight</i>		Non-Peak Hours <i>Hours: Operating Hours Monday through Thursday & Friday until 4pm</i>	
2 Hour minimum for Rentals	Basic Hourly Rate	Discounted Hourly Rate	Basic Hourly Rate	Discounted Hourly Rate
Application Fee Non-Refundable	\$60	\$40	\$60	\$40
Room Capacity Under 50	\$50 to \$65	\$25 to \$30	\$45 to \$50	\$15
Room Capacity 50-150	\$125 to \$135	\$45 to \$60	\$75 to \$80	\$25
Room Capacity 151+	\$140 to \$160	\$55 to \$75	\$130 to \$135	\$35
Gym	\$95	\$50	\$75	\$40
Warming Kitchen (Flat Fee)	\$100	\$100	\$100	\$100
Valid proof of non-profit status is required for Discounted Rate				

Sources: https://www.sanjoseca.gov/home/showdocument?id_9391 and
https://www.sanjoseca.gov/home/showdocument?id_9393

TABLE 2

Facility Attendant <i>All rentals require a minimum of one (1) staff member</i>	\$25 per hour per staff
San José Police Officer (s) <i>A minimum of one (1) officer may be required for your event. Two (2) officers are required if alcohol is being served. Note: A separate invoice/bill will be created by the Secondary Employment Unit to pay for the officers.</i>	\$55 per hour per officer <i>(minimum of 3 hours)</i>
Security Guard (s)	\$30 per hour per guard <i>(minimum of 4 hours)</i>
General Equipment <i>TV & VCR/DVD; Build-In Movie Screen, LCD Projector, Sound System</i>	Based on Center Daily Fees

Sources: https://www.sanjoseca.gov/home/showdocument?id_9391 and
https://www.sanjoseca.gov/home/showdocument?id_9393

TABLE 3

More than sixty (60) days prior to the event date	25% of estimated fees
Within sixty (60) days but more than thirty (30) days prior to the event date	50% of estimated fees
Within thirty (30) days or fewer of event date	75% of estimated fees
75% of estimated fees	
Less than forty-eight (48) hours of event date	100% of estimated fees
Changes made to reservation per change per permit	\$20.00 per change
Rush Fee in addition to Application Fee received less than 30 days prior to event (non-refundable)	\$5.00 each application
All changes MUST be in writing	

Sources: https://www.sanjoseca.gov/home/showdocument?id_9391 and
https://www.sanjoseca.gov/home/showdocument?id_9393

As mentioned in the “Application Process” section, a 50% deposit of the estimated fees is due when completing the application.[6] The remainder of the fees are due based on a timeline that is determined by the scheduled date of the event.[5] Table 3 outlines the percentage of the fees the applicant is expected to pay in the event of a cancellation, reservation changes, and late applications (which are subject to rush fees).

FUNDING, REVENUE, AND COST RECOVERY

2020 Fiscal Year funding revenue, and cost recovery for PRNS. For the 2019-2020 Operating Budget, the Reuse Program received \$642,026 from the City of San José’s General Fund.[11] The staff consists of three individuals: Analyst I/II, Community Coordinator, and Senior Maintenance Worker.[11] Facility rentals and reservations were projected to generate \$3 million in 2019-2020.[12] The projected cost recovery rate for 2019-2020 is 83.3%, compared to 84.6% in 2018-2019.[12] The direct cost recovery for facility rentals and reservations is 118.8%.[12]

Table 4 displays information on the 2019-

TABLE 4

	Funding	Revenue	Cost Recovery
Amount in USD	\$642,026	\$3,000,000	-
Percentage	-	-	118.8%

Sources: <https://www.sanjoseca.gov/home/showdocument?id=45411> and <https://www.sanjoseca.gov/home/showdocument?id=45052>



Pictured- Superior Court of Santa Clara County California



Pima County Arizona

PURPOSE AND BACKGROUND

Pima County Natural Resources, Parks and Recreation (NRPR) was established in “1947 to serve urban and rural residents and guests by providing leisure-time destinations and services.”[13] NRPR oversees the community facilities and room reservations.[14] The facilities available for rent includes a Ramada, meeting rooms, sports fields, and natural resource areas.[15]

RESERVATION PROCESS

In order to reserve a community center room, the applicant is required to complete the “Community Center Room Rental Permit & Rules” form and email

it to a NRPR program manager for review.[16] This form includes the rules for the reservation along with the user’s contact information, event type, and expected uses.[14] Once the form is received, a staff member is expected to contact the user back on the room availability and associated fees.[16] A sports facility rental request is files by contacting the Field Coordinator via email or phone.[17]

PRIORITY OF USE

There is no apparent priority of use system for Pima County; therefore, we assume they rely on a first come, first served basis determined by availability. There appears to be no historical use policies for

PIMA COUNTY, ARIZONA

either short-term or long-term rental agreements as well.

RULES AND REGULATIONS

The rules and regulations for community room rentals includes information on amenities, drugs and alcohol, decorations, cleaning, and supervision. A list of the rules is below. [14]

- The individual renting the facility must always be present and is responsible for the room during its use and the room's condition once the event ends.
- Smoking, alcoholic beverages, and smoke/fog machines are prohibited.
- The renter may use the tables and chairs in the room. However, if additional tables and chairs are needed, it is their responsibility to obtain them.
- Grills are not allowed under any

covered areas, even if the facility is outdoors.

- Music cannot be played outside of a building and music played indoors "must be kept at a reasonable level."
- The renter is responsible for turning all lights off and locking all doors after their use.
- No water balloons, silly string, glitter, confetti, flower petals, rice or birdseed are allowed.
- Children are always under adult supervision.
- Use of tablecloths is recommended and are the responsibility of person using the facility.
- Decorations are allowed but may only be held up with painters tape, Command Strips, or other paint-safe adhesives.
- The renter is responsible for disposing of trash.



Pictured- Ramada by Wyndham Viscount Suites Tucson East

PIMA COUNTY, ARIZONA



Pictured- Pima County Courthouse in Tuscon

USER FEES

Facilities are rented at an hourly rate based on facility type and size. Room rentals range from \$10 to \$100 per hour depending on the size of the room (small to large). An additional \$25 per hour fee is charged if a staff monitor is required.[18] Table 5 displays the fees for non-league rentals at varying facilities. Non-profit/government are charged at a discounted rate compared to for-profit/private parties.[18] Use of the Brandi Fenton Memorial Park facility is subject to higher rates compared to all other sports facilities.[17] Table 6 breaks down the fees further by displaying field and light rental charges based on hourly, daily, and monthly rates. Payment in full or all reservations must be made in advance of the rental date. [14] Reservations that are

"canceled by the renter less than 10 working days before the event date are non-refundable" while reservations cancelled prior to the 10 working days receives a refund up to 80% of the fees paid.[14]

FUNDING AND REVENUE

Table 7 displays information on the 2019-2020 funding and revenue for Pima County. [19] For the 2019-2020 Adopted Budget, the Recreation Program received \$4,888,770 from the Pima County government.[19] The entire recreation department accounts of 83.25 Full-Time Equivalent (FTE) workers. [19] Facility rentals and reservations generated \$1,012,776 in 2019-2020.[19] The total revenues increased by \$154,500 from the 2018-2019 fiscal year due to an increase in rentals.[19]

PIMA COUNTY, ARIZONA

TABLE 5

	Non-Profit/Government	For-Profit/Private Party
Fees for non-league rental *not including Brandi Fenton Memorial Park	\$12 per 3/hours	\$20 per 3/hours
Fees for non-league rental at Brandi Fenton Memorial Park	\$20 per hour	\$30 per hour

Source: <https://webcms.pima.gov/cms/one.aspx?portalId 169&pageId 30222>

TABLE 6

Field and Light Rental Fees	
Youth Leagues (non-profit)/Government – field without lights	No charge
Youth Leagues (profit)/Private Party – field without lights	\$5.00 per hour
Adult Leagues (18 and up) – field without lights	\$10.00 per hour
General Public Use – field without lights	\$10.00 per hour
Light Fee – per field	\$9.00 per hour
Clinic and Camp Fees – per field	\$20.00 per hour
Tournaments (non-profit)/Government – per field, excluding light fees	\$100.00 per day
Tournaments (for-profit)/Private Party – per field, excluding light fees	\$200.00 per day
Concession Stand	\$35.00 per month
Jumping Castle Permit – per vendor	\$25.00 per month

Source: <https://webcms.pima.gov/cms/one.aspx?portalId 169&pageId 30222>

TABLE 7

	Funding	Revenue
Amount in USD	\$4,888,770*	\$1,012,776**
Percentage	68.97% General Fund 10.10% Department Revenue 5.1% Operating Transfers 15.83% Fund Balance Decrease	-

*Note: This amount includes the full recreation program in NRPR.

**Note: This amount is combined revenues from Culture & Recreation (recreation room rental), Facility (campgrounds, Ramada, Light League light fees), and Rents and Royalties.

Source:

https://webcms.pima.gov/UserFiles/Servers/Server_6/File/Government/Finance%20and%20Risk%20Management/Adopted%20Budget/Adopted%202019 2020/PimaCountyAZ 4.pdf



Orange County Florida

BACKGROUND

The public use of school board facilities was developed by the Orange County Public School Board in November of 2008.[20] The Chief Facilities Officer, school principal, and other designated individuals oversee the use of the facilities at the Orange County Public Schools (OCPS).[20] The facilities available for rent include auditoriums, fields, cafeterias, classrooms, kitchens, gyms, pools, and media centers.[21]

RESERVATION PROCESS

OCPS relies on Facilitron, a facility management software, to schedule their rentals. To request use of

an OCPS facility, the renter must either create or login to an existing Facilitron account.[22] Then, they will select the facility they wish to rent and submit an online request form.[22] An automated email is sent to the user where they can review their account and all their scheduled rentals.[22]

PRIORITY OF USE

The priority of use is established by the Orange County School Board and are categorized into five user groups.[23] The first priority scheduling is for School Based Activities/Youth Organizations. These user groups include "organizations that serve the

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students, parents, and teachers of the Orange County Public Schools. These organizations exclusively include the Sheriff and Police Departments, charter schools, PTA/SAC, school athletic boosters, Boy Scouts of America, Girl Scouts of America, 4-H, Campfire Girls, Child Evangelism Fellowship/Good News Club, municipalities, voter precincts and public hearings.”[23]

The second priority scheduling is for School Partnerships, which include "organizations that have signed agreements with the district that results in a contribution to the school site, such as: groups having a valid Field Improvement Agreement, etc. on file with Facilities Use at the Ronald Blocker Educational Leadership Center.”[23]

The third user group is Governmental and Community Agencies. This user group includes "recognized governmental and community agencies which 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, professional development, state-sponsored professional training, neighborhood watch, homeowners associations, OCPS school alumni organizations and grant funded partnerships which provide before and after-school tutoring or enrichment

programs for OCPS students.”[23]

The fourth priority for scheduling are Youth Athletic groups. This category “includes non-governmental youth athletics whose enrollment is comprised of 75% Orange County students. In order to obtain this classification, verification of student participation may be required (student name and school attended).”[23]

The final category is comprised of Private Interest or Non-Government. This group is comprised of “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 Athletics or non-Orange County student athletics and faith or spiritual activities. Also included are youth athletic groups whose enrollment is less than 75% Orange County students or residents.”[23]

RULES AND REGULATIONS

The rules and regulations are outlined in the Use of Facilities and School Board Property Policy. The policy describes their non-discrimination code, who is charged for their rental, outstanding balances and fee collection, prohibited uses of the property, appeals, procedure review, and political activity.

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Rental Charges

According to the policy, the principal, Chief Facilities Officer, or other designated individuals are able to approve who may or may not be charged for the rental.[20] There are specific events or organizations that may be excluded from being charged the rental fee, including:[20]

- Board employees renting for educational uses
- Non-profit school related groups
- School-based organizations
- Civil defense personnel
- Election operations
- Governmental agencies conducting a youth program or public meeting
- State colleges or universities

Although they may be exempt from the rental fee, “charges for supervision, utilities , clean

up, or equipment use may be required.”[20]

The regulations relating to organizations with a rental charge are subject to the following conditions: [20]

- The use of a rate schedule that is “approved by Superintendent, Chief Facilities Officer, or either of their designees and in keeping with current commercial rates;”
- “Sufficient supervision and adequate custodial service” for the property as determined by the principal or Facilities Services Department;
- Approval of kitchen use “by the principal and Food and Nutrition Services assigned manager consistent with Board Policy EDB.” Kitchen use is limited to school-related organizations;
- Proof of insurance;
- Payment is made directly to the Board



Pictured- Moss Park Elementary School

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by the renting organization and any collected amounts are “credited to the specific Board Property’s budget;”

- The principal or Facilities Services Department is tasked with identifying and documenting any damage to the property. They will “assess the cost of repair or replacement to the user via written notice” and the user must pay for the assessed cost within 30 days from the notice.

Outstanding Balances

When there is an outstanding balance that is not paid in a timely manner, the principal, Chief Facilities Officer, or other designees may deny future use of the property to that user until the balance is paid.[20] Additional procedures for collecting the outstanding balance is subject to the principal, Chief Facilities Officer, or other designees and could include legal action when appropriate.[20]

Prohibited Use and Political Activity

Prohibited activities on the property includes gambling or other illegal activity, private tutoring that result in a profit, and programs that violate the Florida Statutes or Board policies.[20] Political events are prohibited on the property except in political forums that are open to the general public. [20] All representatives from both sides must be asked to speak as well via a written note and given the same allotment of speaking time at the event.[20]

Appeals and Procedure Review

A written appeal can be completed in two circumstances. First, if a rental group was denied use of the property.[20] Second, if a user was improperly assessed a charge.[20] In either of these circumstances, the written appeal is reviewed by the Superintendent for resolution.[20]

The Superintendent is responsible for evaluating the Use of Facilities and School Board Property Policy.[20] The fairness of the procedures is evaluated as needed.[20]

USER FEES

User fees are assessed depending on the reservation’s group type.[23] The categories of fees each user group could be assessed are displayed in Table 8. The user fee categories shown in Table 8 are further assorted by specific locations, school types, and/or room types by OPCS. For example, the rental fees (which are only assessed to private interest or non-government groups) are invoiced at different rates for varying room types and if the school is an elementary, middle, or high school.[21] So, the fees for renting a cafeteria range from \$50 to \$150, with an elementary school being the least expensive, and are charged per hour.[21] All user groups that are subject to rental, facility use, utility, and equipment use fees are assessed a 6.5% sales tax on those fees, unless the organization provides a valid State of Florida Sales Tax Certificate of Exemption to Facilities Use.[24]

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TABLE 8

		Group Type				
		School Based Activities/Youth Organizations	School Partnerships	Governmental and Community Agencies	Youth Athletic	Private Interest or Non-Government
User Fee Categories	Salary/Benefit Costs	Yes	Yes	Yes	Yes	Yes
	Security and Damage Deposit	Yes	Yes	Yes	Yes	Yes
	Utility Fees	-	Yes	Yes	Yes	Yes
	Equipment Use Fees	-	Yes	Yes	Yes	Yes
	Sales Tax	-	Yes	Yes	Yes	Yes
	Facility Use Fees	-	-	Yes	Yes	-
	Rental Fees	-	-	-	-	Yes

Sources: https://www.ocps.net/departments/facilities/departments/facilities_use_information/user_groups

Pictured- Orange County Courthouse

ORANGE COUNTY, FLORIDA

Payment for short term rentals must be submitted at least two days prior to the reservation and are accepted in “the form of credit card, cash, cashier's check or money order.”[21] Organizations with long-term agreements may only pay by check and payment "must be received by Facilities Use at least 14 days prior to the event.”[21]

The security deposit is a minimum of \$200 and is required for all first time users and can be assessed to “any user at the discretion of the school.” The school holds deposits for the duration of the rental agreement and is refunded if there are no damages or replacements.[21] The school is expected to provide receipts if a repair or replacement is needed due to the organization’s use.[21]

Reservation changes may be made up until two business days prior to the scheduled

occurrence.[21] The request must be made in writing and the Facility Use Department must be made aware of the changes.[21] All 12 month agreements are subject to a \$50 nonrefundable administration fee.[21] No changes to the invoice will be accepted 30 days after the scheduled event.[21]

FUNDING AND REVENUE

Table 9 displays information on the 2019-2020 funding and revenue for the Facilities Use Department. For the 2019-2020 Operating Budget, the department was budgeted at \$119,515.[25] The staff consists of two individuals: administrative specialist and finance specialist. The Chief Facilities Officer, who has other roles outside of overseeing the facility rentals, has a budget of \$1,154,585.[25] Facility rentals and reservations were projected to generate \$4,312,600 in 2018-2019.[25]

TABLE 9

	Funding	Revenue
Amount in USD	\$1,274,100*	\$4,312,600**

*Note: this number includes funding for the Facilities Use Management department and the Chief Facilities Officer. The Chief Facilities Officer holds other duties outside of those for facility rentals.

**Note: these are 2018-2019 projected results.

Source: https://www.ocps.net/UserFiles/Servers/Server_54619/File/January%202020%20updates/20%20Adopted%20Detail.pdf



Fulton County Georgia

PURPOSE

The purpose of the Facilities Services Department is “to provide the students, staff and community of Fulton County with high performance facilities.” [26] The department is tasked with “supporting college and career readiness while meeting the commitments made to the community.” [26] The primary purpose of the facilities, as recognized by the Board of Education, “is to provide a suitable setting in which to educate the students of Fulton County.”[27]

BACKGROUND

The public use of school facilities was adopted by the Board of Education in July of 1986.[27] The

school principal and Area Superintendent oversee the use of the facilities at the Fulton County Schools (FCS).[27] The facilities available for rent include “gymnasiums, cafeterias/cafetorium, classrooms, kitchens (provided district cafeteria staff is used with the approved use of kitchen equipment), playing fields and athletic fields, auditoriums, theaters, concession facilities, media centers, conference rooms and common areas.”[27]

RESERVATION PROCESS

FCS uses SchoolDude, an online facility rental program, to handle their reservation process.[28] In order to make a reservation, the user must follow the FCS Community Calendar link on their website and either login or create an account.[28]

Once their account is approved by a school administrator, the user will be able to view the calendar availability. If a request is submitted by a user that conflicts with a pre-approved event, the most recent request will be declined.[28]

In addition to the online SchoolDude reservation, all organizations are required to submit General Commercial Liability Insurance (COI) and be registered with the GA Secretary of State Business or within the state of their home office.[29] All non-profits are required to submit their IRS 501(c)3 Letter of Determination.[29] These documents are to be emailed to the Facility Rentals Department before the application can be finalized.[29] Applications must be submitted at least 25 district operational days prior to the requested use date.[27] The average approval time is 15 district operational days.[27]

PRIORITY OF USE

The priority of use is ranked in the following order[27]:

- Organizations that have formal partnerships per the Partnerships in Education Policy LEI;
- Non-profit organizations that serve district residents;
- Public government agencies that serve district residents;
- For-profit businesses when there is substantial benefit to the district.

Reservations from for-profit businesses are

completed on a case-by-case basis.[27] Individuals are not eligible to apply for use of school facilities.[30] Priority for use of FCS facilities is given to outside organizations located within Fulton County.[30]

SERVICE PROVIDER SELECTION

FCS enters into one-year partnerships with organizations upon approval by the school principal.[31] Every year the partnership agreement must be reviewed and formalized.[31] The partnership agreement can vary based on the organization's activities but should include[31]:

- Goals for the school and partner organization;
- Resources that the partner organization is to provide the school;
- The school principal's and partner representative's signatures.

RULES AND REGULATION

Outside Organizations are required to follow a list of 23 rules in order to rent an FCS facility. The rules and regulations relate to non-discrimination, staffing and supervision, refreshments, illegal activities, utilities and displays, and inclement weather.[32]

Staffing and Supervision

In order to rent a facility, a staff member approved by the principal must be present during the event. Typically, either a school custodian or employee are present and permitted to give their building keys to an

FULTON COUNTY, GEORGIA

outside organization.[32] All events for children require principal approved supervision.[32]

Refreshments

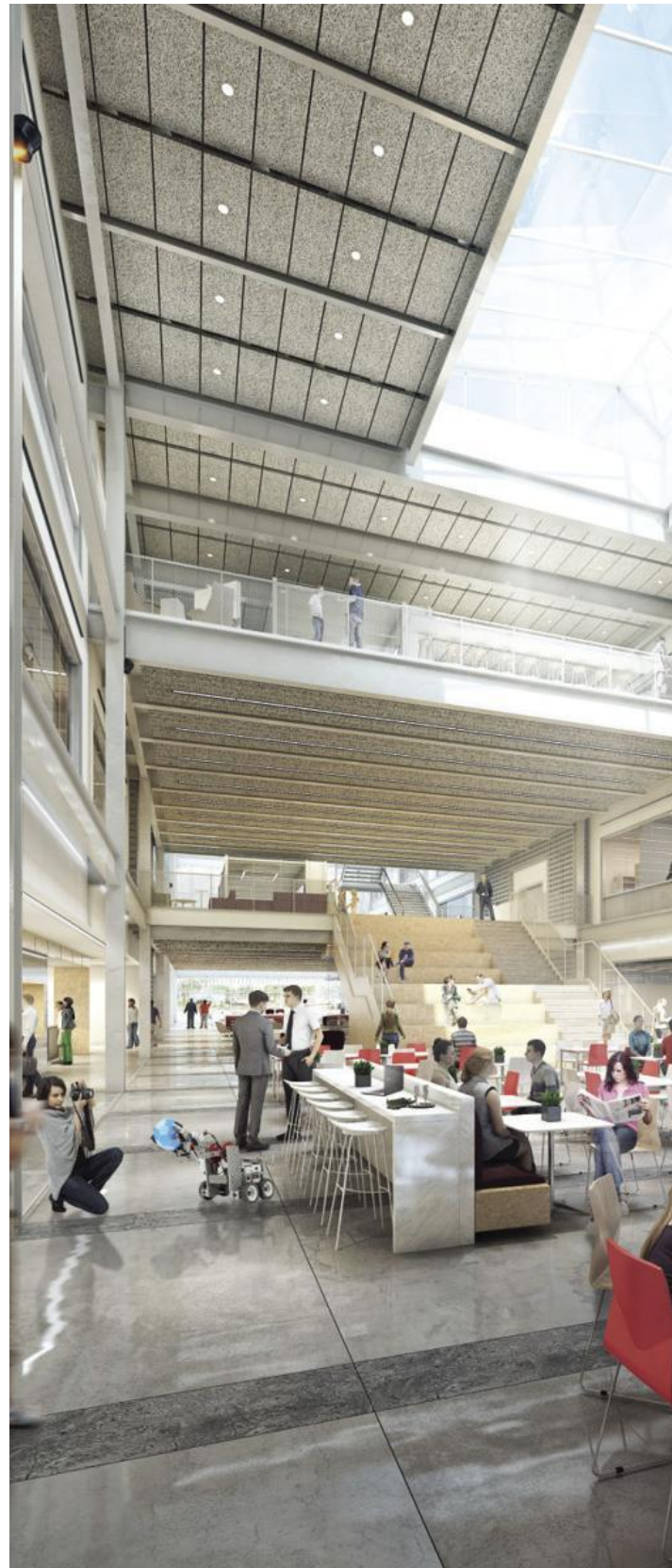
Food and beverages are only allowed inside of cafeterias.[32] The use of food and beverages during a facility rental must be requested and authorized with the use agreement.[32] All cleanup is to be completed by the user.[32]

Illegal Activity

Facility users and their participants must stay in their rented area and entering into other areas of the facility is considered trespassing.[32] All activities must be orderly and lawful and comply with all federal, state and local laws. No alcohol, drugs, weapons or explosives are allowed in the facilities or on the property.[32]

Utilities, Facilities, and Displays

Displays of any kind may not be set up on school property without the express permission of the principal or designee in advance.[32] Facility users may not make any changes to school facilities during their rental, including "modifications to the electrical, heating, cooling, ventilation or plumbing systems, or to the structure or grounds of the facility." [32] User groups may request changes to tables and chairs prior to their reservation and a set-up fee will be charged to accommodate any changes made. Outside organizations are not permitted to use "musical instruments, athletic equipment, computers, technical, or



Pictured-Innovation Academy

FULTON COUNTY, GEORGIA

TABLE 10

Leased Area	All Other Organizations	Non-Profit Youth Organizations
	A 2-hour usage minimum is required for all rentals.	
Gymnasium, Elementary School	\$29	\$16
Gymnasium, Middle School	\$40	\$22
Gymnasium, High School Auxiliary	\$29	\$16
Gymnasium, High School Main	\$53	\$29
PE Multi-Purpose Room	\$26	\$13
Cafeteria, Elem. School * Room use Does NOT Include "Serving Line" or "Temperature Holding Equipment."	\$40	\$16
Cafeteria, Middle School * Room use Does NOT Include "Serving Line" or "Temperature Holding Equipment."	\$40	\$22
Cafeteria, High School * Room use Does NOT Include "Serving Line" or "Temperature Holding Equipment."	\$40	\$22
Kitchen (Kitchen Staff Required)	\$37	\$19
Serving Line	\$37	\$19
Temperature Holding Equipment	\$37	\$19
Theater/Auditorium	\$53	\$29
Media Center, Elementary School	\$26	\$13
Media Center, MS or HS	\$37	\$19
Classroom	\$16	\$9
Concession Stands	\$13	\$6
Non-Stadium Field	\$22	\$13
Stadium Field	\$29	\$16
Track, Asphalt MS, ES	\$13	\$6
Track, High School	\$26	\$13
Play Pad (ES)	\$19	\$10
Baseball Diamond	\$19	\$10
Tennis Court (per Court)	\$7	\$4
Parking Lot	\$13	\$6
Teaching Museum	\$50	\$26
Additional Fees		
Field Lights	\$13	\$13
Stadium Lights	\$42	\$21
Press Box (HS)	\$19	\$10
Restroom Supplies Fee	At the Discretion of the Principal	
Personnel Fees		
Staff - Custodian	\$35	
Staff - Coach	\$28	
Staff - Food Service	\$40	
Staff - Teacher	\$28	
Staff - Technician	\$28	
Staff - Resource Officer	\$40	

Source: <https://www.fultonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=12847&dataid=14495&FileName=Facility%20Use%20Fee%20Schedule%20%20Revised%206.14.2019.pdf>

laboratory equipment.” [32] Finally, facilities are expected to be left in as good condition as found. [32]

USER FEES

Fees are assessed depending on whether the user group is a non-profit youth organization or not.[33] The categories of fees each user group could be assessed are displayed in Table 10. The user fee categories shown in Table 7 are further assorted by school types and/or room types. For example, the fees to rent a gymnasium are invoiced at different rates for varying room types and if the school is an elementary, middle, or high school.[33] So, the fees for renting a gymnasium range from \$16 to \$40, with an elementary school being the least expensive, and are charged per hour.[33]

Payments can be made payable to the Fulton County Board of Education via check or money order.[28] Payments are to be mailed or delivered in person with a minimum of 10 district operational days prior to the event occurring.[28]

Security deposits are assessed at the discretion of the Facility Rental Department. [27] They are often requested when large groups are meeting and there is a high risk of property damage.[27] In the event that a security deposit is requested, failure to pay the "deposit will result in the cancellation of the event." [27]

Reservation changes are allowed up to five business days prior to the originally scheduled event.[27] If the reservation is cancelled with the required notice, any prepaid user fees will be refunded after being subtracted from any costs the district may have incurred.[27]

FUNDING AND REVENUE

Table 11 displays information on the 2020 Fiscal Year funding and revenue for the Facility Rental Department. For the 2019-2020 Operating Budget, the department was budgeted at \$1,513,162.[34] Facility rentals and reservations were projected to generate \$1,877,040 in revenue.[34]

TABLE 11

	Funding	Revenue
Amount in USD	\$1,513,162	\$1,877,040

Source: <https://www.fultonschools.org/cms/lib/GA50000114/Centricity/Domain/223/FCS%20-%20FY2020%20Budget%20Book%20-%20Online%20version.pdf>

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Community Use of Public Facilities



BEST PRACTICES AND CASE STUDIES

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