

Use of Facilities Agreement & Fee Schedule

Board Approved: 4/30/25

2026-2027 School Year

Rental fees for spaces noted below are in addition to any personnel fees.

All rates per hour unless otherwise noted.

**The terms and conditions for all facility usage are detailed in
Randolph Township School District Policy 7510**

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereto agree as follows:

1. Payment Terms

- 1.1. **Payment Deadline:** Lessee must pay the full facility fee at least one (1) week before the event date.
- 1.2. **Failure to Pay:** If Lessee does not pay the full balance by this deadline, the event will be canceled.
- 1.3. All checks shall be made payable to **Randolph Township Schools**.
- 1.4. Remittances shall be sent to: Randolph Board of Education Attn: Facilities 25 Schoolhouse Road Randolph, NJ 07869.

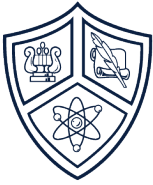
2. Insurance Requirements

- 2.1. The Lessee shall provide an up-to-date Certificate of Insurance (COI) to the Lessor. The COI must meet all the requirements outlined in the **Randolph Township Schools Facility Usage Policy (Policy 7510)**. This COI must be submitted and approved by the Lessor prior to the scheduling and confirmation of any event.
- 2.2. The **Randolph Township Board of Education** must be explicitly named as either the certificate holder or an additional insured on the Certificate of Insurance.
- 2.3. The name and address for insurance purposes shall be: Randolph Township Board of Education 25 Schoolhouse Road Randolph, NJ 07869.

3. Non-Profit Status Verification

- 3.1. Organizations claiming non-profit status and requesting corresponding fee structures must provide a current copy of their 501(c)(3) documentation from the Internal Revenue Service. This documentation must be submitted with the facility usage application.





4. Adherence to Policies and Guidelines

4.1. The Lessee acknowledges that they have read, understand, and agree to abide by the **Randolph Township Schools Facility Usage Policy (Policy 7510)** and the associated **Facilities Usage Fees** for events.

4.2. The Lessee agrees to uphold all provisions of said policies and to ensure that all contractors, event participants, guests, and vendors associated with the Lessee's Event comply with these policies and guidelines.

4.3. The Lessee understands their responsibility to clearly communicate these guidelines to all guests and vendors.

5. Accuracy of Information and Documentation

5.1. The Lessee confirms that all information provided in their facility usage application and related documentation is accurate and truthful.

5.2. The Lessee agrees to submit all required documentation, including but not limited to, insurance certificates and non-profit documentation (if applicable), and full payment as stipulated herein.

5.3. It is understood and agreed that a formal contract and reservation confirmation will be issued by the Lessor only upon the Lessor's receipt and approval of all necessary documentation and payment.

6. Tax Liability and Indemnification

6.1. The Lessee acknowledges and agrees that the Randolph Township Board of Education shall not be liable for any taxes due on admissions, sales, or other transactions related to the Event that the Lessee, as the user of the facility, fails to charge, collect, and remit to the State of New Jersey or other relevant taxing authorities.

6.2. The Lessee understands that all facility users are solely responsible for collecting and remitting all applicable sales and use taxes to the New Jersey Department of Revenue, and the Lessor assumes no responsibility or liability for these taxes.

7. Indemnification

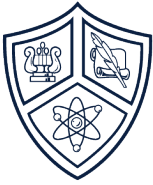
7.1. The Lessee agrees to indemnify, defend, and hold harmless Randolph Township Schools, its officers, staff, and agents acting on its behalf, from and against any and all claims, actions, suits, costs, damages, expenses, and liabilities (including, without limitation, reasonable attorneys' fees and court costs) resulting from or arising out of: a. Any breach of this Agreement by the Lessee; b. Any negligence, willful misconduct, or omissions by the Lessee; c. Any negligence, willful misconduct, or omissions by the Lessee's guests, invitees, agents, and subcontractors.



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8. Severability

8.1. If any provision of this Agreement is found to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

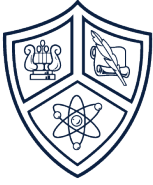
9. Adjustments and Revisions

9.1. Requests may be modified up to 14 days prior to the start of the event to ensure accurate staffing and billing.

<u>High School</u>	Tier 1	Tier 2	Tier 3	Tier 4
Auditorium	\$0	\$0	\$65	\$130
Auditorium Small Dressing Rooms	\$0	\$0	\$30	\$60
Commons (Cafeteria)	\$0	\$0	\$65	\$130
Main Gymnasium	\$0	\$0	\$117.50	\$235
Auxiliary Gymnasium	\$0	\$0	\$92.50	\$185
Wrestling Room	\$0	\$0	\$55	\$110
Concession Stand (Outside the Main Gym) **	\$0	\$0	\$40	\$80
Library	\$0	\$0	\$67.50	\$135
Dance Studio	\$0	\$0	\$55	\$110
Choir Room 338- 1850 SQ FT	\$0	\$0	\$55	\$110
Orchestra Room 330 – 2350 SQ FT	\$0	\$0	\$55	\$110
Band Room 325 – 3,190 SQ FT	\$0	\$0	\$62.50	\$125
Classrooms	\$0	\$0	\$30	\$60

<u>Middle School</u>	Tier 1	Tier 2	Tier 3	Tier 4
Auditorium	\$0	\$0	\$65	\$130
Gymnasium - Room 701	\$0	\$0	\$92.5	\$185
Gymnasium - Room 601	\$0	\$0	\$92.5	\$185
Cafeteria	\$0	\$0	\$65	\$130
Choir Room 126 – 865 SQ FT	\$0	\$0	\$40	\$80
Band Room 128 – 1025 SQ FT	\$0	\$0	\$40	\$80
Band Room 132 – 1400 SQ FT	\$0	\$0	\$40	\$80
Classrooms	\$0	\$0	\$30	\$60





<u>Elementary Schools</u>	Tier 1	Tier 2	Tier 3	Tier 4
Gymnasium	\$0	\$0	\$55	\$110
Cafeteria	\$0	\$0	\$65	\$130
Classrooms	\$0	\$0	\$30	\$60

<u>Athletic Fields & Facilities</u>	Tier 1	Tier 2	Tier 3	Tier 4
Bauer Field and Track & Outdoor Bathrooms	\$0	\$0	\$175	\$310
Bauer Field and Track Lights	\$0	\$0	\$60	\$60
DaSilva Field & Outdoor Bathrooms	\$0	\$0	\$125	\$235
DaSilva Field Lights	\$0	\$0	\$60	\$60
DaSilva Concession Stand**	\$0	\$0	\$40	\$80
DaSilva Bathrooms	\$0	\$0	\$40	\$80
Grass, Baseball, & Softball Fields	\$0	\$0	\$55	\$110
In Season Grass Field Prep*	\$0	\$230	\$230	\$230
In Season Baseball / Softball Prep*	\$0	\$310	\$310	\$310
Off Season Grass Field Prep*	\$0	\$1,630	\$1,630	\$1,630
Off Season Baseball / Softball Prep*	\$0	\$1,630	\$1,630	\$1,630

<u>Athletic and Wellness Center</u>	Tier 1	Tier 2	Tier 3	Tier 4
Gymnasium	\$0	\$0	\$92.50	\$185
Outdoor Bathrooms	\$0	\$0	\$50	\$100
Concession Stand **	\$0	\$0	\$55	\$110

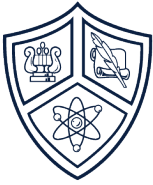
<u>Personnel Fees</u>	<u>Event Rates</u>	<u>Contracted Holiday Rate</u>
Custodians	\$61.25 Per Hour Per Employee	\$81.75 Per Hour Per Employee
Maintenance	\$81.75 Per Hour Per Employee	\$109 Per Hour Per Employee
Grounds	\$81.75 Per Hour Per Employee	\$109 Per Hour Per Employee



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Special Theater Tech***	\$71.50 Per Hour Per Employee	\$95.25 Per Hour Per Employee
Security	\$56.25 Per Hour Per Employee	\$75 Per Hour Per Employee
Food Services	\$46 Per Hour Per Employee	\$61.25 Per Hour Per Employee

Tier 1: District organizations (personnel fees for fundraisers only); Randolph-affiliated parent and booster organizations.

Tier 2: Randolph governmental agencies; Randolph-affiliated non-profit and community organizations; Randolph-affiliated religious groups.

Tier 3: Non-Randolph affiliated governmental agencies; non-Randolph affiliated non-profit and community organizations; non-Randolph religious groups.

Tier 4: For-profit groups and any individual or group that does not qualify for Tier 1, 2, or 3.

Contracted Holiday Rate:

Personnel scheduled to work on any of the designated holidays, as outlined in the REA contract, will be billed at the contracted holiday rate. A list of these holidays is available upon request or can be found in the current REA agreement Article X: Section D - Holidays: Custodial, Maintenance, Grounds and Computer Technicians.

*** Cancellation and Other Charges ***

Utilities & Consumables Fee:

For facility rentals during weekends and holidays for Tier 2 and during non-school hours for Tiers 3 and 4, a Utilities and Consumables Fee of \$50 per hour will be applied in addition to any required personnel costs. This fee covers the cost of electricity, water, HVAC use, and basic consumables such as paper towels, toilet paper, soap, and trash liners provided for your event.

Event Cancellation:

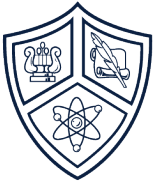
The Randolph Township Board of Education prioritizes the safety of students, staff, and guests. Therefore, the District reserves the right to cancel any scheduled event due to weather-related issues or building-related concerns if, in its sole determination, such cancellation is deemed necessary to protect the best interests and safety of all involved.



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Cancellation and No-Show Policy:

Fees: For any confirmed booking, if the organization fails to appear (no-show) or cancels with less than seven (7) days' notice prior to the scheduled event date, a cancellation/no-show fee will be assessed. This fee will be equal to fifty percent (50%) of the total booking cost. For bookings provided at no charge, a standard fee of one hundred dollars (\$100.00) per event will be applied.

Personnel Costs: Any personnel costs incurred by the district in preparation for the event will be charged to the organization at one hundred percent (100%), regardless of the timing of the cancellation or no-show.

Waiver of Fees: The School Business Administrator reserves the sole authority to waive these cancellation/no-show fees for demonstrable good cause, in accordance with any regulations developed by the Administrator.

Responsibility for Property Damage:

The Lessee assumes full responsibility for any damage to school property, facilities, or equipment that occurs during the period of use. The Lessee shall be liable for all costs associated with repairs or replacements as determined by the Randolph Township Board of Education. This includes damages caused by the Lessee, their guests, vendors, contractors, or any other individuals associated with the event.

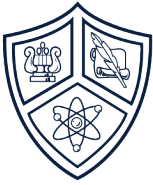
***Field Rental Prep Fee:**

In addition to the per-event, per-field rental rate, an hourly personnel fee will be applied for field preparation. For in-season rentals, this includes 1–2 hours per person, per field for standard prep. For off-season rentals, a minimum of 16 hours per person, per field, is required due to the increased maintenance and preparation needs. This also covers the cost of paint or lime needed for the field.

****Use of Concession Stand or District Kitchens:**

Any event using the Bauer Concession Stand or any district kitchen must have a representative from our food management company on-site to oversee operations. This request must be reviewed and approved by both the Business Administrator and Food Services. The personnel fee for this service will be billed separately and sent directly through our food management company.





*****Auditorium Special Theater Technician:**

Any event requiring the use of the High School or Middle School Auditorium will necessitate the presence of a designated theater technician for the event's entirety. This technician will serve as the primary on-site contact and will be available to address any technical or operational needs that may arise.

Tier 3 & 4 Events: Mandatory Security Personnel:

Security personnel are mandatory for all Tier 3 and 4 events. The specific number of security officers required is based on the anticipated attendance:

- Events with 100 to 250 people: 1 security officer
- Events with 251 to 500 people: 2 security officers
- Events with 501 to 750 people: 3 security officers
- Events with 751 to 1000 people: 4 security officers
- Events with 1001 to 1250 people: 5 security officers
- Events with 1251 to 1500 people: 6 security officers
- Events with 1501 to 1750 people: 7 security officers
- Events with 1751 to 2000 people: 8 security officers

Transportation Rates

*Rates are for extra-curricular or non-district use.

Use of buses must be consistent with applicable NJ statutes and regulations

\$60 per hour (paid drivers)

\$35 per hour (unpaid drivers)

The School Business Administrator shall have sole authority to determine the number of district personnel needed. The district reserves the right to require additional personnel for any event. All spaces, regardless of rental fees, may require cleaning or special fees depending on the expenditure of time from district personnel in readying or cleaning the space.

Concession Stands have specific rules and requirements and may require cleaning fees for all tiers depending on the nature of the use.



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