

San Marino Unified School District  
Maintenance and Operations  
Memorandum

To: Loren Kleinrock, Superintendent  
From: Jim Fahey, Director of Maintenance and Operations  
Re: Proposed Increase in Use of Facilities Fees - First Reading  
Date: May 28, 2019

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The Board of Education will review and discuss the proposed increase in the use of facilities fee schedule in order to cover the District's operational costs.

Current District Use of Facilities Fees and District Costs

Currently, the District's use of facilities fees are primarily based on the Board-approved document from September, 2011. The document only addresses the use of fields and gyms, and most importantly, the fees do not cover the District's actual costs, nor does it address custodial overtime costs. The District is losing money on providing access to its facilities by community groups, many of which are non-profit organizations. SMCAA has a reduced rate of \$20.00 per hour in the agreement. The City of San Marino has a facilities fee agreement of \$24.62 per hour under their current agreement with the District.

In accordance with Board Policy 1330, a custodian is required to be on-site during the use of a facilities. When community user groups use the facilities on non-school days the average overtime rate for a custodian is \$45.00 per hour. In order to cover its actual costs, in addition to the use of facilities fees, and a custodial charge to cover the salary and benefits for the on-site staff will need to be charged.

Development of Proposed Community Use Fee Schedules

In the development of the proposed new Community Use Fee Schedule, fee schedules were gathered from San Gabriel USD, Temple City USD, Pasadena USD, Alhambra USD and South Pasadena USD. A combined average hourly rate was calculated for individual locations and facilities at each school site. From that average the proposed fees were rounded to the nearest dollar for the proposed hourly rates. The use of facilities rates are exclusive of custodial overtime, which is an additional charge for those times when a custodian is not on-site. The concept of adjusting the District's use of facilities fees was discussed with the Facilities Advisory Committee on May 9, 2019.

Proposed Community Use Fees

The District's community user groups are charged the community use fee rates, which are discounted rates covering basically the District's costs associated with use of its facilities.

The District has communicated with the community user groups that it is not covering its actual costs, and furthermore, that it is costing the District to allow their use of school facilities.

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It is proposed that the Community Use fees be implemented as of July 1, 2019. Meetings will be planned with the user groups to educate them on actual costs and the proposed new use of facilities rates commencing with the 2019-20 fiscal year.

This is a First Reading report and no action is requested at this time.

San Marino USD - Proposed Use of Facilities Fees - Effective July 1, 2019

School Site/Site	Facility	Current Charges	Proposed Community Use Fee	Community Groups Using Facilities
All	Classroom	\$ 23.00	\$ 23.00	Chinese School
All	Conference Room		\$ 25.00	
All	Library		\$ 45.00	
All	Multi-Purpose Room		\$ 35.00	
All	Outdoor Courts		\$ 5.00	
All	Parking Lot		\$ 15.00	
All	Playground		\$ 10.00	
All	Restrooms		\$ 15.00	
Carver	Scrim Auditorium (299)		\$ 40.00	Boy Scouts
Carver	Grass Field		\$ 14.00	AYSO
Car/HMS/HS	Tennis Courts without Lights		\$ 15.00	
District Office	Board Room		\$ 30.00	PCC
HMS	Cafeteria HMS (319)		\$ 50.00	
HMS	Baseball Field		\$ 20.00	Little League
HMS	Grass Field		\$ 14.00	SMCAA, AYSO, Little League
HMS	Gym		\$ 65.00	SMCAA
HMS/HS	Tennis Courts with Lights		\$ 30.00	
SMHS	Small Gym		\$ 45.00	SMCAA
HMS	White Auditorium (427)		\$ 60.00	Boy Scouts
SMHS	Neher Auditorium (1,094)		\$ 100.00	VAPA
SMHS	Boys' Field House		\$ 55.00	
SMHS	Cafeteria HS (180)		\$ 50.00	
SMHS	Circle Drive		\$ 5.00	
SMHS	Concession Stand		\$ 25.00	
SMHS	Del Mar Field		\$ 30.00	Crown City/Little League
SMHS	Field Lights		\$ 40.00	Crown City
SMHS	Girls' Field House		\$ 55.00	
SMHS	Large Gym (645)		\$ 65.00	SMCAA
SMHS	McNamee Baseball Field		\$ 35.00	Little League
SMHS	Swimming Pool (230)	\$ 40.00	\$ 95.00	Mid-Valley Water Polo
SMHS	Titan Field		\$ 70.00	Crown City - agreement
SMHS	Titan Track/Field		\$ 85.00	SM Rec. Department
SMHS	Upper Softball Field		\$ 30.00	Crown City - agreement
SMHS	Webb Theatre (241)		\$ 40.00	VAPA
SMHS/HMS	Locker Rooms		\$ 55.00	SM Rec. Department
Valentine	Little Theater (179)		\$ 40.00	
Valentine	Baseball Field		\$ 20.00	Little League
Valentine	Grass Field		\$ 14.00	Little League/AYSO
	Custodian Fees		\$45 per hour	
	Technical Staff Fees - HMS		Actual Costs	
	SMCAA	paying \$20 per hour		
	Recreation Department	paying \$22.52 per hour		