

Regulation

In order that non-school use of school facilities does not add costs to the school district, fees are established to cover expenses and, in some instances, to provide a profit as directed by the Board of Education in Policy 1330. Tiers of users are established. It is essential that staff time that should be spent in support of student learning should not be expended in protracted negotiations concerning sharing our facilities. Determinations concerning which facilities are available, appropriate assignment of tier category, and the like rest with the Superintendent or the Superintendent's designee.

Use of facilities will be determined on a first-come first-served basis. The district reserves the right to limit reservations in order to ensure availability of facilities for school functions.

Organizations that would like to use Mendham Borough school facilities are required to:

- File an online request form from the district website;
- **Provide a certificate of insurance that meets the current year's required coverage and naming the Mendham Borough School District as an additional insured;**
- Organizations who have not paid for district facility usage in the past must pay in advance for associated fees and custodial services as indicated on the Fee Schedule for Building Usage with a minimum payment for three custodial hours;
- Provide written agreement to pay for any damage to facilities or equipment;
- Provide written agreement to provide proper chaperonage;
- Vacate the premises according to the agreement reached
- Provide a certificate verifying not-for-profit status for tiers 1-3
- Pay security deposit if a non-Mendham organization, unless the administration waives that deposit based on previous positive experience with the user.

The Fee Schedule for Building Usage will be reviewed, revised as appropriate, and approved at the annual reorganization meeting of the Board of Education.

Requirements for building use will be established according to the following organization tiers. Determination of which tier is appropriate rests with the Superintendent or Superintendent's designee.

Tier 1 refers to use of school facilities outside of the school day by school classes, clubs, parent organizations (e.g. Parent Council, Home School Association).

The Board bears the expense of custodial, light and heat needs in connection with such affairs for one use per year. Additional use by parent organizations is treated as Tier 2 use.

Tier 2 refers to use of school facilities by local organizations (e.g. local municipal government, recreation department) that serve the children of the district, providing that no admission is charged.

Regular custodial service is provided at no cost. When extra custodial service is needed, the organization pays for it. A service charge for opening the building applies.

All groups under contract to the Recreation Program are classified As Tier 2 for the purpose of assessing fees, assuming that no admission is charged. If admission is charged, it is within the discretion of the district to categorize the group as Tier 2, Tier 3, or Tier 4.

Tier 3 refers to use of school facilities by responsible groups from outside the community providing that no admission is charged. The Board charges for facilities, custodial and utility expenses.

Tier 4 refers to use of school facilities for activities that are of benefit to the community and sponsored by responsible groups of individuals, private for-profit activities, or individual use of facilities. The Board charges for opening the building, all expenses, and a rental fee.

Requests to use facilities that exceed 12 full days (24 half-days) will be negotiated as a separate contract.

USE OF SCHOOL FACILITIES (regulation continued)

Fees vary according to the part of the facility used. The categories follow:

- Classroom
- Gymnasium
- Cafeteria
- Cafeteria and Kitchen
- Special room (e.g. art room, music room, media center)
- Fields

Equipment use must be requested at the time of the building request. Any damage, regardless of how sustained, will be the responsibility for the party borrowing/renting the equipment.

Alcoholic beverages cannot be brought onto school property. Smoking is not permitted on school district property.

Six hours constitute a full day of use. Five hours plus one minute constitutes a full-day use.

Rooms must be left as clean and set-up as found. Field must show no signs of use. Absent this condition, the user will pay to restore the condition, and a deposit will be required toward that purpose. The deposit will be refunded to those who leave the facility in the condition in which they took it over.

Users must vacate the buildings by 10:00 P.M. Every 15 minutes beyond the agreed-upon ending time will be billed (and paid to the custodian) at the hourly rate.

**Building Usage Fee Schedule:
Academic Year**

Equipment fees negotiated per request

- e.g. Computers
Sports equipment
Kitchen equipment

Custodial wages (Minimum of three hours)

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| <u>To pay custodian:</u> | \$35/hour |
| <u>To pay supervisor:</u> | \$50/hour |
| <u>To pay kitchen staff:</u> | \$35/hour |

(Holidays 1½ times the stated staff fee above.)

Security services must be retained by through the Mendham Borough Police Department.

Insurance Requirements:

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| General Aggregate Limit | \$2,000,000 |
| Products-Completed Operations Aggregate Limit | \$2,000,000 |
| Personal and Advertising-injury limit | \$1,000,000 |
| Each Occurrence Limit | \$1,000,000 |
| Fire Damage Limit-and one fire | \$ 50,000 |
| Medical expense limit-any one person | \$ 5,000 |

USE OF SCHOOL FACILITIES (regulation continued)

Fees for specific facilities for a full day (6 hours):

| | Tier 1 | Tier 2 Rec. | Tier 3 Red Cross Trav. Team | Tier 4 For Profit |
|-----------------------------|--------|----------------|-----------------------------------|----------------------|
| Gymnasium | | 39 | 130 | 325 |
| Cafeteria | | 58 | 195 | 390 |
| Cafeteria And Kitchen | | 97 | 260 | 390 |
| Computer Lab | | NA | NA | NA |
| Special Room | | 39 | 97 | 260 |
| Field | | 39 | 130 | 325 |
| Classroom | | 26 | 52 | 130 |

If facilities or fields are not left as found (cleanliness, order, and condition) user is responsible for costs for returning them to said condition.

Equipment fees negotiated per request e.g. Computers, Sports equipment, Kitchen equipment

Custodial wages (minimum of three hours)

To pay custodian: \$38/hour

To pay supervisor: \$54/hour

Holidays 1 ½ times the stated fee above.

Security Services must be retained through the Mendham Borough Police Department.

1. The application must be completed and returned along with the certificate of insurance. All checks are to be made payable to the "Mendham Borough Board of Education". Groups using the facilities: the representative must sign in and sign out with the custodian on duty to confirm usage of school buildings.
2. In signing this application, the authorized representative personally guarantees that the rules and regulations of the board of education concerning the use of school property will be observed. That the board of education will be reimbursed for any damage that may occur to school property and that any stated fees will be paid as provided.
3. All groups must conform to the timeframe approved on the application. If there is a need to change the approved timeframe or date of use, it must be done by calling the board secretary to confirm that the proposed new time or dates are available. Early arrivals will not gain entry to the facilities. Termination times must be adhered to. This means leaving the facilities at the specified time. In many cases, other groups are scheduled to follow and are delayed. Additionally, custodians must leave regularly assigned duties to either open or close facilities. When delayed, their work likewise is delayed and interfered with. Groups which exceed their time use will be charged for additional custodial services at the Board approved overtime rate in hourly segments. Groups which regularly exceed their time use, in the opinion of the board secretary/Business Administrator, will be barred from future use of the school buildings and grounds.
4. A Certificate of Insurance which includes a "hold harmless" clause must be provided as outlined in policy.
5. Groups using the school facilities are not to request custodial services and attention unless previously approved in the original request form.

USE OF SCHOOL FACILITIES (regulation continued)

6. On days when school is closed for vacation, inclement weather or any other emergency, all activities scheduled by outside groups will be cancelled. Where possible, every attempt will be made to contact the organization.
7. Cancellations of any activity by groups where custodial fees were indicated are to be made at least 24 hours prior to the beginning of the activity so that due notice may be given to the custodial personnel assigned. Failure to do so will mean payment of the custodial fee even though the facilities have not been used.
8. Building keys will not be issued to any group authorized to use school facilities.
9. Details concerning the arrangement of chairs, the use of stage and other similar requests may be taken care of by calling the building principal. If a kitchen is to be used, arrangements should be made through the board secretary's office. Detailed plans for kitchen usage must be submitted in writing, which may be added to the application for the use of a facility.
10. All organizations and its participants must park only in designated parking areas at all facilities. Violators will be reported to the local police department and summonses may be issued. Violators also jeopardize the use of the facilities by their organizations.
11. A school custodian must be present at all indoor activities. He is present as a representative of the board of education; his services are not available to the sponsor. The sponsor shall be responsible for the cost of any custodial time required outside of the normal custodial working hours. The organization shall assume full responsibility for the supervision of the activity involved.
12. The sponsor shall be responsible for supplying all doorkeepers, ticket-takers, attendants, props, equipment and supplies necessary for the activity.
13. Nailing, marking, painting, etc. of/to building floors, walls, ceilings or fixtures is strictly prohibited;
14. Separate permission to sell food/beverages on school grounds must be obtained. Special arrangements must be made for use of the school's kitchen;
15. As soon as practical after the conclusion of any activity, the facility and/or equipment used will be inspected by the school administrator in charge of the physical plant to determine if any damages have occurred. The activity sponsor shall be directly responsible for reimbursing the board of education for all damages resulting from this activity. Such reimbursement charges will be determined by the board secretary/Business Administrator and included in the fees invoice.
16. Failure to adhere to any of the above regulations will result in the denial of all future applications.

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| NJSBA Review/Update: | January 2019 |
| First Reading: | January 29, 2019 |
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