

## Robbinsville Board of Education

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### POLICY

Section: PROPERTY

Policy 7510: Use of School Facilities

Date Edited: Feb 19

The Robbinsville Public Schools and their facilities belong to the community which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules, providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education, allows the community to benefit more broadly from use of its own property. However, such community use must always respect the rights of others, particularly the rights of those residents whose properties adjoin or are close to school properties.

### Classification of Users

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 with payment of a use fee and will be charged custodial and security costs for weekend use and days / times when the building could otherwise be closed. In addition, fees for kitchen workers, maintenance, sound and light technician, sight manager and equipment will be assessed. Class I users include the following organizations and individuals:
  - **Township Youth Organizations**
  - Township/Municipal Recreation Organizations
  - Non-Profit in town Youth Organizations
2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities with payment of a use fee and will be charged custodial and security costs for weekend use and days / times when the building could otherwise be closed. Fees for kitchen workers, maintenance, sound and light technician, sight manager and equipment will be assessed. Class II users include the following organizations and individuals:
  - Non-Profit in town Adult Organizations
3. Class III users will be given lower priority for the use of school facilities and may use school district facilities with payment of a use and equipment fee and charges for custodial, security and service costs. Class III users include the following organizations and individuals:
  - Non-Profit – out of town
4. Class IV users will be given the lowest priority for the use of school facilities and may use school district facilities with payment of a use fee use and equipment fee and charges for

custodial, security and service costs. Class IV users include the following organizations and individuals:

- For Profit Organizations

### Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the main office of each building.
2. Application for a single use of school facilities must be submitted to the School Principal not less than 14 working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than 21 working days prior to a regular Board meeting.
3. The application must be signed by an adult representative 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 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. No school equipment shall be removed from the premises for use by non-school personnel. The user of school equipment shall be liable for any damage to or loss of equipment that occurs while in use.
6. For Class I users, the application must include an attached roster of participants. To be considered a Class I user, the percentage of resident participants must be equal to or greater than 75% or the user must be an organization dedicated to community service with resident participants greater than 50%.
7. Mandatory custodial and security coverage will be assigned based on the indicated number of participants on the application.

1 – 50	Onsite coverage ( <b>Custodial Only</b> )
50 –150	1 person
150 – 250	2 people
250 +	To be determined by event

### Approval

1. The School 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 be 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 School 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 this policy and these regulations, the School 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 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 will be available on the following:
    - Monday – Friday during the hours of 6:30 p.m. until 10:00 p.m.
    - Uses falling outside of this time frame will be approved by the Principal and pending the confirmation of custodial coverage.
    - School facilities are not available for use during the school day for non- school use.
  - b. 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.
  - c. The use of school facilities will not be granted to partisan political activity, or any purpose that is prohibited by law.
5. The School Business Administrator will determine the classification (I, II, III or IV) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. That information will be entered on the application form. A 50% deposit will be required to reserve an application.
6. In the event of a conflict between requesting organizations within the same class for a single event, 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 representative who signed the application form. A properly executed permit must be presented to the custodian(s) to gain entrance to the facility requested. The custodian shall note the time the last person of the group leaves the building. This notation shall be signed by the responsible person and will be used as the basis for assessing charges to the group. Any unusual room condition, if noticed, shall also be noted on the permit by the custodian and signed by the responsible person.
8. The application form will include the rules governing the use of school facilities, and the 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 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 organization representative must inform the Board Office of any canceled use request as soon as he/she is aware of the cancellation but not less than 24 hours prior to the time the facility was to be used to receive a full refund. An organization's failure to inform the Board Office of a cancelled use, the holder of the permit shall be liable to pay the regular charges for the extra service of each person employed.
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.

#### Insurance and Indemnification

1. The 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 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 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 in the amount of a minimum of \$1,000,000. The Board of Education shall be named as "additional insured" on all certificates of insurance.

#### Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
  - a. It is the responsibility of all users to be knowledgeable and comply 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, possession, and/or distribution of alcohol and/or controlled dangerous substances are absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
  - d. Smoking is prohibited in accordance with Policy No. 7434.
  - e. 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.
  - f. At no time, shall users prop open any of the exterior doors. Please see the following consequences:

- 1<sup>st</sup> Offense: Verbal Warning
- 2<sup>nd</sup> Offense: Written Warning
- 3<sup>rd</sup> Offense: Additional Security Fee

Multiple offenses may require the district to cancel future requests.

2. Users of school facilities will respect Board property.
  - a. 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.
  - b. The user must obtain the School Principal's 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. Nor can anything be pinned or affixed to the stage curtain. No firearms, volatile explosives, or highly flammable materials shall be brought into the building.
  - c. The District will not provide users with items such as tape, scissors, staplers, batteries, tools, power strips, extension cords, etc. 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 8 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.
  - d. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
  - e. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
  - f. Lighting equipment, ventilation systems, sound equipment, audio visual equipment and thermostatic controls may be operated only by an employee of the district.
  - g. The user must obtain the School Business Administrator or the School Principal's permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. Refreshments may not be taken into the auditorium and gym. 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.
  - h. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the School Principal.
  - i. No school keys shall be issued to a user.
  - j. No animal shall be allowed on school premises.
  - k. The School Custodian is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected.

- l. 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 be expressly granted. Users are not permitted to use district telephones, computers, printers, copiers, or other classroom equipment, word processors, and office equipment.
  - m. No vehicles of any type shall be operated or parked in any area that is not designed for such vehicles.
3. Proper Supervision
- a. A school custodian and security staff member 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 and security staff member are paid by the Board and may not accept gratuities from users.
  - b. The use of certain school facilities (such as kitchen and auditorium stage) requires 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 these 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. When minors are in attendance, adult chaperones shall be assigned in a ratio of one for each 20 students. These chaperones shall be listed by name on the application.
  - d. All national and state laws, local ordinances and rules of the police and fire departments regarding public assemblies shall be strictly complied with. One police officer may be required for assemblies of 100 persons. Additional police officers may be required for larger assemblies at the discretion of the building principal. Fees associated with police coverage must be paid by the user.
  - 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.
4. Weight Room Usage

It is recognized that the weight room at the Robbinsville High School will be a high profile center of activity. To lessen the risk of injury and mishandling of the district equipment the following will be in place:

- a. Weight room use is only for Robbinsville High School students and employees of Robbinsville Public Schools. Any other use must have the supervision of a certified strength coach.
- b. An orientation program and weight room waiver must be completed prior to the use of the room.

- c. Students may not work out in the weight room without an adult present (either their coach or weight room supervisor).
- d. Failure to follow any and all posted rules in the weight room area can and will lead to disbarment of the facility.

5. RHS Sports Complex

Tennis Courts and Track are for community use without permit. No person may profit or collect fees from the use of these facilities. Turf Field use must have approval of the Manager of Facilities or Athletic Director. Users must abide by the rules of the turf surface.

Fee Schedule

The following fee schedule shall be adhered to:

**Building Use**

	Class I	Class II	Class III	Class IV
RHS Auditorium	\$ 100	\$500 + \$250 / Rehearsal	\$ 1,000 + \$500 / Rehearsal	\$ 4,000 (Includes 1 Rehearsal) + \$500 ea. Additional Rehearsal
RHS Cafeteria	\$ 50	\$ 125	\$ 250	\$ 1,000
PRMS / SES All Purpose Room	\$ 25	\$ 100	\$ 150	\$ 300
RHS Main Gymnasium	\$ 10	\$ 150	\$ 300	\$ 1,000
RHS Auxiliary Gymnasium	\$ 5	\$ 75	\$ 150	\$ 600
PRMS / SES Gymnasium	\$ 5	\$ 75	\$ 150	\$ 500
Classroom	\$ 5	\$ 30	\$ 30	\$ 120
Media Center	\$ 10	\$ 50	\$ 100	\$ 200
RHS Student Activities Ctr.	\$ 10	\$ 50	\$ 100	\$ 200

**Outdoor Sports Complex**

	Class I	Class II	Class III	Class IV
RHS Turf Complex	\$ 100	\$ 200	\$ 400	\$ 1,000
Field Lights (Per Hour)	\$ 25	\$ 50	\$ 75	\$ 100
All Other Fields	\$ 0	\$ 25	\$ 50	\$ 100

\*All groups shall be responsible for lining their own fields.

**Other Costs**

Item or Service	Fee	Item or Service	Fee
Overhead Projector / Screen	\$ 25	Kitchen Worker	\$ 20 / hr. each
Microphone	\$ 30	Security	\$ 30 / hr. each
VCR / Monitor	\$ 30	Custodian	\$ 30 / hr. each

Item or Service	Fee	Item or Service	Fee
Podium	\$ 30	Maintenance	\$ 40 / hr. each
Video Projector / Screen	\$ 50	Sound / Light Tech.	\$ 50 / hr. each
Laptop / Video Projector / Screen	\$ 75	Site Manager	\$ 125 per day

3. The Manager of Facilities & Community Education will prepare an itemized bill for the use of school facilities based on the approved application form. The bill will be sent to the representative of the applicant organization at least 7 working days in advance of the use and a 50% deposit is payable immediately.
4. For groups using the stadium complex (turf / track) or other fields after 7 PM on weekdays or anytime on the weekends, when the schools are not using the facilities, groups will receive a discount based upon the following schedule: 5 – 9 rentals: rate to be reduced to 2/3 of approved tier rate; 10 or more rentals: Rate to be reduced to 1/2 of approved tire rate.
5. Payment must be received before the scheduled use. Permission will be withdrawn from any use that is not paid in advance.
6. The Board reserves the right to recover any loss of funds associated with Non-Sufficient Funds (NSF).

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