

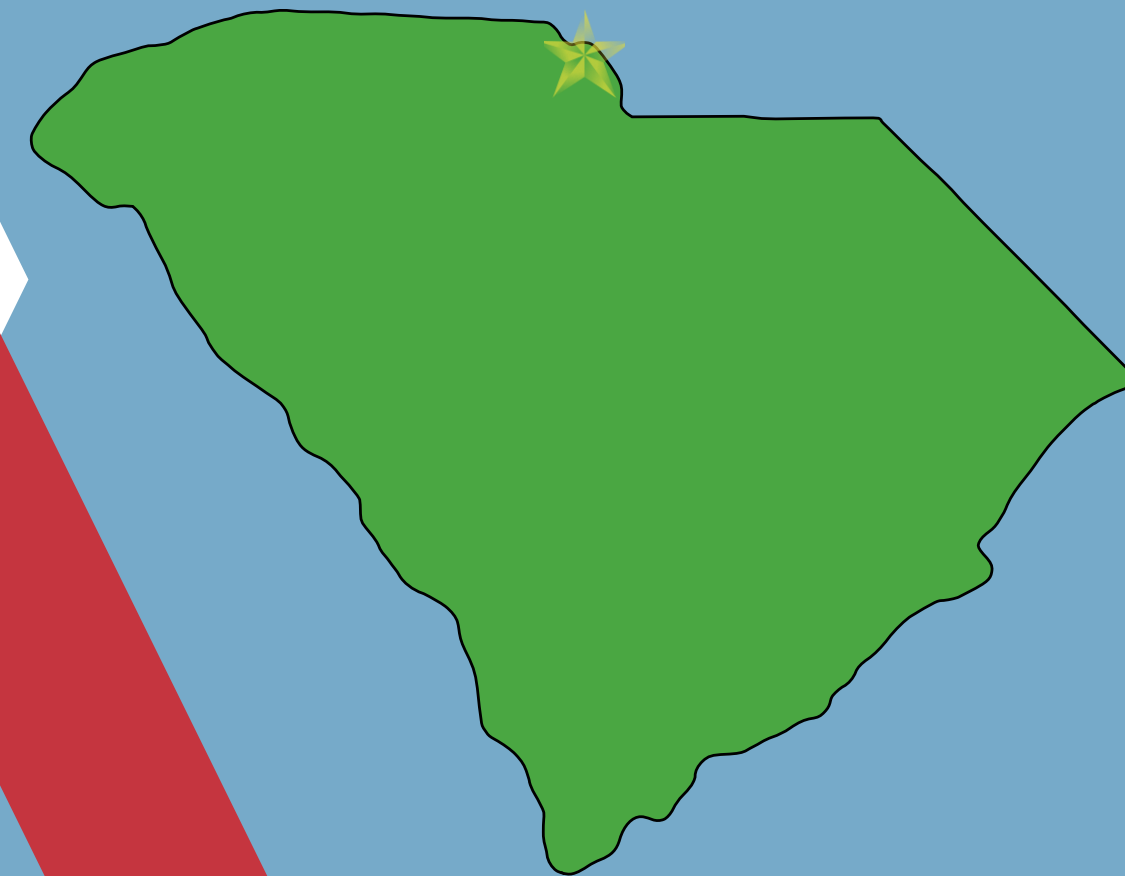
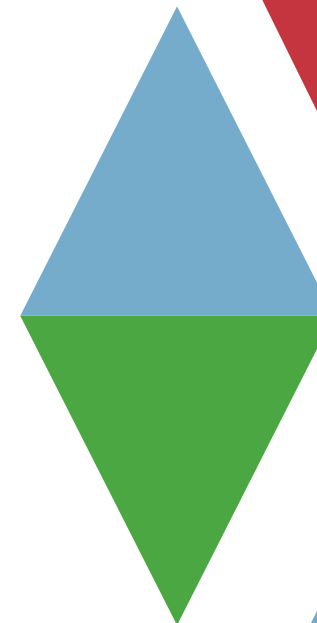


# USE OF SCHOOL FACILITIES:

*COMMUNITY RENTALS &  
SCHOOL SPONSORED EVENTS*

Visit Our Website

[www.fortmillschools.org](http://www.fortmillschools.org)



SunCatcherStudio.com

# About the Fort Mill School District

- 20 school sites with 18,000+ students
- 11 elementary, 6 middle, and 3 high schools.
- We are the largest school district in York County with the least amount of square miles in which to operate.
- A sampling of our facility inventory for internal and community use includes:

3 900 seat auditoriums

14 full-size gyms

17 cafeterias

9 baseball fields

3 softball fields

16 multipurpose grass fields

9 football stadiums: all with turf fields

a sports complex with 4 turf fields





# What Do We Call This Program?

- Community Use
- Facility Rentals
- Joint Use
- Space Usage

## How Can A Facility Usage Position Be Useful in Your District?

- FMUSD hired a sole person to handle rentals
- The position has changed over time
- Handles issues with internal space usage and event logistics







# Establishing a Strong Community Use of Schools Policy

## **SC Code of Laws: Title 59–Education**

CHAPTER 19– School Trustees ARTICLE 1

Section 59–19–125 Leasing school property for particular purposes.

*Each district board of trustees may lease any school property for a rental which the board considers reasonable or permit the free use of school property for civic or public purposes*

## **SC School Board Policies**

### **K– SCHOOL–COMMUNITY–HOME RELATIONS**

#### ***Policy KF Community Use of School Facilities***

***The school board will need to establish:***

- *what facilities are available for public use*
- *user categories*
- *rules for usage and any special rules*
- *terms, conditions, and agreements*
- *process for requesting a facility*
- *explain how decisions for the use of space are handled*



# Types of Spaces to Offer the Community

Types of spaces to offer the public should be based on community needs and the location of the event space within the school facilities for security purposes.

✓ Auditoriums

✓ Gymnasiums

✓ Dining Areas

✓ Athletic fields

✓ Stadiums



# Establishing Strong Priority of Use Categories

Create a mission statement that explains that external use of schools is a service to the community and those that fall within the user categories are allowed to use school facilities based upon availability and contractual agreements.



**District Affiliated Groups**



**District Sponsored Community Use Groups**



**Not for Profit or Tax-Exempt Groups**



**For-Profit Groups, Private Groups, Individuals of the General Public**





## **Payment Process For Rental Usage**

- Complete the online application with a \$50 application fee
- Full payment is due two weeks before the event date payable by check or money order
- Payments are typically mailed or dropped off at the district office
- The application fee is applied to the rental balance if the rental is approved
- If the rental is not approved, the application fee is returned to the applicant.
- If it's a sponsorship rental, a transfer will be made to the school account

## **Reasons For Denial of Applications**

- Space is unavailable
- The requestor is not one of the approved categories of eligible users
- Past rental infractions



# The Importance of an Efficient Calender System

- There are many different software districts can purchase that will meet calendar needs.
- Having a calendar system that works in tandem with building automation and maintenance work orders will make your departments and schools run efficiently
- Ultimately this will save money by making schools not only energy efficient but also save staff time.

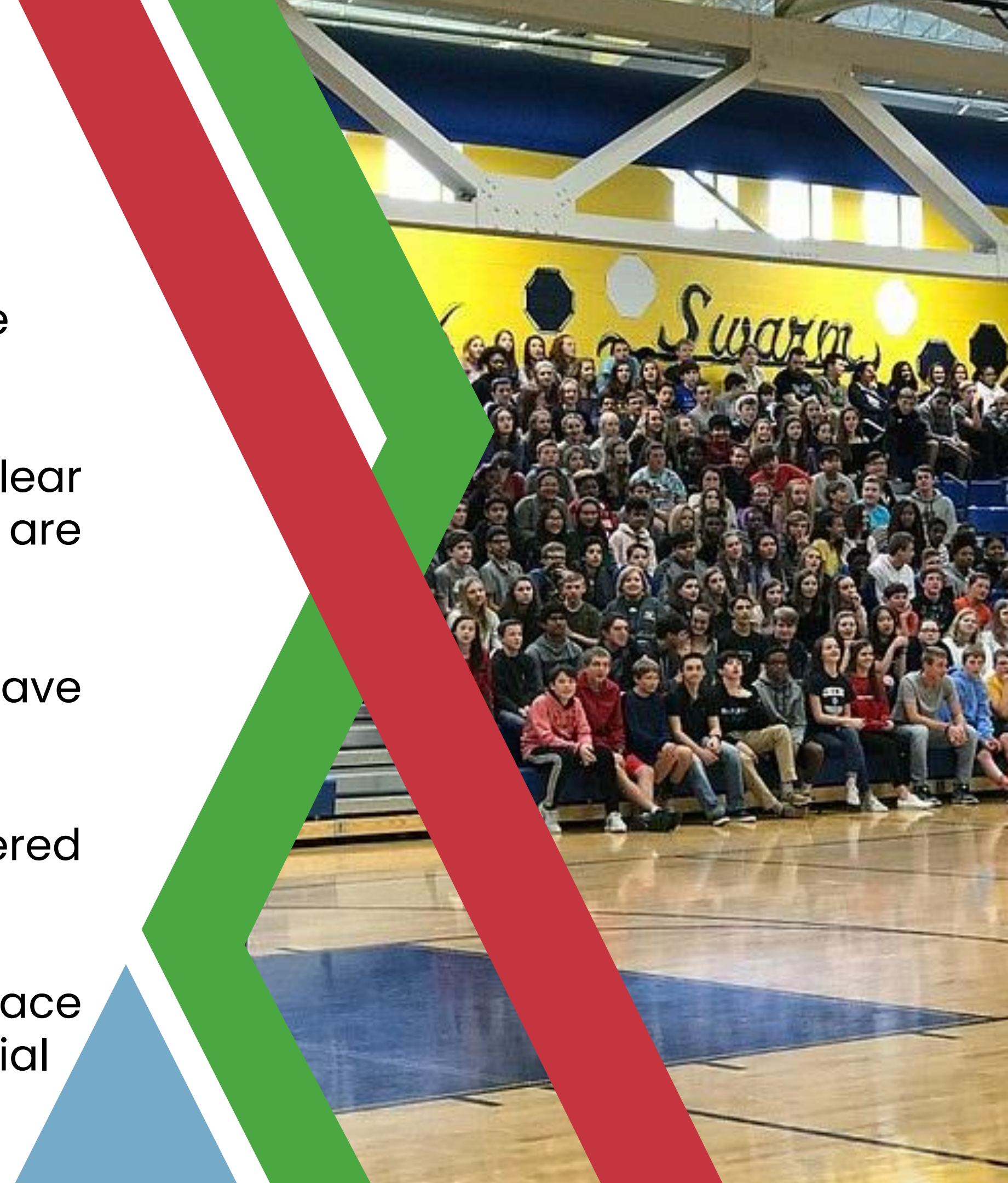




# Understanding Internal Usage Needs

Internal usage should always come before community usage

- The district and schools should have a clear understanding of what their events needs are
  - Athletics, Fine Arts, Clubs, Boosters, etc
- Establish timelines in which they should have events scheduled and planned
- Event logistics should always be considered before advertising the event to the public
- Departments should have budgets in place to cover extra fees for security and custodial

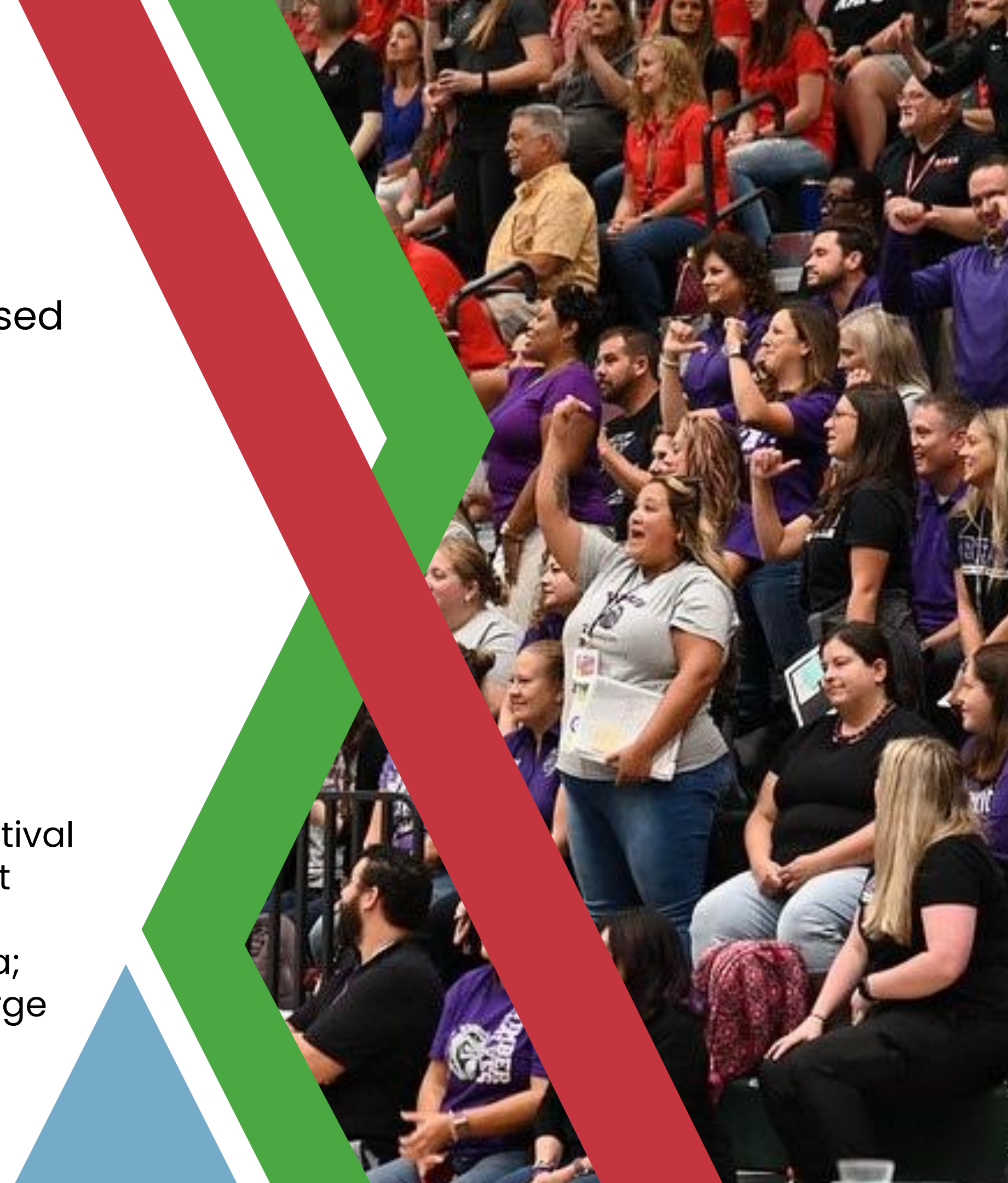




# Understanding Community Usage Wants

Community usage wants and needs will vary based on your community dynamics

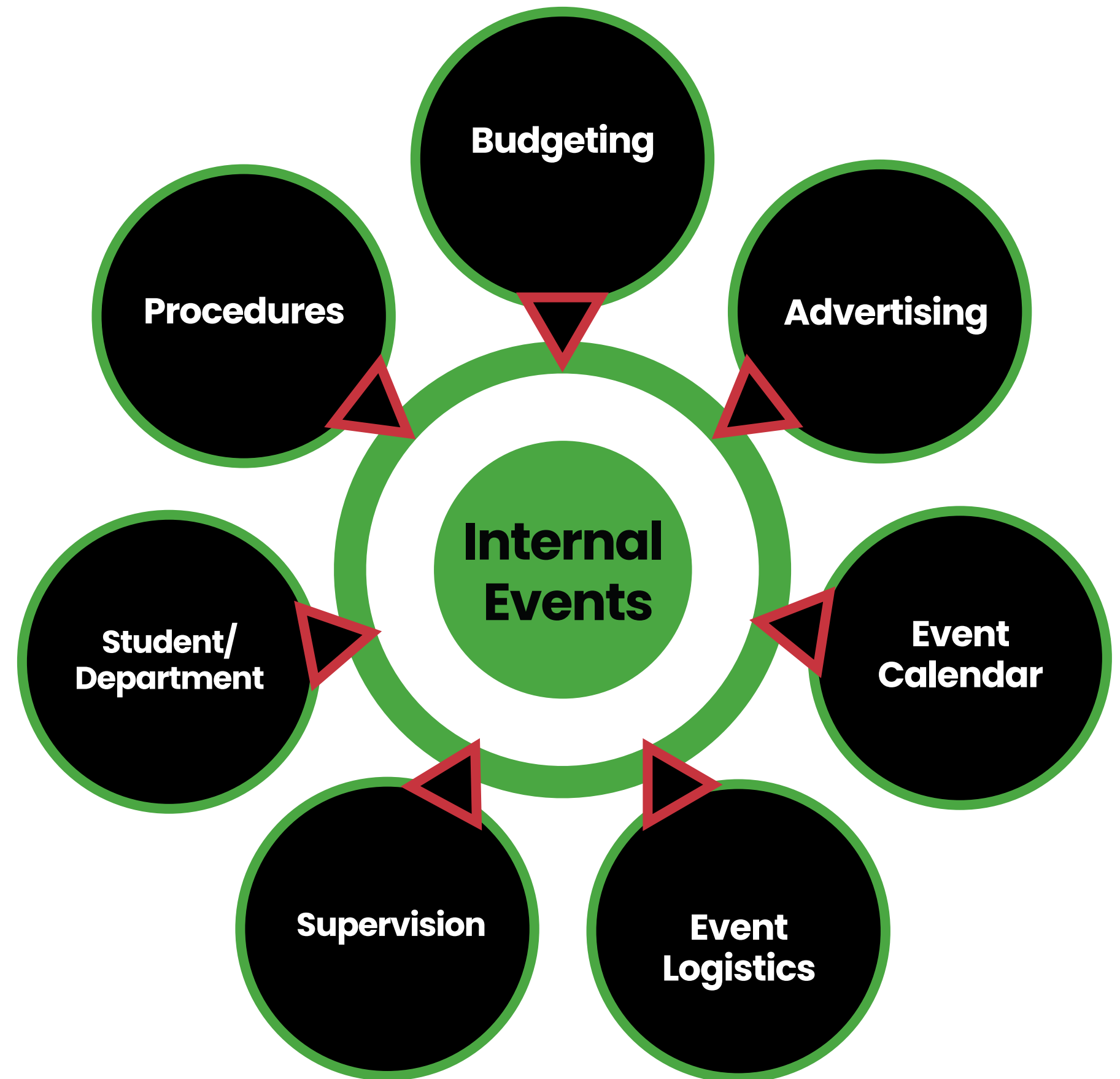
- Fort Mill is a sports community. FMSD supports many soccer and baseball clubs
- FMSD supports two city/town Rec departments with fields and gyms
- There are also many dance companies that FMSD supports with auditoriums for dance recitals
- The Town of Fort Mill hosts the annual Strawberry Festival and FMSD supports with event space for the pageant
- Learn new trends or populations moving to your area; Fort Mill has a growing Indian population that has large cultural events





# Making It Work for Internal Stakeholders

- Establish strong internal event/space usage procedures
- Outside of school board policy, district procedures for schools to follow to ensure successful and safe events
- Procedures for PTO/PTA/Booster events
- Procedures for Student Events
- Procedures for school-to-school usage
- Establish school “roles” for event approval



# Making It Work for Community Rentals

- Don't bend the policy
- Get rid of handshake and good ol' boy agreements
- Communicate to the schools the importance of allowing the community to use school facilities
- Allow the schools to have some input on the amount of community use







**Security**

**Event Staffing**

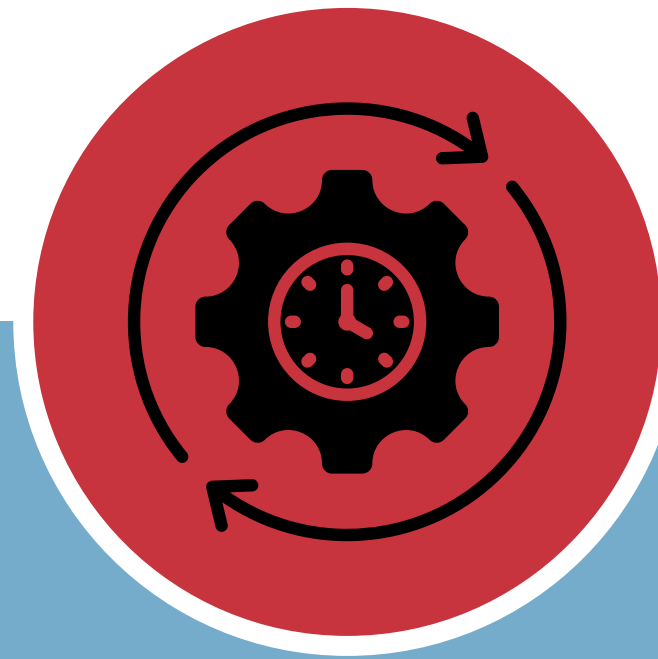
**Custodial**

**Food**

## **The Importance of Auxiliary Services for Facility Rentals**

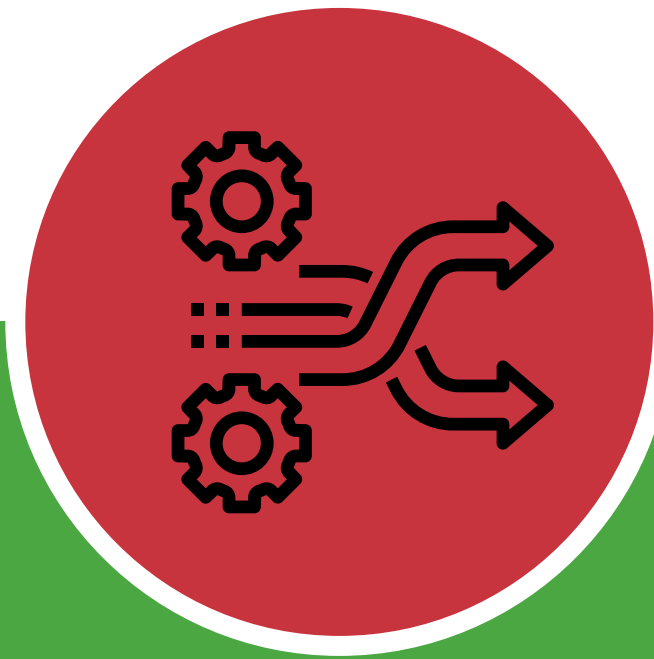
- Don't finalize a rental contract until you have all of the auxiliary services scheduled
- Make sure that the renter understands the costs associated with auxiliary services
- Control the auxiliary services as much as possible so that those employees are working for the district and not the renter
- Establish first right of refusal when it comes to food being served at events, either concessions or student nutrition catering

# **Sponsorship Rentals:** ***Making Everyone Happy***



## **Builds Relationships**

Allows athletic departments and other school departments to build relationships with outside organizations that can be beneficial to their programs



## **Treat the Event like a Rental**

Still treat the event as if it were a rental, , adhering to all policies so that logistics and liabilities are covered



## **Fundraising**

Schools should look at sponsorship rentals as fundraising opportunities. FMSD wants to help schools and programs find ways to raise additional funds so that our students benefit



# School to School Use of Facilities

**Scheduling**

**Security**

**Custodial**

**Event Staffing**

- Schools can share their facilities with feeder schools, allowing them to access the resources they may not have themselves, such as auditoriums or tracks.
- School-to-school use of facilities can also foster collaboration and build relationships between schools. By working together, schools can create a stronger sense of community and offer more enriching experiences for their students.
- Using schools should budget for pass-through costs such as security, custodial, and event staffing so that the school being used doesn't have to incur those costs or have a lack of service because of the outside school's event

# Are We Doing this for a Profit or as a Community Service?

Facility rentals should not be thought of as a profit-making endeavor. Revenue should be considered a benefit to the taxpayers as additional funds are given back to the schools by way of the general fund. Facility rentals support our students and staff!







## Financials for Rental Program for 2022–2023

### REVENUE

Regular Rental Revenue	\$183,740.63
Rental Revenue CAP	<u>155,420.00</u>
<b>TOTAL</b>	<b>\$339,160.63</b>

### EXPENSES

Salaries & Fringe Benefits	\$133,356.90
Communication/Technology	41,757.79
Custodial/Maintenance Repairs	6,118.40
Supplies	<u>47,543.10</u>
<b>TOTAL</b>	<b>\$228,776.14</b>

<b>Program Revenue</b>	<b>\$110,384.49</b>
<b>Sponsorship Revenue</b>	<b>\$8,545.00</b>

# **Understanding that Facility Usage Isn't Always a Perfect Process**

**Spaces  
Change**

**Communities  
Change**

**Usage  
Needs  
Change**

**Be Flexible and  
Willing to  
Change the  
Community  
Use Policiy**





Thank you for  
attending this  
session!

