

FACILITY USE INFORMATION

DEPARTMENT: Construction Management

PROCEDURE: Rental of School Facilities

Purpose: To supplement the “Community Use of School Facilities” policy in the District Policy Manual (pages 267-268)

Work Flow:

1. The “Rental Contract for use of School/Facility” must be completed by the user at least two weeks prior to the required use.
2. The lessee must provide a certificate of insurance for General Tort Liability in a minimum amount of \$1,000,000 naming the District as an additional insured unless a waiver of insurance is approved by the Chief Financial Officer. Depending on the nature of the activity, the Chief Financial Officer may increase the required amount.
3. The principal or his designee will complete the “Estimated Charges” based on the district approved schedule of fees, which will include a site supervisor and custodial services. (A Custodial Supervisor is required for Profit organizations. The amount of time is based on the event and determined by the site supervisor.) The contract must be signed by the user (lessee) and approved by the principal.
4. Activities that could reasonably be considered an extension of the school day, parent-teacher organizations/associations and booster clubs will not be charged for facility use.
5. Any deviation from the fee schedule or the exceptions outlined in paragraph 4 must be submitted in writing to the Chief Financial Officer.
6. Due to potential liability issues, a district employee must be present during the contracted rental period. A representative from the security company (under contract with the district) may also be required.
7. The original contract form will be maintained by the Office of Procurement Services with a copy of the insurance certificate attached (if applicable).
8. Charges in accordance with the amounts shown in the approved contract must be paid in advance of use. Checks should be made payable to Horry County Schools and should be submitted to the principal or his designee for deposit and processing.
9. Funds received will be deposited in the district’s depository account. The building rental amount will be split between funds 1000 and 7200; the field rental amount will be split between funds 2403 and 7017. A copy of the approved Rental Contract must be attached to the revenue summary. The following accounts will be used on the receipt and the school’s revenue summary:

1000.000.001910.XXXX.4900	50% of Building Rental Fee
7200.000.001910.XXXX.9999	50% of Building Rental Fee
7017.000.001910.XXXX.9999	25% of Field Rental Fee
2403.000.001910.XXXX.4900	75% of Field Rental Fee
1000.000.001999.XXXX.4901	Site Supervisor and/or Custodian Fee
1000.000.001999.XXXX.4902	Security Fee
6300.000.001999.XXXX.4903	Nutrition Services Manager/Worker Fee

Exception to #9 – Myrtle Beach Auditorium:

If an outside vendor is renting the Myrtle Beach Auditorium, cash receipts will be entered as follows:

2497.000.001910.0010.0000	50% of Rental Fee
7200.000.001910.0010.9999	50% of Rental Fee
2497.000.001999.0010.0000	Site Supervisor and/or Custodian Fee
2497.000.001999.0010.0000	Security Fee

10. The school will be responsible for keying all Positive Pay for all employees* who are to be paid for services rendered during the use of the school facility. (A classified employee will be paid at his/her regular rate of pay unless the employee is eligible for overtime. In these cases, the employee will be paid at one and one-half times their regular rate of pay. A professional employee will be paid \$40.00 per hour.) These earnings are subject to all applicable withholdings. Employees shall not be paid directly by the user for services rendered. Payment must be made through the payroll office of the school district. *Positive Pay for custodial staff will be keyed by facilities staff.

11. The following accounts will be used on the Positive Pay form for support employees:

1000.233.132000.XXXX.4901	Site Supervisor
1000.254.132000.XXXX.4901	Custodian
6300.256.132000.XXXX.4903	Nutrition Services Manager/Worker

Myrtle Beach Auditorium:

2497.233.132000.0010.0800	Site Supervisor
2497.254.132000.0010.0800	Custodian

12. If security services are required for the event and the services are provided by a non-employee of the school district (law enforcement agency with appropriate jurisdiction or security company as contracted with the District), payment will be made to the appropriate agency. A purchase order is required. It is important that the school is aware of the cost of these services in order to charge the user appropriately for the service provided. **Under no circumstances should an imprest check be issued to the officer.** The following account will be used on the purchase order:

1000.258.395000.XXXX.4902	Security
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Myrtle Beach Auditorium:

2497.258.395000.0010.0800	Security
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13. If it is deemed necessary by the principal that a school administrator must be present based on the type of function being held and/or the size of the audience expected; his/her time may also be submitted on the Positive Pay form. The administrator will be paid \$40.00 per hour. A copy of the approved contract must be attached to the Positive Pay form as documentation and explanation of the additional pay being requested. Employees shall not be paid directly by the user for services rendered. Payment must be made through the payroll office of the school district.

14. The following account will be used on the "Variance Report for Employee's Workweek" for administrative employees:

1000.233.132000.XXXX.4901	Administrator
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Myrtle Beach Auditorium:

2497.233.132000.0010.0800	Administrator
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Contact Information:

John Gardner 843-488-6896 email: jgardner@horrycountyschools.net

EFFECTIVE DATE: 03/17/16; account numbers corrected 12/6/2019; 5/23/2022

APPROVAL: John Gardner
Chief Financial Officer

FEE SCHEDULES

HORRY COUNTY USE OF FACILITIES

FACILITIES

Area	Community Rates Per Hour	Commercial Rates Per Hour
Mini-Auditorium	\$35.00	\$60.00
Commons Area	\$45.00	\$75.00
Auditorium*	\$45.00	\$75.00
Kitchen	\$45.00	\$75.00
Classroom	\$15.00	\$25.00
Media Center	\$35.00	\$60.00

*Does not apply to Myrtle Beach HS Auditorium

MYRTLE BEACH HS AUDITORIUM

**4 Hour Minimum Rental
\$150 Each Additional Hour**

Rental is based on whether or not the business or individual is a resident of Horry County

Resident	NON-Resident
\$1,320.00	\$1,800.00

ATHLETIC FACILITIES

Area of Facility	Community Rates Per Day	Commercial Rates Per Day
Tennis Courts	\$300.00	\$500.00
CHS Track**	\$600.00	\$1,000.00
Practice Fields	\$210.00	\$350.00
Baseball Field	\$360.00	\$600.00
Softball Field	\$360.00	\$600.00
Football Stadium***	\$3,300.00	\$5,500.00
Gymnasium	\$400.00	\$675.00

PERSONNEL FEES

Position	Per Hour
Custodial Worker	\$31.00
Nutrition Services Worker	\$31.00
Custodial Supervisor	\$37.00
Nutrition Service Manager	\$39.00
Site Supervisor****	\$53.00
Game Management	\$40.00
Security Services – Armed	Per contract
Security Services – Unarmed	Per contract
Non-District Employee	\$17.00

** CHS Track is separate facility; all other tracks are within the Football Stadium and are rented at the indicated stadium rate.

*** Includes North Myrtle Beach Middle School

**** Required

Community rates are available to governmental agencies, civic organizations, religious organizations, and organizations with a 501(C)3 status.

Sports Tourism

Fees for Sports Tourism events are established through the applicable Memorandum of Understanding.

FACILITY USE GUIDELINES

- A Facilities Rental Agreement Form **MUST** be completed for every facility rental and proof of insurance must be provided.
- Use FS DIRECT for scheduling all athletic facility rentals and/or school use. FS Direct must be updated with any changes to the rental schedule.
- Facilities may be rented with the approval of the principal. Athletic facilities may be rented with the approval of the principal and athletic director.
- A Site Supervisor and Custodian **are required** for the rental of all facilities. Site supervisors will make all final decisions concerning field conditions and additional staffing or security.
- Kitchen area rentals require a Nutrition Services staff member be present for the duration of the rental.
- All rates are computed on a 6-hour rental day. Only full-day or half-day rentals are allowed. Rental in excess of 6 hours will be billed at according to the fee schedule.
- Community rates are available to governmental agencies, civic organizations, religious organizations, and organizations with a 501(C)3 status.

FEE WAIVERS

- **FACILITIES:** There will be **NO** reduction or waiver of fee/rates unless approved by the Chief Financial Officer.
- **ATHLETIC FACILITIES:** There will be **NO** reduction or waiver of fee/rates unless approved by the District Athletic Director first and then by the Chief Financial Officer.