



Oak Park Elementary School District 97

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TO: Members, Board of Education
Dr. Carol Kelley, Superintendent of Schools

FROM: Alicia Evans, Assistant Superintendent of Finance and Operations

RE: Building Usage

DATE: September 12, 2017

Building Usage Recent History

In February 2017, interviews were conducted with the individual that was responsible for managing building usage for D97. At that time, building usage was handled by one person and that person performed all the tasks associated with rental of the facilities with very little oversight.

There were many issues with the building usage process at that time. Some of the problems were, organizations had the option to submit a certificate of insurance, which meant the D97 was not insulated against risk or liability. Next, many organizations were not charged for facility usage and little or no custodian fees. Also, there was no centralized place where anyone could go to understand what organizations were using any building. Additionally, some buildings were in use seven days a week because a group/organization could be in a building every day that week. In addition, when I conducted walkthroughs of the buildings, I discovered that many of the buildings were not properly cleaned because there were no blackout dates during the school year or summer months. Finally, building rental was handled differently based on the school or group. In some cases, the schools would book the usage directly. In other cases the buildings and grounds secretary would book the rental. In most instances, nothing was entered into the system that tracked the usage.

After February 2017, minor changes were made during the rest of the 2016-17 school year. The changes included centralizing the administration of building usage process to the district office. The billing and collection of fees duties were split between different people. The tracking system, School Dude, was utilized to track the groups/organizations in the buildings. However, no changes were made in the fee structure or how groups/were billed. At the end of the school year, building usage was suspended temporarily. Renters were told there would be changes to building usage fees for the 2017-18 school year and information was posted on the District

website notify renters about impending changes. No specific information was released because the rates had not been approved by the Board of Education.

Board Policy

The Board policy that governs building usage is 8:20 Community Use of School Facilities. The policy states, the Board's responsibility is to annually approve the fees charged for the use of school facilities. The superintendent is responsible to develop procedures to manage community use of school facilities. The policy is listed below:

8:20 Community Use of School Facilities

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses unless those other uses have been approved by the District via a written agreement with a local government or other organization that is not affiliated with the school or District. Persons on school premises must abide by the District's conduct rules at all times.

Recognized community groups may use school facilities free of charge when such use does not require the school district to incur costs for staff overtime. Otherwise, a fee shall be charged for the use of school facilities pursuant to schedules which shall be approved annually by the Board of Education.

Community recreation organizations that charge fees for participation in their programs will also be expected to pay appropriate costs for using school facilities.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

The FAC Committee

The FAC committee was asked to review the new facilities usage document to assess any risk exposure. The group indicated that the document appeared to address the essential building usage parameters and did not expose the district to any risks. The committee did not assist in setting rates.

Reason for the change

The reason for the change in procedure is to accomplish many goals. Some of the goals include, the assurance that all groups were treated the same by applying the rental rates to groups based on specific categories. The next goal was to require all groups comply with the insurance requirements. Another goal was the development a procedure to track the groups using the buildings. The goal establishing blackout dates for proper cleaning of facilities was addressed. The final goal was to ensure that the District is paid for the use of its facilities and to operate in a fiscally responsible manner.

Old Rates

Appendix B

		Middle Schools	Elementary Schools
Auditoriums	Up to four hours per date: Each additional hour: Event (per hour)	\$150.00 \$ 30.00 \$ 30.00 (*)	\$ 75.00 \$ 15.00 N/A
Gymnasiums	Up to two hours per date: Each additional hour:	\$ 60.00 \$ 30.00	\$ 30.00 \$ 15.00
Commons	Up to two hours per date: Each additional hour:	\$ 60.00 \$ 20.00	\$30.00 \$15.00
Multi-Purpose Room	Up to two hours per date: Each additional hour:	N/A	\$ 30.00 \$ 15.00
Classrooms	Up to two hours per date: Each additional hour:	\$ 55.00 \$ 20.00	\$ 55.00 \$ 20.00

Above rates apply on dates when school is in session for a full day until 9:30 p.m. Additional charges for custodian overtime are applicable at all other times.

Custodian Overtime Fee of \$32.00 per hour

Overtime rates may be charged to Rental Categories 2 and 3. (See Application Procedure).

(*) Middle School Auditorium Use:

An Engineer who oversees the operation is required to present to operate the equipment in the control room for those who will need full use of all of the equipment. **Under no circumstances anyone outside District 97 should have access to the control room.** If you will need a microphone the charge will be \$10.00 per mic. It will be an additional fee of \$35.00 per hour will be charged to have a Control Engineer present.

New Rates

The new rates were derived from the old rates and increased by 10% in each area. The basis for the original rates was unknown but they were established in the past. The purpose of rental rate is for groups to pay the cost to use the space. School districts typically charge rent for the space and a custodian charge. Sometimes districts will also charge for equipment and technology.

During recent conversations with individuals regarding building usage, there is a misconception that it doesn't cost anything to be in a D97 building. However, that is not true. D97 is incurring additional heating/cooling, garbage collection, water, and other utility costs that it would not incur if the building was empty. In addition, there is furniture/equipment depreciation and stocking supply costs. Charging rental fees helps D97 offset those expenses.

Below are the new rates for 2017-18:

Rental Area

Hourly Fee

		Middle Schools	Elementary Schools
Auditoriums	Up to four hours per date: Each additional hour: Event (per hour)	\$165.00 \$ 33.00 \$ 33.00	\$ 82.50 \$ 16.50 N/A
Gymnasiums	Up to two hours per date: Each additional hour:	\$ 66.00 \$ 33.00	\$ 33.00 \$ 16.50
Commons	Up to two hours per date: Each additional hour:	\$ 66.00 \$ 22.00	\$33.00 \$16.50
Multi Purpose Room	Up to two hours per date: Each additional hour:	N/A	\$ 30.00 \$ 15.00
Classrooms	Up to two hours per date: Each additional hour:	\$ 60.50 \$ 22.00	\$ 60.50 \$ 22.00

Above rates apply on dates when school is in session for a full day until 9:30 p.m. Additional charges for custodian overtime are applicable at all other times.

Custodian Fees

In the past, the weekend custodians/engineers are the same individuals that work in the building during the week. Consequently, if there is a weekend event in a specific building, the custodian/engineer will be working overtime and/or double time on the weekend. The \$32 dollar rate was in the old application in the past. That amount was unchanged with the new application. The fee seems to be based on the engineer rate of pay. Many times, an engineer will work the event on the weekend. It should be noted that there is no charge for the custodian/engineer to open and/close the building. Groups are charged for the time the group is in the building. However, additional time is needed to open, setup, take down and close. D97 is currently paying that cost.

Number of Custodians

This section was added as a guideline to assist renters in understanding the manpower needed to prepare and clean before, after and during events. This will be adjusted as needed for groups that don't require the number of custodians listed in the manual. An example would be if multiple custodians are needed to setup chairs for a large group of people.

Board of Education

Pursuant to Board policy, the Board of Education was asked to review and ultimately approve the rental rates and categories in June 2017. The following information was presented to the

Section VI

RENTAL STAFF CHARGES

The renters are primarily responsible for the supervision of those using the facility. Rental groups will identify the primary person responsible for supervision for each time and location. Rental groups will be responsible for any damage or excessive mess made by those participating, attending, and observing their event as well any person tangentially associated with the rental. Full reimbursement for all expenses incurred by the district due to repair or clean-up will be provided by the renter. Failure to make such a reimbursement may result in the loss of renting privileges.

Fixed Custodial Fee

	Regular Time Fee	Saturday, Holiday or K-8 after 3:00 p.m. During Summer,	Sunday Fee (If Double Time Is Required)
Rentals 2 hours or less with less than 25 attendees. (one custodian)	\$32	\$47	\$64
Rentals more than 2 hours and less than or equal to 4 hours with less than 50 attendees OR rentals 2 hours or less with 25 to 49 attendees. (two custodians)	\$64	\$94	\$128
Rentals between 4 hours and 8 hours with less than 50 attendees. (three custodians)	\$128	\$188	\$256
Rentals over 8 hours OR with more than 50 attendees.	Rentals over 8 hours or with an anticipated peak attendance of 50 or more will be quoted and billed based on the actual scope and requirements of the rental request.		

Other Staff Charges

Position	Rate/Hour
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AV Tech	\$25.00
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CHARGES FOR USE OF EQUIPMENT (PER DAY)¹

Equipment, fixtures, furniture, or materials shall not be brought into Facilities without written permission by the District, at the discretion of the superintendent. Exceptions may be granted at the time of approval of the request to use the Facilities. Such equipment, furniture, or materials brought into the Facilities must be removed from the premises at the conclusion of the time granted or the conclusion of the use agreement, and those items remaining must be stored. The storage must be in a manner prescribed by the District so as to prevent any interference of normal school operations or the use of the Facilities by the District or other organizations or individual(s). School equipment, fixtures, furniture, or materials shall not be moved within or removed from the area of normal use without written permission granted at a time of approval of the request for use of the Facilities. Movable equipment shall not be used outside the Facilities. User groups shall be held responsible for any damage or loss to school property.

FACILITY USAGE FEES

Rental Area**Hourly Fee**

		Middle Schools	Elementary Schools
Auditoriums	Up to four hours per date:	\$165.00	\$ 82.50
	Each additional hour:	\$ 33.00	\$ 16.50
	Event (per hour)	\$ 33.00	N/A
Gymnasiums	Up to two hours per date:	\$ 66.00	\$ 33.00
	Each additional hour:	\$ 33.00	\$ 16.50
Commons	Up to two hours per date:	\$ 66.00	\$33.00
	Each additional hour:	\$ 22.00	\$16.50
Multi Purpose Room	Up to two hours per date:	N/A	\$ 30.00
	Each additional hour:		\$ 15.00
Classrooms	Up to two hours per date:	\$ 60.50	\$ 60.50
	Each additional hour:	\$ 22.00	\$ 22.00

Above rates apply on dates when school is in session for a full day until 9:30 p.m. Additional charges for custodian overtime are applicable at all other times.

Other considerations

During the referendum campaign, some community members asked the district to be more responsible with their tax dollars. As the CFO, it is my responsibly to look for ways to improve D97's overall financial condition. To that end, I have been reviewing ways to increase revenues and reduce expenditures districtwide. Therefore, the recommendations that are made support that goal. If D97 doesn't change its standard operating practices related to how money is spent and how some local dollars are received, it will never realize the promises made during the referendum. This issue alone will not correct the situation, but every dollar counts in helping D97 reach its financial goals.

Moreover, the building usage should be equitable. All groups must be treated the same based on their categories and the rules must be applied to everyone in the same way.

Conclusion

Over the past few weeks, building usage has caused much anguish amongst the PTO and scouting groups in particular. The administration is seeking clarity from the Board about the rental categories and the placement of groups in the various categories and fees, to determine if it is the Board's pleasure to reconsider any of the fees and related items or if the Board wants to reaffirm the rates as approved in July 2017.