

**Regulation**

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USE OF SCHOOL FACILITIES

It is the policy of the Bordentown Regional Board of Education to make school facilities available for public use when such use does not interfere with school related activities.

Eligible users of school facilities include the following:

- A. School related agencies;
- B. Federal, state and municipal agencies
- C. Non-school organizations, associations, or groups whose activities are related to civic, cultural, recreational, or public welfare activities that benefit the Bordentown Regional School District and/or its residents
- D. School employee groups.

The board has established a schedule of fees that includes rental fees for the use of space as well as labor and equipment costs associated with that use. All organizations, agencies, and groups will be subject to fees and charges related to the use of school facilities as set forth in the District Facility Use Fee Structure.

Hours of Operation

School facilities are not available when school is in session;

Facilities are available for community use after school closes until 10:30 p.m., Monday through Friday and 7:00 a.m. to 10:30 p.m. on Saturday. Sundays and holidays are not available for scheduling on a regular basis (excluding special functions or events). Holidays considered are those listed in the custodial agreement. Days may be exempt for other circumstances at the discretion of the board;

Delivery of supplies for an event should be made after the regular school session but if this is not feasible, can be made with permission of the CDA Director who will notify the school administrator;

No use of school facilities may continue beyond the time approved so as to allow sufficient time for the facility to be cleaned by 11:00 p.m.;

During the summer recess, scheduling is subject to availability determined by the scheduled maintenance and cleaning taking place during that period.

Rental and Other Charges

- A. Rental charges will be established annually by the board;
- B. Use of the facilities on weekends or other times during which a custodian would not normally be on duty will be approved subject to the availability of a person holding a black seal boiler license. A fee will be charged as specified when a custodian(s) is (are) required to work overtime because of the extended use of the facilities, such fee to be based upon the overtime salary rate of the individuals designated to work;
- C. Use of the kitchen or kitchen equipment requires the presence of a school food service employee for whose services a charge will be rendered based upon a rate annually established by the board, or the presence of a substitute who must be approved in advance by the food service director;

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- D. A parent organization (booster clubs, PTA, PTO, etc.) or other school-affiliated groups may have the cost for such services assumed by the board;
- E. The board reserves the right to waive any and all of the above charges as time, condition, expenses and purposes might dictate;
- F. Requests not covered by these regulations shall be referred to the board.

### Non-Approval

Applications will not be approved if:

- A. The building is required for or, the event is in conflict with school oriented activities;
- B. The building is closed for renovation, cleaning, seasonal recesses or due to inclement weather;
- C. The proposed use is on holidays as listed in the custodial contract;
- D. Insurance cannot be obtained for liability and damage;
- E. Sufficient chaperones are not available for functions in which minors are involved;
- F. Anticipated attendance is beyond the facility limit as determined by the fire code;
- G. The usage would cause undue wear and tear to school properties; and
- H. A black seal operator is unavailable for coverage.

The board reserves the right to cancel or revoke all privileges. All decisions made by the board are final.

### Procedures

- A. Completed applications will be processed through the Community and District Alliance office. Each application shall require that the applicant agree to:
  - 1. Provide evidence, upon request, that the organization is non-profit;
  - 2. Provide to the board certification of liability insurance in keeping with limits approved by the board.
  - 3. Events deemed by the board or its designee to be unique or special in nature may require greater amounts of liability coverage.
- B. No use of school facilities may continue beyond a time determined by the board of education. Activities must be terminated to allow sufficient time for the facility to be cleared by that hour.
- C. When more than one applicant requests the use of a facility for the same time, permission will be granted in the following order of priority:
  - 1. Groups directly related to the school and the operation of the school;
  - 2. Adult school classes and activities;
  - 3. Non-profit, community-based organizations;
  - 4. Other.
- D. Applicants will be required to maintain the facilities and restore them to prior condition immediately following their use. The board reserves the right to require the participating group to provide an officer(s) of the law for any event;
- E. A municipal Permit may be required for a group over 150. Appropriate security arrangements must be made with the appropriate police chief, i.e., Bordentown City or Township;

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- F. If the activity is primarily for the benefit of adolescents or children, the applicant must provide a minimum of one (1) adult chaperone per fifteen (15) youngsters participating;
- G. Completed applications must be filed a minimum of ten (10) working days prior to the date the applicant needs confirmation. Requests for special or unique activities should be submitted twenty (20) working days in advance.

Insurance

- A. The applicant shall provide evidence of a separate liability policy or endorsement to any other policies insuring indemnification provision contained in the paragraph below with minimum limits of \$1,000,000/\$1,000,000 bodily injury and \$500,000 property damage.
- B. The applicant agrees to indemnify, defend and save harmless the Bordentown Regional School District Board of Education and employees against any and all claims and suits including costs of every name and description and all damages to which the parties mention above, may be put by reason of injury or damage or a claim of injury or damage to the person or property of others resulting from carelessness or negligence of the applicant arising from the performance of this agreement of any other related activity;
- C. A certificate of insurance listing the Bordentown Regional School District as "additionally insured" must be received prior to the final approval of the event.

Building/Equipment Use

1. All activities are to be confined to the area or areas specified on the application and the usage of only the equipment that was listed on the application.
2. Users of school district equipment accept liability for any damage to or loss of district equipment that occurs while it is in such use. Any use of school equipment must have prior approval and be noted on the Building Use Form.
3. No equipment is to be brought into any school building unless that equipment is listed and approved on the application. Removal of approved equipment must occur immediately following the scheduled event. Responsibility for such equipment lies solely with the applicant.
4. Decorations are to be removed at the conclusion of the event.
5. Use of the buildings does not include: storage rooms, principal's office, general office, nurse's office, computer networks, boiler room or custodial rooms.
6. District audio/visual equipment must be requested on the application form.
7. Rearrangement of school furniture or unusual clean-up is not included in facility approval. Cost for these services is the responsibility of the event sponsor.
8. Appropriate care must be taken on gymnasium floors.

Room Capacities

<u>BUILDING</u>	<u>GYMNASIUM</u>	<u>AUDITORIUM</u>	<u>CAFETERIA</u>	<u>CLASSROOM</u>
BRHS	1194	920	426	25 varies
BRMS	648	695	250	25
MIS	1107	NA	NA	25
PMS	752	250	160	25
CBS	300	NA	200	25

(Note: Ticket sales must not exceed capacities)

Accident Reports

All accidents that occur on school property during approved events must be reported to the CDA office. It is the responsibility of the applicant to do so.

Conduct

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- A. Smoking, consumption of alcoholic beverages, gambling and lewd or lascivious behavior is not permitted in Bordentown Regional School District facilities.
- B. It is the responsibility of the sponsoring organization to monitor all hallways and bathrooms to ensure compliance with these conditions of conduct and conditions of use.
- C. Affirmative Action Statement – The Bordentown CDA herewith affirms its intent to ensure equal opportunity for all groups by providing equal access to all facilities under its control regardless of gender, race, color, creed, religion, handicap, marital status, or national origin of the applicant(s) as long as the applicant(s) meets all other criteria of this policy and its procedures.

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Note: The applicant's signature on the Building Use Application Form constitutes agreement for the individual signing the form and his/her organization to the conditions stated.

Attached: Building Use Application Form