



Catalina Foothills Unified School District #16
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BOARD AGENDA ITEM

ITEM NO: 5.1

BOARD MEETING DATE: Tuesday, May 27, 2025

NEW BUSINESS ITEM: Consideration of Revisions to the Facility Rental Rate
Schedule per Policy KF *Community Use of School
Facilities* (first reading)

SUBMITTED BY: Travis Kolter, Director of Community Schools

PRESENTED BY: Travis Kolter, Director of Community Schools

Arizona State Statute requires school district governing boards to annually review the fee schedule for the lease of school property. In Catalina Foothills School District, Community Schools facilitates the use or rental of school property district wide. Centralizing the management of the district's use of facilities and the collection of rental fees has provided consistent application of policies regarding rental requests from outside user groups.

Monies derived from the use or rental of school property are deposited in the school district's civic center fund. By statute, these funds can be expended for any civic center school purpose. Community Schools does not receive any money from this fund but does provide for administration of the program district wide. Additionally, state statute requires that school districts not underwrite the use of facilities by outside groups, recapturing any direct costs incurred by the district for the use of its facilities.

Over the past several years, the costs and volume of usage of our district facilities have been reviewed and adjusted, when needed, to ensure that district funds were not being used to support outside user groups' use of facilities.

In conversations with our Director of Facilities and Transportation Brian McNitt and our Director of Finance Lisa Taetle, they noted that the district has experienced a 7% utility rate increase within the past year. Based on this information, it is recommended that the Facility Rental Rate Schedule be increased by 7% for the 2025-2026 school year. Additionally, the Facility Rental Application Fee and Change Fee have been set at \$15 each for over 15 years consecutive. It is recommended that these fees be increased from \$15 to \$25 per incidence, in order to cover the cost of salary and benefits of the Facility Rental Coordinator. Further, the language built into our rental agreement form will allow us to recover any additional utility charges that might be initiated by utility providers during the coming school year. We will be diligent in monitoring and responding to any utility rate changes that occur during the school year to ensure full recovery of any increases or surcharges.

Additionally, we have inquired with the Insurance Trust, regarding the current \$1 million dollar liability and \$1 million dollar property damage certificate of insurance required of all renters. According to Ms. Taetle, the Trust still recommends these insurance amounts for all renters.

Note: Attached, please find copies of the previously adopted 2024-2025 Facility Rental Rate Schedule and the proposed 2025-2026 Facility Rental Rate Schedule, reflecting the suggested 7% increase.

RECOMMENDED MOTION: I move that the governing board approve revisions to the 2025-2026 facility rental rate schedule per Policy KF *Community Use of School Facilities*, as presented.