



MEMO

DATE: February 23, 2009

TO: Jackson Zimmermann, Pam Moran, Bruce Benson, Carole Hastings

FROM: Kimberly Rhodes

RE: Proposal to Amend Community Use of School Facilities Policy (KG) and Increase Fees

Policy KG, Community Use of School Facilities, sets forth the guidelines for use of our schools. The School Board believes in the full and best possible utilization of the physical facilities belonging to the citizens of the County. To achieve this end, the use of school facilities for school and student-related activities as well as by outside organizations and groups shall be encouraged when these activities will not interfere with the educational program in the schools.

Safety of citizens, students, and employees and care of school property shall be primary considerations in the use of school facilities. The Superintendent or designee reserves the right to deny usage or terminate an existing contract. Failure to pay promptly all rental charges or damages may be considered sufficient grounds for refusal to grant further use of school property to an applicant.

In the past 7 years, this policy has been amended once to increase custodial fees. However, there are areas where this policy needs to be updated to compensate for the rising energy costs and increasing demand for our facilities. In order for our division to keep our facilities operating at a high level of efficiency for both our students and our community, the following is being proposed beginning January 1, 2010:

- Charge custodial fees any time a group continues past a custodian's regular work day (to include weeknights);
- Increase fees (see attached);
- Charge for use of our parking lots;

- Charge for use of our tracks.

Policy currently states that there is a minimum personnel charge of 3 hours for custodial services or food services workers for after hours use. Even though this is stated in policy, it has not been enforced. I propose that beginning January 1, 2010, this minimum time be enforced and implemented consistently across all rentals of our facilities.

Charges for use of the parking lot would only be incurred by those groups that specifically request the parking lot. Groups that use the facility will not be charged for the parking lot unless they request it along with the building.

Not only would these amendments help offset the increase in energy costs and reflect actual costs associated with building rental, it has the potential to generate more revenue for our schools and the division. Each school receives 40% from the use of their facilities. Using the 2007-08 fiscal year for comparison, increasing the fees would mean a division total increase in revenue of 61% with schools experiencing a median increase of 62% for facilities.

By increasing our facility use fees, we become more comparable to other school divisions. The attached spreadsheet outlines current fees and proposed fees. The proposed fees are in line with other fees charged by other school divisions.

I would be happy to discuss this proposal and the projected impact it will make on our division. If you have any questions or comments, feel free to contact me.

Kimberly Rhodes
Albemarle County Public Schools
Department of Fiscal Services



Facility:	Albemarle County	
	CURRENT	***PROPOSED***
Auditorium:	\$ 36.00	\$ 50.00
Blackbox Theatre:	\$ 8.00	\$ 15.00
Cafeteria:		
Elementary Cafeteria	\$ 10.00	\$ 20.00
Middle Cafeteria	\$ 15.00	\$ 25.00
High School Cafeteria	\$ 15.00	\$ 25.00
Cafeteria w/kitchen:		
Elementary Cafeteria w/kitchen (Food Services Associate Required)	\$ 25.00	\$ 35.00
Middle Cafeteria w/kitchen	\$ 30.00	\$ 40.00
High School Cafeteria w/kitchen	\$ 30.00	\$ 40.00
Classroom:	\$ 8.00	\$ 15.00
Forum:	\$ 15.00	\$ 20.00
Gathering Area:	\$ 8.00	\$ 10.00
Gymnasium:		
Elementary Gymnasium	\$ 15.00	\$ 20.00
Middle Gymnasium	\$ 15.00	\$ 30.00
High School Gymnasium	\$ 35.00	\$ 45.00
High School Gymnasium w/locker rooms:	\$ 50.00	\$ 60.00
Media Center:	\$ 11.00	\$ 25.00
Multi-Purpose Fields:	\$ 10.00	\$ 25.00
Parking Lot:		
Elementary and Middle		\$ 10.00
High		\$ 10.00
Performing Arts Center:		
Small Gymnasium:	\$ 10.00	\$ 15.00
Tennis Courts:		\$ 10.00
Track:		\$ 10.00
Personnel:		
Custodial Services (per hour):	\$ 25.00	\$25 (Requires 3 hours)
	Billed through Food	Billed through Food
Food Service Services (per hour):	Services	Services
Lighting Technician (per hour):	\$ 15.00	\$ 15.00
Student Lighting Technician (per hour):	\$ 8.00	\$ 8.00