



PTA/Booster Club Use of Facility

Parent Club Officer Instructions

Every year, PTA/PTSA/PTO & Booster Club(s) are required to enter a Blanket Use of Facility (UoF) agreement.

Your school is required to produce this for your principal's annual audit.

Blanket UoF agreements will be in effect for the duration of your COI (*Certificate of Insurance*). There is no charge for these agreements and will cover the following:

- ✓ All events that take place during student days/hours
- ✓ General meetings
- ✓ Fundraising efforts such as merchandise/food brochure sales

Per annual agreement, PTA/Booster Clubs will be required to enter a separate UoF agreement for:

- ❖ **ANY/ALL** carnivals, fairs, and/or festivals no matter when they take place
 - ❖ **Any** after-school programs sponsored by PTA/PTSA or Booster Club(s)
 - ❖ **All** weekend, evening or events scheduled on non-student days
- Each reservation will serve as a separate UoF agreement for these events. Dates can be entered at any time but must be submitted 30 days prior to planned event

Note: PTA & Booster Clubs are waived of paying rental fees. However, these organizations are still required to cover the operational costs associated with reservations, so the school does not incur these fees itself. These costs can include personnel OT, utilities when not in normal use and custodial supplies such as hand soap, toilet paper, paper towels, and other cleaning supplies used during their events, if applicable. Every reservation is evaluated on a case-by-case basis. If you have questions, you can call Jackie, HCPS FA at (813) 272-4998. Please have your reservation number for reference.

What your organization is responsible for:

- ☐ You will need to create an account in your organization's name if you have not already done so
 - *Note: PTA/PTSA name should match what they have registered with the FL PTA (example: B C Graham Elementary PTA)*
- ☐ PTA/PTSA and/or Booster Club(s) officers are required to enter their UoF request to your school a minimum of 30 days prior to first date of use
- ☐ PTA/PTSA organizations must be in active status with the FL PTA

You will need to upload the following documents:

- ☐ **Current/Valid COI**

This document will be uploaded to the insurance section of the organizations account and must be in compliance with HCPS policies:

- The PTA/PTSA/Booster Club shall provide the school with proof of general liability insurance to cover all its activities at the Property with an amount of \$50,000 per accident and \$300,000 per occurrence
- Name on COI must match account name in Facilitron (*example: B C Graham Elementary PTA*)
- Must have HCPS listed as "Additionally Insured" and should read exactly as follows:
 - **Hillsborough County Public Schools**
901 E Kennedy Blvd.
Tampa, FL. 33602

- ☐ **Valid Tax exempt certificate in your organization's name**

This document will be uploaded to the "document" section and should be applied to "ALL" reservations. This document tells us that you are an active non-profit organization that is allowed to use the name of your parent organization PTA or School Booster Club.



PTA/Booster Club Use of Facility

Parent Club Officer Instructions

Creating PTA/PTSA or Booster Club Account

- ❑ Creating your account:
 - Go Facilitron.com and select "sign up"



- ❑ You will need your **EIN number** to register as a **"Non-profit"**. If you do not have this information, please select **"commercial"** and you will be manually moved during the approval process See examples below:

Create Account

Commercial (Business)

Organization Name: B C Graham Elementary PTA

Email: schoolPTA@anyemail.com

First Name: Sheila

Last Name: Smith

Street: 123 ABC street

City: Tampa

State: Florida

Zip: 33602

Phone: 999-999-9999

By clicking "Create Account" I agree to Facilitron's Terms and Conditions and Privacy Policy.

Create Account

Create Account

Non-Profit (tax exempt)

Your organization's official/registered name: 999999999

Organization Name: EIN

Email: anyPTAschool@gmail.com

First Name: Jackie

Last Name: Thoms

Street: 123 My School Address

City: Tampa

State: Florida

Zip: 33602

Phone: 999-999-9999

By clicking "Create Account" I agree to Facilitron's Terms and Conditions and Privacy Policy.

Create Account

Create Account

Select Organization Type

Organization Types:

Commercial — My organization is a business.

Individual — I'm looking to rent facilities for myself.

Non-profit — My organization is a registered non-profit (**EIN required**) or receives a special rate.*

New Partner — I have facilities I would like to list.

Administrator — I need access to my organization's Facilitron account.

*Reservations will be assigned a commercial rate until your organization is verified.

Already have an account? [Login here.](#)

[Return to Facilitron.com.](#)

Important Notes:

Use your organization's officially registered name
 This name must match your COI & Tax-exempt certificate
Example: B C Graham Elementary PTA
Address: should be your school site's address
Phone #: must be a valid contact number for the person creating account in case the school, Facilitron or district final approver have questions.

Welcome to Facilitron

To activate your account, check your email and click the activation link.

Didn't receive verification email? Visit our [FAQs](#).

Continue

🕒 Once you verify your email you will be able to start entering your reservations 🕒

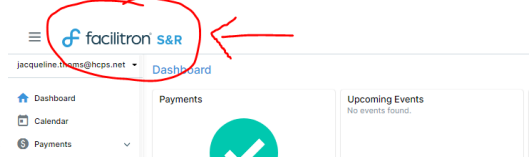


PTA/Booster Club Use of Facility

Parent Club Officer Instructions

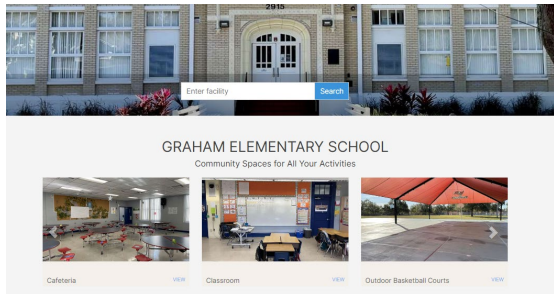
Creating your Blanket UoF Use of Facility:

- From your Dashboard in the upper left corner select the Facilitron Logo to find **your** school

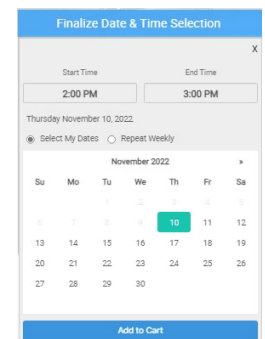
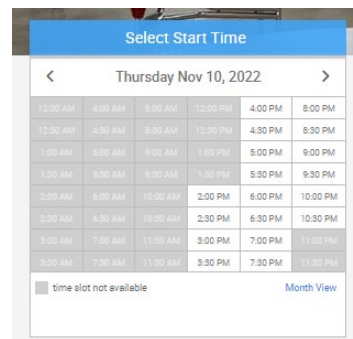
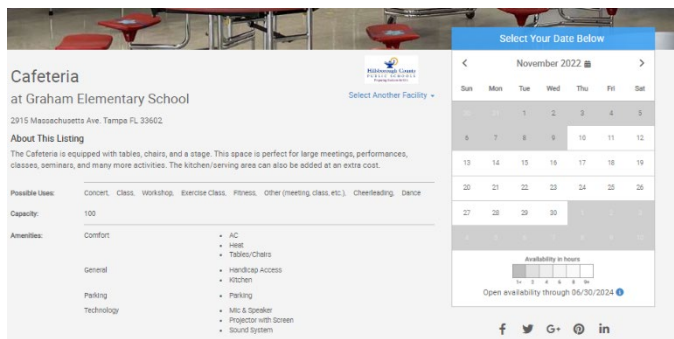


See Example:

- Enter your school's name in the box labeled "what kind of space do you need?" and select the name from the populated names. →
- Once you have selected your school site you will be directed to their individual school site *as seen below:*



- From here you can choose the room that you use to conduct your general meetings such as the cafeteria or classroom/space your school gives you access to *given that you school has space to give you. Once on this page you will build your Blanket UoF by selecting the first day available from the calendar if you cannot select your COI's start date. See examples below:



*You do not need to add any additional facilities to your Blanket UoF Agreement →

- Click **"Checkout"** when the menu appears
- Fill out the following form in this format: See example(s)
 - Event name must be in **Organization's Official Name followed by "Blanket Use of Facility"**
 - Event Type: **Other (meeting class, etc.)**
 - Be accurate with your number of attendees so the school will know how to plan for your general meetings
 - Is this a school orientated activity? **Yes – Organization type (PTA, PTSA, PTO or Booster Club)**
 - Is this a government sponsored activity? **No or N/A**
 - Is this a person/private business activity? **Yes**

Event at Graham Elementary School

Person or Organization Booking Event:

Booker Name (Personal Use):

Event Name:

Client Type:

Number of Attendees:

Is this a school-oriented (PTA/PTSA/Booster Club) activity? If yes, please describe when organization. Otherwise, please enter N/A.

Enter Your Answer:

Is this a government-sponsored activity?

Effective June 10, 2016 to June 14, 2022, the following local governments are participants in the joint use of recreational facilities. The following organizations qualify for use: Hillsborough County, City of Plant City, City of Tampa, City of Temple Terrace.

HCPFS will make available property, specifying the location, and scheduled times for use of the property. No rental fee will be charged by HCPFS. However, HCPFS will charge for all direct costs associated with the use of the property including but not limited to, staffing (including overtime at current established rates), and materials and/or supplies associated with use.

Applicable fees: At Recreation fees. User will pay HCPFS for restroom supplies at game facilities. HCPFS will keep their restroom facilities open for games throughout the season. There will be no restroom fee or practice facilities and a facility. User will pay HCPFS to have a staff member open and close facility for approved events.

Nothing herein is intended to serve as a waiver of coverage immunity as provided by s. 766.26, Florida Statutes, by any agency or public subdivision to which coverage immunity may be applicable.

In the event of any conflict between this agreement for the use of facilities and the General Cooperative Agreement, the General Cooperative Agreement will prevail.

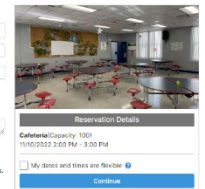
If you, please describe which local government that you are associated with Hillsborough County, City of Plant City, City of Tampa, City of Temple Terrace. Otherwise, please enter N/A.

Enter Your Answer:

Is this a person/private business activity?

Add More Facilities

Need more facilities for the same date and time or for just dates?





PTA/Booster Club Use of Facility

Parent Club Officer Instructions

B C Graham Elem PTA Blanket Use of Facility

Cafeteria 11/10/2022 2:00 PM - 3:00 PM

Event Insurance

This facility requires event liability insurance. [View insurance requirements](#)

Event Insurance Protection

Please note that you will need to obtain and upload a Certificate of Insurance that satisfies the requirements above prior to your event date. You can purchase insurance from your provider of choice. Once purchased, you can upload a PDF of your certificate of insurance for verification.


Optional Services & Equipment

Options selected below apply to all days in the reservation. Prices shown are the totals per unit for all uses.

☐ Tarping PG \$170.00

Cafeteria

☐ Student Nutrition Manager \$96.00



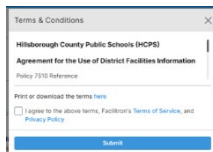
| Order Summary | |
|--|----------|
| Custodial Staff | \$0.00 |
| Site Supervisor | \$200.00 |
| Custodial Supplies | \$0.00 |
| Elementary/Middle Cafeteria Utilities | \$0.00 |
| Cafeteria | \$482.24 |
| <input type="checkbox"/> My dates and times are flexible | |

This is the best estimate based on the provided information.
Important! All requests must be approved by Graham Elementary School and all payment and insurance

Do not add any optional services to your **Blanket UoF**

Do not be alarmed if you generate fees. Facilitron does not know you are an organization that is rental fee waived until your account has been moved to the correct rate category. **This will be done during the approval process.** When Facilitron asks for payment, simply click the "By Mail" option.

☐ Agree to the terms & conditions and submit




Payment

To pay by check or money order:

1. Please make your check or money order payable to Facilitron.
2. Include printout of the confirmation email or write the order number from the confirmation email on your check.
3. Mail to: Facilitron - Requests, PO Box 1935, Los Gatos, CA 95031-1935.

B C Graham Elem PTA Blanket Use of Facility

Attendance: 50
Graham Elementary School
Personal Use (Jackie Thoms)
Cafeteria
11/10/2022 2:00 PM - 3:00 PM



| Order Summary | |
|--------------------------------|----------|
| Site Supervisor | \$200.00 |
| Custodial Staff | \$0.00 |
| Elementary/Middle Cafeteria... | \$0.00 |

Your request has been submitted

You will receive a confirmation email. [Print this page](#) for your records

Request No. F06224HEWMMWA

B C Graham Elem PTA Blanket Use of Facility

Attendance: 50
Graham Elementary School
Personal Use (Jackie Thoms)

Cafeteria
11/10/2022 2:00 PM - 3:00 PM
11/10/2022

Enter instruction and comments here...

You may also submit additional instructions later.


This reservation requires event liability insurance

Document Type

Select a file to upload (PDF, PNG, JPEG, JPG, etc.)

Your request is now awaiting approval

Once your request is approved, you will receive an email notification with finalized pricing. Please note that it may take **several business days** to review and respond to this request.



| Reservation Summary | |
|---------------------------------------|-----------------|
| Custodial Staff | \$0.00 |
| Site Supervisor | \$200.00 |
| Custodial Supplies | \$0.00 |
| Elementary/Middle Cafeteria Utilities | \$0.00 |
| Cafeteria | \$482.24 |
| Sales Tax: | \$51.17 |
| Total: | \$733.41 |

This is the best estimate based on the provided information.

Important! This request has to be approved by **Graham Elementary School** and all payment and insurance requirements must be satisfied before you are authorized to use the facilities.

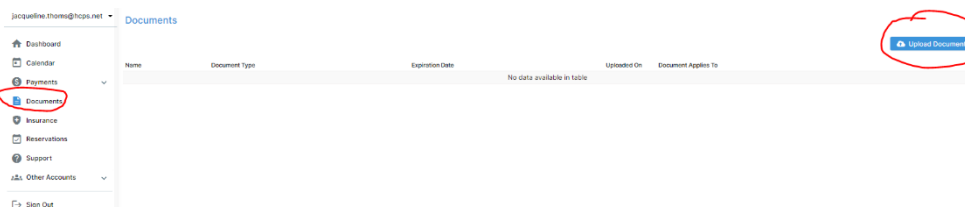
Helpful Links

When will my reservation be approved?
How do I send in my insurance certificate?
How can I pay for my reservation?
What if I need to make changes to my reservation?
[View more](#)

Enter any comments here →
such as fee waiver requests
Upload your COI here →

Finally, you will need to upload your tax-exempt certificate from your dashboard.

(If it asks please apply this document to ALL of your reservations)



🕒 Your Reservation is now on its way to the school site to be reviewed and accepted onto their Calendar 🕒

You will be notified via email of any action required by you, as your reservation is moved through the approval process and when your permit has been issued

Facilitron 24/7 helpline: 1-800-272-2962, [Facilitron Webinar Registration](#) - offered bi-weekly
Online tutorials and helpful FAQ visit: [Facility Owner/Administrator Solutions](#) : [Facilitron Helpdesk](#)



PTA/Booster Club Use of Facility

Parent Club Officer Instructions

Creating Reservations

Now that you are practically a pro at this, let's tackle entering other reservations. Any events that you have planned that falls outside of the student days/hours will need to be entered as a separate UoF.

There are several reasons why you must have multiple UoF agreements in place:

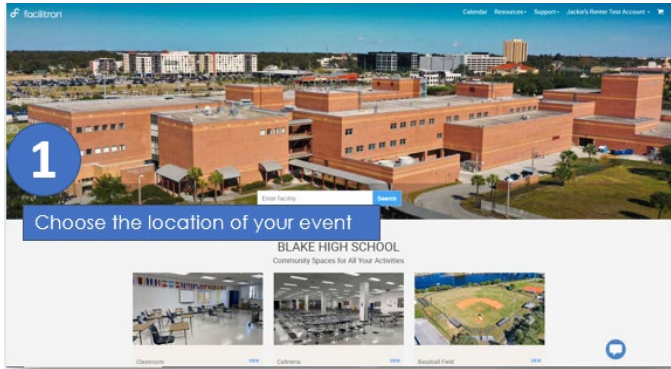
- We advertise to rent our facilities the outside public to create revenue to help fund the upkeep of our facilities. You will want to reserve your space so that an outside renter cannot come in and take the space you plan to use.
- You are the only organization(s) that we allow to bring outside vendors onto our campuses. However, you must provide us with their COI and adhere to our district policies/state laws.
- Some events will cause our district to incur fees for hosting your event such as consumable supplies examples: toilet paper, paper towels, hand soap/sanitizer and other cleaning materials used during these events, utilities when not in normal use and OT for staff who worked.
- Our schools are funded by taxpayer money. It is our district's responsibility to be good stewards of these funds. Therefore, we cannot incur/pay fees for your facility use.
- **YOU CANNOT PAY HCPS STAFF DIRECTLY.** When you do this, our employees are no longer covered by important safeguards such as worker's comp insurance. They must be paid through our payroll system using official forms. You will pay via Facilitron, site secretary will submit these forms for HCPS staff OT payments, Facilitron will reimburse our district.
- Every reservation is conditional. If you feel that you are not required to pay for a service, you have been quoted, you can request it be adjusted/removed in the comment section. If the school agrees and it does not break HCPS policy, it can be adjusted.
- If you have an after-school enrichment program or "clubs" that you host, you are required to have a separate account set up. Please call HCPS final approver directly at (813) 272-4998 for assistance in setting this account up as there are special requirements before these types of reservations will be moved to that discounted rate category.
- Remember these are **valid contacts between our organizations**, so be sure to enter accurate information. Inaccurate information can lead to invalid COI coverage, leading to litigations/lawsuits and/or our district incurring fees for your use.

🧐 Now that you know all the facts let's enter a reservation 🧐

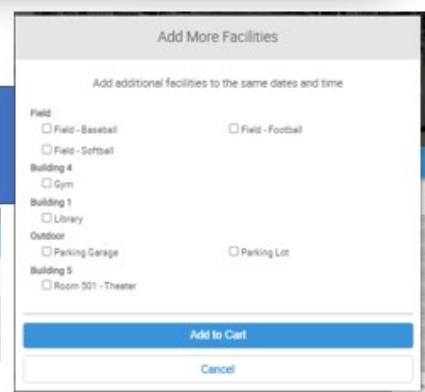
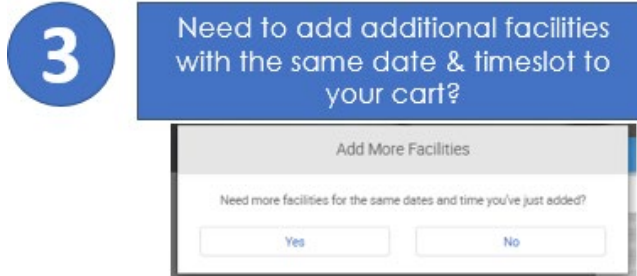
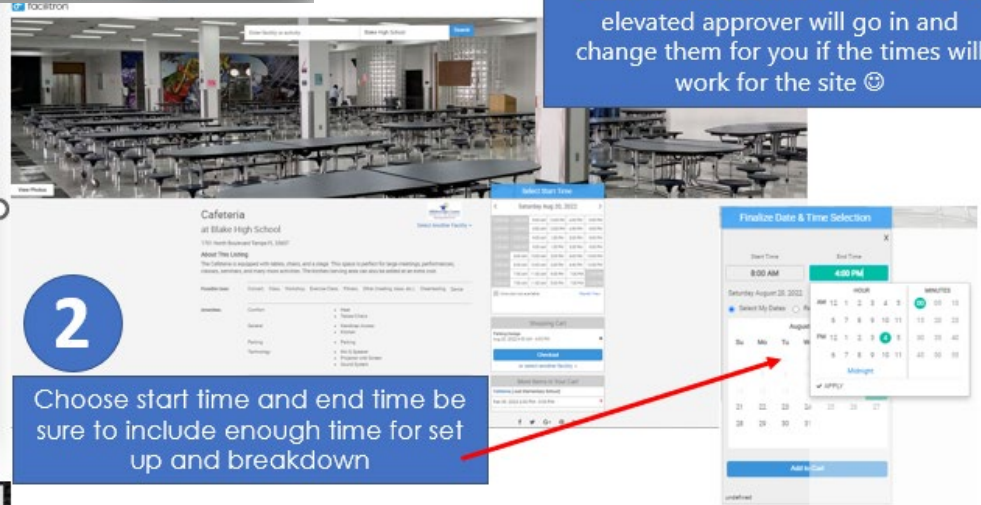


PTA/Booster Club Use of Facility

Parent Club Officer Instructions



Log into your account, find your facility and start building your reservation



- ☐ Click "Checkout" when the menu appears
- ☐



PTA/Booster Club Use of Facility

Parent Club Officer Instructions

- ☐ Fill out the following form in this format:
See example(s)
- ☐ Event name, **be descriptive**. This will give the school an idea of how to prepare for your event example: Graham's "Hey Ya'll it's Fall" Festival
- ☐ Event Type: choose the type of event you plan to host from the generated list. if your specific reason is not listed choose Other (meeting class, etc.)
- ☐ Be accurate with your number of attendees so the school will know how to plan for your event
- ☐ Is this a school orientated activity? **Yes – Organization type** (PTA, PTSA, PTO or Booster Club)
- ☐ Is this a government sponsored activity? **No or N/A**
- ☐ Is this a person/private business activity? **Yes**

Event at Graham Elementary School

Person or Organization Booking Event:

Jackie Thoms (Personal Use)

Event Name: _____

Event Type: Number of Attendees:

Is this a school-oriented (PTA/PTSA/Booster Club) Activity? If yes, please describe which organization. Otherwise, please enter N/A.

Enter Your Answer:

Is this a government-sponsored activity?

Effective June 15, 2016 to June 14, 2022, the following local governments are participants in the joint use of recreational facilities. The following organizations qualify for use: Hillsborough County, City of Plant City, City of Tampa, City of Temple Terrace.

HCPS will make available property, specifying the location, and scheduled times for use of the property. No rental fee will be charged by HCPS. However, HCPS will charge for all direct costs associated with the use of the property including but not limited to, staffing including overtime at current established rates, and materials and/or supplies associated with use.

Applicable fees: at Restroom fees. User will pay HCPS for restroom supplies at game facilities. HCPS will keep their restroom facilities open for games throughout the season. There will be no restroom fee at practice facilities and b) Facility: User will pay HCPS to have a staff member open and close facility for approved events.

Nothing herein is intended to serve as a waiver of sovereign immunity as provided by s. 768.28, Florida Statutes, by any agency or political subdivision to which sovereign immunity may be applicable.

In the event of any conflict between this Agreement for the Use of Facilities and the General Cooperative Agreement, the General Cooperative Agreement will prevail.

If Yes, please describe which local government that you are associated with Hillsborough County, City of Plant City, City of Tampa, City of Temple Terrace. Otherwise, please enter N/A.

Enter Your Answer:

Is this a personal/private business activity? ☒ Yes ☐ No

Reservation Details

Cafeteria Capacity: 100

11/10/2022 2:00 PM - 3:00 PM

☐ My dates and times are flexible

[Continue](#)

Finalizing your quote

1

Birthday Carnival Test

Cafeteria: 08/20/2022 8:00AM - 4:00PM
Parking Lot: 08/20/2022 8:00AM - 4:00PM
Parking Garage: 08/20/2022 8:00AM - 4:00PM

Event Insurance

This facility requires event liability insurance. (view insurance requirements)

Event Insurance Provider: Please note that you will need to obtain and upload a Certificate of Insurance that satisfies the requirements above prior to your first event date. You can purchase insurance from your provider of choice. Once purchased, you can upload a PDF of your certificate of insurance for verification.

Optional Services & Equipment

Options selected below apply to all days in the reservation. Prices shown are the totals (per unit) for all users.

Tampa PD: \$244.00
Cafeteria: \$192.00
Student Nutrition Manager: \$192.00

Order Summary

| | |
|---------------------------------|-------------------|
| Custodial Staff | \$192.00 |
| Cafeteria Supplies | \$44.00 |
| High School Cafeteria Utilities | \$22.00 |
| Custodial Supplies | \$19.81 |
| Cafeteria | \$244.00 |
| Parking Lot | \$192.00 |
| Parking Garage | \$192.00 |
| Sub Total: | \$1,204.48 |

[Continue](#)

2

- Will the school require you to have security present during your event?
- Will you be using the kitchen?

If so, you can quickly add these services here. Once complete, click continue.

- ☐ Select payment option "By Mail"
- ☐ Click Submit

3

☐ Accept the Terms & Conditions

☐ Click submit

Terms & Conditions

Hillsborough County Public Schools (HCPS)

Agreement for the Use of District Facilities Information

Policy 7510 Reference

The Board believes that the grounds and facilities of the district should be made available for community purposes provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this district. Full use of these facilities for educational, civic, cultural, recreational, artistic, or charitable programs is encouraged by the Board with appropriate compensation to the Board.

Print or download the terms here

☒ I agree to the above terms, Facilitron's Terms of Service, and Privacy Policy

[Submit](#)

Payment

To pay by check or money order:

- Please make your check or money order payable to Facilitron.
- Facilitron, Inc. is the authorized processor of all payments for this transaction.
- Include printout of the confirmation email or write the order number from the confirmation email on your check.
- Mail to: Facilitron - Requests, PO Box 1935, Los Gatos, CA 95031-1935.

Birthday Carnival Test

Attendance: 400

Blake High School

Requested By: Jackie's Renter Test Account (Jackie Keith)

Cafeteria

08/20/2022 8:00 AM - 4:00 PM

Parking Lot

08/20/2022 8:00 AM - 4:00 PM

Parking Garage

08/20/2022 8:00 AM - 4:00 PM

Order Summary

| | |
|---------------------------------|-------------------|
| Site Supervisor | \$400.00 |
| Custodial Staff | \$192.00 |
| Tampa PD | \$244.00 |
| Custodial Supplies | \$19.81 |
| High School Cafeteria Utilities | \$22.00 |
| Facility Rental | \$1,204.48 |
| Sub Total: | \$2,524.29 |

Pay Now: \$2,524.29

☐ My dates and times are flexible

[Submit](#)

Helpful Links

Why am I being charged these rates/fees?
Can I cancel a reservation?
Can I get a refund if I need to cancel?
[View more](#)

***Note: Appropriate fees will be waived once all needed documentation has been uploaded**

Every reservation is conditional. If you feel that you are not required to pay for a service, you have been quoted, you can request it be adjusted/removed in the comment section. The school must agree to your request to waive fees and if it does not break HCPS policy, it can be adjusted during the final approval process.



PTA/Booster Club Use of Facility

Parent Club Officer Instructions

😊 Almost Done 😊

- ☐ Verify your information
- ☐ Enter any set up notes, be specific
- ☐ Upload your insurance and tax-exempt information if you have not already done so
- ☐ Click Submit if everything is correct 😊



*If changes need to be made, click here →

Your request has been submitted

You will receive a confirmation email. [Print this page for your records](#)

Request No. **MS5CJ00007E**
Birthday Carnival Test
 Attendance: 400
 Blake High School
 Requested By: Jackie's Renter Test Account (Jackie Keith)

Catering
 08/20/2022 8:00 AM - 4:00 PM

Parking Garage
 08/20/2022 8:00 AM - 4:00 PM

Parking Lot
 08/20/2022 8:00 AM - 4:00 PM

carnival will take place from 9 - 3 pm

You may also submit additional instructions later:

[Submit](#)

This reservation requires event liability insurance

Document Type
 Certificate of Insurance
 Select a file to upload (PDF, PNG, JPEG, JPG, etc.)
 Choose File No file chosen

[Upload](#)

Your request is now **awaiting approval**


Once your request is approved, you will receive an email notification with finalized pricing. Please note that it may take **several business days** to review and respond to this request.

Manage your request

You can view and manage your request from the Request Management Page on your dashboard, where you can also:

- View request details and pricing
- Share event calendars (after approval)
- Submit additional instructions and requests
- Upload proof of insurance and other documents
- Make payments (after approval)
- Retrieve permit (after approval)

[Go to Request Management Page](#)



| Reservation Summary | |
|---------------------------------|-------------------|
| Custodial Staff | \$192.00 |
| Site Supervisor | \$400.00 |
| Tampa PD | \$344.00 |
| Custodial Supplies | \$159.81 |
| High School Cafeteria Utilities | \$224.00 |
| Facility Rental | \$1,204.48 |
| Total: | \$2,524.29 |

[Continue Shopping](#)

This is the best estimate based on the provided information.

Important! This request has to be approved by **Blake High School** and all payment and insurance requirements must be satisfied before you are authorized to use the facilities.

Helpful Links

[When will my reservation be approved?](#)
[How do I send in my insurance certificate?](#)
[How can I pay for my reservation?](#)
[What if I need to make changes to my reservation?](#)
[View more](#)

↑
Click
"Continue Shopping" to add additional events/dates

9



Click on the reservation number to view and/or make any changes or to cancel the reservation.



Leave detailed notes of any changes or request you have.



Upload insurance and/or tax-exempt documents

↓ Reservation Detail Page ↓

Upload your insurance here →

Upload your **tax exempt** documentation here →
 As well as any vendors COI you will be using

You are required to upload insurance from any vendors you're planning to use in the documents section

Be sure to label them with the name and type of vendor so the school site will know if they need to schedule a safety inspection →

Attach Document

You can upload files with instructions, illustrations, diagrams or legal documents.
 (PDF, JPG, PNG, etc. - maximum file size 10MB)
[Choose File](#) COI-Kona-08-1-2019-2022.pdf

Document Type
 Event Liability Insurance

Approved Date
 08/10/2022

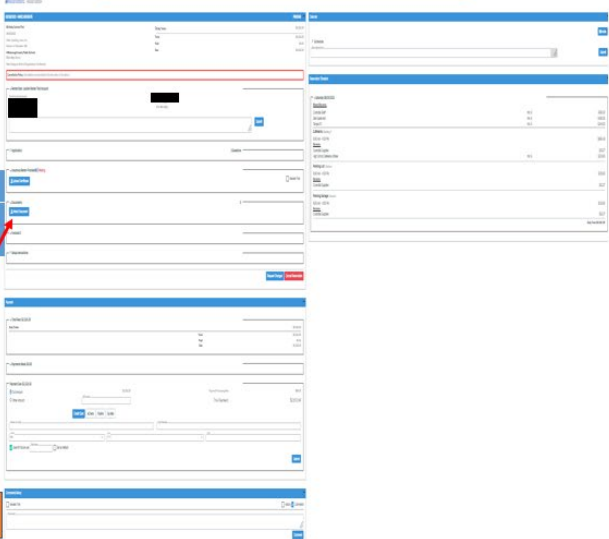
Document Type
 Other

Applied to
 This Reservation

Please select a file to upload.

[Close](#) [Upload](#)

Leave your detailed notes here →



*If your event is during school hours and you could not select the times needed, please leave detailed notes to change the dates and an elevated approver will change them for you once the school site has approved your requested dates

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😊 Your Reservation is now on its way to the school site to be reviewed and accepted onto their Calendar 😊

Facilitron 24/7 helpline: 1-800-272-2962, [Facilitron Webinar Registration](#) - offered bi-weekly
Online tutorials and helpful FAQ visit: [Facility Owner/Administrator Solutions](#) : [Facilitron Helpdesk](#)



PTA/Booster Club Use of Facility

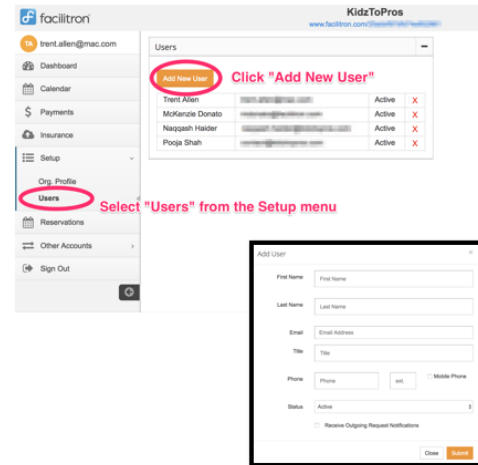
Parent Club Officer Instructions

To Add Additional Users to Your Account

- As officers change with your organization, simply add users to existing account so your activities stay within your group and no need to track down initial documentation making reserving future events and completing your annual Use of Facility agreements easy.
- Have multiple accounts to coordinate various events within your organization
- To have back-up personnel

To add a user:

- Log in to your Facilitron account and navigate to your organization's "Dashboard"
- Select "Users" from the Setup menu on the left hand side menu bar.
- Add new user Click "Add New User" and fill in the boxes with the requested information:
- Add user form
- The new user will be notified by email that they been added to your organization and will be prompted to create a password to access the account. (If they do not receive the email in their inbox, please have them check their junk/spam mailbox folder).
- NOTE: If the user already has an individual account, the user will receive an email that informs them that a new role has been created for them within your organization.



<https://support.facilitron.com/support/solutions/articles/33000231109-adding-additional-users-to-your-organization>

Fee Waivers – How to understand

- PTA & Booster Clubs are waived of paying rental fees. However, these organizations are still required to cover the operational costs associated with reservations, so the school does not incur these fees itself. These costs include personnel OT, utilities when not in normal use and custodial supplies such as hand soap, toilet paper, paper towels and other cleaning supplies used during your event.

These are only examples

All events are evaluated on a case-by-case basis:

Saturday 9am-3pm event in the cafeteria

could incur the following fees: totaling between \$185.27 - \$653.27

- Electrical at \$22 per hour = \$132
- Site Admin at \$50 per hour = \$300
- Custodian at \$24 per hour = \$168 (will be schedule for 1 additional hour past your event time to allow clean-up and lock-up)
- Custodial Supplies flat rate of \$53.27

Your organization may be required to cover the operational fees incurred by the reservation because A/C utilities do not run on weekends. The staff required to be on site during your event will be paid OT or stipend since it is outside of their normal workday. However, they can choose to donate their time. And finally supplies for restroom supplies and clean-up.

Thursday 4pm-6pm event in cafeteria

could incur the following fees: totaling between \$0 - \$353.27

- Site Admin at \$50 per hour = \$300
- Custodial Supplies flat rate of \$53.27

Your organization will not be required to pay for custodial OT or utilities as it falls under normal times that utilities and custodians work. However, it is outside the normal workday of site admins and they may need to be compensated

Monday 8am-10am event in cafeteria

could incur the following fees: totaling between \$0 - \$53.27

- Custodial Supplies flat rate of \$53.27

***Pricing subject to change.**

Current pricing can be found in Facilitron

| D. Electrical - 4 hour minimum (2 hour minimum for PTA) (taxable) - 8074 | | | |
|--|-------------------------|-----------|------------------|
| | Fee/Hr | No. Hours | Extended Amount: |
| Auditorium or Theatre | \$ 34.00 | Hrs. | \$ - |
| Gymnasium with air conditioning | \$ 43.00 | Hrs. | \$ - |
| Classroom utilities fee 0-40 | \$ 7.00 | Hrs. | \$ - |
| Multi-purpose room 41-400 | \$ 22.00 | Hrs. | \$ - |
| Teaching Auditorium (applies Levy & Leary only) | \$ 22.00 | Hrs. | \$ - |
| Cafeteria and commons (elementary) | \$ 28.00 | Hrs. | \$ - |
| Cafeteria and commons (middle) | \$ 22.00 | Hrs. | \$ - |
| Football/Track | \$ 43.00 | Hrs. | \$ - |
| Softball/Baseball | \$ 32.00 | Hrs. | \$ - |
| E. Personnel Fees (includes fringes) - (taxable) - 8070 | | | |
| (Personnel paid at their normal rate; overtime rate after 40 hours worked): | | | |
| | Fee/Hr | No. Hours | Estimated: |
| Supervisor (NOT paid overtime) | \$ 60.00 | Hrs. | \$ - |
| | | | |
| Custodian | \$ 34.00 | Hrs. | \$ - |
| Multi-trades worker | \$ 36.00 | Hrs. | \$ - |
| Auditorium/gymnasium technical staff - teacher | \$ 37.00 | Hrs. | \$ - |
| Auditorium/gymnasium technical staff - student | \$ 8.56 | Hrs. | \$ - |
| Prevailing Florida minimum wage. | | | |
| Note: pay student directly from internal accounts and submit 1099 in Lawson. | | | |
| Student nutrition manager (required when renting kitchen facility) | \$ 24.00 | Hrs. | \$ - |
| District Security | \$ 31.00 | Hrs. | \$ - |
| C. Indoor/outdoor courts and fields clean up and custodial supplies | | | |
| | Fee | Quantity | |
| Clean-up indoor | \$54.21 minimum per day | Day | \$ - |
| Clean-up outdoor | \$98.13 minimum per day | Day | \$ - |
| Custodial supplies | \$53.27 minimum per day | Day | \$ - |
| Deep cleaning indoor | \$100 per day | Day | \$ - |

Facilitron 24/7 helpline: 1-800-272-2962, [Facilitron Webinar Registration](#) - offered bi-weekly

Online tutorials and helpful FAQ visit: [Facility Owner/Administrator Solutions](#) : [Facilitron Helpdesk](#)