

# REGULATION

BRANCBURG TOWNSHIP  
BOARD OF EDUCATION

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Use of School Facilities (M)

## R 7510 Use of School Facilities (M)

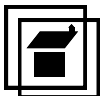
### M

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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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.

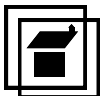


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2. If the facility is not available for use, the School Principal will so inform the representative of the organization
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the 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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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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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.

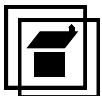
- m. No vehicles of any type shall be operated in any area that is not designed for such vehicles.

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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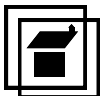
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- b. For the costs of custodial staff beyond normal working hours whose presence is necessitated by the organization’s use of the building (i.e. costs that the district would not otherwise incur as part of its normal operations). Outlined in chart 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"> <li>• Gym</li> <li>• Cafeteria</li> <li>• Auditorium</li> <li>• BCMS Media Center</li> </ul>	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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