



IMPORTANT THINGS TO REMEMBER:

- **BEFORE** you add a new lessee to the system, please check to make sure the lessee company is not already in the data base
- Use the **LEGAL NAME** of the Lessee when you're adding a new lessee company to the system
- **CHECK** to make sure that your spaces have been configured (added) as "Reservable" and that the status is "Activated" - otherwise, you won't find your rooms when you create your lease.
- **INSURANCE** purchased from the School District - don't forget to print out the rate quote sheet **BEFORE** submitting the form to Risk Management!

CAFM Space Leasing Module Application Update

By Real Estate Services

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100+ schools creating leases online

Congratulations to all School Leasing Agents for their exceptional work creating leases with the new Space Leasing program!

It's never easy getting a new software system up and running - there are always the inevitable glitches, hiccups and bugs. However, all of the leasing agents at district schools are to be commended for jumping in and embracing this new way to create and process school leases. Just before school started in August, more than 170 school leasing coordinators were trained in the new school leasing system



The Space Rental module connects all schools to the leasing database via the internet.

called the "Space Rental" module. For the first time, leasing agents will be able to share information about their lessees such as name, contact info, required documents, etc. The new "lessee" record screen takes the place of the old "Pre-Qual" form. Leasing

coordinators can input data into the Lessee Company database any time - it doesn't just have to be when they are preparing a lease to be submitted for the approval process.

Keep up the great work!



What does this mean:

CONTRACT STATUS...

DRAFT: contract is in "progress".

REVIEW IN PROGRESS: contract is going through the "approval" process.

ISSUED: contract has received all "approvals", lease is ready to be printed out.

COMPLETED: contract has been "approved, paid and event has occurred".



Use "General" or "Save" to refresh your screen.

Buying Event Insurance from the School District

There are times when a Lessee will say that it cannot get an insurance policy processed in time for the event that requires coverage. In this case, the Leasing Agent does have the option to buy insurance for the Lessee from the School District.

Obviously, we want to encourage Lessees to do whatever necessary to get a policy written since the District doesn't want to be in the Insurance business, so this really should be a last resort sort of purchase.

Where do I find the form?

The "Vendors Liability Insurance Report" form can be accessed via the School District website under the "Forms Search" section. The form will open in Liquid Office and is completed electronically.

How do I fill it out?

Enter your school name, your name and email address, the dates of the event and the Lessee name. Make sure you select an event type like "Bingo" (as in the example above). You will note that there are four rates from Class I - Low Hazard to Class IV - High Hazard. Be sure that your event type matches the Class that you choose in SECTION I (Daily Rates). You will need to click on the "Total Rate" box in the particular section (I, II or III) in order to obtain the insurance cost.

Note: you can only choose one section per event.


What does "Spectator Liability only" mean?

This means that ONLY the spectators who watch the game and/or drop/pick-up players will be covered by insurance. Athletes are not covered by this insurance - they must have proof of coverage from an external insurance agency.

How do I use this with the new system?

Once you enter all information and select the type of coverage the Lessee needs, you'll get a dollar amount, which is calculated by formulas in the form. Then, right-click on the form and select print so you can put this in your Lessee folder. Finally, click "Submit" and this form goes to Brian Marinan in the Risk Management Department.

When you make your reservation, under locations & costs, there is a field called



THE SCHOOL DISTRICT OF PALM BEACH COUNTY
RISK AND BENEFITS MANAGEMENT

Vendors Liability Insurance Report

REQUIRED - To determine correct rates choose Fiscal Year before completing form

FY 2010 FY 2011

Complete one form for each vendor. Submit the completed form before June 30th of each year.

School Name PalmBeach Academy for Learning	Event Bingo Games (Class II)
School Contact Sally Smith	Date(s) of Event Wednesday October 20th from 6:00 - 8:30
Contact E-mail ssmith@palmbeach.k12.fl.us	Lessee Name Church of West Palm Beach

DIRECTIONS: Choose only one class or hazard per event. If you choose from Section I, enter the number of event days and the number of attendees to obtain the rate. If your choice is in Section II enter the number of games/practices to obtain the total rate. If you are using the annual rates in Section III you must indicate the percentage of the year that applies to the event to obtain the total rate. After entering information, tab to the next field to activate the calculation.

SECTION I (Daily Rates)

Class I - Low Hazard Number of Event Days

Class II - Medium Hazard Number of Attendees per day

Class III - Moderate Hazard **Total Rate**

Class IV - High Hazard

SECTION II (Athletic Team Rates)

Athletic Leagues (except football) (Spectator liability only) Number of Games

Football Leagues (Spectator liability only)

Individual Athletic Teams (Spectator liability only) **Total Rate**

SECTION III (Annual Rates) % of the year charge is applied

Social Groups & Civic Clubs (weekly meetings) Quarter of year

Social Groups & Civic Clubs (bi-monthly meetings) Half of year

Social Groups & Civic Clubs (monthly meetings) Three quarters of year

Schools (vocational & private) using school classrooms Full year

Total Rate

If you have multiple reports to submit click continue before you submit.

Otherwise chose complete. Continue Complete

PBSD 1915 (Rev.06/02/2010) SBP 7.18 To Submit Click Go >>>

"Event Insurance Cost." Click on the \$0.0 and a new window opens up that will look like this:

Take the quote that was generated by the form and enter it into Tririga.

TOTALS	
A. Space Cost	\$25.00
B. Total Taxes (A * Tax Rate)	\$.00
C. Exterior Lighting Cost	\$.00
* D. Event Insurance Cost	47.82

If you have any questions about insurance coverage or types of events that are allowed on District Property, please contact:

Brian Marinan, Insurance Specialist
Risk & Benefits Management Dept.
Phone: 434-8634
PX 4-8634
Fulton Holland Building, Rm A-103