



THE PUBLIC SCHOOLS OF BROOKLINE
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Memorandum

TO: Andrew Bott, Superintendent of Schools
Mary Ellen Dunn, Deputy Superintendent for Administration and Finance

FROM: Matthew J. Gillis, Director of Operations & Facilities

RE: **FY19 Rental Fee Rates & Prioritization of Rental Requests**

DATE: **April 12, 2017**

Recent

Request New Rental Rate for FY19

The purpose of the rental fee is cost recovery for providing additional services and having some additional wear and tear on the buildings.

Our rental rates per hour are on the low end of the area schools. The attached survey results demonstrate what many other public schools are doing, and many, like Cambridge, have told me they add a custodial fee when groups renting the space on week days have more than 50 people using the space. So, their lower rental room fee is not reflective of the rental price charged.

I am requesting the School Committee raise the rental rates for July 1, 2019. I have discussed the possibility of fee increase with some of our frequent renters and they have had nearly a full year's notice this was on the horizon. I expect most will stay with us as they are unlikely secure a better rate in the nearby area to offer their services/programs.

Brookline Private Schools

Park School – Gym rental is available at \$125 p/ hour and I am told they are routinely booked up week nights and weekends.

Dexter Southfield – Rental of gyms and classrooms is not available. Rental of the ice rink and fields is available.

Maimonidies – There is a \$150 per hour fee for the gym or an auditorium, \$75 per for classrooms and the kitchen, 3 hour minimum or classrooms, as high as six hours for other spaces.

Extended Day Programs

The Extended Day Programs provide before school and after school care for PSB students in K-8 schools. They do not pay the hourly rates other non TOB organizations pay; they pay a separate, lower fee. This past year, we updated the terms and conditions of the agreements to better comply with (procurement) laws and regulations. To alleviate some fear of a of trying to trick them into paying a higher rate, we have Consumer Price Index (CPI) clause written into the agreement and

most organizations are probably planning on that % increase unless they are asking for more space. In effect they pay a significantly discounted rate, approximately 85-90% discount compared to what other private non-profit organizations pay per room. Fees charged per square foot also range between \$0.75 to \$2.12 per square foot due to the per pupil nature of the agreement before the changes for FY18. At this point, I recommend any changes that, in effect, would be above the Consumer Price Index snapshot of 2.8% be held until FY20. In all probability, these fee increases will be largely or entirely passed along to the parents being asked to vote for the override.

Applying Custodial Fees

Recently, whenever food is to be served, we make an estimate for additional custodial cleaning time to restore the space to be ready for the next event, or next day. For all groups planning for, or actually having more than 50 guests, I believe we should apply a custodial fee, based on the number of hours it takes for custodians to provide the cleaning needed to help maintain the building. The groups we have historically not charged a custodial fee are the after school PTO enrichment programs. This means I would like to start charging a custodial fee for all groups expecting more than 50 guests, or using 3 or more classrooms. I wanted your feedback, before proceeding. This issue does not effect the room rental rates request, it is to give the custodians sufficient time to clean the spaces used after the school day is complete.

Suggested Motion: "I move to approve the short term rental fee rates provided to begin on July 1, 2018."

1. See proposed PSB rate sheet.
2. See chart of area school rental rates. (Private schools are listed above on this form.)
3. See Current Application (Will be revised to reflect new rates)

Based on conversations with my predecessor in this area, the application and rates were last updated in 2007. The market is indicating the price is low. We received more requests in FY16 and FY17 than prior years, FY18 has been similar to the last two years. The new school at 345 Harvard Street is expected to get plenty of inquiries for use of space after the school day. At \$10 or \$12.50 per hour to rent a classroom, various groups are interested in offering their services in our buildings. Our use is near capacity and popular times for spaces are routinely full. This past year, we have expanded use of both foreign language and religious schools groups requesting access to the buildings on week day afternoons and weekends.

See the next page for requestor prioritization. The chart is a summary of the School Committee policy.

Requestor Prioritization

I have attached the School Committee Policy K and summarized it in chart form on the following page.

Prioritization	Weekdays	K-8	BHS
1	3- 6 PM	Extended Day Programs (aftercare for students Grades K-5)	BHS Athletics/Student Clubs
2	3-6 PM	PTO Enrichment	Adult and Community Education
3	3-6 PM	Brookline Music School	Park and Rec Programs
4	3-6 PM	Other Community Groups	Other Community Groups
5	6- 9/10 PM	Adult and Community Ed	Adult and Community Ed
6	6- 9/10 PM	Park & Rec Programs	Park & Rec Programs
7	6- 9/10 PM	Other Community Groups	Other Community Groups

Prioritization	Weekends	K-8	BHS
1	9-1 PM	School Activities	BHS Athletics/Student Clubs
2	9- 1PM	Adult & Community Ed	Adult and Community Education
3	9- 1PM	Other Community Groups	Other Community Groups
4	1-5 PM	Park & Rec Programs	Park and Rec Programs
5	1-5 PM	Other Community Groups	Other Community Groups