

Branchburg Township School District

240 Baird Road
Branchburg, New Jersey 08876

Facilities Use Terms of Agreement, Policy 7510

BUILDING ACCESS

Access to the building is limited to the main school entrance. Please ring the doorbell and patiently await the night custodian to grant your group access. For security reasons, do not prop open external doors, as this may result in the cancellation of your building use.

Hall monitors from your group are required to be present in designated hallways throughout your reservation. It is strongly recommended that an adult supervise hallways during sporting events/practices. Kindly ensure that children refrain from running, touching artwork, entering restricted areas, or playing with balls in the hallways. Your cooperation in maintaining a safe environment is greatly appreciated.

USE OF SCHOOL BELONGINGS

Please refrain from touching instructional equipment, such as TVs, VCRs, overhead projectors, tape recorders, filmstrip projectors, and computers, unless prior approval has been obtained through your building use application. Do not make any adjustments to these items.

Access to teacher or student desks is prohibited. These desks are off-limits for any purpose. Ensure that you have your necessary supplies with you and leave these desks undisturbed.

Bring your own learning supplies, including pencils, pens, scissors, crayons, and tape. The use of school-owned supplies is not permitted.

GYMNASIUM RULE

No food or drinks of any kind are allowed in the gymnasium.

CLEAN-UP RESPONSIBILITIES

Please ensure that you clean up after your activity/meeting, including wiping down tables/desks, especially if your group has snacks/food, to safeguard children with food allergies. Your adherence to this policy is essential.

I have read the above guidelines and will see that our group adheres to them.

Signature

Title

Date

Branchburg Township School District

240 Baird Road
Branchburg, New Jersey 08876

Procedures for Safe Building Use

In accordance with Policy 7510 Use of School Facilities

GUIDELINES

Exit Accessibility

During building use, it is strictly prohibited to block, chain, or obstruct any exits at any time.

No Paper Products Near Fire Safety Devices

Do not hang paper products near sprinkler heads, fire alarm stations (sensors, pull stations), or exit doors.

Fire Alarm Activation

In the event of a fire alarm activation, please follow the procedures outlined below.

Activity Restrictions

Except in the Gym and/or All-Purpose rooms, there should be no ball playing, rough-housing, or running in any part of the building.

Supervision Requirement

A designated member of your group must supervise all individuals within the building, including hallways. Any damage caused by your group will be billed accordingly.

Food Restrictions

Please be aware of our policy that prohibits food in the school due to our allergy protocols.

AED (AUTOMATIC EXTERNAL DEFIBRILLATOR) PROCEDURES

If a person becomes unconscious or is found unconscious within the building or on campus, an AED is located in a wall cabinet within each school building. Directional signs will guide you to the AED.

A volunteer/Good Samaritan must be trained in CPR/AED use and willing to activate the AED system.

Upon opening the wall cabinet, immediate 911 access will be established with the Branchburg Police. Use the telephone in the cabinet to dial 911. Stay calm and provide necessary information.

If the AED is accessed, do not delay in providing immediate intervention to the victim. If possible, have another person contact 911 dispatch while the volunteer/Good Samaritan initiates AED intervention on the victim.

If the AED is used, please notify the Supervisor of Buildings and Grounds immediately at (908) 722-3335 x1630.

SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

Please be aware of the safety guidelines outlined in Policy 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries. :

Ensure that individuals are not involved in sporting events without physician clearance.

Treat all head injuries with seriousness and seek proper professional evaluation.

FIRE DRILL PROCEDURES

When the fire alarm activates, all personnel must immediately exit the building.

The fire alarm should not be reset until the fire chief and Supervisor of Buildings and Grounds have cleared the activated area.

Fire horns can only be silenced by building staff after receiving permission as mentioned above.

Re-entry into the building is not permitted until the fire official has given the "ALL CLEAR" for the building.

I hereby certify that I have read and understand all of the above and that I have the responsibility to ensure that all individuals in my group understand and agree to abide by the safe building procedures above.

Group Name: _____

Date: _____

Signature: _____

Title: _____

**BRANCBURG TOWNSHIP SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES**



Name of Applicant/Organization: _____

Mailing Address: _____ Email: _____

Contact Person: _____ Telephone #: _____ Cell #: _____

Nature of Activity: _____

Proposed Day(s) and Date(s) of Use: _____

*(More dates - Use back or separate sheet and attach)

Occurrences of Use: Monthly Weekly Daily Once

Times for Use: From _____ To _____ *(if times vary per date, list with date on back)

Number of Children _____ Number of Adults _____ *Total expected _____

*This number is required if more than the participants will be in attendance.

Select School (circle): Central Stony Brook Whiton

Area(s) to be used (Check each area requested):

Classroom(s) _____ Fields _____ Other* _____

* Kitchen use if needed will be charged additional

Café Café 2 Gym Aux Gym Media Center Principal Conference Room at BCMS

Please submit any set up requirements at least 2 weeks prior to the date of your event.

Admission will will not be charged. The funds obtained (if any) are to be used for the following purpose(s):

Insurance information:

Policy No. _____ Company Name: _____

Limits of Coverage: _____

Note: A certificate of insurance naming the Branchburg Township Board of Education as an additional insured must be issued prior to the date of the proposed use.

I acknowledge receipt of the rules and regulations governing the use of school facilities and understand and agree to comply with them in their entirety.

The rules and regulations governing the use of school facilities are fully understood and accepted. The user further agrees to indemnify and save harmless the Branchburg Township Board of Education from any claim due to personal injury or property damage suffered or incurred in connection with or arising from the activities of the applicant.

Signature of Sponsor or Representative _____ Date _____

------(Office use Only)-----

The Board of Education approves does not approve the application for the use of the _____ facilities on the above date(s).
(name of school)

This Organization will will not be charged for building use.

Estimated Cost: _____ Billing Category: 1 2 3 4

Building Principal

Date

(This page must be filled out completely and approved before any facility may be used)



Township of Branchburg

1077 US HIGHWAY 202 NORTH, BRANCHBURG, NJ 08876-3936
Telephone: (908) 526-1300 x158 Fax: (908) 526-7479

www.branchburg.nj.us

OFFICE OF THE FIRE OFFICIAL

August 15th, 2013

RE: Use of Board of Education Facilities

Dear Organization Member:

In addition to the rules and standards set by the Branchburg Township Board of Education, your organization and all persons responsible shall adhere to the safety procedures as established in the New Jersey Uniform Fire Code. The individuals responsible for your event must insure the safety of persons attending the event and comply with the Fire Code. The Branchburg Bureau of Fire Safety shall be contacted prior to the event to sign off on that event

Attached, you will find basic regulations directly from the New Jersey Uniform Fire Code regarding occupancy, exits and access to exits, announcement, operator responsibility, mandatory evacuation and No Park Regulations.

The Board of Education has occupancy capacities set for all assembly uses. They are posted in accordance with the New Jersey Uniform Fire Code. Your organization must adhere to these occupancy regulations. If any individual has questions on the New Jersey Uniform Fire Code regulations you are encouraged contact the Branchburg Bureau of Fire Safety.

Very truly yours,

Joseph V. Olivo
Branchburg Township Fire Official
(908) 526-1300 Ext: 156
joe.olivo@branchburg.nj.us

Note :N.J.A.C 5:70-2.10 (g) Any person, firm or corporation violating any of the provisions of the Code or failing to comply with any order issued pursuant to any section thereof, shall be subject to penalties provided in N.J.A.C. 5:70-2.12. The maximum penalty for any act or omission in violation of the Act or Code that is not enumerated in this subsection shall be \$5,000 per day.

ADDITIONAL REQUIREMENTS FOR THE BOARD OF EDUCATION BUILDINGS - 2013

SECTION: 503.4

05 FIRE SERVICE FEATURES

0503. FIRE APPARATUS ACCESS ROADS

04. Obstruction of fire apparatus access roads

503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearance established in Section 503.2.1 shall be maintained at all times.

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

SECTION: 1003

10 MEANS OF EGRESS

1003. GENERAL MEANS OF EGRESS

SECTION: 1003 GENERAL MEANS OF EGRESS

1003.1 Owner responsibility. The owner or lessee of every structure shall be responsible for the safety of all persons in, or occupying, such premises with respect to the adequacy of means of egress therefrom.

1003.5 Overcrowding. A person shall not permit overcrowding or admittance of any person beyond the approved occupant load. The fire official, upon finding overcrowded conditions or obstructions in aisles, passageways or other means of egress, or upon finding any condition which constitutes a hazard to life and safety, shall cause the occupancy, performance, presentation, spectacle or entertainment to be stopped until such a condition or obstruction is corrected and the addition of any further occupants prohibited until the approved occupant load is reestablished.

1003.6 Operator responsibility. The operator of the person responsible for the operation of an assembly or educational occupancy shall check egress facilities before such building is occupied to determine compliance with this chapter. If such inspection reveals that any element of the required means of egress cannot be accessed, is obstructed, locked, fastened or otherwise unsuited for immediate utilization, admittance to the building shall not be permitted until necessary corrective action has been completed.

SECTION: 1028.1

10 MEANS OF EGRESS

1028. MAINTENANCE OF THE MEANS OF EGRESS

01. General

1028.1 General. An exit shall not be utilized for any purpose that interferes with its function as a means of egress, except as otherwise approved. The means of egress from each part of the structure, including exits, stairways, egress doors and any panic hardware installed thereon, aisles, corridors, passageways and similar elements of the means of egress, shall at all times be maintained in a safe condition and available for immediate utilization and free of all obstructions. Security devices affecting means of egress shall be subject to approval.

1028.1.1 Storage. Combustible or flammable material shall not be placed, stored or kept in any portion of an exit, elevator car or hoistway, or at the bottom of a stairway, fire escape or other means of escape, unless such space is enclosed and protected as required by the construction code in effect at the time of first occupancy. Such storage shall be located so the presence or burning of the materials will not obstruct or render hazardous the means of egress.

SECTION: 1028.3

10 MEANS OF EGRESS

1028. MAINTENANCE OF THE MEANS OF EGRESS

03. Reliability

1028.3 Reliability. Required exit accesses, exits or exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergence when the areas served by such exits are occupied. Security devices effecting means of egress shall be subject to approval of the fire code official.

SECTION: 1028.9

10 MEANS OF EGRESS

1028. MAINTENANCE OF THE MEANS OF EGRESS

09. Display

1028.9 Display. Aisles, passageways or stairways in any structure shall not be obstructed with tables, showcase, holiday displays, vending machines or other obstructions during hours when the structure is open to the public, nor shall such obstructions be located in such a manner as to interfere with firefighting access. Display boards, signs, coat racks and any other movable equipment that obstructs the path of egress travel shall be prohibited. A mirror shall not be placed in or adjacent to any means of egress in such a manner as to confuse the direction of egress. Draperies and similar hangings shall not obscure an exit.

SECTION: 806

08 INTERIOR FINISH, DECORATIVE MATERIALS AND FURNISHINGS

0806. DECORATIVE VEGETATION

SECTION 806 DECORATIVE VEGETATION

806.1 Natural cut trees. Natural cut trees, where allowed by this section, shall have the trunk bottoms cut off at least 0.5 inch (12.7 mm) above the original cut and shall be placed in a support device complying with Section 806.1.2.

806.1.1 Restricted occupancies. Natural cut trees shall be prohibited in all occupancies.

Exceptions:

- 1) Trees located in areas protected by an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2 shall not be prohibited.
- 2) Trees shall be allowed within individual dwelling units.

806.1.2 Support devices. The support device that holds the tree in an upright position shall be of a type that is stable and that meets all of the following criteria:

- 1) The device shall hold the tree securely and be of adequate size to avoid tipping over of the tree.
- 2) The device shall be capable of containing a minimum two-day supply of water.
- 3) The water level, when full, shall cover the tree stem at least 2 inches (51 mm). The water

level shall be maintained above the fresh cut and checked at least once daily.

806.1.3 Dryness. The tree shall be removed from the building whenever the needles or leaves fall off readily when a tree branch is shaken or if the needles are brittle and break when bent between the thumb and index finger. The tree shall be checked daily for dryness.

806.2 Artificial vegetation. Artificial decorative vegetation shall meet the flame propagation performance criteria of NFPA 701. Meeting the flame propagation performance criteria of NFPA 701 shall be documented and certified by the manufacturer in an approved manner.

806.3 Obstruction of means of egress. The required width of any portion of a means of egress shall not be obstructed by decorative vegetation and the decorative vegetation shall not be placed near any stairway or elevator shaft.

806.4 Open flame. Candles and open flames shall not be used on or near decorative vegetation. Natural cut trees shall be kept a distance from heat vents and any open flame or heat-producing devices at least equal to the height of the tree.

806.5 Electrical fixtures and wiring. The use of unlisted electrical wiring and lighting on natural cut trees and artificial decorative vegetation shall be prohibited. The use of electrical wiring and lighting on artificial trees constructed entirely of metal shall be prohibited.

806.7 Under-tree decorations. No flammable decorations, combustible tree skirts or decorative gift packages may be placed on or under or around decorative vegetation. This restriction does not apply to decorative vegetation displayed in a sprinklered building.

806.8 Holiday wreaths. Holiday wreaths shall be permitted in any building but such wreaths shall not exceed 10 percent of the aggregate wall area of any room or space.

806.9 Live trees. Live trees include any container-grown balled and burlapped or balled and potted tree that has been uprooted, its roots protected by an earthen ball and maintained in a fresh, hardy condition. Live trees shall be displayed in a manner that does not allow the tree to become dry, and any tree which becomes dry, brittle, or shows signs of dying, shall be removed from the building.

806.10 Powers of enforcing agency. The appropriate enforcing agency or fire official shall approve the placement of a live or natural cut tree in a public or commercial building, may limit the number of trees in any building, and may order the removal of a tree from a building or occupancy if the fire official determines that the condition of the tree poses a safety hazard.

SECTION: 807

08 INTERIOR FINISH, DECORATIVE MATERIALS AND FURNISHINGS

0807. DECORATIVE MATERIALS OTHER THAN DECORATIVE VEGETATION

SECTION 807 DECORATIVE MATERIALS OTHER THAN DECORATIVE VEGETATION

807.1 General requirements. In occupancies in Groups A, E, I and R-1 and dormitories in Group R-2, curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall meet the flame propagation performance criteria of NFPA 701 in accordance with Section 806.2 or be noncombustible.

In Groups I-1 and I-2, combustible decorative materials shall meet the flame propagation criteria of NFPA 701.

807.1.1 Noncombustible materials. The permissible amount of noncombustible decorative material shall not be limited.

807.1.2 Combustible decorative materials. The permissible amount of decorative materials meeting the flame propagation performance criteria of NFPA 701 shall not exceed 10 percent of the aggregate area of walls and ceilings.

Exceptions:

- 1) In auditoriums in Group A, the permissible amount of decorative material meeting the flame propagation performance criteria of NFPA 701 shall not exceed 50 percent of the aggregate area of walls and ceiling where the building is equipped throughout with an approved automatic sprinkler system in accordance with Section 903.3.1.1, and where the material is installed in accordance with the building subcode of the Uniform Construction Code.

807.2 Acceptance criteria and reports. Where required to be flame resistant, decorative materials shall be tested by an approved agency and meet the flame propagation performance criteria of NFPA 701, or such materials shall be noncombustible. Reports of test results shall be prepared in accordance with NFPA 701 and furnished to the fire code official upon request.

807.3 Pyroxylin plastic. Imitation leather or other material consisting of or coated with a pyroxylin or similarly hazardous base shall not be used in Group A occupancies.

807.4 Occupancy-based requirements. In occupancies in Group A, E and I-4 day care facilities, decorative materials other than decorative vegetation shall comply with Sections 807.4.1 through 807.4.4.2.

807.4.1 General. All of the following requirements shall apply to all Group A and E occupancies and Group I-4 day care facilities regulated by Sections 807.4.2 through 807.4.4:

- 1) Explosive or highly flammable materials. Furnishings or decorative materials of an explosive or highly flammable character shall not be used.
- 2) Fire-retardant coatings. Fire-retardant coatings in existing buildings shall be maintained so as to retain the effectiveness of the treatment under service conditions encountered in actual use.
- 3) Obstructions. Furnishings or other objects shall be not placed to obstruct exits, access thereto, egress therefrom or visibility thereof.

807.4.2 Group A. The requirements in Sections 807.4.2.1 through 807.4.2.3 shall apply to occupancies in Group A.

807.4.2.1 Foam plastics. Exposed foam plastic materials and unprotected materials containing foam plastic used for decorative purposes, or stage scenery or exhibit booths shall have a maximum heat release rate of 100 kw when tested in accordance with UL 1975.

Exceptions:

- 1) Individual foam plastic items or items containing foam plastic where the foam plastic does not exceed 1 pound (0.45 kg) in weight.
- 2) Cellular or foam plastic shall be allowed for trim not in excess of 10 percent of the wall or ceiling area, provided it is not less than 20 pounds per cubic foot (320 kg/m³) in density; is limited to 0.5 inch (12.7 mm) in thickness and 8 inches (204 mm) in width; and complies with the requirements for Class B interior wall and ceiling finish, except that the smoke developed index shall not be limited.

807.4.2.2 Motion picture screens. The screens upon which motion pictures are projected in new and existing buildings of Group A shall either meet the flame propagation performance criteria of NFPA 701 or shall comply with the requirements for a Class B interior finish in accordance with the building subcode of the Uniform Construction Code.

SECTION: 401.5

04 EMERGENCY PLANNING AND PREPAREDNESS

0401. GENERAL

05. Security device

401.5 Security device. Any security device or system that emits any medium that could obscure a means of egress in any building, structure or premise shall be prohibited.

SECTION: 408.2.2

04 EMERGENCY PLANNING AND PREPAREDNESS

0408. USE AND OCCUPANCY-RELATED REQUIREMENTS

02. Group A occupancies

02. Announcements

408.2.2 Announcements. In theaters, motion picture theaters, auditoriums and similar assembly occupancies in Group A used for noncontinuous programs, an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.



Township of Branchburg

1077 US HIGHWAY 202 NORTH, BRANCHBURG, NJ 08876-3936
Telephone: (908) 526-1300 x158 Fax: (908) 526-7479

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OFFICE OF THE FIRE OFFICIAL

REQUIRED FIRE SAFETY ANNOUNCEMENT FOR ASSEMBLY OCCUPANCIES N.J.A.C. 5:70-3, 408.2.2

ON BEHALF
OF _____

WELCOME TO

_____. In accordance with the

New Jersey Fire Code and the

Branchburg Township Bureau of Fire Safety please observe the exits available in case of an **Emergency**.

In the event of an activation of the fire alarm system, it is mandatory for all Occupants to **completely evacuate** the building.

Thank You for your cooperation.

Joseph V. Olivo
Branchburg Township Fire Official

R 7510 Use of School Facilities (M)

M

The Board of Education believes the school district facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

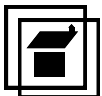
A. Classification of Users

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:
 - Branchburg Township School District affiliate groups
 - Branchburg PTO
 - Branchburg Education Foundation
 - Branchburg Recreation program

2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs that the district would not otherwise incur in its normal operations as further described below. Class II users include the following organizations and individuals:
 - Somerville High School

 - Any community organization formed for charitable, civic, social or educational purposes and where the majority of the group at the time of use is comprised of 75% or more Branchburg residents, including to the extent applicable, the following:
 - Boy Scouts
 - Girl Scouts
 - Branchburg Women’s Club



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BRANCHBURG TOWNSHIP
BOARD OF EDUCATION

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Use of School Facilities (M)

3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:
 - Organizations with no affiliation with school or township
 4. No other organizations or individuals will be permitted to use school facilities.
- B. Application Procedures
1. Application for use of all school facilities must be made in writing and on the form supplied by the school district.
 2. Application for use of school facilities must be submitted to the Principal's office not less than 10 working 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 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 district may require in its application form that an offer of the organization seeking facilities use approval to certify that 75% of its members at the time of use are Branchburg residents.
- C. 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 been 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.



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2. If the facility is not available for use, the School Principal will so inform the representative of the organization
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 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 Superintendent for final approval.
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only during the hours of 5:00pm and 9:30pm. Permission may be granted for an extended time period, provided the user pays an overtime fee regardless of the user's classification. School facilities are not available for use during the school day.
 - 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. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making activities, partisan political activity, any private social function or any purpose that is prohibited by law.
 - d. The use of facilities will not be granted for weekend events that are less than 4 hours.
 - e. All events will have a total of 1 hour of custodial fees added for set up and clean up fee.
5. The Superintendent 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. That information will be entered 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.



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BOARD OF EDUCATION

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7. An email will be sent to the applicant regarding the approval status of their application.
 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. An organization's failure to inform the School Principal of a canceled use at least 48 hours in advance of the scheduled time of the use will result in a \$25 cancellation fee.
 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.

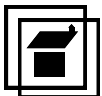


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BRANCHBURG TOWNSHIP
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3. The user shall furnish evidence of the purchase of liability insurance in the amount of
 - a. \$50,000 per person,
 - b. \$1,000,000 per accident or event, and
 - c. \$1,000,000 property damage.
- 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 must not involve gambling or games of chance.
 - d. 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.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. 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.
 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.



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- 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 more than 48 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, and thermostatic controls may be operated only by an employee of the district.
- g. The user must obtain 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. 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 without the approval of the School Principal.
- k. The Buildings and Grounds Supervisor 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,



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administrative offices, storage closets, or any other room to which permission to use has not been expressly granted.

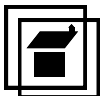
- m. No vehicles of any type shall be operated in any area that is not designed for such vehicles.

3. Uses Must be Properly Supervised.

- a. A school custodian 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 is paid by the Board and may not accept gratuities from users.
- b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility.
- 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.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. 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 police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.

F. Fee Schedule

- 1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b will be billed.
- 2. Class II users will not be charged a facility fee, but will be charged
 - a. For the specific services of school employees rendered pursuant to paragraph E3b, if any, and



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- b. For the costs of custodial staff beyond normal working hours whose presence is necessitated by the organization’s use of the building (i.e. costs that the district would not otherwise incur as part of its normal operations). Outlined in chart below.
3. Class III users will be charged:
- a. The costs charged Class II users (paragraph F2a and paragraph F2b);
 - b. A \$300 security deposit must be received prior to the event to cover potential damages to the facilities while in its care. If no damages are incurred, the security deposit will be returned, and
 - c. The following facility fee for each four (4) hours of use.

Facility	Fee (minimum of 4 hours)	Custodian Set Up/ Clean Up Fee (1 Hour)	Custodial On-Site During Event Fee Per Custodian
<ul style="list-style-type: none"> • Gym • Cafeteria • Auditorium • BCMS Media Center 	Weekdays - \$300 up to 4 hours. \$75 per hour after that.	Weekdays - \$50	Weekdays – \$50 per hour (past 9:30pm where otherwise approved)
	Weekends - \$400 up to 4 hours. \$100 per hour after that.	Saturday - \$50 Sunday & Holidays - \$65	Saturday - \$50 per hour Sunday & Holidays - \$65 per hour
Classrooms (per room used)	Weekdays - \$100 up to 4 hours. \$25 per hour after that.	Weekdays - \$50	Weekdays – \$50 per hour (past 9:30pm where otherwise approved)
	Weekends - \$150 up to 4 hours. \$37.50 per hour after that.	Saturday - \$50 Sunday & Holidays - \$65	Saturday - \$50 per hour Sunday & Holidays - \$65 per hour

- 4. The Buildings and Grounds Department 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. The bill will be sent out after building use and should be paid within 30 days.



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