

**BOARD OF EDUCATION
WEST ESSEX REGIONAL SCHOOL DISTRICT
WEST GREENBROOK ROAD
NORTH CALDWELL, NEW JERSEY 07006
973-228-1200**

RULES AND REGULATIONS FOR USE OF FACILITIES

1. When requesting the use of school facilities, an on-line form must be submitted containing information pertaining to the event and listing any additional equipment needed, as well as a signed hold harmless agreement. Once approval is obtained, a certificate of liability insurance is required prior to the event.
2. Possession of alcoholic beverages anywhere on school grounds is a violation of New Jersey Code of Criminal Justice 2C:33-16. Therefore, the possession of alcoholic beverages on school grounds is strictly forbidden.
3. Smoking or the use of any tobacco product is prohibited in all school facilities and on all school grounds. There are no exceptions.
4. Consuming food or beverages in the auditorium(s) or gymnasium(s) is strictly forbidden.
5. Spectators are required to remain in the venue contracted.
6. In the event a large number of participants/spectators are anticipated, the North Caldwell Police Department (973-228-6430) must be contacted to secure sufficient police officers for parking and/or crowd control at the expense of the outside organization.
7. Custodial staff will be assigned, with sufficient hours to allow for set-up and clean-up, with hours to be determined by the Supervisor of Buildings and Grounds.
8. A Site Manager may be assigned at the discretion of the Business Administrator to oversee the event and protect the interests of the Board. The applicant is responsible for the contracted cost of the Site Manager, should one be assigned.
9. Organizations requesting approval to drop off equipment or set-up prior to the date of the actual event shall be charged a "set-up" fee of \$300 for the first three (3) hours. Additional set-up time requested will be billed at the rate of \$50 per hour. This charge includes the cost of a Site Manager, if one has been assigned.
10. In the event the use of the auditorium's stage is requested, lighting technicians must be contracted to handle the district's equipment. Any negotiated fees for technical services are outside the contractual facility usage agreement with the district. Fees owed to the technicians should be paid directly to the individuals, not the school district.
11. The West Essex Regional Board of Education reserves the right to assign school employees to any activity. The employee's time shall be compensated by the sponsor of the activity at a rate to be determined prior to the activity.