



# WATCHUNG

## BOROUGH SCHOOL DISTRICT

DR. JULIE GLAZER  
SUPERINTENDENT

KAREN BISHOP-JOHNSON  
BUSINESS ADMINISTRATOR

### FACILITY USE APPLICATION

Submission Date: \_\_\_\_\_ (must be at least 10 working days prior to event date) **Must be approved by the building Principal prior to submission to the Board of Education offices for approval.**

Sponsoring organization: \_\_\_\_\_ Individual making request: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Information:

a) Facility requested: Bayberry: Room #: \_\_\_\_\_ Valley View: Room #: \_\_\_\_\_ Other: \_\_\_\_\_

Date(s)	Day(s) of the Week	Start Time	End Time	Setup/Cleanup Required? (Y/N)

b) Description of Event & Activities Planned:

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c) Will this request require any additional services or use of equipment? Yes No

\* If yes, please describe:

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The following extra costs will be borne by user:

- a) facility fee as per attached schedule (if applicable)
- b) custodial costs as per attached schedule - minimum 1 hour for setup and/or 1 hour for cleanup
- c) any moving, setup, etc., will be provided by user or user will pay costs incurred by the BOE
- d) any damage will be assessed and charged as per cost incurred.

**Insurance Requirement**

Pursuant to Watchung Borough Board of Education Regulation 7510, all users are required to furnish evidence of the purchase of liability insurance with the combined single limit (bodily injury and property damage) amount of \$1 million per occurrence and \$2 million in the aggregate. The Board of Education must be named as an additional insured on the policy. A certificate of insurance must be provided before the facility is used. Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid. In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the Board of Education against any and all demands, claims, damages, fees, cost and liabilities of any kind (including but not limited to attorneys fees) to the fullest extent permitted by law. This insurance requirement can not be waived, and there is no exception for any user class other than what is stated in paragraph D3 of Regulation 7510 below. Class III and IV users must submit the required insurance certificate naming the Board of Education as an additional insured on the policy when submitting the Facility Use Application.

All individual users and users who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, will be provided information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information, in accordance with the provisions of N.J.S.A. 18A:41-7.

\_\_\_\_\_ **The user certifies that all employees and volunteers who will be present at the events listed on this application have been trained on these school security and emergency procedures, including AED. [Bayberry Protocols](#) [Valley View Protocols](#)**

All users using the facilities for athletic activities will be supplied a copy of the board's Policy and Regulation 2431.4 on concussion testing and return to play. [POLICY REGULATION](#)

\_\_\_\_\_ **The user certifies that it will comply with this policy for the management of concussions and other head injuries.**

\_\_\_\_\_ **The user certifies that it has read Section E2, the "Rules for the Use of School Facilities," in the linked Regulation 7510 and certifies that the individual or organization will obey all rules and regulations. User accepts the requirements of the School Facilities Use Protocol.**

Signature of individual or individual representing organization \_\_\_\_\_ date \_\_\_\_\_

Signature of Building Principal \_\_\_\_\_ approved denied date \_\_\_\_\_

Signature of Business Administrator \_\_\_\_\_ approved denied date \_\_\_\_\_

Use Fee (class IV): \_\_\_\_\_ + Custodial Costs (classes II & IV): \_\_\_\_\_ = Total Fees: \_\_\_\_\_

Use (class III): \_\_\_\_\_ Custodial Costs \_\_\_\_\_ = Total Fees: \_\_\_\_\_

***The following excerpts were extracted from district regulation 7510***

E. Rules for the Use of School Facilities

3. Uses Must be Properly Supervised.

a. A school custodian must be on duty during the entire time a use occurs. The custodian is 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 needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.

b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.

F. Fee Schedule

1. Class I users will not be charged a fee or costs for the use of schools.

2. Class II users will not be charged a facility fee, but will be charged for any services of school employees rendered above and beyond, pursuant to paragraph E3a and paragraph E3b, if any, as follows:

Gym \$35/hour custodial costs  
APR/Library Media Center \$35/hour custodial costs  
Field \$35/hour custodial costs  
Classroom \$35/hour custodial costs

3. Class III users will not be charged a facility fee, but will be charged for custodial services and any services of school employees rendered above and beyond, pursuant to paragraph E3a and paragraph E3b, if any, as follows:

Gym \$35/hour custodial costs  
APR/Media Center \$35/hour custodial costs  
Field \$35/hour custodial costs  
Classroom \$35/hour custodial costs

4. Class IV users will be charged the costs charged Class II users (paragraph F2) and the following facility fee for each hour's use:

Gym \$50/hour (plus \$35/hour custodial costs)  
APR/Library Media Center \$40/hour (plus \$35/hour custodial costs)  
Field \$25 hour (plus \$35/hour custodial costs)  
Classroom \$20/hour (plus \$35/hour custodial costs)

## ***School Safety and Security Practices and Procedures***

1. In case of an emergency, call 911.
  - a. Provide detailed information about your circumstances and location
  - b. Stay on the line for instructions
  
2. See the linked list of AED and fire pull locations for each building
  - [BB](#)
  - [Valley View](#)
  
3. To exit the building, please see the fire exit maps located by the door of each room
  
4. See the linked concussion protocol, if applicable.
  - [Policy](#)
  - [Regulation](#)
  
5. For other circumstances, please contact the appropriate administrator:
  - a. Supervisor of Buildings & Grounds - Ricky Boyd ([rboyd@watchungschools.us](mailto:rboyd@watchungschools.us))
  - b. Business Administrator - Karen Bishop-Johnson ([KJohnson@watchungschools.us](mailto:KJohnson@watchungschools.us))
  - c. Principal of Valley View School - Mrs. Kidd ([kkidd@watchungschools.us](mailto:kkidd@watchungschools.us))
  - d. Principal of Bayberry School - Mrs. Fichner ([dfichner@watchungschools.us](mailto:dfichner@watchungschools.us))
  
  - e. Board of Education - Incident Reporting (908) 755-8536

**INCIDENTS MUST BE REPORTED WITHIN 24 HOURS**

## R 7510 USE OF SCHOOL FACILITIES (M)

This regulation is designed to govern requests to use facilities within the school buildings or on the surrounding school property. It will also govern the use of Phillips Field, unless a written lease between the Board of Education and another entity is currently in effect. If a lease is in effect, the use of Phillips Field will be regulated by the Lessee.

### A. Classification of Users

Outside organizations and individuals using school facilities will be classified as Class I, II, III or IV users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals: Watchung Parent Teacher Organization (PTO), Watchung Special Education Parent Advisory Group (SEPAG), Watchung Educational Foundation (WEF), and the municipal offices or agencies of the Borough of Watchung.
2. Class II users may use school district facilities without payment of a use fee but will be charged for any extra custodial and service costs. Class II users include the following organizations and individuals: Boy Scouts, Girls Scouts, non-profit athletic leagues or organizations, and other service organizations, church groups, civic organizations, and adult groups.
3. Class III users may use school district facilities without payment of a use fee but will be charged for custodial fees and any extra service costs. Class III users are limited to individual Watchung Borough residents requesting to use the facilities for personal use only. A parent or legal guardian must be present at all times in the case of use requested by/for a minor Watchung Borough resident. The individual Watchung Borough resident completing the facilities use application will be recognized as the responsible party. This use is limited to individuals. Any use requested pursuant to paragraph C4d will not be considered.
4. Class IV users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class IV users include the following organizations and individuals: For Profit Organizations.
5. No other organizations or individuals will be permitted to use school facilities.



## B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available on the Watchung Borough School District website in the Business Office tab under the Forms and Documents, or in the Community tab under “Use Our Facilities.”
2. Application for use of school facilities must be submitted to the Principal not less than 10 working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than 10 working days prior to a regular Board meeting and not less than 10 working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, or the individual resident who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. 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. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

## C. Approval

1. The Principal will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
  - a. For use in the instructional or co-curricular program,
  - b. For maintenance, repair, or capital improvement, or
  - c. For use by another organization.
2. If the facility is not available for use, the Principal will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Principal will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the School Business Administrator or designee for final approval or for referral to the Board for requests that may be approved only by the Board.



4. Standards for approval include the following limitations on use:
  - a. School facilities are available for use only on weekdays, not including school vacations and holidays. School facilities may be available for use on Saturdays, Sundays, and other public holidays depending on the availability of appropriate and adequate custodial coverage, and possible additional overtime charges.
  - b. School facilities are available for use only during the hours after school 8:00 am and 10:00 pm. Permission may be granted for a use up to 11:00 pm, provided the user pays an overtime fee regardless of the user's classification. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
  - c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes or businesses.
  - d. In accordance with Policy No. 7510, the use of school facilities will not be granted for any partisan political activity, any private social function, or any purpose that is prohibited by law.
5. The Business Administrator or designee will determine the classification (I, II, III, or IV) of the individual or applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.
6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
7. A copy of each approved or disapproved application will be distributed to the individual or representative who signed the application form.
8. The application form will include the rules governing the use of school facilities, and the individual or representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. 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. Permission may specifically be withdrawn from any individual or organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.



10. Permission to use school facilities is not transferable.
11. The individual or organization representative must inform the Principal of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Principal of a canceled use at least 2 working days in advance of the scheduled time of the use may result in imposition of service charges.
12. 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.

#### D. Insurance and Indemnification

1. The individual or representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The individual or organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance with the combined single limit (bodily injury and property damage) amount of \$1 million per occurrence and \$2 million in the aggregate. The Board of Education must be named as an additional insured on the policy. A certificate of insurance must be provided before the facility is used. Class I users may be exempted from this requirement if the activity associated with the use is determined to be low risk by the board's insurance broker or carrier.

Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid. In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the Board of Education against any and all demands, claims, damages, fees, cost and liabilities of any kind (including but not limited to attorneys fees) to the fullest extent permitted by law.



4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

## E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
  - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
  - b. The use must not exceed the established capacity of the facility used.
  - c. The use must not involve gambling or games of chance.
  - d. 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.
  - e. Smoking is prohibited in accordance with Policy No. 7434.
  - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
  - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.



- b. The user must request in the application and receive permission to bring and use 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 or grounds.
- c. 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 beyond the time period approved in the application 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.
- d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting and sound equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district, or person trained in advance by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. No food and/or beverages are permitted in the Valley View Library/Media Center. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without prior approval.



- l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
  - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter 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 without prior permission.
3. Uses Must be Properly Supervised.
- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring 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 needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.
  - b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
  - c. 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. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
  - d. The user must, in consultation with the 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 Principal, the Principal may recommend that permission to use the facility be withdrawn.



- e. 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.

## F. Fee Schedule

- 1. Class I users will not be charged a fee or costs for the use of schools.
- 2. Class II users will not be charged a facility fee, but will be charged for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b, if any, as follows:

Gym	\$35/hour custodial costs
APR/Library/Media Center	\$35/hour custodial costs
Field	\$35/hour custodial costs
Classroom	\$35/hour custodial costs

- 3. Class III users will not be charged a facility fee, but will be charged for custodial services and any services of school employees rendered above and beyond, pursuant to paragraph E3a and paragraph E3b, if any, as follows:

Gym	\$35/hour custodial costs
APR/Library/Media Center	\$35/hour custodial costs
Field	\$35/hour custodial costs
Classroom	\$35/hour custodial costs

- 4. Class IV users will be charged the costs charged Class II users (paragraph F2) and the following facility fee for each hour's use:

Gym	\$50/hour (plus \$35/hour custodial costs)
APR/Library/Media Center	\$40/hour (plus \$35/hour custodial costs)
Field	\$25/hour (plus \$35/hour custodial costs)
Classroom	\$20/hour (plus \$35/hour custodial costs)



5. An itemized bill for the use of school facilities will be prepared based on the approved application form. The bill will be sent to the individual or representative of the applicant organization in advance of the use and payment may be requested in advance of the use.

## G. Provision of Training on School Safety and Security

1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.
2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.
  - a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

Issued: 25 February 2021  
Updated: 17 December 2024  
Updated: 13 March 2025

