

Warren Hills Regional School District

Use of Facilities Request Procedures

The Warren Hills Board of Education and Administration have updated the proper procedures and documents for you to follow when requesting the use of the Warren Hills Facilities.

It is expected that all groups will supervise their participants at all times. Warren Hills Board of Education requires that your group will be responsible in assuring procedures will be in place to enforce proper behaviors by both participants and spectators at your event.

Please be sure to read and agree to all attached rules provided on the sign up web program prior to signing your use of facility contract with Warren Hills Regional Board of Education.

- ✓ Valid Certificate Insurance (COI) and NJ Certificate of Incorporation MUST be on file with the Athletic Office prior to any usage of our facilities.
- ✓ Any group having more than 100 in attendance will be required to provide a fire permit
- ✓ A point person must be established for each organization when booking a facility request.
- ✓ Please DOWNLOAD application and submit when providing all other documentations.
- ✓ The Use of the school facility will not be granted for any purpose that is prohibited by law.
- ✓ The use of school facilities will not be granted for the advantage of any partisan political activity or private social function.
- ✓ ******* IMPORTANT***** NO ball playing in the Hallways. Scheduled groups are responsible for participants and non-participating guest. Violation of any rules outlined is subject to privileges being revoked.**
- ✓ *******PLEASE BE ADVISED***** your event may be impacted in the event that a Category 1 group needs the facility as per administration descretion**
- ✓ Warren Hills Board of Education is not responsible for any lost or stolen property you may bring into the buildings.
- ✓ **CATEGORIES MAY CHANGE BASED ON TYPE OF EVENT YOU ARE REQUESTING**
 - **(Ex: using the facility for games/practices vs. using the facility for fundraising)**

Refunds:

1. Will not be given for less time used.
 - a. Ex: Requested 3 hours and only use for 2 hours; you will be billed for 3 hours
2. Cancellations need to be given more than 48 hours for non-charge
3. Cancellations given 24-48 hours before the scheduled event will be charged 50% of the requested fee
4. Cancellation made within 6 hours of the requested date will be charged for the full amount requested.
5. Cancellations DUE to WEATHER will not be charged and will be determined by the Athletic Director/Student activities.

**WARREN HILLS SCHOOL DISTRICT
USE OF FACILITY REQUEST FORM
(CATEGORY 2, 3, 4, 5 & 6 GROUPS – NON-WHRSD GROUPS)**

The facilities of the Warren Hills Regional Board of Education are intended for use by the public. The administration is charged with the responsibility of prioritizing these requests and maintaining the facilities.

Individuals or organizations seeking to use any Warren Hills school facility must complete and submit a Request of Use of Facility using the online application process. A valid Certificate of Insurance, payment in the form of a check/money order. The absence of such materials **WILL** preclude the use of the facility. A Certificate of Insurance (liability) with a policy limit of at least \$1,000,000 per individual occurrence must be attached to your Use of Facility Request Form. **Payment by check/money order to the order of Warren Hills Board of Education must be submitted Net 30 days from invoice date.** Any group having more than 100 in attendance will be required to provide a fire permit. IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE, PLEASE CONTACT THE DIRECTOR OF ATHLETICS/STUDENT ACTIVITIES AT 908-689-3050, ext. 3030.

Name of the Organization: _____

Address of Organization: _____

Person Responsible: _____

Address of Person Responsible: _____

Phone Number: _____ (work) _____ (home) _____ (cell)

Purpose for which the facility will be used? _____

I/We have received, read and understand the rules governing the use of Warren Hills facilities. I/We agree to hold participants to all rules, regulations and procedures established by the school district and to assume full financial responsibility for any and all damages done to the property of Warren Hills Regional during the duration of facility usage. I/We further agree to indemnify Warren Hills Regional Schools and its employees against any related loss, damage, compensation or expense which may be incurred during facility preparation and use and thereafter, i.e., I/We hold Warren Hills save harmless in these and all regards.

Authorized signature(s) _____ date _____
_____ date _____

NOTE: ANY GROUP USING MORE CUSTODIAL HOURS THAN CONTRACTED FOR WILL BE BILLED BY THE DIRECTOR OF ATHLETICS/STUDENT ACTIVITIES FOR THE EXACT COST OF CUSTODIAL COVERAGE AT THE RATES LISTED ON THE FEE DETERMINATION SHEET. NO REFUNDS WILL BE GIVEN FOR UNUSED TIME.

FOR OFFICE USE ONLY

APPROVALS: (Only those highlighted must sign)

Director of Athletics/Student Activities _____ date _____

Location Type	Warren Hills Board of Education					
	Fee Category (Per Hour)					
High School and Middle School	1	2	3	4	5	6
HS Auditorium	N/C	\$5.00	5.00	6.00	8.00	12.00
MS/HS Gymnasium	N/C	\$2.50	2.50	3.00	10.00	60.00
Cafeteria (Full)	N/C	\$5.00	7.50	35.00	35.00	60.00
Cafeteria Half (East/West)	N/C	\$2.50	5.00	15.00	25.00	45.00
Cafeteria with portable stations & custodian (Sanitation of Equipment)	N/C	\$30.00	75.00	90.00	112.50	168.75
HS Wrestling Room	N/C	\$5.00	5.00	15.00	22.50	33.75
Cleaning and Sanitizing wrestling room Flat Fee per day	N/C	\$15.00	\$20.00	\$25.00	\$30.00	\$30.00
Class Rooms	N/C	\$2.50	5.00	6.00	7.50	40.00
Risers/Tables Flat Rate	N/C	\$5.00	5.00	6.00	10.00	10.00
Library/Media Center meeting area only-no food/drink	N/C	\$2.50	5.00	7.50	10.00	45.00
HS Varsity Baseball Field	N/C	\$10.00	15.00	18.00	22.50	33.75
All Other Fields Excluding Stadium Turf (MS & HS)	N/C	\$2.50	2.50	3.00	3.75	5.63
MS Parking Lot(space only)	N/C	\$3.00	3.00	3.60	9.00	50.00
MS Parking lot with ammenties (electric, water, garbage)	N/C	\$5.00	5.00	6.00	15.00	37.50
HS Parking lot with ammenties (electric, water, garbage)	N/C	\$5.00	5.00	6.00	15.00	37.50
HS Parking Lot per assigned section	N/C	\$2.50	2.50	3.00	7.50	13.13
HS Tennis Courts	N/C	\$2.50	5.00	6.00	15.00	26.25
Stadium Turf/Track	N/C	\$5.00	15.00	18.00	21.60	25.92
Stadium Bathrooms with custodial attendant	N/C	\$7.00	15.00	18.00	35.00	55.00
Stadium Turf/Track with site manager (determined by Athletic Director)	N/C	Flat Fee is \$45 every three hours of needed time with a three hour minimum				
Amendities (includes site manager)						
Stadium Press Box	N/C	\$15.00	20.00	40.00	60.00	75.00
Stadium Concession Stand no use of appliances etc.-self-clean	N/C	\$10.00	25.00	30.00	50.00	75.00
Stadium Concession Stand with appliances	N/C	\$25.00	60.00	72.00	90.00	125.00
Auxiliary Charges						
Electrical Amenities (powercords, powerstrips, powercord covers) Flat Fee to supply (As required by fire marshal)	N/C	N/C	5.00	5.00	5.00	5.00
Cafeteria Audio system	N/C	N/C	15.00	15.00	15.00	15.00
Providing of Equipment, e.g. Soccer/FH Goals/Nets, Hurdles, Mats (Flat Fee)	N/C	N/C	5.00	6.00	15.00	25.00
Auditorium Lighting/Sound with operator required (Hourly)	N/C	N/C	25.00	30.00	75.00	131.25
HS Gym PA and scoreboard use with operator required (Hourly)	N/C	\$20.00	35.00	45.00	45.00	45.00
Custodial (Black Seal) Costs determined by A.D. (Per Man Hour)	N/C	\$15.00	25.00	25.00	25.00	25.00
Site Manager - # as determined by A.D. (/3hr min)	N/C	Flat Fee is \$45 every three hours of needed time with a three hour minimum				
Police officer each @ \$85/hr Determined by Building Security (Anything over 8 hours is \$140 an hour)	N/C	\$85.00	85.00	85.00	85.00	85.00
Crossing Guard each@\$30/hr (Anything over 8 hours \$45 per hour)	N/C	\$30.00	30.00	30.00	30.00	30.00
Stadium Lights and MS Lights	N/C	\$15.00	20.00	24.00	50.00	65.00
Field Line Painting (Flat Fee upon special request)	N/C	N/C	15.00	15.00	15.00	15.00
** Flat fee is use per day						
***All fees are contracted on an hourly basis unless indicated otherwise						
***Categories may change based on type of event you are requesting						

NOTE: Organizations who qualify under Category 3, 4,5, and 6 are required to hire a Concession Stand Manager, Press Box Manager, Maintenance/Custodial workers, and a Site Manager. These workers will be assigned by Warren Hills. The Director of Athletics may waive fees for areas not being used Security/Police coverage may be required for your group by our administration.

A site manager may be required for groups using the stadium. Warren Hills agrees to waive the fee for a press box manager and concession stand manager for groups who qualify under Category 1. Custodial/Maintenance fees may also be waived, at the discretion of the Director of Athletics/ Student Activities, for Category 2, 3,4,5,6 qualifiers using the field for practice but not requiring access to any of the buildings.

These provisions are being made to help our recreation programs increase their use of our facility, and are dependent upon organizations and individuals being responsible and taking care of the facility. Organizations using the facility will need to provide a list of individuals responsible for the supervision of all areas. Fees may be reinstated if the particular organization does not provide reliable supervision.

Definition of Categories

Following the BOE District Policy 7510

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

Category #1 - Student organizations (Key Club, Student Council, Athletic Teams) Project Graduation Committee, Booster clubs etc. will have the highest priority in the scheduling of the use of facilities throughout the district. These organizations will not be charged nor will they need a certificate of insurance. Must be facilitated and run by staff/Booster Board Officer. It is the responsibility of the person(s) representing the respective organization to submit a Request for Use of Facilities in a timely fashion.

Any student organization sponsoring a fundraising activity and using Warren Hills facilities is required to deposit 100% of the gross proceeds into their respective student activity account.

Category #2- Community groups providing activities and / or services for Township Recreation groups. (Washington Twp. Franklin Twp, Mansfield Twp, Washington Boro). Must be under the insurance umbrella of your constituent districts. All other groups are category 3 or above. Determined by the Athletic Director.

Category #3 - Community groups providing activities and/or services for the students of Warren Hills or its constituent districts will be provided the use of the district's facilities at a nominal cost. The majority of the group must be community members in order to qualify for this category. Other organizations will qualify under this category as determined by the Director of Athletics/Student Activities.

Category #4 - an approved Community Sponsor Application must be attached to your use of facility request. Any approved community group providing funds to Warren Hills Regional in the form of scholarships, deposits to student activity accounts, etc. will be placed in category #4. A minimum of 25% of the net profit must be given back to a Warren Hills Regional organization.

Category #5 - Community groups keeping all proceeds from a fundraiser are considered a category five group.

Category #6 - Non-community groups and/or businesses using a Warren Hills Regional facility.

RULES GOVERNING THE USE OF FACILITIES FOR CATEGORIES (2, 3, 4, 5 & 6)

1. A valid Certificate of Insurance, payment in the form of a check/money order. The absence of such materials **WILL** preclude the use of the facility. A Certificate of Insurance (liability) with a policy limit of at least \$1,000,000 per individual occurrence must be attached to your Use of Facility Request Form. **Payment by check/money order to the order of Warren Hills Board of Education must be submitted Net 30 days from invoice date..** Any group having more than 100 in attendance will be required to provide a fire permit.
2. All outside groups using the Warren Hills facilities are responsible for providing their own health care and emergency medical needs. In the event of a medical emergency, your group's assigned site director should see if any school medical personnel (trainer or nurse) are available to provide immediate care. In addition, it is absolutely necessary to contact the local emergency squad or use

911 when a medical emergency arises.

3. Youth sports team organizations must agree to comply with the school district's Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussion and Head Injuries. This policy is available in the athletic office and is also posted on the Warren Hills website under the facilities tab. Signing this use of facilities request indicates that an authorized person for the organization has read and agrees to abide by this policy.
4. A copy of the rules governing the use of facilities MUST be retained in the possession of and available for immediate reference by the person(s) responsible while the facilities are being used.
5. All facilities and equipment are maintained for the express and specific purposes of Warren Hills Regional Schools. No outside organization may attempt any modification whatsoever to the basic configuration of said facilities or equipment to suit its purposes. Knowledge of this will result in termination of the Use of Facility for that event(s)
6. Auditorium Use: General lighting (no charge) will be accommodated by the stage manager's light panel in the back stage area of the auditorium. At no time is anyone other than Warren Hills personnel allowed to touch or change any light settings. Outside groups are required to obtain a fire permit from the Washington Township Fire Department and submit this permit to the head of maintenance prior to any building use. The following items are NOT available for outside use:

-Lighting board	-Light bar
-Sound board	-Sound amplifiers
-Risers	-Computers
-Projectors	
7. No smoking is allowed on school property. Including any product containing nicotine. (Ecigarettes and Vapes) No drinking of alcoholic beverages is permitted on school property.
8. The activity shall be restricted to that area for which permission has been granted.
9. The activity shall not extend beyond the hours approved in the request. Refer to the Fee Determination Sheet to calculate your cost for the use of Warren Hills facilities. Additional time will result in additional charges.
10. All programs shall be planned so that they do not interfere with the regular school day, scheduled athletic events or other Warren Hills School District previously approved outside events.
11. In the event of bad weather, **it is the responsibility of the authorized parties using our facilities to contact** the Warren Hills Athletic Office (908-689-3050, ext. 3030 or 3016. 3047), Warren Hills High School (908-689-3050), or Warren Hills Middle School (908-689-0750) regarding cancellations.
12. The organization using the building shall be responsible for promptly moving its equipment in and out of the building or any other Warren Hills facility.
13. The person(s) in charge of the activity shall be present well before the activity is due to start and remain afterwards until all participants and patrons have left.
14. School authorities must have access to all rooms/areas at all times.
15. Manpower provided as part of the facility use are limited to opening and closing the building,

providing heat, lighting.

16. When the cafeteria mobile stations are being used for food service, an additional cost is built into the cost per hour for sanitizing and cleaning station after use.
17. In the event police coverage is required, the person(s)/organization responsible shall make the arrangements for such coverage with the police department having jurisdiction. The Warren Hills Regional School District reserves the right to require police coverage.
18. Any room(s) or facility(ies) used by the applicant will be carefully examined (by the special events custodian) after use. The applicant agrees to promptly make good any loss or damage occurring as a result of the use of school property. At the conclusion of the activity, the person responsible and the special events custodian will walk through the areas used by the group and inspect the condition and note any damage due to usage.
19. No school property or equipment is to be altered or removed from the premises.
20. A refundable maintenance bond in the amount of \$500 may be required before the use of grounds and facilities applications are processed.
21. No reservation of facilities will be made until this application is returned and approved by the Director of Athletics/Student Activities and the Principal of the requested facilities.
22. The requesting party will assume the responsibility to guarantee that in the event the fire alarm is activated during its occupancy of any Warren Hills facility, that it will evacuate the building immediately and abide by all direction from school or local authorities. **If the fire alarm is activated during an activity and was the result of a participant actions, the group who is responsible for the event will be charged.**
23. Parking of participant and patron vehicles is only permitted in designated parking areas. Parking at yellow curbs and on the grass is forbidden. Failure to adhere to and enforce this rule will be grounds for disapproval of future requests and the revocation of current requests. Illegally and inappropriately parked vehicles will be towed at the owner's expense. Parking needs to be on Warren Hills property only. No one is permitted to park on the stadium side of the street without the direct permission of the Director of Athletics. Parking is confined to the parking lots. No vehicles are to be parked along an entrance, roadways, or grassy areas. Vehicles parked in areas designated as No Parking Zones and Fire Lanes are subject to police action, fines and towing at the owner's expense.
24. Organizations are forbidden from lining/painting fields unless approved in writing by the Director of Athletics/Student Activities. Any requests for lining of fields will be charged as per the attached fee schedule.
25. Warren Hills will not supply such items as soccer nets, balls, bases, bats, hockey sticks, down markers, goal frames, etc. unless otherwise contracted with Warren Hills. The items and services available from Warren Hills are noted on the Warren Hills Use of Facility Payment Sheet. Items being requested must be identified/checked on the Fee Determination Sheet.
26. **YOUR ORGANIZATION'S USE OF FACILITIES APPROVAL CAN BE CANCELLED BY WARREN HILLS ADMINISTRATION AT ANY TIME WITHOUT REASON - HOWEVER YOUR PAYMENT WILL BE REFUNDED FOLLOWING NOTIFICATION OF YOUR CANCELLATION.**

27. Warren Hills is not responsible for any products sold to customers/attendees at your event.
28. Responsibility of patrons crossing the street to utilize the stadium or any Warren Hills facility is the direct responsibility of the party renting Warren Hills facilities. A Crossing guard is required if the number of attendees are above 75.
29. Groups renting Warren Hills facilities must assume the primary responsibility for the conduct of their patrons. Appropriate adult supervision must be provided at all times. The organization granted use of the facilities agrees to leave the facilities, equipment, and materials in the same condition as presented to them. All trash must be picked up and placed in garbage containers. Any organization granted use of facilities shall be responsible for the proper use of all facilities and equipment/materials provided, and shall pay the school district for any damages. The extent and cost of any damage shall be determined by the Director of Athletics. The renting organization agrees to abide by his/her decision regarding the extent and cost of the damage.
30. All applicable federal, state, local and Board of Education policies, codes, regulations, ordinances and laws are to be strictly observed by all organizations using Warren Hills facilities.
31. Dogs and other pets (except guide animals) are prohibited on school property.
32. Only proper non-damaging footwear will be used on the track, tennis courts or playing fields.
33. Use of the concession stand or press box requires a Warren Hills employee to be hired through the Director of Athletics at the Board of Education approved pay rates. You may be denied the use of these facilities if a Warren Hills designee is not available.
34. Use of the stadium requires payment of a site manager at the Board of Education approved pay rate. The site manager will be assigned by the Director of Athletics.
35. The Board of Education reserves the right to refuse any request for the use of Warren Hills facilities that is deemed either inappropriate or not in the best interest of the school district. A reason for disapproval does not have to be given.
36. The lessee hereby indemnifies and holds lessor and its agents and employees harmless from all claims and costs, including attorney fees related thereto, incurred by any person/organization arising from lessee's use and operation of the leased premises. Lessee shall carry comprehensive public liability insurance with a policy limit of at least \$1,000,000 per individual occurrence. Such insurance shall be carried with a financially sound carrier and meet the approval of the Warren Hills District Business Manager. The lessee will be required to name Warren Hills Regional School District as a co-insured party.
37. The renting party shall bear all responsibility for any penalties levied due to any violations resulting from the activity and/or participants. The school district and Board of Education shall be held blameless for any such violations.

**WARREN HILLS REGIONAL SCHOOL DISTRICT
FEE/CATEGORY DETERMINATION**

To determine the category for your group, please read the preceding Category Explanation Sheet. You may contact the Director of Athletics/Student Activities at 908-689-3050, ext. 3030 for confirmation of your organization's category number.

UNDER WHICH CATEGORY DO YOU QUALIFY? 2 3 4 5 6

STATE YOUR REASON FOR YOUR CHOSEN CATEGORY CLASSIFICATION:

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CONTACT THE DIRECTOR OF ATHLETICS TO VERIFY THE ACTUAL AMOUNT OWED FOR THE USE OF WARREN HILLS FACILITIES. Submit payment of the accurate amount your application, otherwise your request will be returned to be resubmitted. Delays in the processing of your application will result from submitting payment for the incorrect amount owed or failing to include an appropriate certificate of insurance.

If you plan to use any Warren Hills facility for less scheduled time you will be charged The charge for custodial coverage will be the exact time that you request plus any additional time needed to clean the facility upon completion of your event. Warren Hills reserves the right to have a special events custodian available when determined as necessary.

COMMUNITY SPONSOR APPLICATION

This form is to be completed only by those individuals or organizations that are requesting to be placed in CATEGORY #4. This sheet must be submitted 30 days in advance of the requested event date. Questions may be referred to the Warren Hills Athletic Office at 908-689-3050, ext. 3030, 3016 or 3047.

In order to qualify for CATEGORY #4, your group must be a community group willing to provide funds to a Warren Hills organization in the form of scholarships, deposits to a selected organization's student activity account or approved fund. **A MINIMUM OF 25% OF THE NET PROFIT MUST BE GIVEN BACK TO A WARREN HILLS ORGANIZATION.** Community groups may negotiate an alternative agreement (more than 25%) with the Director of Athletics/Student Activities. Non community groups may negotiate (to be placed in category #4) with the Director of Athletics/Student Activities: - 41 Jackson Valley Road - Washington, NJ 07882.

Name of the organization _____

Address of the organization _____

Person responsible for the organization _____

Address of the person responsible _____ \

Phone number (c) _____ (w) _____ (h) _____

Identify the Warren Hills organization/group or specific individuals that will benefit from your activity: Briefly state how they will benefit.

Declare your financial agreement with the above-mentioned Warren Hills organization/group or individual:
(Example: *We will provide a \$250 scholarship to both the male and female scholar athletes (selected by the athletic dept.) for the year of . . .*)

To: Users of Warren Hills Facilities

From: Warren Hills Regional School District

Re: Annual Re-Notification required by AHERA

The Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763 requires all schools from K to Grade 12 to conduct inspections to determine if they contain asbestos-containing building materials (ACBM). If they do, the ACBM must be categorized according to the type of material, its locations, current damage, and its potential for future damage and a detailed Asbestos Management Plan must be developed. The Management Plan details the inspection findings, and outlines the response actions the School Board intends to implement.

To accomplish these goals, the School District now has on file at each school and in the District Office a NJ State Department of Health approved Asbestos Management Plan for all school facilities. The provisions of the plan are being implemented in a timely and on-going fashion. It is your Board's desire to provide a safe and healthy facility for all students, employees and visitors.

The purpose of this memorandum is to satisfy the requirement of AHERA for written notice of the availability of the Management Plan for review. Should you desire, please contact our Business Administrator, at 689-3143 for further details.

MIDDLE SCHOOL FLOOR PLAN



