



# PTA/Booster Club Use of Facility

## Parent Club Officer Instructions

Every year, PTA/PTSA/PTO & Booster Club(s) are required to enter a Blanket Use of Facility (UoF) agreement.  
**Your school is required to produce this for your principal's annual audit.**

Blanket UoF agreements will be in effect for the duration of your COI (*Certificate of Insurance*). There is no charge for these agreements and will cover the following:

- ✓ All events that take place during student days/hours only
- ✓ Permission to use the school's name
- ✓ General meetings
- ✓ Fundraising efforts such as merchandise/food brochure sales

Per annual agreement, PTA/Booster Clubs will be required to enter a separate UoF agreement for:

- ❖ ANY/ALL carnivals, fairs, and/or festivals no matter when they take place
- ❖ Any after-school programs sponsored by PTA/PTSA or Booster Club(s)
- ❖ All weekend, evening or events scheduled on non-student days

- Each reservation will serve as a separate UoF agreement for these events. Dates can be entered at any time but must be submitted 30 days prior to planned event

**Note:** PTA & Booster Clubs are waived of paying rental fees. However, these organizations are still required to cover the operational costs associated with reservations, so the school does not incur these fees itself. These costs can include personnel OT, utilities when not in normal use and custodial supplies such as hand soap, toilet paper, paper towels, and other cleaning supplies used during their events, if applicable. Every reservation is evaluated on a case-by-case basis. If you have questions, you can call Jackie, HCPS FA at [REDACTED]. Please have your reservation number for reference.

### What your organization is responsible for:

- You will need to create an account in your organization's name if you have not already done so
  - Note: PTA/PTSA name should match what they have registered with the FL PTA (example: B C Graham Elementary PTA)
- PTA/PTSA and/or Booster Club(s) officers are required to enter their UoF request to your school a minimum of 30 days prior to first date of use
- PTA/PTSA organizations must be in active status with the FL PTA

You will need to upload the following documents:

- Current/Valid COI

This document will be uploaded to the insurance section of the organizations account and must be in compliance with HCPS policies:

- The PTA/PTSA/Booster Club shall provide the school with proof of general liability insurance to cover all its activities at the Property with an amount of \$50,000 per accident and \$300,000 per occurrence
- Name on COI must match account name in Facilitron (example: B C Graham Elementary PTA)
- Must have HCPS listed as "Additionally Insured" and should read exactly as follows:

- Hillsborough County Public Schools  
901 E Kennedy Blvd.  
Tampa, FL. 33602

**\* \* IMPORTANT!**

- Valid Tax exempt certificate in your organization's name

This document will be uploaded to the "document" section and should be applied to "ALL" reservations. This document tells us that you are an active non-profit organization that is allowed to use the name of your parent organization PTA or School Booster Club.



# PTA/Booster Club Use of Facility

## Parent Club Officer Instructions

### Creating PTA/PTSA or Booster Club Account

- Creating your account:
  - Go Facilitron.com and select "sign up"



- You will need your EIN number to register as a "Non-profit". If you do not have this information, please select "commercial" and you will be manually moved during the approval process See examples below:



#### Important Notes:

**Use your organization's officially registered name**  
 This name must match your COI & Tax-exempt certificate  
**Example: B C Graham Elementary PTA**  
**Address:** should be your school site's address  
**Phone #:** must be a valid contact number for the person creating account in case the school, Facilitron or district final approver have questions.

## Welcome to Facilitron

To activate your account, check your email and click the activation link.

Didn't receive verification email? Visit our [FAQs](#).



🕒 Once you verify your email you will be able to start entering your reservations 🕒



# PTA/Booster Club Use of Facility Parent Club Officer Instructions

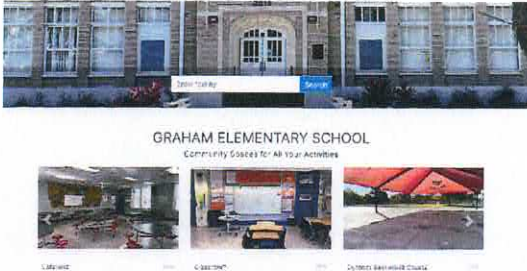
## Creating your Blanket UoF Use of Facility:

- From your Dashboard in the upper left corner select the Facilitron Logo to find your school

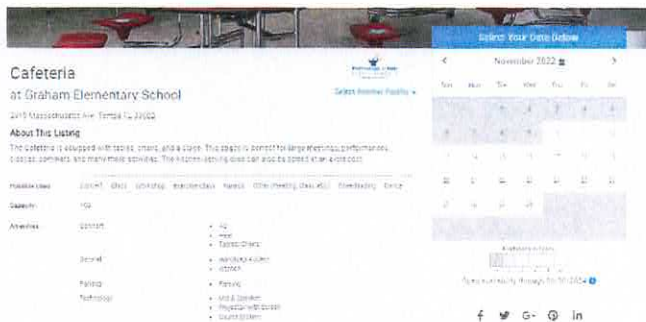


See Example:

- Enter your school's name in the box labeled "what kind of space do you need?" and select the name from the populated names. →
- Once you have selected your school site you will be directed to their individual school site as seen below:

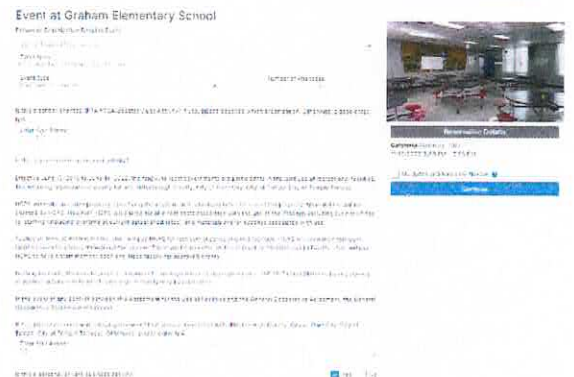


- From here you can choose the room that you use to conduct your general meetings such as the cafeteria or classroom/space your school gives you access to \*given that you school has space to give you. Once on this page you will build your Blanket UoF by selecting the first day available from the calendar if you cannot select your COI's start date. See examples below:



\*You do not need to add any additional facilities to your Blanket UoF Agreement →

- Click "Checkout" when the menu appears
- Fill out the following form in this format: See example(s)
  - Event name must be in **Organization's Official Name followed by "Blanket Use of Facility"**
  - Event Type: **Other (meeting class, etc.)**
  - Be accurate with your number of attendees so the school will know how to plan for your general meetings
  - Is this a school orientated activity? **Yes – Organization type (PTA, PTSA, PTO or Booster Club)**
  - Is this a government sponsored activity? **No or N/A**
  - Is this a person/private business activity? **Yes**





# PTA/Booster Club Use of Facility Parent Club Officer Instructions



Do not add any optional services to your **Blanket UoF**

**Do not be alarmed if you generate fees.** Facilitron does not know you are an organization that is rental fee waived until your account has been moved to the correct rate category. **This will be done during the approval process.** When Facilitron asks for payment, simply click the "By Mail" option.

Agree to the terms & conditions and submit



### Your request has been submitted

You will receive a confirmation email. [View this page](#) for your request.  
Request No. **100224-00008**  
**B C Graham Elem PTA Blanket Use of Facility**  
Attendance: 80  
Graham Elementary School  
Personal Use Jackie Thomas  
Crew: 10  
11/10/2022 2:00 PM - 3:00 PM  
11/10/2022



Enter any comments here →  
such as fee waiver requests  
Upload your COI here →

Enter instructions and comments here

You may also submit additional attachments here

This reservation requires event liability insurance

Document Type: Certificate of Insurance

Select a file to upload (PDF, PNG, JPEG, JPG, etc.)

Choose File  No file chosen

### Your request is now awaiting approval

Once your request is approved, you will receive an email notification with finalized pricing. Please note that it may take **several business days** to review and respond to this request.

This is the best estimate based on the provided information.  
**Important!** This request has to be approved by **Graham Elementary School** and all payment and insurance requirements must be satisfied before you are authorized to use the facilities.  
**Helpful links**  
[When will my reservation be approved?](#)  
[How do I send in my insurance certificate?](#)  
[How can I pay for my reservation?](#)  
[What if I need to make changes to my reservation?](#)  
[View more](#)

**Finally, you will need to upload your tax-exempt certificate from your dashboard.**

(If it asks please apply this document to ALL of your reservations)



🕒 Your Reservation is now on its way to the school site to be reviewed and accepted onto their Calendar 🕒

You will be notified via email of any action required by you, as your reservation is moved through the approval process and when your permit has been issued

Facilitron 24/7 helpline: [1-800-272-2962](tel:1-800-272-2962), [Facilitron Webinar Registration](#) - offered bi-weekly  
Online tutorials and helpful FAQ visit: [Facility Owner/Administrator Solutions](#) : [Facilitron Helpdesk](#)



# PTA/Booster Club Use of Facility

## Parent Club Officer Instructions

### Creating Reservations

Now that you are practically a pro at this, let's tackle entering other reservations. Any events that you have planned that falls outside of the student days/hours will need to be entered as a separate UoF.

**There are several reasons why you must have multiple UoF agreements in place:**

- We advertise to rent our facilities the outside public to create revenue to help fund the upkeep of our facilities. You will want to reserve your space so that an outside renter cannot come in and take the space you plan to use.
- You are the only organization(s) that we allow to bring outside vendors onto our campuses. However, you must provide us with their COI and adhere to our district policies/state laws.
- Some events will cause our district to incur fees for hosting your event such as consumable supplies examples: toilet paper, paper towels, hand soap/sanitizer and other cleaning materials used during these events, utilities when not in normal use and OT for staff who worked.
- Our schools are funded by taxpayer money. It is our district's responsibility to be good stewards of these funds. Therefore, we cannot incur/pay fees for your facility use.
- **YOU CANNOT PAY HCPS STAFF DIRECTLY.** When you do this, our employees are no longer covered by important safeguards such as worker's comp insurance. They must be paid through our payroll system using official forms. You will pay via Facilitron, site secretary will submit these forms for HCPS staff OT payments, Facilitron will reimburse our district.
- Every reservation is conditional. If you feel that you are not required to pay for a service, you have been quoted, you can request it be adjusted/removed in the comment section. If the school agrees and it does not break HCPS policy, it can be adjusted.
- If you have an after-school enrichment program or "clubs" that you host, you are required to have a separate account set up. Please call HCPS final approver directly at (813) 244-4834 for assistance in setting this account up as there are special requirements before these types of reservations will be moved to that discounted rate category.
- Remember these are **valid contacts between our organizations**, so be sure to enter accurate information. Inaccurate information can lead to invalid COI coverage, leading to litigations/lawsuits and/or our district incurring fees for your use.

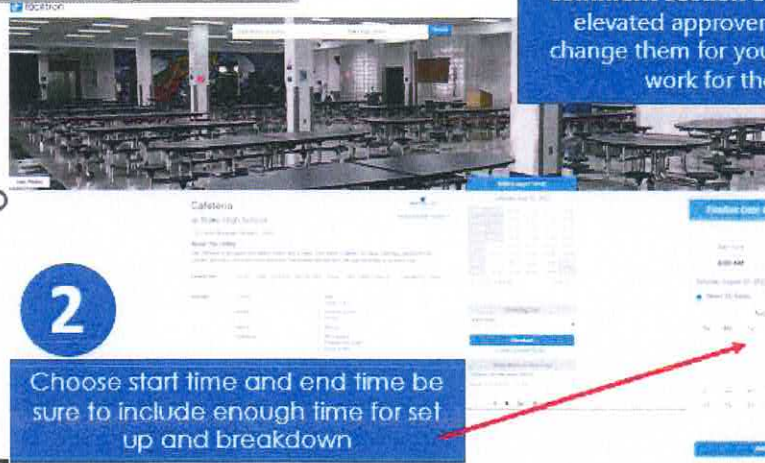
😊 **Now that you know all the facts lets enter a reservation** 😊



# PTA/Booster Club Use of Facility

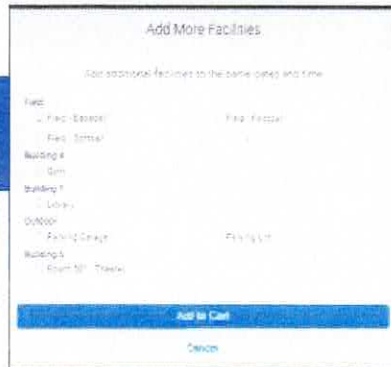
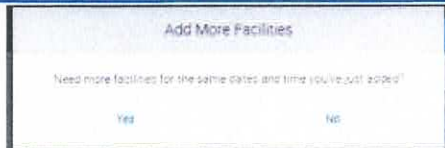
## Parent Club Officer Instructions

Log into your account, find your facility and start building your reservation



Note: If the times you want are greyed out you can write **detailed notes** in the **comment section** at the end and an elevated approver will go in and change them for you if the times will work for the site ☺

3 Need to add additional facilities with the same date & timeslot to your cart?



Click "Checkout" when the menu appears



# PTA/Booster Club Use of Facility Parent Club Officer Instructions

□ Fill out the following form in this format:

See example(s)

- Event name, **be descriptive**. This will give the school an idea of how to prepare for your event example: Graham's "Hey Ya'll it's Fall" Festival
- Event Type: choose the type of event you plan to host from the generated list. if your specific reason is not listed choose Other (meeting class, etc.)
- Be accurate with your number of attendees so the school will know how to plan for your event
- Is this a school orientated activity? **Yes – Organization type** (PTA, PTSA, PTO or Booster Club)
- Is this a government sponsored activity? **No or N/A**
- Is this a person/private business activity? **Yes**

## Event at Graham Elementary School

Event at Graham Elementary School  
 Division of Hillsborough County Schools  
 Event Name: Hey Ya'll it's Fall Festival  
 Event Type: Other  
 Number of Attendees: 100  
 Event Date: 09/22/2018 08:00 AM - 02:00 PM  
 Event Location: Gymnasium  
 Event Description: ...  
 Is this a government sponsored activity? No  
 Is this a school orientated activity? Yes - Organization type  
 Is this a person/private business activity? No  
 Is this a government sponsored activity? No or N/A  
 Is this a person/private business activity? Yes



Calendar Summary: 09/22/2018 08:00 AM - 02:00 PM

## Finalizing your quote

1  
 Birthday Carnival Test  
 Event Insurance  
 Optional Services & Equipment  
 Total: \$2,524.29

• Will the school require you to have security present during your event?  
 • Will you be using the kitchen?  
 If so, you can quickly add these services here.  
 Once complete, click continue.

2  
 Select payment option "By Mail"  
 Click Submit

## Payment

Cash
  Check
  Deposit
  By Mail

To pay by check or money order:  
 1. Please make your check or money order payable to Facilitron  
 2. Include printout of the confirmation email or enter the order number from the confirmation email on your check.  
 3. Mail to: Facilitron - Payments PO Box 1000, Lees Summit, MO 64080-1000

Birthday Carnival Test  
 Attendance: 400  
 Blake High School  
 Requested By: Jackie's Rental Test Account (jackie@hcsd.org)  
 Calendar: 09/22/2018 08:00 AM - 02:00 PM  
 Parking Lot: 09/22/2018 08:00 AM - 02:00 PM  
 Parking Garage: 09/22/2018 08:00 AM - 02:00 PM



Order Summary	
One Supervisor	\$400.00
Catering Staff	\$180.00
Tennis Fee	\$200.00
Catering Supplies	\$100.00
High School Cafeteria chairs	\$200.00
Facility Rental	\$1,200.00
Sub Total	\$2,524.29
<b>Pay Now:</b>	<b>\$2,524.29</b>

3  
 Accept the Terms & Conditions  
 Click submit

Terms & Conditions  
 Hillsborough County Public Schools (HCPS)  
 Agreement for the Use of District Facilities Information  
 Privacy Policy  
 I have read and understand the purpose and purpose of this policy and agree to the terms and conditions of this policy. I understand that this policy is subject to change without notice and that I will be notified of any changes to this policy. I understand that this policy is subject to change without notice and that I will be notified of any changes to this policy. I understand that this policy is subject to change without notice and that I will be notified of any changes to this policy.

\*Note: Appropriate fees will be waived once all needed documentation has been uploaded

Every reservation is conditional. If you feel that you are not required to pay for a service, you have been quoted, you can request it be adjusted/removed in the comment section. The school must agree to your request to waive fees and if it does not break HCPS policy, it can be adjusted during the final approval process. Facilitron will not waive fees. The following fees are not typically allowed to be waived.  
 Consumable Custodial Supplies, Utilities, Overtime, (unless staff is donating time)



# PTA/Booster Club Use of Facility

## Parent Club Officer Instructions

😊 Almost Done 😊

- ☐ Verify your information
- ☐ Enter any set up notes, be specific
- ☐ Upload your insurance and tax-exempt information if you have not already done so
- ☐ Click Submit if everything is correct 😊



\*If changes need to be made, click here →

Your request has been submitted

You will receive an email notification when we have processed your request.

**Request ID:** 157512 (15/04/2024)  
**Event Name:** Birthday Carnival Test  
**Requested On:** 15/04/2024 10:40:18 AM  
**Requested By:** Jodie K. (Parent) (15/04/2024 10:40:18 AM)

**Event Dates:** 15/04/2024 10:40:18 AM - 15/04/2024 10:40:18 AM

**Event Time:** 15/04/2024 10:40:18 AM - 15/04/2024 10:40:18 AM

**Requested On:** 15/04/2024 10:40:18 AM

[Default email: jodie.k@school.edu.au]

You may also submit additional information when:

**This reservation requires event liability insurance**

**Upload your insurance certificate**

**Select a fee to apply (GST, FNSI, etc) (if applicable)**

**Upload your tax exempt form** (if applicable)

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Reservation Summary	
Reservable Room	\$100.00
Set Up/Event	\$2,000.00
Event Fee	\$1,000.00
Eventual Budget	\$1,000.00
High School/Parents/Staff	\$1,000.00
Facility Rental	\$1,000.00
<b>Total</b>	<b>\$2,500.00</b>

[Continue Shopping](#)

This is the best estimate based on the provided information.

**Important:** This request has not yet been approved by Eureka High School and all payment and insurance requirements must be met prior to the event. You are authorized to use the facility.

**Helpful Links**

[After setting reservations to approved, how do I send in my insurance certificate?](#)  
[How can I pay for my reservation?](#)  
[What if I need to make changes to my reservation?](#)  
[View more](#)

Your request is now awaiting approval

Once your request is approved, you will receive an email notification with final details along with the date and time. Please **upload your tax exempt form** to review and hold onto this request.

Manage your request

You can view and manage your request from the Request Management page on your account, where you can:

- **View request details and pricing**
- **Make event changes** (after approval)
- **Submit additional instructions and requests**
- **Upload proof of insurance and other documents**
- **Make payments** (after approval)
- **Retrieve permits** (after approval)

[Go to Request Management Page](#)

↑  
Click  
"Continue Shopping" to  
add additional  
events/dates



Click on the reservation number to view and/or make any changes or to cancel the reservation.

Leave detailed notes of any changes or request you have.

Upload insurance and/or tax-exempt documents.

↓ Reservation Detail Page ↓

Upload your insurance here →

Upload your tax exempt documentation here →  
As well as any vendors COI you will be using

You are required to upload insurance from any vendors you're planning to use in the documents section.  
Be sure to label them with the name and type of vendor so the school site will know if they need to schedule a safety inspection →

Leave your detailed notes here →

\*If your event is during school hours and you could not select the times needed, please leave detailed notes to change the dates and an elevated approver will change them for you once the school site has approved your requested dates

😊 Your Reservation is now on its way to the school site to be reviewed and accepted onto their Calendar 😊

Facilitron 24/7 helpline: 1-800-272-2962, [Facilitron Webinar Registration](#) - offered bi-weekly  
Online tutorials and helpful FAQ visit: [Facility Owner/Administrator Solutions : Facilitron Helpdesk](#)





# PTA/Booster Club Use of Facility

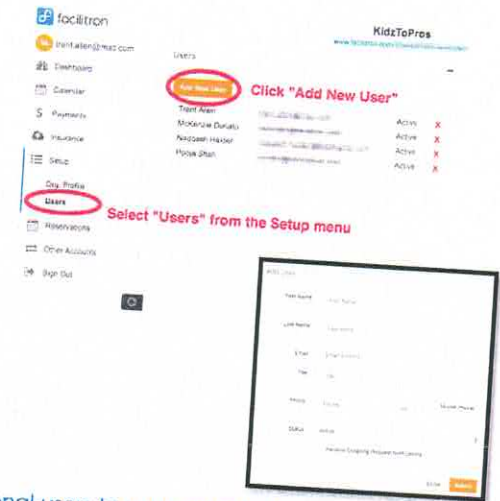
## Parent Club Officer Instructions

### To Add Additional Users to Your Account

- As officers change with your organization, simply add users to existing account so your activities stay within your group and no need to track down initial documentation making reserving future events and completing your annual Use of Facility agreements easy.
- Have multiple accounts to coordinate various events within your organization
- To have back-up personnel

To add a user:

- Log in to your Facilitron account and navigate to your organization's "Dashboard"
- Select "Users" from the Setup menu on the left hand side menu bar.
- Add new user Click "Add New User" and fill in the boxes with the requested information:
- Add user form
- The new user will be notified by email that they been added to your organization and will be prompted to create a password to access the account. (If they do not receive the email in their inbox, please have them check their junk/spam mailbox folder).
- NOTE: If the user already has an individual account, the user will receive an email that informs them that a new role has been created for them within your organization.



<https://support.facilitron.com/support/solutions/articles/33000231109-adding-additional-users-to-your-organization>

### Fee Waivers – How to understand

- PTA & Booster Clubs are waived of paying rental fees. However, these organizations are still required to cover the operational costs associated with reservations, so the school does not incur these fees itself. These costs include personnel OT, utilities when not normal use and custodial supplies such as hand soap, toilet paper, paper towels and other cleaning supplies used during your event.

**\*These are only examples\***  
All events are evaluated on a case-by-case basis:

#### Saturday 9am-3pm event in the cafeteria

- could incur the following fees: totaling between \$185.27 - \$653.27
  - Electrical at \$22 per hour = \$132
  - Site Admin at \$50 per hour = \$300
  - Custodian at \$24 per hour = \$168 (will be schedule for 1 additional hour past your event time to allow clean-up and lock-up)
  - Custodial Supplies flat rate of \$53.27
- Your organization may be required to cover the operational fees incurred by the reservation because A/C utilities do not run on weekends. The staff required to be on site during your event will be paid OT or stipend since it is outside of their normal workday. However, they can choose to donate their time. And finally supplies for restroom supplies and clean-up.

#### Thursday 4pm-6pm event in cafeteria

- could incur the following fees: totaling between \$0 - \$294.27
  - Site Admin at \$50 per hour = \$200
  - Custodial Supplies flat rate of \$53.27
  - Electrical @ \$22 per hour = \$44
- Your organization will not be required to pay for custodial OT as it falls during their regular scheduled work-day. However, if the school feels that the workload impacts their regular work duties then they will require additional custodians to come into work. Additionally, site admins may need to be compensated if it is outside the normal workday.

#### Monday 8am-10am event in cafeteria

- could incur the following fees: totaling between \$0 - \$53.27
- Custodial Supplies flat rate of \$53.27

**\*Pricing subject to change.**  
Current pricing can be found in Facilitron

Category	Item	Fee	No. Hours	Estimated
D. Electrical - 4 hour minimum (2 hour minimum for PTA (taxable) - \$071)	Auditorium or Theater	\$ 34.00		
	Gymnasium with air conditioning	\$ 43.00		
	Classroom lab fee 0-40	\$ 7.00		
	Multi-purpose room 41-400	\$ 22.00		
	Teaching Auditorium (seats 1 to 41 less 1st)	\$ 22.00		
	Cafeteria and commons (high school)	\$ 28.00		
	Cafeteria and commons (elementary)	\$ 22.00		
	Food/Track	\$ 43.00		
	Screen/Stage/Seat	\$ 32.00		
	E. Personnel Fees (includes 10 mins) - (taxable) - \$071 (Personnel paid at their normal rate; overtime rate after 40 hours worked) Supervisor (NOT paid overtime)		\$ 50.00	
Custodian	Multi-trades worker	\$ 24.00		
	Auditorium/Gymnasium technical staff - teacher	\$ 36.00		
	Auditorium/Gymnasium technical staff - student	\$ 37.00		
	Preventing Crime minimum wage	\$ 6.96		
	Student instructor manager (required when renting student facility)	\$ 24.00		
	Event Security	\$ 31.00		
C. Indoor/outdoor courts and fields clean up and custodial supplies	Clean-up indoor	\$54.21 minimum per day		
	Clean-up outdoor	\$58.13 minimum per day		
	Custodial supplies	\$53.27 minimum per day		
	Deep cleaning indoor	\$100 per day		

If you have any further questions regarding fees, I would be happy to speak with you personally. You can reach me at (813) 244-4834. ~ Jackie

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