

### 7510 USE OF SCHOOL FACILITIES

School buildings and grounds (hereafter "facilities") are intended primarily for the use of the pupils, both during and after school hours. However, it is the policy of the Board of Education to make such facilities available to the community for use after school hours. And, it is also the policy of the Board of Education that whenever food is required for an activity, which is conducted in the cafeteria or when utilizing the kitchen, that food may be purchased from the catering service provided by the school cafeteria.

For the purpose of this policy, uses of facilities are categorized as follows:

Priority One: Use, at no cost, by school classes, athletic teams and school clubs and organizations.

Priority Two: Use, at no cost, by teachers, administration, the Board of Education, Board of Education appointed committees, the Parent-Teacher Organization, school booster clubs and other community organizations providing scholarships to West Essex pupils.

Priority Three: Use, at no cost, by the borough and township Boards of Education, councils and recreation commissions, as well as athletic clubs representing one or more of the four communities that are nonprofit. The cost of custodial services and clean-up time during each event will be paid by the group using the facilities (\$50 per hour).

Priority Four: Use of facilities by outside-of-district groups in which more than 50% of the participants are residents of the West Essex Regional School District for athletics, cultural, civic, educational, recreational and social purposes which are approved by the Board of Education.

The costs for the use of facilities will be as follows:

	Up to 4 Hours	Over 4 Hours
Auditorium (MS)	\$300.00	\$600.00
Auditorium (HS)	\$375.00	\$750.00
Cafeteria (MS/HS)	\$300.00	\$600.00
Classroom (MS/HS)	\$300.00	\$500.00
Gymnasium (MS/HS)	\$250.00	\$500.00
Multi-purpose Room (HS)	\$200.00	\$400.00



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In addition, for daily use of athletic fields and tennis courts, the rates will be as follows:

	Up to 4 Hours	Over 4 Hours
Field Turf (per field)	\$150.00	\$300.00
Grass Field (per field)	\$75.00	\$150.00
Tennis Courts (per court)	\$50.00	\$100.00
Track	\$100.00	\$200.00

Priority Five: Use of facilities by outside-of-district groups in which less than 50% of the participants are residents of the West Essex Regional School District for athletics, cultural, civic, educational, recreational and social purposes which are approved by the Board of Education.

The costs for the use of facilities will be as follows:

	Up to 4 Hours	Over 4 Hours
Auditorium (MS)	\$450.00	\$750.00
Auditorium (HS)	\$500.00	\$900.00
Cafeteria (MS/HS)	\$500.00	\$750.00
Classroom (MS/HS)	\$400.00	\$600.00
Gymnasium (MS/HS)	\$350.00	\$650.00
Multi-purpose Room (HS)	\$300.00	\$500.00

In addition, use of athletic fields and tennis courts, the rates will be as follows:

	Up to 4 Hours	Over 4 Hours
Field Turf (per field)	\$225.00	\$450.00
Grass Field (per field)	\$225.00	\$300.00
Tennis Courts (per court)	\$125.00	\$250.00
Track	\$125.00	\$225.00

### Additional Fees

In the case of a special circumstance or an emergency, a fee may be postponed by the Superintendent. This postponement will be addressed by the Board of Education at its next meeting. The Board of Education may then adhere to its policy or negate the fee(s) required.

In the event of rain, the use of indoor facilities, if available, will be charged at the indoor rates for priority four and five.



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The cost of custodial services and clean-up time during each event will be paid by the group using the facilities (\$50 per hour Monday through Saturday and \$100 per hour on Sunday and Holidays). Additionally, for those applications that require extensive oversight, a Site Manager will be appointed at the discretion of the School Business Administrator/Board Secretary. The applicant will be responsible for the contracted cost of the Site Manager should one be appointed. Use of the auditorium technical lighting and sound system will require the employment of district trained personnel at the contractual rate.

The costs for additional fees will be as follows:

	Priority 1-2-3	Priority 4-5
Site Manager	\$35.00	\$50.00
Sound/Lighting Technicians	\$25.00	\$25.00
Timer/Scoreboard Operator	\$42/game	\$42/game

### Application Process

All applications for use of school facilities must be made in writing to the School Business Administrator/Board Secretary, who will petition the appropriate administrators for their opinions, check to see if the dates desired are available, and then present only Priority Four and Priority Five requests to the Board of Education for approval.

Applications for use of school facilities shall include: (1) the application form, (2) information regarding equipment and services needed, (3) a hold harmless agreement, and (4) a certificate of insurance. All forms will be available in the office of the School Business Administrator/Board Secretary. No use shall be made of the facilities by groups falling under priority four and five without prior approval by the Board of Education unless under emergency or special circumstances as deemed by the Superintendent of Schools.

Applications for use of facilities by groups falling under priority one, two or three must be either electronically submitted or hand delivered to the Board of Education office at least seven days in advance of the usage date. Applications for use of facilities by groups falling under priority four and five must be either electronically submitted or hand delivered to the Board of Education office at least thirty days in advance of the usage date. These deadlines may be amended under emergency or special circumstances by the Superintendent of Schools.

Applications by groups included under priority four and five may be granted only by the Board of Education and only when the Board feels that it would serve a useful and worthwhile community or school purpose; and, that adequate supervision be provided and that the proposed use will not create an undue risk of damage or injury to person or property.



### Application Amendments or Cancellations

If an applicant wishes to amend or cancel an application that has already been submitted, the following timelines will apply:

**Priority One, Two and Three Applicants:** Changes and cancellations must be submitted in writing to the Board of Education office at least seven days in advance of the usage date.

**Priority Four and Five Applicants:** Changes and cancellations must be submitted in writing to the Board of Education office at least thirty days in advance of the usage date, as the Board of Education will need to amend its previous approval with a formal resolution. The applicant will be responsible for all invoiced charges and fees for any changes or cancellations within ten days of the usage date.

Rules and regulations for facility usage have been established and are attached to each application form. Failure to adhere to rules and regulations may result in the immediate and permanent denial of any and all applications for facility usage. The Board of Education reserves the right to withhold or withdraw permission for use of facilities if school property is damaged by participants or spectators, if proper supervision is not provided or for any other reason that the Board feels is justified.

The school district shall provide, with the application for use of facilities, a copy of district Policy and Regulation #2431.4-Prevention and Treatment of Sports-Related Concussions and Head Injuries and a copy of the Thor-Guard procedures to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.



The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

### Provision of Training on School Safety and Security

It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.

The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.

The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

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