

## Targeted User Guide: “How to add the ‘Theatre Surcharge’ to a Lease”

***Before you can complete a lease requiring a Theatre Surcharge (lighting and other costs), you must first configure a space as “Reservable” that represents the cost of the surcharge.***

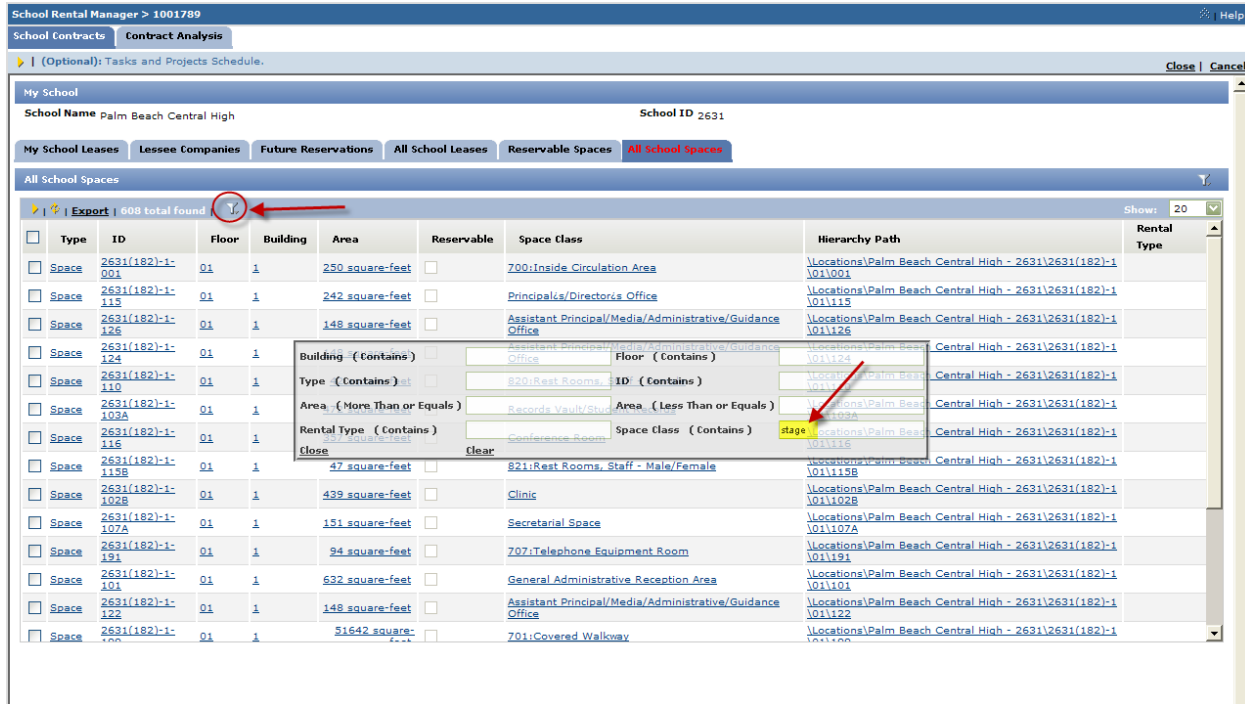
- The “Theatre Surcharge” rate represents the hourly charge that is added to an auditorium rental when that space is used for a Performing Arts event. You will find the “Theatre Surcharge” rate when you are assigning costs to specific spaces in your school:

Space Rental Rate						
🔍   Export   25 total found   📄						
<input type="checkbox"/>	!	ID	Name	Rate Units	Non-Profit Rate	Commercial Rate
<input type="checkbox"/>		<a href="#">1000001</a>	<a href="#">Auditorium 250+</a>	<a href="#">Hours</a>	<a href="#">\$75.00</a>	<a href="#">\$150.00</a>
<input type="checkbox"/>		<a href="#">1000002</a>	<a href="#">Classroom</a>	<a href="#">Hours</a>	<a href="#">\$20.00</a>	<a href="#">\$35.00</a>
<input type="checkbox"/>		<a href="#">1000003</a>	<a href="#">Auditorium</a>	<a href="#">Hours</a>	<a href="#">\$50.00</a>	<a href="#">\$100.00</a>
<input type="checkbox"/>		<a href="#">1000004</a>	<a href="#">Band/Choral Rm</a>	<a href="#">Hours</a>	<a href="#">\$15.00</a>	<a href="#">\$30.00</a>
<input type="checkbox"/>		<a href="#">1000006</a>	<a href="#">Cafeteria (Elem/Mid)</a>	<a href="#">Hours</a>	<a href="#">\$25.00</a>	<a href="#">\$50.00</a>
<input type="checkbox"/>		<a href="#">1000007</a>	<a href="#">Kitchen (Elem/Mid)</a>	<a href="#">Hours</a>	<a href="#">\$25.00</a>	<a href="#">\$50.00</a>
<input type="checkbox"/>		<a href="#">1000008</a>	<a href="#">Cafeteria (High)</a>	<a href="#">Hours</a>	<a href="#">\$50.00</a>	<a href="#">\$100.00</a>
<input type="checkbox"/>		<a href="#">1000009</a>	<a href="#">Kitchen (High)</a>	<a href="#">Hours</a>	<a href="#">\$25.00</a>	<a href="#">\$50.00</a>
<input type="checkbox"/>		<a href="#">1000010</a>	<a href="#">Comp/Tech Lab</a>	<a href="#">Hours</a>	<a href="#">\$40.00</a>	<a href="#">\$80.00</a>
<input type="checkbox"/>		<a href="#">1000011</a>	<a href="#">Gymnasium (Middle)</a>	<a href="#">Hours</a>	<a href="#">\$75.00</a>	<a href="#">\$125.00</a>
<input type="checkbox"/>		<a href="#">1000012</a>	<a href="#">Gymnasium (High)</a>	<a href="#">Hours</a>	<a href="#">\$100.00</a>	<a href="#">\$200.00</a>
<input type="checkbox"/>		<a href="#">1000013</a>	<a href="#">Media Center</a>	<a href="#">Hours</a>	<a href="#">\$25.00</a>	<a href="#">\$50.00</a>
<input type="checkbox"/>		<a href="#">1000014</a>	<a href="#">Multipurpose Rm</a>	<a href="#">Hours</a>	<a href="#">\$25.00</a>	<a href="#">\$50.00</a>
<input type="checkbox"/>		<a href="#">1000016</a>	<a href="#">Football/Track/Soccer</a>	<a href="#">Hours</a>	<a href="#">\$50.00</a>	<a href="#">\$100.00</a>
<input type="checkbox"/>		<a href="#">1000017</a>	<a href="#">Baseball Field</a>	<a href="#">Hours</a>	<a href="#">\$25.00</a>	<a href="#">\$45.00</a>
<input type="checkbox"/>		<a href="#">1000018</a>	<a href="#">Softball Field</a>	<a href="#">Hours</a>	<a href="#">\$15.00</a>	<a href="#">\$25.00</a>
<input type="checkbox"/>		<a href="#">1000019</a>	<a href="#">Practice Field</a>	<a href="#">Hours</a>	<a href="#">\$15.00</a>	<a href="#">\$25.00</a>
<input type="checkbox"/>		<a href="#">1000020</a>	<a href="#">Basketball Court</a>	<a href="#">Hours</a>	<a href="#">\$10.00</a>	<a href="#">\$15.00</a>
<input type="checkbox"/>		<a href="#">1000021</a>	<a href="#">Tennis Court</a>	<a href="#">Hours</a>	<a href="#">\$5.00</a>	<a href="#">\$10.00</a>
<input type="checkbox"/>		<a href="#">1000022</a>	<a href="#">Racquetball Court</a>	<a href="#">Hours</a>	<a href="#">\$5.00</a>	<a href="#">\$10.00</a>
<input type="checkbox"/>		<a href="#">1000023</a>	<a href="#">Play Court</a>	<a href="#">Hours</a>	<a href="#">\$5.00</a>	<a href="#">\$10.00</a>
<input type="checkbox"/>		<a href="#">1000024</a>	<a href="#">Parking (Elem/Mid)</a>	<a href="#">Days</a>	<a href="#">\$150.00</a>	<a href="#">\$300.00</a>
<input type="checkbox"/>		<a href="#">1000025</a>	<a href="#">Parking (High)</a>	<a href="#">Days</a>	<a href="#">\$500.00</a>	<a href="#">\$1,000.00</a>
<input type="checkbox"/>		<a href="#">1000027</a>	<a href="#">Theatre Surcharge</a>	<a href="#">Hours</a>	<a href="#">\$65.00</a>	<a href="#">\$65.00</a>
<input type="checkbox"/>		<a href="#">1000028</a>	<a href="#">Vendor Space</a>	<a href="#">Days</a>	<a href="#">\$40.00</a>	<a href="#">\$40.00</a>

When the **School Rental Manager** window opens, it defaults to the “**My School Leases**” tab, which is a listing of all of the leases you have created for your school. For this exercise, we are going to click on the “**All School Spaces**” tab so that we can assign a “Stage” space to our **reservable rooms**.

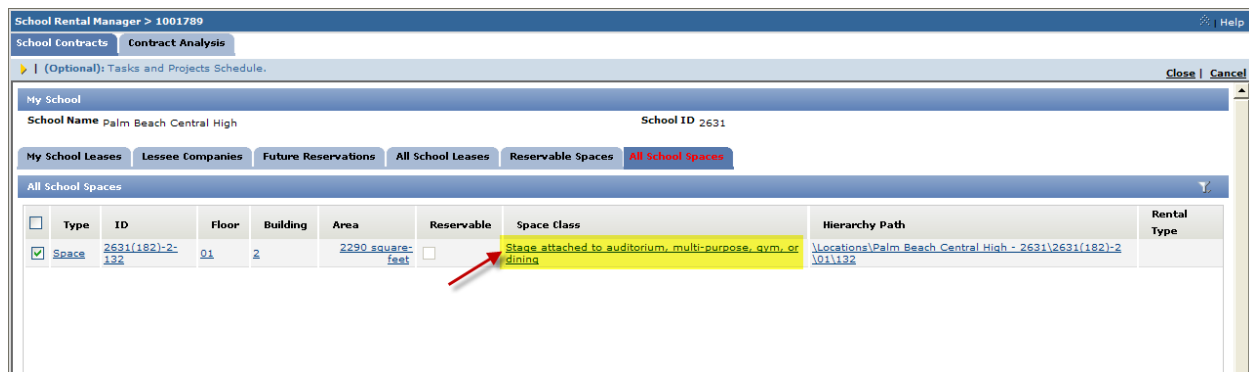
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The **All School Spaces** window displays information that is imported from the **FISH** (*Florida Inventory of School Houses*) database and looks like the picture below. First, hover your mouse cursor over the funnel. You will see a filter pop up which gives you fields to search against. Enter the word “stage” in the field labeled “Space Class” as in the example below and then press “enter”:



**NOTE:** Typically, we only use the “Space Class” (description of the room), the “ID” (FISH #) or the “Building” number to search for the rooms we want to configure as reservable.

2. You can see that our search returned a record with the word “stage” in the Space Class field. To make this space reservable, we will hover over the word “Space” under the “Type” column, then double-click on that record and set it up the same way we set up other spaces...



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3. Select "**Reservable**" and then click on "**Find**" for the **Space Rental Rate**. This will open up the list of rates to choose from. Select *Theatre Surcharge* and then click **OK**.

School Rental Manager > 1001789

School Contracts **Contract Analysis**

(Optional): Tasks and Projects Schedule.

My School

School Name pa Space > 132 - Windows Internet Explorer

My School Lease

All School Space

Space > 132

General Print Preview

(Required): General Information for this Space. Save & Close Save Activate Cancel

General

ID 2631(182)-2-132 Status Draft Image

\* Name 132

Description Stage

Hierarchy Path \Locations\Palm Beach Central High - 2631\2631(182)-2\01\132

FISH

Details

Bar Code Entry 1002994

Primary Phone

Primary Mail Stop

Hazardous Materials

Year Modified 0

Class Size Reduction 0

Egress Capacity 0

Program Type

Certificate of Occupancy

Reservation Flag

Reservable?

Space Rental Rate

Rental Type

Non-Profit Rate \$,00

Commercial Rate \$,00

Export | 25 total found |

ID	Name	Rate Units	Non-Profit Rate	Commercial Rate	System Hierarchy Path
1000017	Baseball Field	Hours	\$25.00	\$45.00	\Classifications\Space Rental Rate\Baseball Field
1000018	Softball Field	Hours	\$15.00	\$25.00	\Classifications\Space Rental Rate\Softball Field
1000019	Practice Field	Hours	\$15.00	\$25.00	\Classifications\Space Rental Rate\Practice Field
1000020	Basketball Court	Hours	\$10.00	\$15.00	\Classifications\Space Rental Rate\Basketball Court
1000021	Tennis Court	Hours	\$5.00	\$10.00	\Classifications\Space Rental Rate\Tennis Court
1000022	Racquetball Court	Hours	\$5.00	\$10.00	\Classifications\Space Rental Rate\Racquetball Court
1000023	Play Court	Hours	\$5.00	\$10.00	\Classifications\Space Rental Rate\Play Court
1000024	Parking (Elem/Mid)	Days	\$150.00	\$300.00	\Classifications\Space Rental Rate\Parking (Elem/Mid)
1000025	Parking (High)	Days	\$500.00	\$1,000.00	\Classifications\Space Rental Rate\Parking (High)
1000027	Theatre Surcharge	Hours	\$65.00	\$65.00	\Classifications\Space Rental Rate\Theatre Surcharge
1000028	Vendor Space	Days	\$40.00	\$40.00	\Classifications\Space Rental Rate\Vendor Space

OK | Ex

Don't forget to click on **Reservable**!

Space > 101 - Windows Internet Explorer

Space > 101

General Print Preview

(Required): General Information for this Space. Save & Close Save Activate Cancel

Egress Capacity 0 Teaching Station 0

Program Type

Temp. Certificate of Occupancy

Certificate of Occupancy

Reservation Flag

Reservable?

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4. This is what the completed record should look like:

Space > 132 - Windows Internet Explorer

Space > 132 | Help

General | Print Preview

(Required): General Information for this Space. Save & Close | Save | **Activate** | Cancel

**General**

ID 2631(182)-2-132 Status Draft Image

\* Name 132

Description Stage

Hierarchy Path \Locations\Palm Beach Central High - 2631\2631(182)-2\01\132

FISH

**Details**

Bar Code Entry 1002994 Control Number 1002994

Primary Phone Primary Fax

Primary Mail Stop Condition 1:Satisfactory

Hazardous Materials  Year Constructed 2002

Year Modified 0 Student Station 0

Class Size Reduction 0 Teaching Station 0

Egress Capacity 0 Program Type Temp. Certificate of Occupancy

Certificate of Occupancy

**Reservation Flag**

Reservable?

**Space Rental Rate** Find | Clear

Rental Type Theatre Surcharge

Non-Profit Rate \$65.00 Rate Units Hours

Commercial Rate \$65.00

Units

Local intranet 100%

Don't forget to select “**Activate**” or you won't see this as available when you try to add this cost to your lease.

5. Remember that for Performing Arts events, you must select 2 spaces – one is the space that the event will actually be held in (e.g., Auditorium) and the other is the “Theatre Surcharge.”

The rooms that you see in the “**Reservable Spaces**” tab can now be used to create a lease. Remember to check to make sure that all of the rooms you need for a lease have been properly configured as “**Reservable**” in the system. **You cannot make a room reservable while you are in the middle of creating a lease!**