

BERNARDS TOWNSHIP PUBLIC SCHOOLS
101 Peachtree Road
Basking Ridge, New Jersey 07920

Nick Markarian
School Business Administrator/
Board Secretary

Phone:908-204-2600, ext. 106
Fax:908-766-7641
E-mail:nmarkarian@bernardsboe.com

To: All Users of District Facilities
From: Nick Markarian
Date: December 12, 2011
Re: Facility Use

Hello. I am writing to you on behalf of the school, business, and facilities offices to ask for your assistance with regard to the use of school facilities. Of late, we have been experiencing a great number of requests for the use of school facilities (gyms, auditoriums, cafeterias, classrooms, etc.) by a host of organizations and individuals not immediately tied to regular school operations. The District team makes every effort to accommodate all of these requests and for the most part everything works reasonably well.

However, improvement is needed in two areas. First, we need everyone to please submit his or her use of facility requests to the appropriate school office a minimum of two weeks prior to the use date. The two weeks are crucial in processing the request in an effort to make sure proper preparations are made. In addition, we need the turn around time to get a signed application back to the applicant. *Applicants must not use any facilities without receiving a fully processed application signed by representatives of both the school office and business office.*

Secondly, applicants are reminded that they must take responsibility for the care of the facility and the supervision of those involved in the activity. We have had some unfortunate incidents this year where both minor and more significant damages have occurred. Additionally, there have been reports of event attendees wandering school facilities unsupervised and instances of people using facilities without any permission. While the physical damages that have occurred are certainly unfortunate, they can be dealt with. But it could be tragic if someone were injured while being unsupervised during an event or while being on school grounds without any permission.

For our part, we are looking to roll out a new online facility use application process. We hope this will help resolve the problems, but we know people, not computers, are the key to success. Your help with these issues is critical in keeping our school facilities safe and available for the whole community to use. For those of you involved in using school facilities for various activities and events, we greatly appreciate your assistance.

Sincerely,



Nick Markarian