

REGULATION

Upper Township School District

Section: Property
7510. USE OF SCHOOL FACILITIES BY OUTSIDE GROUPS
Date Created: March 2012
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7510. USE OF SCHOOL FACILITIES BY OUTSIDE GROUPS

It will be the policy of the Upper Township Board of Education to encourage and permit the use of its buildings, grounds, and/or equipment with the following considerations:

1. The Board of Education reserves the right to accept or refuse applications for the use of the requests for school facilities. Acceptance of usage will specify the space granted to the user and the date, time and any special conditions pertaining to such use.
2. School functions and activities take priority in the use and scheduling of school facilities.
3. Types of Organizations:
 - a. Charitable, non-profit organizations, and City, County, and State government agencies, which serve the community of Upper Township will be charged for a "community use" fee. Such groups shall be required to providing proof of tax-exempt or charitable status.
 - b. Commercial purposes will be charged based on a different fee schedule.
 - c. Fee schedules for each such use are attached.
4. Procedure: File formal application for use of school facilities or equipment with the Office of the School Business Administrator/Board Secretary on the form provided by the Board of Education.
5. Unless otherwise specified in Board Policy, an application must be filed at least 30 days prior to date of event to give sufficient time for application review, scheduling and approvals in accordance with Upper Township Board of Education Policy.
6. Custodial services that are rendered as required at the activities will result in a separate charge for said services.
7. On school days or at other times when school is in session, no activities may be scheduled at the Middle School earlier than 3:30 p.m. or at the Elementary and Primary School earlier than 4:00 pm. Moreover, the applicant may not instruct or advise event participants to arrive at the schools before the times specified herein.
8. No school equipment is to be removed from the school premises or used within the school without prior approval.
9. All conditions set forth in the Application shall be binding.
10. When kitchen is used, a qualified member of the kitchen staff or other qualified person must be present to advise and supervise the use of the equipment, which will result in a charge for said services. No food may be prepared in any other part of the building.
11. If kitchen is used, it shall be left in a clean and orderly manner.
12. A post-use inspection will be conducted by authorized school personnel and the applicant.
13. Payment for broken or damaged equipment will be made to the Board by the renting organization within thirty days of notification. The Board reserves the right to deny future use of the facility. A security deposit, set in the fee schedule, may be required by the Board of the renting organization.
14. A "Certificate of Insurance" for a minimum of \$1,000,000 of General Liability insurance naming the Board of Education named as an "additional insured" must be furnished by the organization along with the completed use of facilities application. Organization must execute the attached "Indemnity and Hold Harmless Agreement".
15. Alcoholic beverages in any form are not to be brought to or served on school premises.
16. Smoking is not permitted in any and all school district buildings and grounds.
17. Food is not allowed in the auditorium or gyms.
18. In the event of a request for the use of the outside playground facilities only by an organized group, all above Regulations apply except item Nos. 10 and 11. Also, the grounds shall be left in a clean and orderly manner.
19. Organizations shall acquire a permit for use of open flame equipment by contacting the Fire Official at the Local Fire Enforcement Agency. A copy of the permit shall be submitted thirty days prior to the date of approved event.
20. Security Deposit for Equipment/Facilities damage in the amount of \$500 may be required. Said deposit is to be held until inspection of used areas has been performed. Upon observance of no damage, security deposit shall be returned in full within thirty days.
21. Once approval is given, the applicant shall be granted permission to use the specific area(s) requested. An applicant may not use any other facilities or parts of facilities for which permission has not been granted.
22. The Board reserves the right to refuse to grant the use of a school building whenever, in their judgment, which shall be final, absolute and binding in all respects, there is good reason why permission should be refused. The Board also reserves the right to refuse permission to use school facilities to any organization or applicant which has violated the rules and regulations governing the use of school facilities.

School Fee Schedule For Community Use

Free access to district facilities shall be provided for:

1. Those programs supported by public tax funds of Upper Township or Cape May County.
2. Those programs conducted specifically for the participation of the children of the school district or sending districts for non-profit and/or charitable organizations i.e., Girl Scouts, Boy Scouts.
3. Those activities clearly initiated and supported by the community education program.
4. PTO sponsored activities.

For uses and groups directly related to the school and the operations of the school, uses and organizations indirectly related to the school, but consistent with the school's educational purposes, and requests made by departments or agencies of the Upper Township, Ocean City or Corbin City municipal governments, a completed application must be submitted within a reasonable time prior to the date of the event.

For requests made by other governmental agencies, a completed application must be submitted at least seven days prior to the event.

Staff fees may be charged to these groups and/or organizations if the staff needs to be provided. The user will be charged according to the following hourly rate schedule: (all rates are hourly)

- Custodial \$25.00 per hour (or prevailing rate)
- Cafeteria \$16.00 per hour (or prevailing rate)

School Fee Schedule for Non-Profit Organizations

Reduced-fee access to district facilities shall be provided for:

- Programs organized and sponsored by charitable and/or non-profit organizations providing proof of tax-exempt or charitable status (i.e. Cape May County Scholarship, Miss Cape May County).

For requests made by community organizations formed for charitable, non-profit, civic or educational purposes (and capable of providing proof of tax-exempt or charitable status, a completed application must be submitted at least fourteen days prior to the event. However, if the organization has previously applied for and has been granted use of school facilities, the organization may, with the approval of the Superintendent, Business Administrator and/or the Board submit its complete application within a reasonable time prior to the event.

The District Facility Fee Schedule for Non-Profit Organizations is as follows:

Classrooms and Conference Rooms	
\$30.00	0-4 hours
\$50.00	5-8 hours and \$8.00 per hour for every hour thereafter
PS Library or Music Room	
\$40.00	0-4 hours
\$80.00	5-8 hours and \$10.00 per hour for every hour thereafter
Cafeteria PS, ES, or MS	
\$240.00	4 hours
\$400.00	8 hours
Gyms PS, ES, or MS	
\$450.00	per day (up to 8 hours), \$75.00 per hour over 8 hours
Only to be used for athletic purposes or school functions	
No food or beverages will be permitted in the gyms.	
Baseball or Soccer Fields	
\$100.00	per day or fraction thereof
The cost to prep/line the fields shall be paid by the applicant in accordance with the attached fee schedule. Prior written approval must be received by the Superintendent for anyone who wishes to prep/line the fields themselves.	

Staff fees shall be charged to these groups and/or organizations if the staff needs to be provided. The user will be charged according to the following hourly rate schedule: (all rates are hourly)

- Custodial \$25.00 per hour (or prevailing rate)
- Cafeteria \$16.00 per hour (or prevailing rate)

School Fee Schedule for Commercial Organizations

The District Facility Fee Schedule is as follows:

Classrooms and Conference Rooms	
\$40.00	0-4 hours
\$80.00	5-8 hours and \$8.00 per hour for every hour thereafter
PS Library or Music Room	
\$ 80.00	0-4 hours
\$160.00	5-8 hours and \$10.00 per hour for every hour thereafter
Cafeteria PS, ES, or MS	
\$320.00	0-4 hours
\$480.00	5-8 hours
Gym PS, ES, or MS	
\$640.00	per day (up to 8 hours) \$75.00 per hour over 8 hours
Only to be used for athletic purposes or school functions	
No food or beverages will be permitted in the gyms.	
Baseball or Soccer Fields	
\$100.00	per day or fraction thereof
The cost to prep/line the fields shall be paid by the applicant in accordance with the attached fee schedule. Prior written approval must be received by the Superintendent for anyone who wishes to prep/line the fields themselves.	

Staff fees shall be charged to these groups and/or organizations if the staff needs to be provided. The user will be charged according to the following hourly rate schedule: (all rates are hourly)

- Custodian \$25.00 per hour (or prevailing rate)
- Cafeteria \$16.00 per hour (or prevailing rate)

Commercial uses shall specify in detail, when completing their application, what security arrangements they propose for the event. The Board, acting as a whole or through the Superintendent and/or Business Administrator, reserves the right to deny approval for the use of facilities when the Board determines that a proposed activity may place at risk the safety of students, staff, members of the community, or the participants, or may adversely affect the facility, or which may place the Board in a position of bearing inordinate liability. In this regard, the determinations of the Board are binding. Such activities, which may be denied, include those activities for which the sponsors are unable to certify the presence of adequate security.

G. Provision of Training on School Safety and Security

1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education 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.
2. 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.
3. 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.
 - a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

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