

# SHAMONG TOWNSHIP SCHOOL DISTRICT

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LAURA ARCHER, Business Administrator  
LAURA HOFFMAN, Curriculum Director  
295 Indian Mills Road  
Shamong, NJ 08088  
(609)268-0440; Fax (609)268-1229

INDIAN MILLS SCHOOL  
Principal: Nicole Moore  
112 Indian Mills Road  
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INDIAN MILLS MEMORIAL SCHOOL  
Principal: Timothy Carroll  
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## APPLICATION FOR USE OF FACILITIES

(Please return this completed form to the Superintendent's Office)

NAME OF ORGANIZATION: \_\_\_\_\_

PERSON MAKING REQUEST: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATES REQUESTED: \_\_\_\_\_

HOURS: \_\_\_\_\_ # of PARTICIPANTS \_\_\_\_\_

FACILITY(S) REQUESTED:

Indian Mills School

\_\_\_ All Purpose Room

\_\_\_ Classroom

\_\_\_ Fields

\_\_\_ Gymnasium

\_\_\_ Other: \_\_\_\_\_

Indian Mills Memorial School

\_\_\_ Cafeteria

\_\_\_ Classroom

\_\_\_ Fields

\_\_\_ Gymnasium

\_\_\_ Other: \_\_\_\_\_

**RATES: See Fee Schedule**



# **Shamong Township Board of Education District Policy Manual**

**Community Relations**

**Series 1000**

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**Policy 1330**

Date Adopted: April 11, 1995

Date Revised: March 17, 1998, Jan. 15, 2008, Aug. 18, 2015,  
April 25, 2017

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The district facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules--providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education--allows the community to benefit more broadly from the use of its own property.

The Board further recognizes that unrestricted use of facilities can cause damage to fields, courts and buildings. Therefore, to insure that proper care and maintenance can be accomplished, it reserves the right to prohibit, rescind or change the use of its facilities, without notice. The Board and/or its agents, reserve the right to suspend or prohibit any use of facilities regardless of prior approval or not.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent of Schools for:

- A. Uses and groups directly related to the school and the operations of the school;
- B. Uses and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic or educational purposes.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose, which is prohibited by law.

In the event the Superintendent of Schools deems it advisable, any application may be submitted to the board of education for action.

The Superintendent of Schools or Board of Education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused.

Smoking is prohibited at all times in any district building or on school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

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Use of district equipment on the premises by nonschool personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. No district equipment shall be removed from the premises for use by nondistrict personnel.

The Board shall require that all users of school facilities comply with policies of this Board and the rules and regulations of this district.

It is required that when a school facility is used, for any activity, proof of an insurance policy for Commercial General Liability, with a \$1,000,000 Combined Single Limit of Liability for Bodily Injury and Property Damage, be provided.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

## Prioritized Groups

The Board, at its sole discretion may assess fees for the use of various rooms and facilities as well as the use of district personnel to maintain and ensure their safe usage. The Board has determined that users of the district facilities fall into four Classification Groups listed below. In weighing competing interests for the use of facilities, the Board will give priority to school groups first, and then to others in the following order:

**Class I - Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial costs on weeknights only when district custodians are on duty. Class I users will be charged custodial service fees for request for facility use occurring on Saturday, Sunday, and /or holidays. Class I users include the following organizations and individuals: all uses and groups directly related to the school and the operations of the school (ex: Board of Education activities, school dances, student club activities.) Uses and organizations indirectly related to the school (ex. PTA, PTO and/or booster organization-sponsored activities), Indian Mills Athletic Association, STEA, Shamong Foundation, STASA, H&SA.**

**Class II - Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities only with a payment of use fee. No payment is required for custodial costs on weeknights only when district custodians are on duty. Class II users will be charged custodial service fees for request for facility use occurring on Saturday, Sunday, and /or holidays. Class II users include the following: Organizations when at least 50% of its members are local or formed for charitable, civic, recreational or educational purposes, including all second priority groups mentioned above in this policy, and departments or agencies of the municipal government.**

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Class III - Class III users will be given priority for the use of school facilities over Class IV users lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee. No payment is required for custodial costs on weeknights only when district custodians are on duty. Class III users will be charged custodial service fees for request for facility use occurring on Saturday, Sunday, and /or holidays. Class III users include the following: Other government agencies (ex: Civil Service), nonprofit organizations whose basic purpose is to benefit the residents of the community that are charging a fee or requesting a donation, dance schools, theater groups, non-district affiliated organizations and community organizations.

Class IV – Class IV users will be given the lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee. Class IV users include the following: outside the district groups

In situations where organizations from the same group category as listed above have requested use of the facility for the same date, the date of the application will determine priority, with the exception being second priority groups from the local municipality, as those determinations will be made by the municipal government. The Board reserves the right, but does not have the obligation to make a final determination on all use in its absolute discretion, which shall be final and not appealable.

Any requests that do not meet one of the descriptions of Groups 1 through 3 above must be submitted to the Superintendent of Schools/designee for review. These special requests shall be submitted to the Board of Education if the Superintendent of Schools determines that the purpose, goal or program is sufficiently related to the educational advancement of citizens of the community. In these particular cases, certain fees will be charged consistent with the costs necessary to maintain the facilities in an excellent manner. In addition, additional insurance shall be required depending upon the numbers of persons who will be participants and/or spectators.

For Group 2, a roster must be submitted with the use of facilities request proving that at least 50% of its members are local residents. No approval will be granted unless this roster is submitted.

“Nonprofit” organizations shall include all entities properly organized and operating in compliance with the New Jersey Nonprofit Corporation Act, NJSA 15A:1-1 et seq. To substantiate nonprofit status, the organization must submit with the use of facilities request one of the following forms:

- A. A filed copy of the Certificate of Incorporation;
- B. A copy of the most recently filed Charitable Registration Statement, Form CRI-200;
- C. Most recently filed IRS Tax Form 990; and/or,
- D. Other form of proof acceptable to the Board of Education.

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## Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the Business Office and on the school's website.
2. Application for use of school facilities must be submitted to the Superintendent not less than 20 working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional time or the use of rooms or buildings not expressly requested

## Approval

The Superintendent or his/her designee will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled:

1. For use in the instructional or co-curricular program,
2. For maintenance, repair, or capital improvement, or
3. For use by another organization.

If the facility is not available for use, the Superintendent will so inform the representative of the organization and may suggest alternative dates, times, or facilities.

If the facility is available for use and the applicant meets the standards set by Policy No. 1330 and these regulations, the Superintendent will note his or her approval on the application form and will record the classification of the applicant organization

Standards for approval include the following limitations on use:

1. School facilities are available for use only when the request does not conflict with the regular operations of the school.
2. School facilities are available for use only from the end of the school day to 10:00 p.m.

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3. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
4. In accordance with Policy No. 1330 the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. A copy of each approved or unapproved application will be distributed to the representative who signed the application form.
6. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
7. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
8. Permission to use school facilities is not transferable.
9. The organization representative must inform the Superintendent of any canceled use request as soon as he or she is aware of the cancellation. An organization's failure to inform the Superintendent of a canceled use at least 24 hours in advance of the scheduled time of the use may result in imposition of service charges.
10. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

### Insurance and Indemnification

1. 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.
2. 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.

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3. The user shall furnish evidence of the purchase of liability insurance in the amount of:
  - \$500,000.00 per accident or event, and
  - \$500,000.00 property damage.

## Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
2. 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.
3. The use must not exceed the established capacity of the facility used.
4. The use must not involve gambling or games of chance.
5. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Board Policy.
6. Smoking is prohibited in accordance with Board Policy.
7. 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.
8. Users of school facilities will respect Board property.
  - The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition.
  - The user must obtain the Superintendent's permission to bring 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.
  - 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. Any such materials left on school premises more than 24 hours after the use may be removed by the Board at the user's expense.



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The Board assumes no liability for damage to or loss of materials brought to school facilities.

- The user must obtain the Superintendent's permission to use, move, or tune a district piano. A piano may be moved only 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.
- Users of the gymnasium must insure that all participants wear rubber-soled footwear to prevent damage to floors.
- No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- The user must obtain the Superintendent's permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Superintendent.
- No school keys shall be issued to a user.
- No animal shall be allowed on school premises without the approval of the Superintendent.

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- The Superintendent is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected.
- 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 be expressly granted. Users are not permitted to use district telephones, typewriters, and office equipment. Users may make use of public telephones.
- No vehicles of any type shall be operated in any area that is not designed for such vehicles.

### Users Must be Properly Supervised

- 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 directed by the Supervisor of Buildings and Grounds, or designee, to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.
- The use of certain school facilities (such as kitchen) will 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.
- 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.

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- The user must, in consultation with the principal, 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 principal, the principal may recommend that permission to use the facility be withdrawn.
- The use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, on a regularly scheduled basis, nor for any purpose that is prohibited by law.

## Weekend Use of Facilities

Hours will be: Saturday: 8:30am to 5:00pm, and  
Sunday: 8:00 am to 6:00pm

Any change in the above hours must be communicated to the administration representative. If custodians report to work without being notified of any change, the group, clinic or activity will be charged for the two hour minimum call in time.

## Assessed Fees for the Use of Facilities and District Personnel

Annually, the Board of Education shall revise, if necessary and approve the attached fee schedule. This fee schedule may be altered in any way and at any time the Board deems necessary in response to various economic factors outside of the control of the Board.

### Shamong Township Board of Education Facilities Use Fee Schedule (Approved April 25, 2017)

Class I – Waived Rental Rates – No Assessed Charges, however all other fees do apply.  
Note: The use of school facilities by Class I Organizations for the purpose of profit making activities will be charged in accordance with Class II usage and fees.

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## Class II & III – Reduced Rental Rates

Facility, Equipment, Personnel Used	Base Fee	Hours Included	Additional Cost Per Hour
Classrooms	\$15.00	2	\$6.00
Library, Computer Lab	\$20.00	2	\$8.00
Gym, All Purpose Room	\$50.00	2	\$25.00
Field – Baseball, Playground, etc.	\$20.00	3	\$5.00
Cafeteria	\$50.00	2	\$25.00
Custodians	\$50.00	2	\$37.50 overtime
Cafeteria Workers	\$30.00	2	\$22.50 overtime
Security Personnel	District Cost	1	District Cost
Equipment	Varies		

## Class IV – Rental Rates

Facility, Equipment, Personnel Used	Base Fee	Hours Included	Additional Cost Per Hour
Classrooms	\$30.00	2	\$12.00
Library, Computer Lab	\$40.00	2	\$16.00
Gym, All Purpose Room	\$100.00	2	\$50.00
Field – Baseball, Playground, etc.	\$40.00	3	\$10.00
Cafeteria	\$100.00	2	\$50.00
Custodians	\$50.00	2	\$37.50 overtime
Cafeteria Workers	\$30.00	2	\$22.50 overtime
Security Personnel	District Cost	1	District Cost
Equipment	Varies		

\*\*Fees may be negotiated for long-term use of facilities  
Sundays and Holidays: Except for fields, all fees are doubled.

The School Business Administrator/Board Secretary will prepare an itemized bill for the use of school facilities based on the approved application form.

The bill will be sent to the representative of the applicant organization at least 10 days after the use and is payable immediately.

Outstanding invoices for payment for a period of 60 days or more will result in the denial of future applications and the termination of an existing approved schedule.

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## Political Activity

As used in this section, “school property” shall mean a building or buildings used for school operations.

Candidates for elective public office, holders of elected public office or their agent or representative are prohibited from soliciting campaign contributions on school property. No person shall make contributions, directly or indirectly, to or on behalf of any candidate for elective public office, or the candidate committee or joint candidates committee of any such candidate, while on school property.

This shall not apply to persons or groups reserving or renting school property for a nongovernmental purpose as a meeting location.

Any person in violation of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than \$5000, for each violation.

## Legal References

- NJSA 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty  
18A:11-1 General mandatory powers and duties  
18A:20-20 Control and regulation of playgrounds and recreation places  
18A:20-34 Use of schoolhouse and grounds for various purposes  
26:3D-55 et seq. New Jersey Smoke-Free Air Act  
19:44A-19.1 solicitation on state property; prohibited – political activity
- NJAC 6A:26-12.2(a)4 Policies and procedures for school facility operation  
20 U.S.C.A. 4071 – 4074 – Equal Access Act  
GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227  
No Child Left Behind Act of 2001, Pub. L. 107-110,  
USCA 6301 et seq  
Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)  
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)  
Manual for the Evaluation of Local School Districts  
New Jersey Quality Single Accountability Continuum (NJQSAC)  
The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)  
A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (1999 Revisions)

## Possible Cross References

1420, 3220/3230, 3320, 5125, 5131.5, 5131.6, 5141.1, 5141.4, 5141.6, 5145.11, 5145.12, 6114, 6122, 6145.1/6145.2, 6172, 7110, 7150