

**Regulation**

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USE OF PERFORMING ARTS CENTER (PAC) AND  
BORDENTOWN REGIONAL MIDDLE SCHOOL (BRMS) AUDITORIUMS

Purpose Statement

The schools' auditoriums are state-of-the-art facilities whose primary purpose is to promote the academic achievement of the students. These venues shall be for student academic, entertainment and gathering reasons primarily. Secondly, these facilities shall be for community reasons and to secure additional revenues.

Use of Performing Arts Center and the BRMS auditorium

A. Alcoholic beverages:

By law, the presence, consumption, or serving of alcoholic beverages, in any form, is not permitted on school grounds or in school facilities.

B. Food and beverages (refreshments):

Under no circumstances will food or beverages be permitted in the auditorium/stage, orchestra pit and any other areas so designated by principals.

C. Smoking:

By law, smoking is not permitted on school grounds or in school facilities.

D. Time:

All activities must be terminated and building emptied by eleven o'clock PM (10:30 PM). Requests for an exception to this time limit must be made when the application is submitted.

E. Purposes of use:

The board reserves unto itself the sole right to approve and/or deny applications for the use of the Performing Arts Center at the Regional High and/or the Middle School auditorium and/or related facilities.

F. Priorities of use:

All BRSD School or school sponsored activities shall have priority and take precedence over all other organizations and functions. Priority shall be as follows:

1. Organizations or functions, which are part of or directly sponsored by the high school (includes student, teacher and parent groups) for the PAC and organizations or functions, which are part of or directly sponsored by the middle school (includes student, teacher and parent groups) for the BRMS auditorium.
2. Organizations or functions, which are part of or directly sponsored by other district schools (includes student, teacher and parent groups);
3. Non-profit organizations within Bordentown City, Township of Bordentown, Fieldsboro and New Hanover;
4. Other organizations within Bordentown City, Township of Bordentown, Fieldsboro and New Hanover;
5. State, federal, and professional organizations (NJEA, ASCD, NJASA, NJSBA, NJPSA, etc.) shall be able to request the use of the facilities;
6. Out-of-region vendors shall have the ability to use the facility as per policy;

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## G. Responsibility:

The principal shall be in charge of his/her building during school hours and shall approve the use of the PAC and the BRMS auditorium. The principal shall make staff aware of the sensitive nature of equipment and shall assume responsibility for use. The District auditorium Coordinator (DAC) shall be in charge of the PAC and the BRMS auditorium after school hours for nonschool-related functions and shall assume responsibility for use. When an evening function is a school function (play, rehearsal, etc), the principal and DAC shall share responsibility. The DAC shall have a board approved job description. The DAC will seek revenues in order to provide for the purchase equipment and resources to keep the facilities up-to-date.

- H. Availability: In most cases, the Performing Arts Center and the MS auditorium will not be available when the facility is being used or has been booked for school use or when the facility is closed for an emergency. Under no circumstance will a school function that has been scheduled with the District Scheduling Coordinator (DSC) be cancelled to accommodate a rental.

A school function will not be scheduled on a date that has already been scheduled by an outside group unless the principal and DAC can accommodate such a request.

In cases of inclement weather, the Superintendent, principal or the School Business Administrator has the right to cancel the event in the interest of safety for the participants.

- I. School functions shall be under the auspices of the building principal who shall receive the request use by staff, shall consult the electronic calendar of events maintained by the DAC and DSC, shall confer with the DAC and DSC, and shall approve/deny request and inform the staff member.

## J. Lighting/sound system:

Annually, the DAC will train up to three board employees per building who alone will be permitted to use the systems under the direction of the principals and/or DAC. When staff is used for these technical reasons, they will receive a stipend to be negotiated annually by the board. These employees shall not permit students or other adults to abuse the systems.

Application Deadlines/Guidelines for Non-School Function(s):

- A. The board reserves, unto itself, the sole right to approve and/or deny applications for the use of the Performing Arts Center at the Regional High and/or the Middle School auditorium and/or related facilities.
- B. Application Submittal: Applications for use of the Performing Arts Center and the MS auditorium must be filed at least six (6) weeks in advance of the intended use.
- C. Organizations must request only those facilities, dates and times required so that the most effective use of the facilities is realized. Unwarranted or impractical requests will not be approved.
- D. No event shall be booked on an annual rotating basis unless authorized by the principal, DAC, and Superintendent.
- E. Applications will include a copy of this procedure.
- F. Security:

The superintendent, school business administrator, and/or the director of security reserve the right to require additional security at no cost to the board. Police coverage will be arranged by the director of security at the contracted cost indicated in the fee schedule for security and traffic control. Please note: organizations may not provide or hire their own security. Organizations may be requested by the police to contact them to discuss the details and security requirements of the event.

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## G. Supervision:

Each sponsoring organization or group granted permission to use the Performing Arts Center or the MS auditorium will provide proper supervision of all participants and spectators during the organization or group's use of the Performing Arts Center or the MS auditorium. The sponsoring organization will be responsible for providing ushers at a ratio of 1 per 100 spectators. The sponsoring organization may request the use of Bordentown Regional School District trained ushers. Please refer to fee schedule.

## H. Fire permit:

The school district possesses a fire registration certificate for the PAC and the MS auditorium. A local fire permit is not required.

## I. Insurance:

All activities will require proof of a Certificate of Insurance in the amount of at least \$1,000,000.00, which names the Bordentown Regional School District board as additional insured. The applicant or user will hold harmless and indemnify the "Bordentown Regional board" inclusive of all heirs, assigns, employees, trustees, board members and representatives for all demands, claims, property damage, losses, penalties, and/or expenses, and suits. This includes attorney fees, arising out of the applicant's use of facilities, regardless of fault.

## J. Maintenance and use of facilities:

The organization or group using the facilities shall be expected to maintain reasonable order and to properly utilize the facilities and equipment. Abuse of the facilities and/or equipment shall result in suspension of its use and the denial of all future requests. In addition, the organization or group will be held responsible for any damages to the facilities and may be billed for additional custodial fee, charged at the discretion of the DAC. Organizations granted use of the Performing Arts Center or the MS auditorium (and related facilities) shall not permit its use by any other organization in lieu of their use. In granting permission for the use of the Performing Arts Center, the MS auditorium and related facilities, it is agreed that activities determined by the board or its agent to be in poor taste or not to be in the best interest of the school shall not be permitted or held. Additional facilities, such as coatrooms, lavatories, dressing rooms, projection/sound booth, cafeteria, kitchen, etc., must be included in the initial request. Aisles and doorways must at all times be kept open and free of any objects (including standees). At no time shall tickets be sold or issued in excess of the rated room capacity of the Performing Arts Center, MS auditorium or related areas. The use of decorations in the Performing Arts Center, the MS auditorium or related areas must have prior approval from the DAC. Decorating materials shall be made of nonflammable materials. At no time may materials or equipment be pinned, pasted or otherwise attached on stage curtains, walls or painted surfaces. The DAC must approve the use of tape on the stage floor.

## K. Lighting/Sound System:

Only district approved personnel, trained and employed for that specific purpose, are permitted to operate the lighting and/or sound systems in the PAC and the MS auditorium. The district reserves the right to require supervision over the use of stage lighting and/or the sound system at the expense of the user.

## L. Schedule of Fees:

There shall be a schedule of fees approved by the board annually presented by the CDA director.

## M. Capacity:

The seating capacity cannot be exceeded in the BRMS auditorium or the High School PAC. Please refer to the Tech Rider for capacity specifics.

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## N. Parking:

1. Parking is limited to areas designated as parking lots (i.e., blacktop-surfaced areas around the buildings). Parking is not permitted in designated fire zones, or other areas designated as No Parking Areas;
2. Handicapped parking spaces are appropriately designated and shall only be occupied by vehicles with the required identification;
3. Violation of the parking policy may result in action by law enforcement, as well as, revocation of the organization's facility use privilege.

## O. Damages:

Users of school facilities, as part of the application for use thereof, automatically assume responsibility for all damages and loss to school property that occurs while using said facilities.

## P. Approval authority:

The DAC shall receive and review all applications for the use of the Performing Arts Center or the MS auditorium and shall recommend approval/denial to the CDA Director after conferring with the Superintendent. Monthly, the District auditorium Coordinator (DAC) will inform the board of use.

## Q. Payment of fees/deposit:

A deposit of one-half (1/2) of the total basic usage fee must be received within five working days, after an organization has received notice that their application has been approved. The organization shall not be permitted to advertise use of the Performing Arts Center or the MS auditorium or have access to the Performing Arts Center or the MS auditorium, or consider that the date is booked unless and until the deposit has been received by the CDA office:

1. The balance of the total invoice shall be paid no later than ten working (10) days prior to the actual use of the Performing Arts Center and the MS auditorium;
2. A final invoice will be issued after the actual use of the Performing Arts Center or the MS auditorium for any additional equipment, additional technical support and/or additional hours for custodians and any additional charges due to damages. Payment on the final invoice is due ten (10) working days following the receipt of the invoice;
3. Payment of deposits, basic usage fees and other fees may be made by MasterCard, Visa, American Express, or Discover; or in the form of a cashier's check, certified check or money order, made payable to the Bordentown Regional School District Board of Education;
4. A cancellation fee of \$50 for each date canceled will be charged, if cancellation is made after formal approval has been received;
5. The deposit will be forfeited if the user cancels thirty (30) days or less, inclusive of weekends, prior to the booking.

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Readopted:	