

POLICY

**PATERSON
BOARD OF EDUCATION**

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P-Tech Planetarium

7510.01 P-TECH PLANETARIUM

The planetarium theater at P-Tech High School provides an immersive learning environment that engages students in Earth and space sciences, STEAM education, and related disciplines, contributing to their academic growth and curiosity. The Board of Education recognizes the planetarium as an invaluable educational resource for both the students of Paterson Public Schools and the broader community.

In addition to serving the District's students, the planetarium will be available to external organizations, institutions, and community groups for educational purposes. The availability of the planetarium to external entities will help foster new partnerships, provide opportunities for community engagement, and generate revenue to sustain operations, maintain state-of-the-art equipment, and support future programming. Accordingly, it is the intent of this policy that revenues generated by the planetarium be retained by the planetarium for facility and equipment maintenance and programming purposes.

To ensure the planetarium's sustainability and continued growth, this policy establishes general use guidelines and procedures, as well as a pricing schedule for use by individuals, organizations, and schools other than the District's students and its schools.

For purposes of this policy, "internal user" means all schools and students within Paterson Public Schools, and "external user" means all other individuals, organizations, and schools.

1. Scheduling and Fees.

The Planetarium Manager will oversee the scheduling of all planetarium events. The District reserves the right to cancel, modify, or terminate a scheduled reservation at its discretion. If the District cancels a scheduled reservation for operational or physical emergency, it will make every effort to offer a suitable alternate date for the event.



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The fee schedule is as follows:

<u>Category</u>	<u>User/Purpose</u>	<u>Fees</u>
Type 1	Internal users.	No cost.
Type 2	Planetarium shows for group visits by external users (e.g., field trips, recreational outings, etc.)	Group rate of \$200 for up to 40 visitors, with an additional charge of \$5 per person for groups exceeding 40 visitors, up to a maximum of 46 individuals.
Type 3	Planetarium shows for members of the general public (e.g., family nights, fundraisers, etc.)	For external users other than District students, \$5 per child under 17 years old and \$10 per adult.
Type 4	Use of planetarium theater space by external users for educational or professional development programs requiring the use of planetarium software/equipment.	\$340 per hour of use.

For Type 3 users who intend to engage in fundraising activity, the minimum fees specified in the chart above must be remitted in full to the planetarium and any additional fees charged by the user may be used for fundraising.

All users who request to use the planetarium outside of school hours will also be responsible for payment of custodial and security service fees specified in Policy 7510 (Use of Facilities), in addition to the rates specified above.



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2. Application and Insurance Requirements.

Type 2 users must submit a *P-TECH PLANETARIUM GROUP TRIP APPLICATION AND AGREEMENT*. Type 4 users must submit a *PLANETARIUM USE REQUEST APPLICATION AND AGREEMENT*. Both Type 2 and Type 4 users must provide a copy of their General Liability insurance certificate, with limits of not less than \$1,000,000 per occurrence for personal injuries, and \$3,000,000 annual aggregate coverage, expressly naming Paterson Public Schools listed as "Certificate Holder" and "Additional Insured".

3. Payment.

If an external user cancels/reschedules an approved application less than 10 business days in advance, the invoice will not be reduced, and the user will remain responsible for the total amount invoiced. Any outstanding balance from a previous invoice must be paid in full before submitting a new application.

All checks and purchase orders must be received no less than 5 days before the scheduled trip date. Payment will be accepted by check or purchase order only. All payments should be made payable to Paterson Public Schools. In addition to the invoiced amount, the applicant agrees to pay any bank fees for bounced checks, costs for damages caused by their group, and reimburse the District for expenses incurred to collect unpaid debts (including attorney fees).

4. Conduct and Compliance.

Disruptive behavior will not be tolerated and may result in removal without refund. All planetarium show attendees must remain seated during shows, with no re-entry, food, drink, or recordings allowed. No smoking, vaping, alcohol, or drugs are permitted onsite. No food or beverages (except water) are permitted inside the planetarium.



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All users must comply with the provisions of all applicable District policies and regulations, and shall be financially responsible for any damage they or their guests may cause to District facilities. External users must also comply with the terms and conditions set forth in any applicable written agreement.

Adopted: 11 June 2025

