

REGULATION

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R 7510 USE OF SCHOOL FACILITIES

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III 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:

- School Clubs and activities held by staff members (to benefit the pupils or the school district)
- PTA/PFA/PTO Functions
- Middletown Parks and Recreation
- MAECOM Adult School
- School Fundraisers (including The Great Race, Granny's Attic, Spinning Wheel)
- Educational Testing Services (PSAT, SAT, ACT - test taking days)
- Middletown Fire Academy
- Middletown Summer Conditioning Practices for district student athletes held by district coaches
- Community members' use of the high school tracks (Application procedures do not apply)
- Boy Scouts/Girl Scouts

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 service costs. Custodial and security fees will be charged if custodians are required outside of regularly scheduled hours and staffing levels. Class II users include the following organizations and individuals:



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- Community Sports Teams (Children and Adults – Middletown based teams that are 80% or more Middletown residents) Note: This will include individual games whereby the host team playing in the game is a Class II community sports team as defined herein (more than 80% Middletown residents). Applicants requesting facilities for tournaments or multi-team events or games will be considered Class III users under this policy and applicable rental and custodial fees will apply.
3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only with payment of a use fee and charges for custodial and security costs. All Class III users are required to pay their rental fee and custodial fee 14 days before the event. Class III users include the following organizations and individuals:
 - Religious Organizations
 - Outside organizations or events (proceeds do not benefit the school district)
 - Amateur Athletic Union teams and teams based outside the Middletown area
 - Sports Camps and Clinics run by district coaches (Coaches will be responsible for all custodial overtime.) Applicant must pre-pay the applicable facility use fee and any custodial overtime at least 14 days in advance of the camp/clinic. Payment must be in the form of a check or money order made payable to the “Middletown Township Board of Education.” The facility use fee will be deposited directly into the Student Activity Account for the sport/club indicated on the application.)
 - All users not categorized as Class I or II above.
 4. The district may require payment for custodial time for any Class I user if an inordinate amount of custodial time is required. The amount of custodial time must be agreed to prior to the issuance of the permit, and will be clearly indicated therein.
 5. The Superintendent and School Business Administrator/Board Secretary or designee reserve the right to deny any permit application if they determine that it is in the best interest of the school district to do so, or a user group has not paid fees in a timely manner.



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B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the School Business Administrator/Board Secretary.
2. Application for use of school facilities must be submitted to the Building Principal not less than fourteen calendar days before the date of the requested use.
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, equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment, 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 use of rooms or buildings not expressly requested.

C. Approval

1. The Building 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



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- c. For use by another organization.

2. If the facility is not available for use, the Building 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 Building 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/Board Secretary 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, Saturdays and Sundays. School facilities are not available when school is not in session with the exception of the high school tracks.

 - b. School facilities are not available for use during the school day. High school tracks may not be used when athletic activities or classes are taking place.

 - 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.

 - d. In accordance with Policy No. 7510, the use of school facilities will not be granted for partisan political activity, or any purpose that is prohibited by law.

 - e. High school tracks may only be used for running and walking in sneakers.



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- f. Vehicles, rollerblades, skateboards, strollers and bicycles, etc., are strictly prohibited on the high school tracks.
 - g. Animals are strictly prohibited.
 - h. The high school tracks may only be used from dawn to dusk when the gates are unlocked.
5. The School Business Administrator/Board Secretary or designee will determine the classification (I, II, or III) of the 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 representative who signed the application form.
 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 School Business Administrator/Board Secretary or designee of any canceled use request as soon as he/she is aware of the cancellation. An



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organization's failure to inform the School Business Administrator/Board Secretary or designee of a canceled use at least five 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 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 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 in the amount of
 - a. \$1,000,000 per person,
 - b. \$1,000,000 per accident or event, and
 - c. \$1,000,000 property damage.
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, possession, and/or distribution of alcohol and/or controlled dangerous substances is 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. The use must not involve gambling or games of chance.
2. Users of school facilities will respect Board property.



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- 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 the Principal's permission to use a district piano, provided it is not moved from its present location.
- 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 equipment, sound equipment ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive the 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. If food and/or



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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. User organizations are required to adhere to Middletown Township Department of Health regulations.

- i. No signs, posters, advertisements, or other displays may be placed in a school building without the prior approval of the Principal.
 - j. No school keys shall be issued to a **facility** user ~~other than the Middletown Department of Parks and Recreation where applicable. Permission to use school keys may be revoked at the discretion of the school district.~~
 - k. No animal shall be allowed on school premises without the prior approval of the Principal.
 - 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 health offices, 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, computers, 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.



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- a. A school custodian must be on duty during the entire time a use occurs with the exception of the high school tracks. 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.
- b. The use of certain school facilities (such as 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. Guidelines for use of auditorium must be strictly followed.
- 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 District, anticipate the need for the assistance of Middletown School District security guards, Middletown Police, fire fighters, parking attendants, and other security personnel. The District will require Middletown School District security personnel and/or Middletown Police to provide security services at any event with more than 100 persons in attendance. For events with more than 100 attendees, the District will determine the required number of these security personnel on a case-by-case basis. 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 required security personnel or other required service providers after being advised to do so by the District, the District's permission to use the facility will be withdrawn.

In addition to securing security personnel as outlined above, at least one leader from each user group must receive security training by a District designated trainer annually.



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- 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 and high school tracks, or a charge for custodial services.
- 2. Class II users will be charged a facility fee and will be charged
 - a. For the specific services of school employees rendered pursuant to E3a and E3b, if any, and
 - b. Custodial costs will be calculated as follows:

Current maximum custodial hourly rate as established annually by the School Business Administrator/Board Secretary.

Custodial Rates (Four hour minimum) will be charged as follows:

Saturdays	Time and one-half the current custodial hourly rate.
Sundays and Holidays	Two times the current custodial hourly rate.
Weekdays	Time and one-half the current custodial hourly rate after normal workday.

- c. Class II facility fees are as follows:

<u>Facility</u>	<u>Fee</u>
All Purpose Room (Elementary Schools)	\$100



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Auditorium (High Schools) – Productions	\$250
Auditorium (High Schools) – Rehearsals	\$100
Auditorium Sound and Lighting Systems (High Schools) (Plus hourly curriculum rate for staff advisor)	\$150
*Cafeteria – No Kitchen Use(Middle and High Schools)	\$100
Classroom	\$75
*Gymnasium (Middle and High Schools)	\$200
*Bubble	\$200
*High School Auxiliary Gymnasium	\$150
Library	\$50

Turf field only

\$50 (2 hrs. – weekdays)

\$75 (2 hrs. – weekends)

Additional fees will be assessed for use of lights and press box. A \$100 refundable deposit is also required 10 days prior to usage.

- Class III users will be charged the costs charged to Class II users (F2a and F2b) and the following facility fee for each daily hours' use.

<u>Facility</u>	<u>Fee</u>
All Purpose Room (Elementary Schools)	\$200
Auditorium (High Schools) – Productions	\$500
Auditorium (High Schools) – Rehearsals	\$200
Auditorium Sound and Lighting Systems (High Schools) (Plus hourly curriculum rate for staff advisor)	\$300
*Cafeteria – No Kitchen Use(Middle and High Schools)	\$200



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Classroom	\$150
*Gymnasium (Middle and High Schools)	\$400
*Bubble	\$400
*High School Auxiliary Gymnasium	\$300
Library	\$100

*Fees shown are for a full day. Half-day rentals (4 hours or less) will be charged at one half of the daily rate.

4. Class III facility fees for high school turf fields are as follows:

Turf field only

\$200 (2 hrs. – weekdays)

\$300 (2 hrs. – weekends)

Additional fees will be assessed for use of lights and press box. A \$100 refundable deposit is also required 10 days prior to usage.

5. An itemized bill for the use of school facilities will be prepared including any custodial charges based on the approved application form. The invoice will be sent to the representative of the applicant organization in advance of the use and is payable immediately. The district reserves the right, where deemed appropriate, to require prepayment of fees prior to applicants' use of the facility.
6. Itemized bill for custodial fees will be sent shortly after facility use and is payable upon receipt. Payment must be received by the Business office before the scheduled use. Permission will be withdrawn from any use that is not paid in advance, except as expressly exempted by the School Business Administrator/Board Secretary or designee.

- G. Provision of Training on School Safety and Security



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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.

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