

Stafford Township Board of Education Regulation

PROPERTY
R7510
Use of School Facilities

R 7510 USE OF SCHOOL FACILITIES

A. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the main office of the building you are seeking to use. This application includes a schedule of fees/costs.
2. Application for use of school facilities must be submitted to the Building Principal. Applications will not be accepted before July 15th for the coming year and will only be accepted/reviewed in accordance with Section B herein.
3. The application must be signed by an Executive, Officer, or other Official/Representative (authorized to act on behalf of the organization) of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the areas, equipment, etc. that the applicant wishes to use; complete date and time of the event, including set up and break down time; and any other information requested by the Stafford Township School District. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. An application will not be considered complete and submitted unless and until all of the information requested is completed and provided to the Stafford Township School District's satisfaction.
6. All applications must be approved by the superintendent.

B. Priority of Use

1. As set forth in Policy 7510, the purpose of the facilities are to serve as educational and instructional facilities for the Stafford Township School District students and events. Accordingly, absolute priority will be given, at all times, to Stafford Township School District events.
2. Thereafter, the Board of Education will open up an initial usage application request period to the levels/classes of users and priority level established in Policy 7510. Usage shall be approved on a first-come/first-serve basis.

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C. Approval

1. The Building Principal will review each application and check the calendar to determine whether the facility requested is available at the date and time requested. In other words, the Building Principal will check to ensure that the facility has not been scheduled:
 - a. For use by the Stafford Township School District, or
 - b. For use by another organization with priority as set forth in Section B above.
2. If the facility is not available for use, the Building Principal will so inform the representative of the organization and may suggest alternative dates, or times. If there are scheduling conflicts involving school use, school-related group use or STAC use, the Principal shall forward this information to the School Business Administrator so that he/she or the designee can resolve conflicts.
3. If the facility is available for use, the Building Principal will review the application for compliance with the requirements set forth herein and in Policy 7510. If the application/organization is in compliance, the Building Principal will note his/her approval and forward for additional administrative approval as appropriate.
4. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
5. Standards for approval include the limitations/guidelines/restrictions on use as set forth in Policy 7510 and herein.
6. The representative's signature on the application form will signify notice of the rules set forth herein and in Policy 7510 as well as the organization's agreement to be bound by those rules.
7. The application will include a schedule of fees/costs that the organization can use to calculate its anticipated usage fees and costs. If the organization has any specific questions, they can contact the School Business Administrator prior to the facility usage.
8. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced, for failure to comply with the rules set forth herein and in Policy 7510, specifically including but not limited to the following: permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the

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rules established for the use of school facilities. Any withdrawal of permission may constitute grounds for denying a future application made by the organization. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same.

9. The organization representative must inform the Building Principal of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Building Principal of a canceled use at least two working days in advance of the scheduled time of the use may result in imposition of service charges.
10. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same.

D. Cancellation

1. In addition to as otherwise set forth herein and in Policy 7510, the Stafford Township Board of Education may withdraw approval or cancel usage as follows:
 - a. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced, for failure to comply with the rules set forth herein and in Policy 7510, specifically including but not limited to the following: permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Any withdrawal of permission may also constitute grounds for denying a future application made by the organization. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same.
 - b. The Stafford Township Board of Education reserves the right to withdraw approval/cancel usage if the user fails to perform any obligations set forth herein or is in violation of any federal/state/local law. The organization agrees to hold the Board harmless against same.

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- c. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same.
2. The user may cancel this agreement at least thirty (30) days in advance of the usage/event by providing written notification to the Business Administrator (notification occurs upon the Business Administrator's receipt of written notification). If cancellation is effectively made at least thirty (30) days in advance of the usage, the user's amount paid up to that point will be returned, less any charges already incurred as a direct result of preparation for the usage. If cancellation is not effectively made at least thirty (30) days in advance of the usage, the Stafford Township Board of Education shall be entitled to retain any amounts already paid and seek payment of any costs incurred in preparation for the usage.

E. Insurance

1. The user shall furnish evidence of the purchase of liability insurance in the amount of
 - a. \$1,000,000 per person,
 - b. \$1,000,000 per accident or event, and
 - c. \$1,000,000 property damage;and listing the **Stafford Township Board of Education** as an additional insured.
2. The evidence of the insurance coverage must show that the insurance coverage will be in effect at the time of the scheduled event, otherwise the coverage will be deemed insufficient and the usage will not be approved.
3. In accordance with N.J.S.A. §18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of insurance in the amount as set forth herein; insuring the youth sports team organization against liability for any bodily injury suffered by a person. By signing the Use of School Facilities Application, the organization is providing a statement of

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assurance that it is in compliance with N.J.S.A 18A:40-41 et seq. regarding the prevention and treatment of sports-related concussions and head injuries, if required.

- a. For the purpose of this policy, "Youth Sports Team Organization" means one or more sports teams organized pursuant to a non-profit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

F. Specific Event Rules for the Use of School Facilities

1. In addition to the rules and restrictions specifically set forth in Policy 7510, users of school facilities will be bound by the following rules:
 - a. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - b. Smoking is prohibited in accordance with Policy No. 7434.
 - c. The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition.
 - d. The user must obtain the Building Principal and the School Business Administrator's written permission to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property. The user must clean up after usage and leave the facility in the condition which they found it.
 - e. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than forty-eight (48) hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
 - f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
 - g. Lighting located in facility and belonging to the Board (not including approved equipment belonging to the organization),

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ventilation systems, and thermostatic controls may be operated only by an employee of the district.

- h. No signs, posters, advertisements, or other displays may be placed in buildings without the written approval of the Building Principal and the School Business Administrator. In addition, such approved signs, posters, advertisements or other displays must be promptly removed at the end of the event.
- i. No school keys shall be issued to a user.
- j. No animal shall be allowed on school premises without the written approval of the Building Principal and the Superintendent.
- l. The Building Principal is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected. The organization will be billed accordingly.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles.
- o. Uses Must be Properly Supervised.
 - i. A school custodian may be on duty. The custodian may be present for the purpose of ensuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is directed by the Building Principal to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district. The superintendent will set the cost custodial rate at his/her discretion to be paid by the user.
 - ii. The use of certain school facilities (such as the kitchen) require the services of school employees trained in the use of the facility. The user will be charged an additional costs

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and the school employee will be compensated accordingly by the district.

- iii. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity.
- iv. The user must have an authorized official organization representative at the event.
- v. The user must, in consultation with the Building Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Building Principal, the Building Principal may recommend that permission to use the facility be withdrawn.
- vi. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.
- p. The user must follow all security protocols and requirements set forth by the Stafford Township School District. This includes but is not limited to the requirement that the doors remain locked at all times after school hours. Therefore, a representative from your group must be designated to meet the custodian 15 minutes in advance of your event start time to open the facility doors. In addition, the representative must notify the custodian when your group leaves the facility.
- q. The user must also follow all reasonable rules and requirements established by the Building Principal as necessary and appropriate for orderly and appropriate use and maintenance of the facility.

G. Cost/Fee Schedule

- 1. Level/Class I users will be charged for custodial costs, as set forth in the fee schedule attached to the Use of Facilities application, and any special charges/costs set forth herein. Level/Class I users will not be charged any other fees/costs. The Superintendent may adjust the rates per his or her discretion.

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2. Level/Class II users will be charged the costs in accordance with the fee schedule and may be charged for supplies and/or reasonable utility costs. The Superintendent may adjust the rates per his or her discretion.
3. Level/Class III users will be charged the costs in accordance with the fee schedule. The Superintendent may adjust the rates per his or her discretion.
4. The application will include a schedule of fees/costs that the organization can use to calculate its anticipated usage fees and costs. If the organization has any specific questions, they can contact the Building Principal or School Business Administrator prior to the facility usage.
5. In addition to the fees/costs on the schedule and as set forth herein, the user/organization will be charged for any damage to the school facilities resulting from actual use as well as any costs for extra cleaning (over and above the custodian's normal routine) resulting from the condition in which the user/organization left the facilities.
6. A 50% deposit will be required within thirty (30) days of receipt of the approval letter from the Business Administrator. The remaining 50% will be due thirty (30) days prior to the first event date. All organizations must pay fees associated with the appropriate applications. If fees are not paid, the district has the right to cancel the scheduled event, as well as prohibit future bookings. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same. In addition, the Stafford Township School District will seek repayment of costs incurred to that point. Additional charges incurred due to unanticipated event needs, will be billed via separate invoice after the event. Fees paid shall only be refunded in accordance with the cancellation provisions herein.
7. Fee Schedule:

Facility / Location	Level I	Level II	Level III
Custodial Fees/Costs			
- Monday through Friday/Normal Work Schedule	\$0/hour	\$30/hour*	\$30/hour
- Monday through Friday – Beyond Normal Work Schedule	\$0/hour	\$45/hour	\$45/hour

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- Saturday	\$0/hour	\$55/hour	\$55/hour
- Sunday and Holidays	\$0/hour	\$70/hour	\$70/hour
Classrooms	\$0	\$10/hour*	\$50/hour
Gymnasiums	\$0	\$50/hour*	\$100/hour
Cafeteria (No Kitchen)	\$0	\$50/hour*	\$100/hour
Dance Room (5 Hour Rehearsal)	\$0	\$50/hour*	\$100/hour
Media Center	\$0	\$50/hour*	\$100/hour
Parking Lot	\$0	\$50/hour*	\$100/hour
Technology and Equipment Fees/Costs	Fee determined upon request		
STAC	Please see Policy/Regulation 7510.1		
Toiletries	An additional fee for toiletries of \$100 per day may apply		

*Fees may be waived for organizations involving participants that are all Stafford Township residents or who are students in Stafford Township School District that are in Preschool through Grade 6 or at the discretion of the Superintendent.

A 50% deposit will be required at least thirty (30) days in advance of use. The remaining 50% will be due thirty (30) days prior to the first event date. All organizations must pay fees associated with the appropriate applications. If fees are not paid, the district has the right to cancel the scheduled event, as well as prohibit future bookings. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same. In addition, the Stafford Township School District will seek repayment of costs incurred to that point.

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