

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.

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	\$100.0
Track	\$100	\$200

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	\$225

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.



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.

All applicants will receive, 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.

NJ.S.A. 18A:20-20; 18A:20-34

Adopted: 9 February 2009

Modified: 10 January 2011

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