

Guide to SFUSD Facility Permit Fees

March 1, 2018

Overview

This system calculates permit costs as fairly as possible by calculating the direct cost and fair rental value of SFUSD's facilities, and offering selective subsidies to events that support SFUSD goals and outcomes.

SFUSD has 9,317,862 square feet of indoor space. SFUSD spends \$25,531,513 each year to operate and maintain its facilities. This includes everything from keeping the lights on to replacing broken floor tiles. Assuming that these buildings are usable 2500 hours a year, the direct cost of these facilities is \$0.00110 per square foot per hour*.

California's Civic Center Act allows school districts to charge the fair rental value of facilities. This allows SFUSD to price its indoor and outdoor space like any other comparable event space. Adding building replacement costs (30-year cycle) and land value (\$110 per square foot) raises the fair rental value to \$0.00856 per square foot per hour*.

Both direct costs and fair rental values assume some use of common core spaces, such as hallways and bathrooms.

Custodial, security, and other personnel are applied directly at official SFUSD rates.

The following sections review the precise methodology to determine the cost of a permit. The permit itself is comprised of four fee parts:

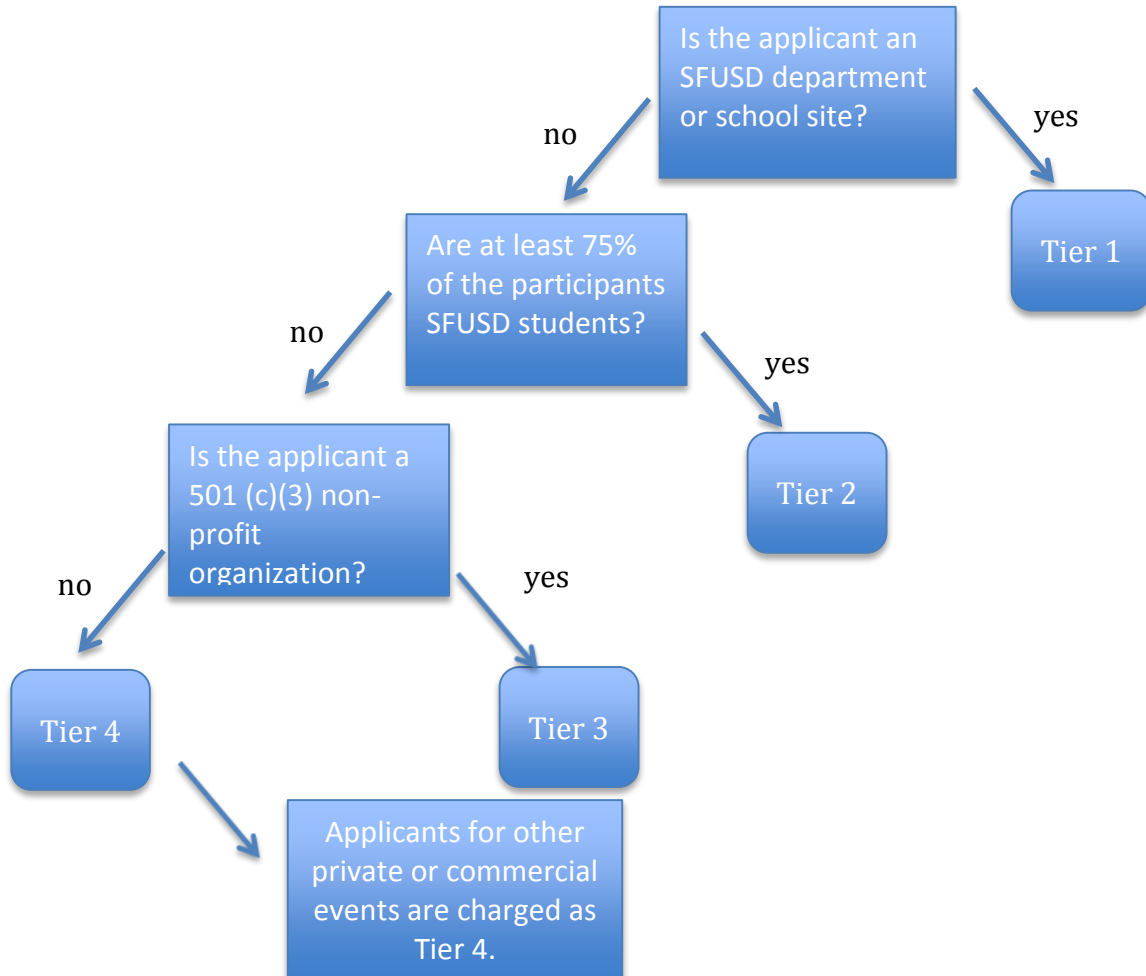
- Application fee
- Facility fees
- Custodial staffing fee
- Other Personnel fees

Note that some facilities and all personnel use two different hourly rates: weekday and overtime. Weekday rates apply to times when custodians are already scheduled: 7:30 AM to 8:00 PM or 9:30 PM, depending on the grade level of the school, on school days (days when school is in session), and 8:00 AM to 4:30 PM on weekdays during breaks (winter, spring, and summer break). All other times (weekends, holidays, very early mornings or late evenings, and overnight) are overtime.

*The fees guide was created based on a study, "San Francisco's Public School Facilities as Public Assets", prepared for the District by Jeffery Vincent from the Center for Cities & Schools, University of California, Berkeley in 2009, and inputs and feedback from SFUSD's B&G Committee, its full Board, Deputy Superintendent Myong Leigh, former Chief Facilities Officer David Goldin, Kevin Truitt, Chief of Student, Family and Community Support Division, ExCEL Office, Labor Relations, Custodial/Security Dept., school communities, school site leaders, Community Based Organizations and groups serving SFUSD students.

Applicant User Groups and Fee Tiers

The purpose of the event, who is being served, and the applicant's user group determine the fee tier for each permit. Fee tiers determine whether permit applicants pay certain kinds of fees, and if they are eligible for fee discounts. To determine the fee tier for a permit application, follow this flow chart.



Required Inputs

To calculate a permit fee, the applicant must provide the following information.

- applicant's user category (SFUSD school or department, group serving SFUSD students, 501(c) (3) non-profit organization, or private or commercial use)
- start and end time
- number of school days (days when school is in session), break days (weekdays when school is not in session such as summer break), and weekend/holidays
- type and number of indoor and outdoor spaces
- number of vehicles for parking, and desired lot
- any additional staff, such as kitchen, security, or tech services, and for what time

Table 1: Guidelines and Fees for User Groups – Tiers 1 - 4

Types & Rules for Permit Fees	Tier 1 District or school site programs	Tier 2 Non-SFUSD program serving our students	Tier 3 Community groups and nonprofits	Tier 4 Private or commercial events
Application fee	No permit application fee	No permit application fee	\$50 permit application fee	\$50 permit application fee
Facility fees for indoor spaces <i>(see Table 2 of fees per room/space)</i>	No facility fees	50% discount on indoor facility fees	10% discount on indoor facility fees	Pay 100% of facility costs (Fair rental value)
Facility fees for outdoor spaces	No facility fees	50% discount on facility costs for each court, yard, field, track, or softball/baseball diamond	10% discount on facility costs for each court, yard, field, track, or softball/baseball diamond	Pay 100% of facility costs for each court, yard, field, track, or softball/baseball diamond
Custodial, security, kitchen & technical staff	Pay 100% of staffing costs	Pay 100% of staffing costs	Pay 100% of staffing costs	Pay 100% of staffing costs
Per-vehicle parking fees	No per-vehicle fees for parking	No per-vehicle fees for parking	\$6 per vehicle, per day; minimum of 25 vehicles	\$11-13 per vehicle, per day; minimum of 25 vehicles
Staff for parking, when renting other spaces	Time for cleaning	Time for cleaning	Time for cleaning	Time for cleaning
Staff for parking, when renting parking only	Opening, supervision and cleaning	Opening, supervision and cleaning	Opening, supervision and cleaning	Opening, supervision and cleaning

Application

Applicants in Tiers 1 and 2 pay no application fee. Applicants in Tiers 3 and 4 pay a \$50 fee per application. A single permit application may have multiple combinations of rooms, times, and dates, but these components generally overlap and serve a common purpose.

Facilities Fees

The facility fee includes indoor space, outdoor space, and parking. User tier discounts apply to all three of these categories, and bulk discounts apply to indoor spaces.

Indoor

Indoor spaces are priced on a square feet per hour basis. Tiers 1, 2 and 3 pay 0%, 50%, and 90% of the direct cost, respectively. Tier 4 pays 100% of the fair rental value. **See Table 2** for the costs per hour for each indoor room type based on these values.

Table 2: Fees per Indoor Room/Space

Room or Space	Direct	Fair Rental Value
Classroom, Music Room, Art Room, Computer Lab	\$1.31	\$9.83
Gym (Elementary or K-8 site)	\$6.59	\$49.05
Gym (Middle)	\$9.88	\$73.56
Gym (High)	\$13.17	\$98.08
Library (Elementary or K-8 site)	\$4.61	\$34.33
Library (Middle)	\$6.59	\$49.05
Library (High)	\$9.88	\$73.56
Multipurpose/Cafeteria/Auditorium (Elementary or K-8 site)	\$6.59	\$49.05
Multipurpose/Cafeteria/Auditorium (Middle)	\$9.88	\$73.56
Multipurpose/Cafeteria/Auditorium (High)	\$13.17	\$98.08
Kitchen (Elementary or K-8 site)	\$1.31	\$9.82
Kitchen (Middle)	\$1.31	\$9.82
Kitchen (High)	\$1.98	\$14.71
Studio (Elementary or K-8 site)	\$2.64	\$19.61
Studio (Middle)	\$4.61	\$34.33
Studio (High)	\$6.59	\$49.05
Outdoor Yards	\$10.00	\$27.87
Outdoor Courts	\$5.00	\$27.87
Outdoor Softball/baseball diamond	\$15.00	\$27.87
Outdoor Track or field	\$15.00	\$27.87

Example: a reservation for three hours for two classrooms. The fair rental value of the same reservation would be:

$$\$9.83 \text{ per room} \times 3 \text{ hours} \times 2 \text{ rooms} = \$58.98$$

Large reservations are more efficient for SFUSD and its permit applicants, so the District applies bulk discounts for large numbers of rooms or dates. Beyond any user tier-based discount, if a reservation:

- spans 10 or more days, its facilities are discounted 15%
- occupies 6 or more rooms at a time, its facilities are discounted 5%
- occupies 10 or more rooms at a time, its facilities are discounted an additional 10%

Bulk discounts only apply to indoor facilities, and total no more than 30%.

Outdoor

Like indoor spaces, outdoor spaces are billed at an hourly rate with subsidies for different groups. The fair rental value for court, yard, softball/baseball diamond, or field/track is \$27.87 per hour. The direct value of a court is \$5, yard is \$10, softball/baseball diamond and field/track is \$15 per hour. Tier 1 receive a 100% discount (their outdoor facility fee is effectively waived). Tier 2 receive a 50% discount. Tier 3 receive a 10% discount. Tier 4 pays the full cost.

Example: for a reservation for three hours for two basketball courts, the facility fee would be:

$$\$27.87 \text{ per court} \times 3 \text{ hours} \times 2 \text{ courts} = \$167.22$$

Parking

Parking is available at school sites and downtown, at 135 Van Ness and 555 Franklin. All parking spaces are billed by the number of vehicles per day (\$13/vehicle for 135 Van Ness and 555 Franklin, \$11/vehicle for everywhere else). There is a minimum of 25 vehicles per reservation for Tiers 3 and 4.

Tiers 1 and 2 receive a full discount on facility fees for parking, and do not have a minimum vehicle requirement. Tier 3 pays \$6 per vehicle.

Tier 1, 2, 3, and 4 applicants must also pay for opening, cleaning and supervision for the entirety of their use when only renting parking and when outside of the “Regular Hours”. On holidays and weekends and before/after the “Regular Hours” on school days and break days, this will be at the custodial overtime rate. On school break days and within the “Regular Hours”, this will be at the regular custodial rate. Tier 1, 2, 3, and 4 applicants also pay for security if required.

Custodial Time

Custodial time is required for any permitted use of an SFUSD facility. “But our event is afterschool, when the custodian has to clean after the school day anyway”. Yes, but the custodian has to stay until after the event to begin cleaning, adding time to their schedule.

- Custodial time required to clean indoor spaces for permits on weekdays: **see Table 3**. Custodial schedules for permits with “TBD” will be determined by the Real Estate Office on a case-by-case basis.
- Custodial time required to clean indoor spaces for permits on weekends and holidays, **see Table 4**. Custodial schedules for permits with “TBD” will be determined by the Real Estate Office on a case-by-case basis.
- Time required to clean outdoor spaces on weekdays, weekends or holidays: **see Table 5**.

Discounts for long-term permits for weekdays – for both indoor and outdoor spaces.

- For weekday permits lasting **15-69 days**, a **33% discount** is applied to the custodial cleaning time. This discount does NOT apply to custodial opening and supervision time.
- For weekday permits lasting **70 days or longer**, a **50% discount** is applied to the custodial cleaning time. This discount does NOT apply to custodial opening and supervision time.

Table 3: Hours required for cleaning indoor spaces for permits on weekdays

	1 room	2 rooms	3 rooms	4 rooms	5 rooms	6-10 rooms	11-25 rooms	25+ rooms
0-49 participants	0.5	1.0	1.5	2.0	2.5	3	3	4
50-199 participants	1	1.5	2	2.5	3	3.5	4	4
200-499 participants	1	1.5	2	2.5	3	3.5	4	TBD
500+ participants	2	2.5	3	3.5	4	4	TBD	TBD

Table 4: Hours required for cleaning indoor spaces for permits on weekends and holidays

	1-2 rooms	3-5 rooms	6-10 rooms	11-25 rooms	25+ rooms
0-49 participants	2	2.5	3	3	4
50-199 participants	2	3	3.5	4	4
200-499 participants	2	3	3.5	4	TBD
500+ participants	3	4	4	TBD	TBD

Table 5: Hours required for cleaning outdoor spaces for permits on weekdays, weekends or holidays

Kinds of outdoor spaces	Hours to clean each space, per day
Paved yards and courts (e.g. tennis, basketball)	1
Athletic field or track, including baseball diamonds	2
Parking for 0-25 vehicles	0.33 (20 min)
Parking for 26-50 vehicles	0.67 (40 min)
Parking for more than 50 vehicles	1

Custodial scheduling for permits on weekends, holidays, or outside of “Regular Hours” on weekdays:

- **Opening** – If the event is on a weekend, holiday, or begins before the “Regular Hours” on a weekday, a custodian must arrive early to open the building.
 - Billed as **one half hour per day** opening.
- **Supervision** – If the event is on a weekend, holiday, or outside the “Regular Hours” on a weekday, a custodian must be on hand to attend any issues that might arise.
 - Billed for the **duration of the event outside custodial “Regular Hours.”**

Custodial rates are \$47.00 per hour on weekdays during “Regular Hours”, and \$58.75 per hour overtime rate outside of the “Regular Hours”. **See Table 6** for the schedule and rates for regular and overtime custodial fees.

If a reservation occurs on a weekend or holiday, custodial (supervision, opening, and cleaning combined) requires a four-hour minimum per day. If a reservation occurs outside of the “Regular Hours” on weekdays custodial overtime charge is required.

An applicant can only be charged for opening once per day, and for each room or space to be cleaned once per day.

Table 6: Schedule for regular and overtime rates for custodial fees (all user groups)

Grade level/specific facilities	Days when school is in session <u>Regular Hours/Rate</u>	Weekdays during school breaks / when school is not in session <u>Regular Hours/Rate</u>	Weekends & holidays, and time outside of Regular Hours on weekdays – <u>Overtime Hours/Rate</u> <i>(4-hour minimum per day on weekends & holidays for opening, closing, supervision & cleaning time, combined)</i>
Pre-K and K-5 Schools	7:30am – 8:00pm, \$47.00/hour	8:00am – 4:30pm, \$47.00/hour	\$58.75/hour
K-8 Schools, Middle and High Schools	7:30am – 9:30pm, \$47.00/hour	8:00am – 4:30pm, \$47.00/hour	\$58.75/hour
All Charter Schools: Edison Charter Academy; Gateway Middle School; Gateway High School/KIPP Academy; City Arts and Tech High School; Creative Arts Charter K-8; Leadership High School	Always charged at overtime rate: \$58.75/hour	Always charged at overtime rate: \$58.75/hour	\$58.75/hour
Administrative Facilities	Always charged at overtime rate: \$58.75/hour	Always charged at overtime rate: \$58.75/hour	\$58.75/hour

Other Personnel Time

Unlike custodial, permit applicants may not require other personnel, and even if they do, these personnel may not be required for the full window of the permit. For example, a permit applicant may request an auditorium for eight hours, but only need security for the last four hours when guests are expected to arrive.

Security staff is required for events with over 200 attendees. Tech services are required if technical equipment, such as the scoreboard for a basketball game, will be needed. Ultimately the site administrator or school site principal decides these requirements.

For security and safety considerations, a cafeteria employee must be on duty at all times when the kitchen is in use.

These personnel will be billed at the following weekday and overtime rates. Please **see Table 7.**

- Kitchen staff: \$35.25 weekday school days, \$47.00 overtime
- Tech Services: \$34.50 weekday school days, \$46.00 overtime
- Security: \$40.75 weekday school days, \$52.35 overtime.

Kitchen, Technical Services, and SFUSD T-10 Security staff require a four-hour overtime minimum on weekends and holidays.

Table 7: Facility Use Permit Staffing Fees (all user groups)

Staff for Permits	Fee per hour on weekdays when school is in session	Fee per hour on weekends, holidays, and any days school is not in session (4-hour minimum per day)
SFUSD T-10 Security	\$40.75	\$52.35
Kitchen staff	\$35.25	\$47.00
Technical services	\$34.50	\$46.00

Rate Adjustments

These rates are subject to change. Hourly rates for personnel (including custodial) change at irregular intervals. Facility fees can change in one of two ways.

- A reassessment of the hourly cost per square foot of facility space produces new baseline rates.
- Rates are adjusted up to match the San Francisco-area Consumer Price Index.

If a reassessment isn't made for 12 months, the rates will be adjusted according to the CPI, effective at the beginning of the summer term.