

Facility Use Manual



School Board of St. Lucie County

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General Instructions for Facility Use

School Board Policy 9.30, Community Use of Facilities, requires that proper procedures are followed for use of school board facilities. The Facility Request form must be submitted on-line when an organization or individual requests a facility. The form is on-line at: <http://plato.stlucie.k12.fl.us/mis/facforms.nsf>. A Facility Use Agreement will be issued when all parties are in agreement with the proposed terms of the contract.

In all circumstances, the school Principal reserves the right to cancel an event within reasonable time.

Be sure to complete all information with special attention to the following:

- ✓ Name, address and e-mail address of organization or individual
- ✓ School or location requested
- ✓ Rooms being requested
- ✓ Dates of intended use (attach schedule if necessary)
- ✓ Time of use
- ✓ Insurance information (if applicable)
- ✓ Sales tax exemption number (if applicable)

Instructions for User Groups 1 and 3:

Requestors must forward the following documents to the Facilities Use Administrator at the Facilities Department at least **14 days** prior to the event. Failure to make a request at least 14 days prior to the requested use may result in the request being denied. Late requests from User Group 3 will also be subject to late fees. If the requestor pays for District Facility Use Insurance for a requested use, any subsequent cancellation of the use will not entitle the requestor to a refund of the amounts paid for Facility Use Insurance.

- ✓ 1 copy of the Facility Use Agreement
- ✓ 1 copy of the Certificate of Insurance (if applicable)
- ✓ 1 copy of the Tax Exemption Certificate (if applicable)
- ✓ Payment with invoice (if applicable) – total charges covering expenses for the use of the facility, including but not limited to an application fee, a facility use fee, a security and damage deposit, a staffing fee, an equipment use fee, sales tax, and the purchase of Facility Use Insurance, are due **14 days** prior to the event.

In addition, if requestors are submitting an appropriate General Liability Insurance Policy, they must fax a copy of the Certificate of Insurance to Risk Management at least 14 days before the first event. Risk Management will review the certificate to ensure that it meets the necessary requirements.

FAX: (772) 429-5522

Attention: Risk Management – Facility Use

Instructions for User Group 2:

Requestors must forward the following documents to the Facilities Use Administrator at the Facilities Use Department by the first of the current month in order to request facility usage for the subsequent month. All recurring facility usage requests must be for one month increments at the minimum but may be for longer increments. Failure to make a request by the first of the current month for the subsequent month or longer time increment may result in the request being denied. If the requestor pays for District Facility Use Insurance for a requested use, any subsequent cancelation of the use will not entitle the requestor to a refund of the amounts paid for Facility Use Insurance.

- ✓ 1 copy of the Facility Use Agreement
- ✓ 1 copy of Certificate(s) of Insurance (if applicable)
- ✓ Payment with invoice for purchase of Facility Use Insurance (if applicable)

In addition, requesters must fax a copy of their Certificate(s) of Insurance to Risk Management by the first of the current month in order to request facility usage for the subsequent month or longer increment of time. A User Group 2 requester must provide an appropriate General Liability Insurance Policy, if the requester is not purchasing Facility Use Insurance from the District. In addition, a User Group 2 requester must provide a copy of their Professional Liability Insurance Policy, if the requester is not a member of the Union. Risk Management will review each required certificate to ensure that it meets the necessary requirements.

FAX: (772) 429-5522
Attention: Risk Management – Facility Use

Contact Numbers:

Facility & Facility Use Contract Issues
Administrator Risk Management
Phone: 772-340-4819
FAX: 772-340-4848

Insurance Issues
Facilities Use
Phone: 772-429-5521
FAX: 772-429-5522

Supervision of students or other participants:

Supervision of students or other participants in activities conducted on St. Lucie County School Board (“SLCSB”) property by organizations or individuals using SLCSB facilities is the responsibility of the organization or individual. The following statements specify the responsibility of SLCSB staff in supervising students:

1. SLCSB employees are not responsible for supervising students not in attendance at school or students not authorized to participate in school sponsored activities.
2. SLCSB employees shall not be responsible for supervising students arriving on District premises earlier than 30 minutes before school sponsored activities begin or those remaining on District premises for longer than 30 minutes at the end of school sponsored activities.
3. Under no circumstances should parents or guardians rely on SLCSB employees to supervise students outside of the scope of Section 1003.31, Florida Statutes.
4. Instructional personnel conducting private, for-profit tutoring on District premises during non-school hours are not acting within the scope of their employment as SLCSB employees, and shall be solely, personally responsible for supervision of children being tutored.

User Groups and Fees

User Group 1 – School Based Activities

User Group 1 includes schools and school organizations that serve the students, parents, and teachers of the SLCSB. Examples: PTO groups, Band, Chorus, etc.

Fees & Insurance:

- None

User Group 2 – Instructional Personnel Providing Private, For-Profit Tutoring, During Non-School Hours

User Group 2 includes instructional personnel using school facilities during non-school hours to conduct private, for-profit tutoring services, so long as the requested use coincides with the normal operating hours of the individual school. This does not include instructional personnel working for a tutoring company or providing Supplemental Educational Services (“SES”) tutoring.

Fees & Insurance:

Full-time Instructional personnel using school facilities during non-school hours to conduct private for-profit tutoring services shall be exempt from use fees, including fees associated with general liability insurance or facility-use insurance”, as long as the requested use time coincides with the normal operating hours of the individual school. In order to prevent additional costs to the District, the District will not provide air conditioning for use that occurs outside of the normal air conditioning schedule. Professional liability insurance shall be required in accordance with the Facility Use Manual. All use of school facilities for tutoring shall comply with Board Policy 6.38. This provision does not apply to instructional personnel working for a tutoring company or providing Supplemental Educational Services (“SES”) tutoring.

User Group 3 - School Partnerships, Government, Community Agencies, Youth Athletic Leagues, Private Interest and Non-Government

User Group 3 includes the following:

A. Organizations whose services in the SLCSB result in student enrichment, such as: partners in education and youth organizations (boys and girls club, girl scouts, boy scouts etc.).

B. Includes recognized governmental and community agencies which provide programs for students and parents and are tax supported organizations. These groups include but are not limited to: city and county parks and recreation programs, professional development, state sponsored professional training, neighborhood watch, home owners associations, school alumni organizations and grant funded partnerships which provide before and after school tutoring or enrichment programs for SLCSB students.

C. Non-governmental youth athletic leagues whose enrollment is comprised of 75% St. Lucie County students or residents. In order to obtain this classification, verification of student participation may be required (student name, address and school attended).

D. Citizens, associations, clubs or other organizations who wish to use school facilities for commercial, profit or nonprofit purposes. Organization types include, but are not limited to: recreation, education, political, economic, artistic, adult athletics or non-SLCSB student athletics and faith or spiritual activities.

Fees & Insurance:

- Application fee of \$34 per invoice
- Change Request of approved facility use fee of \$34 (if applicable)
- Facility Use Fee
- Facility Use Insurance or Appropriate General Liability Policy
- Salary/Benefits Costs (if applicable)
- Equipment Use Fees (if applicable)
- Sales Tax
- Security and Damage Deposit (if applicable)
- Late Fees (if applicable; \$50 late fee if request is submitted less than 14 days but greater than 7 days prior to the proposed use or \$100 if request is submitted less than 7 days prior to the proposed use)

All group 3 users must complete an application and register as a vendor with the School District prior to rental.

Insurance Coverage Required for a Facility Use

The purpose of the Facility Use Insurance is to protect the St. Lucie County School Board against third party claims where the requester is the negligent party. THIS COVERAGE DOES NOT PROVIDE COVERAGE FOR BODILY INJURY, PROPERTY DAMAGE OR PERSONAL INJURY TO ANY PARTICIPANT. If a requester currently has a General Liability Policy with an A rated carrier with a \$1,000,000 per occurrence limit, then the purchase of the Facility Use Insurance from the SLCSB is not required. The requester must provide proof of the \$1,000,000 policy naming the School Board of St. Lucie County as the Certificate Holder and Additional Insured as follows:

School Board of St. Lucie County
327 NW Commerce Park Drive
Port Saint Lucie, FL 34986

Unless the certificate reads as above, the certificate will be denied.

In addition, User Group 2 requesters shall be required to provide an appropriate Professional Liability Insurance Policy in a form acceptable to the SBSLC, if the requester is not a member of the Union.

Staffing Fee

User Group 3 may incur staffing fees during the use of SLCSB property. Listed below are the hourly expenses (including benefits) that could be incurred and may be required during the agreement term. This expense will be included in the Facility Use Agreement. These expenses represent SLCSB personnel who may be performing specific duties during an event. They may provide: access to a facility, knowledge of security systems, security personnel (if required) and general contact information. If you are estimating the cost of an event, we recommend you include the fees you feel would be needed in your calculations.

<u>Positions</u>	<u>Rate with Benefits*</u>
Opener & Supervision	\$28.00 per hour
Custodian/Clerical	\$28.00 per hour
Paraprofessional	\$24.00 per hour
Technology/Video	\$40.00 per hour
School Food Service	\$25.00 per hour
Uniformed Security	\$35.00 per hour
Food Service Management	\$30.00 per hour
Instructional	\$35.00 per hour

If the user requires more services for an event because of over run of event time; understating of attendance or additional cleanup the add time, facility use fee or materials will be invoiced at the published rates.

Equipment Use Fee

User Group 3 may incur the following equipment costs during the use of SLCSB property:

Athletic Scoreboard	\$50.00 per event
A/V Screen	\$25.00 per event
Lectern/Podium	\$25.00 per event/per item
Microphone	\$25.00 per event/per item
P.A. System	\$25.00 per event
Piano	\$30.00 per event
Projectors	\$25.00 per event/per item
Risers (per set)	\$30.00 per event/per item
Spotlight	\$25.00 per event
Lab Fee	\$ TBD

- For other equipment not specifically identified, the cost will be determined by the Superintendent or designee.
- If approved by the school, temporary storage area for long term renters \$1/square foot per month,



Sales Tax

User Group 3 pays sales tax. A 6.5 % sales tax is charged on the following fees: rental, facility use, utilities and equipment unless an organization provides a valid Florida sales tax Certificate of Exemption to the Facility Use Administrator.

NOTE: A Federal Tax Exemption number does not apply to State of Florida Sales Tax Exemption.



Security and Damage Deposit

User Group 3 are required to pay a security and damage deposit. A Security and Damage Deposit for the following:

- First time requesters.
- Events larger than one hundred in attendance.
- Previous requesters with past damage or fee overruns.
- Events that may be subject to fee overruns or weather delays.

For those requiring a deposit a minimum Security and Damage Deposit of \$200.00 will be required. Higher deposits may be required based upon the directions of the Facility Use Administrator based upon estimated overrun or cleanup estimates. The School District will hold deposits for the length of the Facility Use Agreement. The deposit will be returned in full if no damage, replacement or overrun payment is required. Any additional services required or requested will be deducted from the deposit if not paid. The School District will provide receipts to the requester for proof of any overruns, repairs or replacements.



Outstanding Balances

Organizations or individuals with outstanding balances greater than 30 days shall not be permitted to lease facilities until the balance is reconciled. Past due notices will be mailed out and schools will be notified of those groups and individuals that have not paid.



Changes & Corrections of Invoices

Corrections or changes for existing charges must be verified by the school's Facility Use contact person and sent in writing by regular mail or via e-mail to the Facility Use Administrator. Any errors or discrepancies in an invoice that a requester discovers must be corrected prior to the facility use. Any adjustments to the invoice as a result of a deviation of the use during the event must be made within 30 days of its occurrence.

To cancel an event, an organization or individual **MUST** contact the school no later than one business day prior to the event taking place. For User Group 3, failure to timely cancel an event may result in the assessment of charges for the event. The school in turn will send notification to the Facility Use Administrator via e-mail.

The school Principal reserves the right to cancel an event within reasonable time.



Site Supervisors

All events must have an SLCSB employee designated by the school if the event occurs beyond the normal operating hours of the facility. This person must not be part of the event and is to be available in case of an emergency and to oversee the SLCSB site. The site administration will coordinate and determine the appropriate staffing to supervise the facility during the event and cleanup after the event based upon the intensity of the activity and the standard cleaning times for the area used. The work plan shall be included in the facility use approval and be provided to the site supervisor. The site supervisor will supervise and notify the requester if the plan is not followed and take appropriate action.

How do I submit a request for facility use?

If you have access to the **Internet**, please follow these steps:

1. Log on to the SLCSB district website, at: www.stlucie.k12.fl.us/
2. Click on the **District** tab
3. Click on the link for **Facility Use Application** (left side of page)
4. Click on “**Make Request for Facility Use**”
5. Follow Application Instructions
6. Click on “**Submit Request**” at the bottom of the form to submit the Facility Use form

If you do not have access to the Internet, please contact the District’s Facility Use Coordinator, who can assist you, at (772) 340-4819.

Facility Use Fee

The facility use fee covers the cost of utilities and some minor long term maintenance cost for minor use of facilities. All buildings are charged at hourly rates. Athletic and play fields are charged for a 3 hour block of time.

Facility Use Fees Table 1				
Facility/School	Room Identification	Room size (Sq. Feet)	Approximate Room Capacity (people)	New Hourly fee (rounded \$)
Allapattah Flats K8	Administration	School Use Only		
Allapattah Flats K8	Gym	10,423	417	\$ 85
Allapattah Flats K8	Cafeteria	9,453	378	\$ 84
Allapattah Flats K8	Band	2,064	83	\$ 79
Allapattah Flats K8	Media Center	1,096	44	\$ 79
Allapattah Flats K8	Classroom (Buildings #2 and #3)	850	34	\$ 79
Bayshore Elementary				
Bayshore Elementary	Administration	School Use Only		
Bayshore Elementary	Cafeteria	4,721	189	\$ 26
Bayshore Elementary	Media Center	560	22	\$ 23
Bayshore Elementary	Portable (Hybrids)	875	35	\$ 1
CA Moore Elementary				
CA Moore Elementary	Administration	School Use Only		
CA Moore Elementary	Cafeteria	6,694	268	\$ 37
CA Moore Elementary	Media Center	817	33	\$ 33
CA Moore Elementary	Portable	875	35	\$ 1
CA Moore Elementary	Portable (Hybrids)	875	35	\$ 1
Dale Cassens School				
Dale Cassens School	School Use Only	School Use Only		
Dan McCarty School				
Dan McCarty School	Administration	School Use Only		
Dan McCarty School	Gym	9,910	396	\$ 41
Dan McCarty School	Cafeteria	7,600	304	\$ 40
Dan McCarty School	Band	2,234	89	\$ 36
Dan McCarty School	Media Center	1,927	77	\$ 36
Dan McCarty School	Classroom(Bldgs 9,10,11,14 & 20)	1,000	40	\$ 35
Dan McCarty School	Portable	640	26	\$ 1
Delaware Avenue				
Delaware Avenue	School Use Only	School Use Only		

Facility/School	Room Identification	Room size (Sq. Feet)	Approximate Room Capacity (people)	New Hourly fee (rounded \$)
Fairlawn Elementary	Administration	School Use Only		
Fairlawn Elementary	Cafeteria	7,410	296	\$ 37
Fairlawn Elementary	Media Center	750	30	\$ 33
Fairlawn Elementary	Portable	640	26	\$ 1
 				
Floresta Elementary	Administration	School Use Only		
Floresta Elementary	Cafeteria	3,935	157	\$ 25
Floresta Elementary	Media Center	662	26	\$ 23
Floresta Elementary	Portable	640	26	\$ 1
 				
Forest Grove Middle School	Administration	School Use Only		
Forest Grove Middle School	Gym	9,964	399	\$ 39
Forest Grove Middle School	Cafeteria	8,040	322	\$ 37
Forest Grove Middle School	Band	2,356	94	\$ 34
Forest Grove Middle School	Media Center	1,157	46	\$ 33
Forest Grove Middle School	Classroom (Buildings #3,4 or 5)	900	36	\$ 33
Forest Grove Middle School	Portable	875	35	\$ 1
 				
Ft Pierce Central High	Administration	School Use Only		
Ft Pierce Central High	Gym (Aerobic, Weight, Wrestling	14,765	591	\$ 114
Ft Pierce Central High	Auditorium (Chorus, Band)	12,339	751	\$ 113
Ft Pierce Central High	Cafeteria (Cobra Café)	8,166	327	\$ 110
Ft Pierce Central High	Band	2,588	104	\$ 106
Ft Pierce Central High	Media Center (Community, Computer Labs Building #1, Classrooms Building #1)	616	25	\$ 105
Ft Pierce Central High	Classroom (Buildings #2 & 4, Computer Labs Building #4))	960	38	\$ 105
 				
Ft Pierce Magnet School of the Arts	Administration	School Use Only		
Ft Pierce Magnet School of the Arts	Auditorium	7,744	456	\$ 30
Ft Pierce Magnet School of the Arts	Cafeteria	2,686	107	\$ 27
Ft Pierce Magnet School of the Arts	Media Center	700	28	\$ 25
Ft Pierce Magnet School of the Arts	Classroom	1,000	40	\$ 26

Facility/School	Room Identification	Room size (Sq. Feet)	Approximate Room Capacity (people)	New Hourly fee (rounded \$)
Ft Pierce Westwood High	Administration	School Use Only		
Ft Pierce Westwood High	Gym	10,863	435	\$ 39
Ft Pierce Westwood High	Cafeteria	6,510	260	\$ 36
Ft Pierce Westwood High	Auditorium	6,305	371	\$ 36
Ft Pierce Westwood High	Media Center	1,887	75	\$ 33
Ft Pierce Westwood High	Band	1,736	69	\$ 33
Ft Pierce Westwood High	Choral	1,622	65	\$ 33
Ft Pierce Westwood High	Classroom (200, 300, 400, 500, 600, 700, 800 or 900)	825	33	\$ 33
Ft Pierce Westwood High	Portable	875	35	\$ 1
FPWWHS Marine Oceanographic Academy	(MOA)	School Use Only		
FK Sweet Elementary	Administration	School Use Only		
FK Sweet Elementary	Cafeteria	3,735	149	\$ 51
FK Sweet Elementary	Classrooms (School Use Only)	School Use Only		
FK Sweet Elementary	Media Center	583	23	\$ 49
FK Sweet Elementary	Portable	875	35	\$ 1
Garden City Elementary	Cafeteria	6,332	253	\$24
Garden City Elementary	Media Center	1,105	44	\$ 21
Garden City Elementary	Music Room	1,485	59	\$ 21
Garden City Elementary	Classrooms (100, 500, 600 wing)	980	39	\$ 21
Garden City Elementary	Two Story Building	12,117		\$ 28
Garden City Elementary	Portable	875	35	\$ 1
Lakewood Park Elementary	Cafeteria	3,935	157	\$ 30
Lakewood Park Elementary	Media Center	662	26	\$ 28
Lakewood Park Elementary	Portable	875	35	\$ 1
Lakewood Park Elementary	Portable (Hybrids/Modulars)	875	35	\$ 1
Lawnwood Elementary	Administration	School Use Only		
Lawnwood Elementary	Cafeteria	3,257	130	\$ 15
Lawnwood Elementary	Media Center	750	30	\$ 5
Lawnwood Elementary	Classrooms	875		\$13
Lawnwood Elementary	Portable	875	35	\$ 1

Facility/School	Room Identification	Room size (Sq. Feet)	Approximate Room Capacity (people)	New Hourly fee (rounded \$)
Lincoln Park Academy	Administration	School Use Only		
Lincoln Park Academy	Gym	11,583	463	\$ 64
Lincoln Park Academy	Auditorium	9,493	558	\$ 62
Lincoln Park Academy	Cafeteria	10,537	421	\$ 63
Lincoln Park Academy	HS Band	1,903	76	\$ 58
Lincoln Park Academy	Keyboarding (Bldg35 Room 017)	197	8	\$ 56
Lincoln Park Academy	Bldg. 36 MS Band Room	2,963	119	\$ 58
Lincoln Park Academy	Classroom Bldg. 37 MS 1st Floor	School Use Only		
Lincoln Park Academy	Classroom Bldg. 37 MS 2nd Fl.	School Use Only		
Lincoln Park Academy	Classroom Bldg. 32 HS 2nd Floor	850	34	\$ 57
Lincoln Park Academy	Orchestra (Bldg. 35)	1,903	76	\$ 58
Lincoln Park Academy	HS Choral (Rm 033)	1,188	48	\$ 57
Lincoln Park Academy	Classroom Bldg. 32 HS 1st Floor/Comp 401	850	34	\$ 57
Lincoln Park Academy	Media Center	5,962	238	\$ 60
Manatee Academy K8	Administration	School Use Only		
Manatee Academy K8	Gym	9,675	387	\$ 85
Manatee Academy K8	Cafeteria	6,231	249	\$ 83
Manatee Academy K8	Choral	1,624	65	\$ 80
Manatee Academy K8	Classroom (Elementary)	850	34	\$ 79
Manatee Academy K8	Classroom (Middle)	970	39	\$ 79
Manatee Academy K8	Media Center	597	24	\$ 79
Manatee Academy K8	Portable	875	35	\$ 1
Mariposa Elementary	Administration	School Use Only		
Mariposa Elementary	Media Center	597	24	\$ 29
Mariposa Elementary	Cafeteria	6,196	248	\$ 33
Mariposa Elementary	PTO Room 100-126	850	34	\$ 29
Mariposa Elementary	Portable	875	35	\$ 1
Morningside Elementary	Administration	School Use Only		
Morningside Elementary	Cafeteria	3,935	157	\$ 28
Morningside Elementary	Media Center	1,022	41	\$ 26
Morningside Elementary	Portable	875	35	\$ 1

Facility/School	Room Identification	Room size (Sq. Feet)	Approximate Room Capacity (people)	New Hourly fee (rounded \$)
Northport K-8	Administration	School Use Only		
Northport K-8	Portable	875	35	\$ 1
Northport K-8	Portable (Hybrids/Modulars)	875	35	\$ 1
Northport K-8	Gym	9,319	373	\$ 22
Northport K-8	Cafeteria	8,772	351	\$22
Northport K-8	Band	2,041	82	\$ 17
Northport K-8	Media Center	1,091	44	\$17
Northport K-8	Classroom	970	39	\$ 17
 				
Oak Hammock K-8	Administration	School Use Only		
Oak Hammock K-8	Gym	10,600	424	\$ 85
Oak Hammock K-8	Cafeteria	10,085	403	\$ 85
Oak Hammock K-8	Band	2,400	96	\$ 80
Oak Hammock K-8	Media Center	1,144	46	\$ 79
Oak Hammock K-8	Classroom (Bldg. 1 or 2)	850	34	\$ 79
 				
Palm Pointe K-8	Administration	School Use Only		
Palm Pointe K-8	Cafeteria	10,085	403	\$ 85
Palm Pointe K-8	Band	1,981	79	\$ 79
Palm Pointe K-8	Choral	1,479	59	\$ 79
Palm Pointe K-8	Media Center	1,144	46	\$ 79
Palm Pointe K-8	Classroom	850	34	\$ 79
 				
Parkway Elementary	Administration	School Use Only		
Parkway Elementary	Cafeteria	4,566	183	\$ 25
Parkway Elementary	Media Center	1,047	42	\$ 23
Parkway Elementary	Portable	875	35	\$ 1
 				
Port St. Lucie Elementary	(Fully leased NOT Available)			

Facility/School	Room Identification	Room size (Sq. Feet)	Approximate Room Capacity (people)	New Hourly fee (rounded \$)
Port St. Lucie High School	Administration	School Use Only		
Port St. Lucie High School	Gym (including wrestling & weight rooms)	11,589	464	\$ 72
Port St. Lucie High School	Cafeteria	7,977	319	\$70
Port St. Lucie High School	Auditorium	7,245	426	\$ 69
Port St. Lucie High School	Band	2,210	88	\$ 66
Port St. Lucie High School	Choral	1,641	66	\$ 65
Port St. Lucie High School	Media Center (Comp. Lab)	1,149	46	\$ 65
Port St. Lucie High School	Classroom (Comp. Labs 223, 226, 930, 941, 100, 300, 400, or 900 wing)	700	28	\$ 65
Port St. Lucie High School	Portable/Hybrids	875	35	\$ 1
Separator				
Rivers Edge Elementary	Administration	School Use Only		
Rivers Edge Elementary	Cafeteria	3,916	157	\$ 25
Rivers Edge Elementary	Media Center	885	35	\$ 23
Rivers Edge Elementary	Portable	875	35	\$ 1
Separator				
Samuel Gaines Academy K-8	Administration	School Use Only		
Samuel Gaines Academy K-8	Gym	10,600	424	\$ 85
Samuel Gaines Academy K-8	Cafeteria	10,085	403	\$ 85
Samuel Gaines Academy K-8	Band	2,000	80	\$ 79
Samuel Gaines Academy K-8	Media Center	1,144	46	\$ 79
Samuel Gaines Academy K-8	Classroom (Bldg. 2 or 5)	850	34	\$ 79
Separator				
St. Lucie Elementary	Administration	School Use Only		
St. Lucie Elementary	Cafeteria	3,955	158	\$ 28
St. Lucie Elementary	Choral	School Use Only		
St. Lucie Elementary	Portable	875	35	\$ 1
St. Lucie Elementary	Media Center	700	28	\$ 25
Separator				
St. Lucie West K-8	Administration	School Use Only		
St. Lucie West K-8	Cafeteria	12,104	484	\$ 56
St. Lucie West K-8	Gym	10,434	417	\$ 55
St. Lucie West K-8	Band	2,001	80	\$ 50
St. Lucie West K-8	Portable	875	35	\$ 1
St. Lucie West K-8	Classroom (Bldg. 5,6,7 or 8)	900	36	\$ 49

Facility/School	Room Identification	Room size (Sq. Feet)	Approximate Room Capacity (people)	New Hourly fee (rounded \$)
St. Lucie West Centennial	Administration		School Use Only	
St. Lucie West Centennial	Eagles Nest		School Use Only	
St. Lucie West Centennial	Gym	17,786	711	\$ 76
St. Lucie West Centennial	Auditorium	9,181	540	\$ 70
St. Lucie West Centennial	Cafeteria	7,519	301	\$ 69
St. Lucie West Centennial	Band	2,739	110	\$ 66
St. Lucie West Centennial	Choral	1,596	64	\$ 65
St. Lucie West Centennial	Media Center	3,806	152	\$ 67
St. Lucie West Centennial	Classroom (Bldg. C,D,E,F,H,I,J,K,O,P,Q or R)	700	28	\$ 65
St. Lucie West Centennial	Portable/Hybrids	875	35	\$ 1
Savannah Ridge Elementary	Administration		School Use Only	
Savannah Ridge Elementary	Cafeteria	6,494	260	\$ 36
Savannah Ridge Elementary	Portable	875	35	\$ 1
Savannah Ridge Elementary	Media Center	759	30	\$ 33
South County Compound	Maintenance/Facilities		School Use Only	
South County Compound	OT/PT Department		School Use Only	
South County Compound	Stores & Distribution		School Use Only	
South County Compound	South County Transportation		School Use Only	
South County Stadium	South County Stadium		School Use Only	
Southern Oaks Middle	Gym	11,872	475	\$ 40
Southern Oaks Middle	Cafeteria	8,655	346	\$ 38
Southern Oaks Middle	Choral	3,217	129	\$ 34
Southern Oaks Middle	Media Center	1,166	47	\$ 33
Southern Oaks Middle	Classroom (Bldg. 5,6,7 or 8)	900	36	\$ 33
Southern Oaks Middle	Portable	875	35	\$ 1
Southport Middle School	Administration		School Use Only	
Southport Middle School	Gym	9,964	399	\$ 43
Southport Middle School	Cafeteria	8,040	322	\$ 41
Southport Middle School	Band	2,356	94	\$ 38
Southport Middle School	Media Center	911	36	\$ 37
Southport Middle School	Classroom (Bldg. 3.4 or 5)	900	36	\$ 37
Southport Middle School	Portable	875	35	\$ 1

Facility/School	Room Identification	Room size (Sq. Feet)	Approximate Room Capacity (people)	New Hourly fee (rounded \$)
Treasure Coast High	Administration	School Use Only		
Treasure Coast High	Cafeteria	8,166	327	\$ 97
Treasure Coast High	Gym (including wrestling & weight rooms)	14,690	588	\$ 101
Treasure Coast High	Auditorium	12,770	751	\$ 100
Treasure Coast High	Band	2,600	104	\$ 93
Treasure Coast High	Choral	1,431	57	\$ 93
Treasure Coast High	Media Center-Classroom Bldg. 1	1,337	53	\$92
Treasure Coast High	Classroom (Bldg. 2 or 4)	960	38	\$ 92
Village Green Env. Studies	Administration	School Use Only		
Village Green Env. Studies	Cafeteria	4,721	189	\$ 26
Village Green Env. Studies	Portable	875	35	\$ 1
Village Green Env. Studies	Media Center	550	22	\$ 23
Weatherbee Elementary	Administration	School Use Only		
Weatherbee Elementary	Cafeteria	3,920	157	\$ 30
Weatherbee Elementary	Media Center	885	35	\$ 28
Weatherbee Elementary	Portable	875	35	\$ 1
West Gate K-8	Administration	School Use Only		
West Gate K-8	Gym	10,600	424	\$ 86
West Gate K-8	Cafeteria	10,085	403	\$ 85
West Gate K-8	Band	2,000	80	\$ 80
West Gate K-8	Media Center	1,144	46	\$ 80
West Gate K-8	Classroom	850	34	\$ 79
White City Elementary	Administration	School Use Only		
White City Elementary	Cafeteria	3,735	149	\$ 23
White City Elementary	Portable/Hybrids	875	35	\$ 1
White City Elementary	Media Center	750	30	\$ 21
Windmill Point Elementary	Administration	School Use Only		
Windmill Point Elementary	Cafeteria	4,721	189	\$ 19
Windmill Point Elementary	Portable/modulars	875	35	\$ 1
Windmill Point Elementary	Media Center	550	22	\$ 16

Facility/School	Room Identification	Room size (Sq. Feet)	Approximate Room Capacity (people)	New Hourly fee (rounded \$)
Athletic Fields	Large Mobile Bleachers (see note 9)			\$200/day
Athletic Fields	Staffing per employee			\$35
Athletic Fields	Elementary Sports Fields w/o lights			\$35 for 3 hours
Athletic Fields	additional hours per field			\$10 /hour
Athletic Fields	HS Sports Fields w/o lights			\$50 for 3 hours
Athletic Fields	additional hours per field			\$10 /hour
Athletic Fields	PSLHS Stadium Field unlit			\$75 for 3 hours
Athletic Fields	PSLHS Stadium Field additional hours unlit			\$20/ hour
Athletic Fields	PSLHS Stadium lights			\$20/hour

Notes

1. The cost for facility = (HVAC cost + lighting cost + water & sewer cost)* 2% estimated cost for supplies
= [Chiller size (tons) *1.03 kW/Ton* \$0.1275/1000 kW +4 watts* Bldg. SF*0.1275 watts/SF*1 kW/1000 watts +Bldg. SF *0.02 gal/SF x\$0.013/SF] *1.02
2. Previous cost for electric in item 3 below and \$34 application fee.
3. Sewer and water estimate is based upon 0.02 gallon/hour per SF for use, and water and sewer rate of \$ 0.013 /gallon combined water and sewer rate.
4. Cost for electric based upon minimum chillers running for one hour plus 4 watts per square foot for lighting (allowing use of corridors and walkways).
5. Cost for long term maintenance is estimated at 20% of the hourly rental rate.
6. For high intensity uses the custodial supplies will be estimated by the District staff and additional fee may be charged.
7. High intensity user will determined by the Superintendent, or designee based upon number of people or intensity of the use.
8. For long term users, if site storage is available that does not disrupt the school use, then cost is minimum rate of \$2/square feet per month.
9. Field use estimated at 1.0 hours per use for checking conditions.
10. 50% of bleacher fee returned to the school.
11. For Athletic field use, turf proper management must be considered to promote healthy turf to prevent athletic injuries of students.

NOTICE OF NON-DISCRIMINATION AND SECTION 504 COMPLIANCE

THE SCHOOL BOARD OF ST. LUCIE COUNTY, FLORIDA, does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or marital status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries and complaints regarding the School Board's non-discrimination policies:

Non-Discrimination Policy Inquiries and Complaints by Students, Parents, Applicants for Admission to School, and all others except Employees and Applicants for Employment:

DIRECTOR OF STUDENT SERVICES
School Board of St. Lucie County, Florida
4204 Okeechobee Road
Fort Pierce, Florida 34947
Telephone: (772) 429-4510
Facsimile: (772) 429-4528
E-mail:
SS-GRV@stlucieschools.org

Non-Discrimination Policy Inquiries and Complaints by Employees and Applicants for Employment:

ASSISTANT SUPERINTENDENT OF HUMAN RESOURCES
School Board of St. Lucie County, Florida
4204 Okeechobee Road
Fort Pierce, Florida 34947
Telephone: (772) 429-7508
Facsimile: (772) 429-7510
E-mail:
EMP-GRV@stlucieschools.org

Inquiries and Complaints under SECTION 504 OF THE REHABILITATION ACT OF 1973 should be directed to the School Board's Section 504 Compliance Officer, the Director of Student Services, contact information listed above.

If due to a disability you need special accommodations to receive School Board information or to participate in School Board functions, call (772) 429-3600 and ask for the School Board Secretary. Telecommunications Device for the Deaf (TDD) phone (772) 429-3919.