





# POLICY

## BOARD OF EDUCATION HOPATCONG

PROPERTY  
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Use of School Facilities

### 7510 USE OF SCHOOL FACILITIES

The Board of Education, fully recognizing that the school facilities are the property of the community, will not permit the use of said facilities for individual, partnership, or corporate profit at the taxpayer's expense. Nor will the Board condone any activity which will interfere with, or be detrimental to, the educational program.

No organization which is not under the jurisdiction of the Hopatcong Board of Education shall be permitted to utilize school facilities without an approved Facilities Usage Form signed by the Business Administration. No verbal approvals for use of school facilities shall be valid.

The individual or organization to whom the use of the premises is granted shall assume full liability for any damage to the property. The user shall also assume full liability for the preservation of order at all times on the premises and for the observance of all regulations. The signer of the application shall have or represent full authority or be a regularly appointed executive officer for the organization requesting use of the facility and shall agree to all the terms hereof. All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than \$1,000,000 per occurrence. The Hopatcong Board of Education must be named as an additional insured on this policy. A certificate of insurance as described must be provided to the Hopatcong Board of Education before the facility is used. In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the Hopatcong Board of Education against any and all demands, claims, damages, fees, cost and liabilities of any kind (including but not limited to attorneys fees) to the fullest extent permitted by law. (See New Jersey Statutes Annotated 18A:20-34 and 18A:20-35)

It shall be the responsibility of the Business Administrator/Board Secretary and Athletic Director to approve or reject all requests for outside use of school facilities in accordance with the regulations of this Board. Rejections may be appealed to the Superintendent, then to the Board. Since use of facilities by school organizations is at the direction of the respective principal, she/he shall inform the secretary of such use in order to facilitate proper scheduling.

N.J.S.A. 18A:20-20; N.J.S.A. 18A:20-34

Adopted: 29 June 1992

Revised: May 2004

1<sup>st</sup> Reading: 24 May 2004

2<sup>nd</sup> Reading and Adoption: 28 June 2004

Revised: July 2008

1<sup>st</sup> Reading: 29 September 2008

2<sup>nd</sup> Reading & Adoption: 27 October 2008

# REGULATION

## BOARD OF EDUCATION HOPATCONG

PROPERTY  
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Use of School Facilities

### R7510 USE OF SCHOOL FACILITIES

1. School facilities may be made available to organizations from the Borough of Hopatcong for educational and civic purposes. No organization shall be permitted to use the school property if admission fees are charged - unless the proceeds, after deducting the actual expenses of the meeting, are to be devoted to an educational or charitable purpose or for some other purpose fully approved by the Board of Education.
2. All organizations are required to have liability coverage equal to that amount held by the Board of Education or to an amount set by the Board. Additionally, all organizations whose estimated charges exceed \$1,000, are required to pay the school district one-half of the estimated fees for facilities usage and custodial charges no later than 14 days in advance of said event.
3. School facility use is granted solely by the Board of Education or its representative. The Board expressly reserves the right to change the rules and regulations and rental charges at any time and to revoke permission for use previously granted.
4. School activities shall have precedence in the use of all school facilities. They may be used only when not needed for school purposes and under such circumstances that the usage will not interfere in any way with the school program. No use of school buildings will be granted during the school day.
5. Only the dates, times and facilities listed in the application will be used by the applicant. All facilities, rehearsals, decorations, special rooms, service or equipment must be clearly identified in the application. Any changes or additions not approved prior to the event may result in fees for unanticipated custodial time. No verbal approvals for use of school facilities shall be valid.
6. The following rules will be observed by participants:
  - a. The use or presence of alcoholic beverages is prohibited.
  - b. Smoking is not permitted in school buildings and grounds, as per Board Policy 7434.
  - c. No alterations are permitted in any part of the building.
  - d. All plans for decorations, including props, scenery, sound effects, painting, electrical and mechanical devices for the auditorium stage, must be submitted in writing and have prior written approval from the District Business Administrator.

- e. Pianos and other school furniture and equipment shall not be moved without permission of the school Principal and/or Business Administrator.
7. The Sponsor or a designee of the approved organization shall:
- a. Be responsible for the care and use of all school property and will be responsible for all damage or the replacement of school property. The charges for the repair of any damage will be sent to the sponsor. Failure to reimburse the Board of Education for damages will result in the denial of all future use.
  - b. Be in attendance at all times during occupancy of the building.
  - c. Supply all equipment and personnel necessary except as specifically listed in the application.
  - d. Be responsible for maintaining order in the space being used, in hallways, lavatories and parking lots. If required by the Board of Education it shall be the sponsor's responsibility to supply ample police/security for crowd and traffic control.
  - e. Make accommodation for all anticipated spectators or reserve appropriate equipment to accommodate spectators. Making accommodation shall include a plan or seating layout. It is expected that the sponsor will be responsible to insure spectators are limited to the designated seating area.
  - f. Utilize chaperones/coaches/monitors, as needed, to insure that spectators, participants awaiting their time to play, or others in attendance, do not bounce or throw balls in hallways, against walls, against ceilings or otherwise engage in activities that could damage or tarnish school finishes.
  - g. Utilize chaperones/coaches/monitors, as needed, to insure that spectators, participants awaiting their time to play, or others in attendance, do not wander the school halls, enter classrooms or offices, loiter in toilets or otherwise engage in activities for which the space was not intended.
  - h. See that the premises are vacated promptly as specified on the permit. All organizations must vacate premises no later than 9:30 p.m. In the event the premises are not vacated promptly as specified on the permit, a penalty fee of \$100 will be charged for each hour, or portion thereof, beyond the time specified. In the event any organization does not vacate said premises in a timely fashion on more than one occasion, said organization will not be permitted to use the facilities for the remainder of the year and/or possibly in subsequent years.
  - i. Provide necessary supplies to insure that the facility will be left in the same condition as prior to usage.

8. During regular school nights, custodians are present for purposes of cleaning and to monitor and operate mechanical equipment in school facilities. They have limited time to accommodate the unplanned needs of non-school organizations. If substantial custodial services are required or rendered to any organization using the building, that group will be charged accordingly. For special events, which occur on holidays or weekends outside of regularly scheduled custodial shifts, the School Administration, will assign custodians for clean-up purposes and to monitor and operate necessary mechanical equipment and assess fees to cover the costs of said custodial staff. The sponsoring organization will be responsible for the fees to be paid. Organizations using the facilities during hours when custodians are not normally scheduled are subject to a facility charge and/or custodial fee. [See fee schedule]
9. If use of school equipment including permanent equipment in the building is required (i.e. operation of lighting panels, audio systems, kitchen equipment etc.) appropriate members of the school staff assigned by district officials must be present. The sponsoring organization is responsible for all fees paid to technical or mechanical staff persons. The specialized staff member may be in addition to the custodians. Use of the kitchen must be arranged directly through the Director of Food Services, and may also require food service staff to be present. Fees for such staff shall be paid by the sponsoring organization.
10. Under no circumstances shall any equipment be stored on the premises without permission of the Business Administrator, nor will it become the responsibility of the Board of Education prior to, during, or after a performance.
11. All school property is rented conditionally upon the good behavior of the user and its constituents. If any of the rules and regulations now or hereafter established by the Board are broken or property is damaged through carelessness or neglect, the Board may decline to accept any further application for use or may terminate immediately, further use of school facilities to the organization responsible for the misuse of these facilities.
12. Invoices issued by the Business Office for use of school facilities must be paid within 45 days of issuance. Any sponsoring organization that fails to respond to an invoice upon receipt shall be charged a \$25 administrative fee and may forfeit the right to utilize school facilities in the future.
13. Every effort shall be made by the custodial maintenance staff to provide/set up/arrange all requested equipment and facilities in advance of the scheduled event. For this reason, attention to detail in completing the Facilities Usage Request is essential. Omissions on the form may result

in the use of unanticipated custodial time and resultant charges. The official responsible representative of each sponsoring organization must be present at each event before the facilities will be opened to the users. Upon arrival the responsible representative must check in with the designated custodial staff person identified on the Facilities Usage Form. The name and telephone number of the staff person shall be provided on the approval form.

## Fee Schedule for Facility Usage

Classrooms	\$ 100.00
Cafeteria/Gymnasium/Multipurpose-Elementary Schools and Middle School	\$250.00
High School Main Gymnasium	\$1,200.00
High School Concession Stand	\$100.00
High School Small Gymnasium	\$450.00
High School Auditorium	\$1,000.00
High School Auditorium Rehearsals	\$150.00
High School Cafeteria	\$350.00
Basic Football Field utilization/Team Room/Bathrooms (includes trash use)* removal and bathroom supplies, etc.)	\$250.00 (per use)
Football Field Concession Stand (per use)* WLT Sports Complex Field \$100.00 (per use)*	\$75.00
Custodial hourly rated for Saturday	\$45.00**
Sunday	\$58.00**
Technical personnel for kitchen operation, stage lighting, etc. per hour Custodial Rate	Same as

\*Seasonal or multiple use discounts will apply

\*\*These hourly rates will be adjusted annually by the School Business Administrator in accordance with contractual salary guides.

Issued:	24 October 1994
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2 <sup>nd</sup> Reading & Adoption	17 August 2009