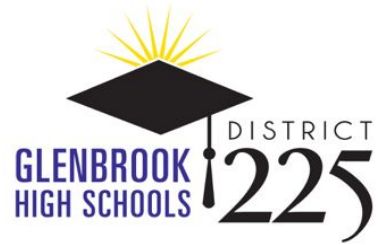


**DRAFT**



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, February 11, 2019

**Re:** Updates to Facility Rental Policy and Procedures

**Recommendation**

It is recommended that the Board of Education approve the following updates as presented:

- Board Policy 5030: Community Use of School Facilities;
- Board Policy Procedures 5030: Community Use of School Facilities;
- Facility Rental Rates and Hourly Personnel Rates for the 2018-19 Fiscal Year.

**Background**

Board Policy 5030 provides for the use of designated areas of school facilities by the community, when they are not in use by school activities or programs. The policy, first adopted 1990, has been revised on two occasions, most recently in February 2000. On an annual basis, there are approximately 50 rentals within the school district. While the vast majority of rentals are not charged for the use of the facilities, they are often assessed out-of-pocket expenses (e.g. custodial and security expenses).

As part of an ongoing review process of existing Board Policy and Board Policy Procedures, it was identified that both of documents regarding community use of school facilities are in need of revision, to reflect changes in how facility rentals are managed today. At the time the documents were last revised, our school district had not implemented the digital billing, contract, or room reservation systems that are in place today. Additionally, positions and responsibilities have evolved throughout the school district, resulting in changes to titles that are referenced in both policy and procedures. Given the financial and operational nature of facility rentals, these changes will be presented for review and discussion by the Finance Committee on February 6, 2019.

- **Board Policy 5030**

- **Section C - Rental Rates**

The current policy uses the letters "A, B, C, and D" to reflect different rental rates that would apply for each group classification. While (4) rates are implied, only (3) rates types are used. As a result, it is recommended that we update the chart included in the policy to reflect the following rates: A - No Charge B - 1x Rates C - 1.5x Rates.

Additionally, the definition of these rental rates are not included in the policy document, they are included in the accompanying procedures documents. It is recommended that we provide clarity regarding the rates to be assessed to each group classification within this section.

- **Section D - Miscellaneous**

Several minor grammatical changes are recommended.

It is also recommended that the condition that references special auditorium rental rates during the summer months be eliminated. The current facility rental request procedures provide for the ability to rent the auditorium at the appropriate rates at any time during the school year.

- **Board Policy Procedures 5030**

- **Section A - Procedures**

The Associate Principal for Administrative Services is responsible for coordinating all aspects of facility rentals at Glenbrook North and South. One of the revisions included is an addition to designate the Business Services department at the district office as the entity responsible for rentals that are not part of the Glenbrook North or South campuses.

A second series revisions add a reference that a valid certificate of liability insurance must be accompany all facility rental contracts. This has been a requirement of the school district for over 10 years, but was not previously part of the procedures.

Adjustments have also been made to procedures relating to the distribution and collection of contracts, as well as the preparation of a quotation for estimated rental charges. These revisions incorporate the use of updated communications methods (e.g. e-mail), and current payroll and billing procedures that have been implemented since the last revision of the document (e.g. business services creates invoices to record rental payments due, and is responsible for the collection of outstanding liabilities).

- **Section B - Rental Rates**

The definition of rental rates has been removed from the procedures document, as it is part of the policy document (Section C).

- **Section C - Out-of-Pocket Expenses**

The reference to a non-refundable processing fee has been removed. Processing fees are no longer assessed for facility rentals.

- **Section D - Liability Insurance Requirements**

The liability insurance requirements have been updated based on feedback from SSCRMP's pool manager, Mike Nugent.

- **Section E - Submission of Building Rental Requests**

This section has been removed, as it is a restatement of content stated in Sections A and C.

- **Appendix - Facility Rental Rates Exclusion of Out of Pocket Expenses and Out of Pocket Expenses**

These sections have been removed as it is outdated. The facility rental rates and out of pocket expense schedules are presented to the Board of Education on an annual basis , at least 60 days prior to the start of the fiscal year. An example of these schedules are attached. Given that the rates are approved annually, inclusion of a rate chart in the

procedures creates confusion regarding the rates currently in effect.

- **Appendix - Application of Use/Rental of Facilities**  
This section has been removed as it is outdated. An updated form has been created (see attached). It is recommended that forms not be included within procedures, as they are routinely updated based upon ongoing review of processes.
- **Appendix - Use/Rental Contract**  
This section has been removed as it is outdated. The school district implemented a digital contract system several years ago which auto-generates contracts, that follow an updated format, as reviewed by legal counsel and SSCMP.
- **Facility Rental Rates**
  - The rates presented would be effective upon approval, through June 30, 2019. These rates reflect a simplified pricing schedule that is based on an hourly rate, compared to a half day, evening, or full day structure. The proposed rates are inclusive of appropriate cooling/heating for the season, as well as lighting as necessary.
- **Hourly Personnel Rates**
  - The rates presented would be effective upon approval, through June 30, 2019. The chart presented includes two columns: employee rates, rental rates. The employee rates reflect the amount for which an employee will be paid. The rental rates reflect the amount for which the employee will be paid, and the employer-paid benefit portion of payroll expenses (e.g. FICA, Medicare, IMRF).