



SFUSD Facility Use Permits – Detailed Fee Schedule Effective March 1, 2017

Permit fees are determined based on the times and spaces requested, and whether the permit will provide services to SFUSD students. **Permit fees recover the cost to the District for use of our facilities** as well as staff to support use of District space: custodians, security guards, kitchen staff, and technical personnel. Facilities fees include direct costs (*such as maintenance, utilities, furnishings, supplies and equipment*) and indirect costs (*including staff to process the applications and manage invoices*).

The District’s tiered fee structure provides discounts on permits for activities serving SFUSD students:

Permit Fee Types	Tier 1 District or school site events*	Tier 2 Programs serving SFUSD 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	No facility costs	50% discount on facility costs	10% discount on facility costs	Pay 100% of facility costs
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	\$5 per vehicle, per day; minimum of 25 vehicles	\$10-12 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 renting parking only	Opening, supervision and cleaning	Opening, supervision and cleaning	Opening, supervision and cleaning	Opening, supervision and cleaning

* For example, School Site Council and English Learner Advisory Committee meetings, and school events.

[†] For Tier 2 discount, **at least 75% of participants must be SFUSD students**, or directly serve SFUSD students (*such as district staff and families*).

Permit Costs: Facilities Fees

Facilities fees include indoor space, outdoor space, and parking. User tier discounts apply to all three of these categories, and bulk discounts apply to indoor spaces.

Table 1: Hourly fees for Indoor Rooms and Outdoor Spaces

Room or Space	Direct Cost	Fair Rental Value
Classroom, Music Room, Art Room, Computer Lab	\$1.27	\$9.53
Gym - Elementary or K-8 site	\$6.40	\$47.62
Gym - Middle school	\$9.59	\$71.42
Gym - High school	\$12.79	\$95.22
Library - Elementary or K-8 site	\$4.48	\$33.33
Library - Middle school	\$6.40	\$47.62
Library - High school	\$9.59	\$71.42
Multipurpose/Cafeteria/Auditorium - Elementary or K-8 site	\$6.40	\$47.62
Multipurpose/Cafeteria/Auditorium - Middle school	\$9.59	\$71.42
Multipurpose/Cafeteria/Auditorium - High school	\$12.79	\$95.22
Kitchen - Elementary or K-8 site	\$1.27	\$9.53
Kitchen - Middle school	\$1.27	\$9.53
Kitchen - High school	\$1.92	\$14.28
Studio - Elementary or K-8 site	\$2.56	\$19.04
Studio- Middle school	\$4.48	\$33.33
Studio - High school	\$6.40	\$47.62
Outdoor yards, courts, softball/baseball diamond, track or field	\$27.06	\$27.06

Table 2: Bulk discounts on use of indoor space

In addition to user tier-based discounts, SFUSD applies **bulk discounts on use of indoor space** to permits using a large numbers of rooms or dates. This chart shows the applicable discounts to facilities fees for indoor spaces:

Number of days / amount of space to be used:	Bulk discount:
Permits spanning 10 or more days	15%
Permits to use 6 or more rooms at a time	Additional 5%
Permits to use 10 or more rooms at a time	Additional 10%

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

Permit Staffing Costs: Custodial Time

Custodians are required for any permitted use of an SFUSD facility. Events or programs held on school days impact our ability to clean the building and add additional cleaning time to the custodians' schedule. SFUSD's new fee schedule recognizes that custodians are already on site and can more efficiently clean after permits on weekdays.

SFUSD applies **discounts on custodial fees for cleaning time** for long-term permits on weekdays, for both indoor and outdoor spaces. This discount does NOT apply to custodial opening and supervision time (for time outside the custodian's regular weekday schedule). This chart shows the applicable discounts to custodial fees for long-term permits for weekdays:

Number of days for the permit	Discount on fees for cleaning time
Permits lasting 15-69 days	33%
Permits lasting 70 days or longer	50%

Fees for custodial time are \$44.75 per hour on weekdays during "Regular Hours", and \$56.00 per hour overtime rate outside of the "Regular Hours".

The tables on the next few pages show the time required to clean indoor and outdoor spaces, based on the number of participants in the program or event, and number of spaces to be used.

- Time required to clean indoor spaces for permits on **weekdays**: see **Table 3**.
- Time to clean indoor spaces for permits on **weekends and holidays**: see **Table 4**.
- Time to clean outdoor spaces on **weekdays, weekends or holidays**: see **Table 5**.
- For the schedule of custodial regular and overtime hours: see **Table 6**.

Please note that for permits on weekends, holidays, or outside of custodial "Regular Hours" on weekdays, custodians must be on site to open the building and supervise your use of the space, in addition to the time required to clean up after your event or program is over.

- **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. Your permit will be billed as **one half hour per day** for 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 supervise the building and address any issues that might arise. Your permit fee will include **any time outside custodial "Regular Hours."**

All permits on a weekend or holiday require a four-hour minimum per day for custodial time (combining the building opening, supervision and cleaning time).

Cleaning time for permits marked with “TBD” in the tables below will be determined by the Real Estate Office on a case-by-case basis, depending on the specific activities and use of space.

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: Time required per day for cleaning outdoor spaces for permits on weekdays, weekends or holidays

Kinds of outdoor spaces	Hours to clean
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

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

Grade level/specific facilities	Weekdays when school is in session	Weekdays during breaks / when school is not in session	Weekends & holidays, and time outside of Regular Hours on weekdays – <u>Overtime Hours/Rate</u>
	<u>Regular Hours/Rate</u>	<u>Regular Hours/Rate</u>	
Pre-K and K-5 Schools	7:30am – 8:00pm, \$44.75/hour	8:00am – 5:00pm, \$44.75/hour	\$56.00/hour
K-8 Schools, Middle and High Schools	7:30am – 9:30pm, \$44.75/hour	8:00am – 5:00pm, \$44.75/hour	\$56.00/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: \$56.00/hour	Always charged at overtime rate: \$56.00/hour	\$56.00/hour
Administrative Facilities	Always charged at overtime rate: \$56.00/hour	Always charged at overtime rate: \$56.00/hour	\$56.00/hour

Permit Staffing Costs: Other Personnel

Many permits do not require personnel other than custodians and even if they do, they may not be required for the full time of the permit. For example, a permit may include use of an auditorium for eight hours, but only need security for five hours when guests will participate.

SFUSD kitchen staff are required if any kitchen equipment will be used. Security staff is required for events with 200 or more participants. Tech services are required if technical equipment, such as the scoreboard for a basketball game, will be needed. Ultimately, the school’s principal decides these requirements.

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	\$39.50	\$50.75
Kitchen staff	\$33.50	\$44.75
Technical services	\$33.50	\$44.75