

Regulation

USE OF SCHOOL FACILITIES

Classification of Users

The board permits the use of school facilities by responsible community groups subject to the following provisions:

- A. The board has authorized the superintendent to grant permission to certain groups as noted below:
 - Group 1: Somerville School District sponsored organizations including school related curricular and co-curricular activities that are supervised by school district staff; nonprofit parent organizations and clubs recognized by the Somerville Board of Education.
 - Group 2: Departments or agencies of the Somerville/Branchburg Municipalities, Somerset County, or State Government; Branchburg School District sponsored activities and groups; other County/Athletic Conference Schools.
 - Group 3: All other non-profit, civic, and community organizations and members not identified in groups 1 and 2; fee based athletic clubs/arts camp type activities that help to enhance Somerville High School's extracurricular programs.
 - Group 4: All organizations and individuals not included in groups 1, 2 and 3 which encompasses all for profit organizations and programs.
- B. School use is permitted at no fee for the following types of meetings which must be approved by the principal, who shall assume responsibility for the activity:
 - 1. The school facilities may be used without charge for meetings of pupils, teachers, parent-teacher groups, and similar groups affiliated with the public schools;
 - 2. Entertainments and activities held for the benefit of pupils or parent-teacher groups approved by the school authorities shall be permitted without charge.
- A. Non-school use is permitted by the board for the following:
 - 1. For adult education, professional education, community recreation programs, local dramatic productions, or recognized youth organizations upon approval of a written formal application to the superintendent or his/her designees; when such meetings or activities necessitate extra custodial, technical, or police services or contribute to increased operational or maintenance expenses, the cost for such services may be charged to the organization applying;
 - 2. Civic organizations and church groups requesting the occasional use of school facilities for purposes of a nonreligious nature and designed to promote the general welfare may use the facilities for a rental fee upon approval of a written formal application to the superintendent or his/her designee;
 - 3. Use of facilities for religious, political, or other purposes not heretofore specified will be permitted upon approval of a written formal application to the superintendent or his/her designee. The board reserves the right to refuse the use of facilities to any or all applicants.

A rental fee may apply as noted on the chart below.

Conditions of Use

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- A. The rental of school facilities shall in no way interfere with the regular school program or activities;
- B. All applications must be filed in the office of the business administrator or his/her designee at least three weeks prior to the activity and must be signed by a responsible officer of the group applying for such use;
- C. Organizations or individuals who use the facilities/equipment shall reimburse the board for the expense incurred by any damage which may be done and shall hold the board of education harmless from any obligations or liability;
- D. The use of tobacco, alcoholic beverages, or controlled dangerous substances is prohibited in all public school facilities and on all board of education property;
- E. No food is to be carried or eaten away from school cafeterias or other designated areas;
- F. No use of the facilities will be granted to nonschool organizations without specific arrangements for a school custodian to be present throughout the entire time that the building or field is used as well as during any set up and / or clean-up time that may be required. A custodial service fee will apply;
- G. Special school facilities (scoreboards, stage equipment, etc.) will require the use of school employees trained in the use of that facility and such cost will be added to the regular fee;
- H. Kitchens and kitchen equipment are not to be used without authorization. If authorized, cafeteria personnel must be present. The cost of this service will be added to the regular fee;
- I. When required, police or fire police will be provided by the school and the cost of their services will be added to the rental fee;
- J. All school equipment such as stage scenery must be specifically requested on the application. The organization using equipment shall be responsible for any damage. The costs for such damages will be fully borne by the organization using the equipment up to the full replacement cost of the equipment. A refundable deposit of \$75.00 shall be paid prior to the use of any school equipment;
- K. Special permission must be obtained for decorating, installing scenery, moving or tuning the pianos, or bringing anything in from outside. All items must be flameproof;
- L. Sponsoring organizations must confine their activity to areas of the building specifically requested, and must agree not to exceed the established capacity of the area;
- M. The applicant must comply with the board of education policy 5141.8 Sports-Related Concussions and Head Injuries which can be found on the district's website. A signature on this application shall serve as a statement of compliance with policy 5141.8;
- N. Permission is not granted until a copy of the Requisition for Use of Somerville Public School Facilities is approved and returned to the sponsoring organization;
- O. Outside groups renting our facility have taken proper measures to ensure for the safety of their participants.

Fee Schedule

The fee schedule shall be reviewed annually to reflect changes in operating costs of the district facilities. The use of a fee schedule does not preclude the board of education from entering into separate negotiations with an individual or a group for the use of district facilities.

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These fees are for a use of the facilities for up to a four (4) hour period of time. Additional fees may apply for use beyond that time frame.

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RENTAL SPACE	GROUP 1	GROUP 2	GROUP 3	GROUP 4
INTERNAL				
Auditorium (HS) (MS)	\$0	\$0	\$150	\$300
Gymnasium (All)	\$0	\$0	\$125	\$250
Auxiliary Gym (HS)	\$0	\$0	\$50	\$100
Cafeteria	\$0	\$0	\$125	\$250
Library / Media Center	\$0	\$0	\$100	\$200
Classroom	\$0	\$0	\$50	\$100
Conference Rm. (Adm.)	\$0	\$0	\$50	\$100
EXTERNAL				
HS Field # 1 (Synthetic)*	\$0	\$0	\$550*	\$1,200*
HS Field # 2 (Synthetic)	\$0	\$0	\$450	\$1,000
HS Other Fields	\$0	\$0	\$75	\$150
MS Field	\$0	\$0	\$50	\$100
Van Derveer Field	\$0	\$0	\$75	\$150
Rental rates cover the use of space for up to a four (4) hour period of time. Other fees may be assessed for groups 2, 3, & 4 for additional costs incurred by the Somerville BOE because of the use of personnel, use of equipment, or use of materials if needed.	Somerville school district sponsored organizations including school related curricular and co-curricular activities that are supervised by school district staff; non-profit parent organizations; and clubs recognized by the Somerville BOE.	Departments or agencies of the Somerville/Branchburg Municipalities, Somerset County, or State Government; Branchburg School District sponsored activities and groups; Other County/Conference Schools and other community organizations formed for charitable, civic, or educational purpose.	All other non-profit, civic, and community organizations and members not identified in Groups 1 & 2; summer fee based athletic/arts camp type activities that help to enhance Somerville school based co-curricular programs.	All other groups, organizations, and individuals not included in Groups 1,2,& 3; includes for profit organizations and programs.
			* Extra \$300 fee for lighting at night	*Extra \$300 fee for lighting at night

Service Charges

A. Service which relates to use of facilities will be:

1. Custodians/Maintenance - \$50 per hour;
2. Faculty Technicians - three times the existing minimum hourly wage;
3. Pupils (technicians, ushers, usherettes, etc.) - existing hourly minimum wage;

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4. Regular Somerville Police - rate charged by Somerville Borough; and
 5. Cafeteria - fee based on charges by the food services company.
- B. Any group using district facilities, other than a direct school activity, requiring the presence of any of the individuals listed under "Service Charges" will be required to pay those rates.

Insurance and Indemnification

- A. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use;
- B. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted;
- C. The user shall furnish evidence of the purchase of liability insurance in the amount of:
1. \$1,000,000 per person;
 2. \$1,000,000 per accident or event; and
 3. \$1,000,000 property damage.
- D. The Somerville Board of Education shall be named as an additional insuree on certificate of insurance.

Rules for the Use of School Facilities

- A. Users of school facilities will be bound by the law:
1. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the board of Health, Fire Department, and Police Department regarding public assemblies. Any group expecting more than one hundred (100) people present at their function must apply for a permit with the City of Woodbury Fire Department. Proof of this permit application must be provided to the board of education seven (7) working days prior to the use.
 2. The use must not exceed the established capacity of the facility used.
 3. The use must not involve illegal gambling or games of chance.
 4. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and board policies 4119.23/4219.23 and 5131.6 Substance Abuse.
 5. Smoking is prohibited in according to law and board policy 3515 Smoking Prohibition.
 6. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
- B. Users of school facilities will respect board property:
1. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition. Cleanup of trash and debris is the responsibility of the user.
 2. School equipment/furniture shall not be moved without authorization from the appropriate school personnel.
 3. The user must request and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds. Because of the potential for hazard, no object that is powered by fuel or battery

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shall be brought onto the school grounds for any purpose that is primarily recreational without the express permission of the facility director. The board of education assumes no liability for security or damage to equipment brought into the school.

4. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user unless prior permission was granted by the school business administrator. Any such materials left on school premises beyond the time period approved in the application will be removed by the board at the user's expense. The board assumes no liability for damage to or loss of materials brought to school facilities.
5. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user in its original condition.
6. Users of the gymnasium must ensure that all participants wear soft-soled footwear to prevent damage to floors.
7. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
8. Lighting, sound and visual aid equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district. The cost of such operators is listed in the schedule of fees below).
9. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval of the facility director.
10. No school keys shall be issued to a user.
11. No animal shall be allowed on school premises without prior approval of the business administrator or his or her designee.
12. The business administrator or his or her designee shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
13. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, computers, and office equipment without prior approval.
14. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

C. Uses must be properly supervised:

1. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.
2. The use of certain school facilities (such as auditorium stage and kitchen) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
3. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity
4. The user must, in consultation with the business administrator or his or her designee, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the business administrator or his or her designee, the business administrator or designee may recommend that permission to use the facility be withdrawn.

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5. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a board member or school official from a school facility for any reason.

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Readopted: