

**CODIFICATION REFERENCE NUMBER:** 7510

**DATE:** April 28, 2010

**USE OF SCHOOL FACILITIES BY OUTSIDE ORGANIZATIONS**

**RESPONSIBILITY:** The Superintendent of Schools or a designee will  
Have the prime responsibility for implementation  
of these procedures.

**PROCEDURES:**

Application for the use of school facilities shall be made on a District form.

The information on this form will include the:

- Name of the organization making the request,
- Organization's insurance carrier,
- Nature of the proposed activity,
- Supervisor's name and other pertinent information,
- Specific area being requested,
- Time, and
- Date.

By signing the application and contract accepting the use of school facilities, the applicant agrees with the following specifications:

1. The applicant will not use any school facilities hereby applied for unless the supervisors named above are present at all times during such use. Applicant understands that the supervisors are fully responsible for all participants and that school personnel are not at the disposal of the organization.
2. Applicant will not permit any alcoholic beverages to be used on school premises by its members or invitees
3. Applicant will cause all of its members and invitees using school facilities to respect no smoking signs.
4. Applicant shall indemnify the Board of Education and hold it harmless from any loss, damage, liability or expense that may arise during or be caused in any way by its use of occupancy of school facilities. In addition, in the event that loss or damage is incurred during or as a result of such use or occupancy applicant will pay within 30 days any bills submitted to it by or on behalf of the Board of Education with respect to such loss or damage.

5. Applicant shall not permit any obscene, disruptive, or controversial activities to take place on school premises.
6. Applicant will not move any decorations, scenery, pianos, furniture, or equipment except pursuant to written permission from the applicable custodial supervisors, nor will applicant permit any tacking, stapling, or taping to the walls of school property. Permission to use lights or amplification equipment must be obtained in writing from the school Principal.
7. Applicant acknowledges that the Board of Education is not responsible for loss or damage to any property of applicant left on school premises.
8. Applicant acknowledges that it has read the schedule of the Board's fees for the use of school facilities, including the fees for cafeteria and custodial personnel, and agrees to pay within 30 days any statement submitted to him by or on behalf of the Board of Education covering the use of the facilities herein applied for.
9. Applicant acknowledges that it has read the Board's policy, procedures, and school guidelines with respect to the use of school facilities, that it understands same, and that it will be bound by the terms and conditions of same. Disregard of same may result in rescission of use.
10. Applicant certifies that he has liability insurance covering its use of the school facilities in an amount not less than \$1,000,000 and has attached a copy of the certificate to this application naming the Bernards Township Board of Education as an additional insured.
11. The applicant acknowledges that district personnel are to be treated with respect and that any reported incidence of disrespect may result in rescission of use.
12. The Board of Education is the only entity with the authority to make decisions regarding the closing of any of its facilities due to inclement weather and/or any other unforeseen Act of God or uncontrollable event. The Board of Education shall not be responsible, nor shall it be subject to liability, stemming from the closing of a building for legitimate reasons. The Board of Education will make every effort to reschedule any events cancelled as a result of a facility closing and/or adjust rental fees appropriately.

The applications will be available at all of the schools' offices.

The Building Principal shall review the request first and if the usage is acceptable and can be accommodated, will forward it to the Superintendent or designee. The Superintendent/designee will also review the application to determine if the insurance coverage is appropriate and to determine if fees will be necessary.

Once these approvals have been granted, copies of the application will be sent to the organization and the school offices. School personnel will make arrangements in regard to the availability of the location, equipment to be utilized and custodial/food service staff as required. A copy will also be maintained in the Board Office.

Fee payments are to be made to the Board of Education and directed to the Business Office.

The fee schedule shall be revised annually to reflect current operating costs of the District facilities. The use of a fee schedule does not preclude the Board of Education from entering into separate negotiations with a group for the use of District facilities, such as Catholic Charities.

Programs sponsored directly by, or in cooperation with, the Bernards Township Recreation Department may be of an athletic or instructional nature during the summer months. During the school year, programs shall be limited to non-instructional areas.

In addition to the fee schedule, any custodial or cafeteria personnel costs incurred by the District shall be chargeable to the group. Hourly custodial costs shall be computed annually, and shall reflect overtime rates and taxes. If two or more chargeable groups are using the facility simultaneously, the custodial costs shall be prorated.

**2010-2011 FACILITY USE FEES**

<u>Category A</u>	<u>Cost</u> <u>Qualifiers</u>	Schedule A and responsible for any custodial costs incurred. 75% or more of participants are Bernards Township students/residents. Non-profit organization. Participants are not charged a participation fee. No admission is charged at the event.
<u>Category B</u>	<u>Cost</u> <u>Qualifiers</u>	Schedule B and responsible for any custodial costs incurred. Three qualifiers from Category A.
<u>Category C</u>	<u>Cost</u> <u>Qualifiers</u>	Schedule C and responsible for any custodial costs incurred. Two qualifiers from Category A.
<u>Category D</u>	<u>Cost</u> <u>Qualifiers</u>	Schedule D and responsible for any custodial costs incurred. One qualifiers from Category A.
<u>Category E</u>	<u>Cost</u> <u>Qualifiers</u>	Schedule E and responsible for any custodial costs incurred. No qualifiers from Category A.

## 2010 - 2011 FACILITY USE FEES

STANDARD USAGE	FEE CATEGORY:				
	A	B	C	D	E
Regular gyms	\$0	\$35	\$71	\$99	\$127
Elementary Auditorium - Multipurpose Room	\$0	\$39	\$55	\$72	\$116
Classroom	\$0	\$14	\$29	\$43	\$56
Specialty room	\$0	\$29	\$56	\$85	\$114
Kitchen	\$0	\$35	\$71	\$106	\$141
Cafeteria	\$0	\$35	\$71	\$106	\$141
Regular field	\$0	\$14	\$29	\$43	\$56
Library/Media Center	\$0	\$29	\$56	\$85	\$114
Other	\$0	To be determined			
<b>SPECIAL USAGE: RHS 2008 GYM</b>					
SPECIAL USAGE: RHS 2008 GYM	FEE CATEGORY:				
	A	B	C	D	E
RHS 2008 gym	\$26	\$56	\$85	\$114	\$170
RHS 2008 gym sound system	\$100 service charge per use				
RHS 2008 gym security	\$50 per hour at the discretion of the district. .5 hour set-up and .5 hour clean-up. 4 hour minimum.				
<b>SPECIAL USAGE: RHS 2008 AUDITORIUM</b>					
SPECIAL USAGE: RHS 2008 AUDITORIUM	FEE CATEGORY:				
	A	B	C	D	E
RHS 2008 auditorium	\$43	\$85	\$99	\$114	\$170
RHS 2008 auditorium stage lighting	\$29	\$29	\$29	\$29	\$29
RHS 2008 sound system	\$29	\$29	\$29	\$29	\$29
RHS 2008 auditorium security	\$50 per hour at the discretion of the district. .5 hour set-up and .5 hour clean-up. 4 hour minimum				
Sound/Lighting Technician	\$50/technician/hour (Saturdays & Sundays \$75/technician/hour - 4 hour minimum)				
<b>SPECIAL USAGE: LEE FIELD</b>					
SPECIAL USAGE: LEE FIELD	FEE CATEGORY:				
	A	B	C	D	E
Lee field	\$26	\$56	\$85	\$114	\$170
Lee field lighting	\$5/hour plus \$50 service charge per use				
Lee field press booth sound	\$100 service charge per use				
Lee field restrooms	\$14	\$14	\$14	\$14	\$14
Lee field concession	\$14	\$14	\$14	\$14	\$14
Lee Field Security	\$50 per hour at the discretion of the district. .5 hour set-up and .5 hour clean-up 4 hour minimum				
<b>SPECIAL USAGE: WAMS AUDITORIUM</b>					
SPECIAL USAGE: WAMS AUDITORIUM	FEE CATEGORY:				
	A	B	C	D	E

WAMS auditorium	\$0	\$55	\$69	\$84	\$138
Auditorium sound system	\$14	\$14	\$14	\$14	\$14
WAMS auditorium stage lights	\$21	\$21	\$21	\$21	\$21
Sound/Lighting technician	\$50/technician/hour (Saturdays & Sundays \$75/technician/hour 4 hour minimum)				
<b>CUSTODIAL/KITCHEN SUPERVISOR:</b>	Fees assessed when the event creates the need for a custodian. \$36/hour (\$48/hour on Sundays) including .5 hour set-up and .5 hour clean-up. 4 hour minimum				
<b>OTHER SERVICES:</b>					
Baseball field maintenance	\$85/maintenance (lining and dragging the field) after June 1				

**RIDGE HIGH SCHOOL  
PROCEDURES FOR THE USE OF LEE FIELD**

1. Scheduling of Bernards Township School District programs will be given first priority for the use of Lee Field at Ridge High School. Non-school groups will then be scheduled giving the next priority to Bernards Township community organizations or programs followed by programs outside of the community.
2. The school district shall reserve the right to cancel non-school related events due to necessary
3. Modifications in the schedule of school programs.
4. Every effort will be afforded to provide equal opportunity to each community program that request usage within the application deadline. Consideration will be made for other available facilities in the community when there are conflicting requests.
5. The following schedule of filing deadlines shall be adhered to for scheduling purposes.

**Application Deadline**

February 1  
August 1

**Period of Use**

March 1 to August 31  
September 1 to February 28

6. Use of the facility for other than school athletic practices may begin no earlier than 8:00 AM on non-school days.
7. Evening practices and events are to be completed by 7:00 PM Sunday, 9:00 Monday through Thursday and 10:00 PM on Fridays and Saturdays.
8. The use of the public address system is available to community groups by request at an additional fee. However, the school district shall reserve the right to deny any such requests. **The public address system will be turned on and off by designated school personnel only.** Non-school organizations will only be able to operate the system at predetermined volume levels as set by the school personnel, and no earlier than 9:00 AM. The system shall be locked at all times. No auxiliary systems may be used by community groups. In consideration of neighboring homes, announcements are to be kept to a minimum. For example, 'play by play' continuous announcing is not permitted.
9. The use of the field lighting system is available by request upon scheduling of the facility. In order to have the lights turned on, the organization must call one hour in advance of the scheduled use time to have the lights programmed to turn on and off. The caller should call the first number on the list below in listed order until one of the school personnel has been reached. The lights will not be turned on as a result of a voice mail message. The caller should supply the following information.
  - a. Name
  - b. Organization
  - c. Telephone number
  - d. Time for lights to turn on and off

If the organization finishes before the scheduled time for the lights to turn off or cancels the use of the field, the representative **must** call to have the lights turned off.

Phone Numbers:

- a. Mark Jeffreys (908) 339-1069
- b. Keith Hutchings (732) 489-6069
- c. Rich Shello (908) 413-0306  
(908) 876-1215

- 10. Additional fees shall be assessed for the use of the concession stand and bathrooms.
- 11. Any additional expenses incurred by the school district for the opening and securing of the facility shall be reimbursed to the Board of Education by the organization.
- 12. Proper adult supervision is required for all events held at Lee Field.
- 13. Safety and security for participants and spectators is the responsibility of the organization using the facility.
- 14. The organization using the field is responsible for the cleanliness of the facility after use. Tables, benches, goals, track curbing and other equipment must be returned to their original locations.
- 15. All garbage and refuse shall be placed in proper receptacles.
- 16. Items such as sunflower seeds, chewing tobacco, food, and drinks other than water or sports drinks are strictly forbidden inside the inner fence that surrounds the track.
- 17. The use of alcohol and tobacco products is strictly forbidden on school grounds.
- 18. Only emergency vehicles are permitted on the field.
- 19. Organization members and spectators must park in designated areas. The pathways from Cedar Hill School and the upper student parking lot may only be used by emergency vehicles and for delivery of supplies.
- 20. Any acts of vandalism or neglect by an organization causing damage to the facility shall be reimbursed to the Board of Education.
- 21. Organizations may not mark or paint the field or track.
- 22. Use of the track is open to Bernards Township residents when not in use for school or non-school organizations. Organizations using the facility are to allow individuals to use the track unless it creates a safety hazard or distraction.
- 23. The Bernards Township School District reserves the right to revoke the privilege of any non-school organization to use Lee Field for failure to adhere to the procedures described above, or for failure to pay the required fees in full.

April 28, 2010