

# District Policy

## **7510 - USE OF SCHOOL FACILITIES**

Section: Property

Date Created: October 2013

Date Edited: December 2020

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent or designee. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Departments and agencies of the municipal government;
4. Governmental agencies;
5. Community organizations formed for charitable, civic, social, or educational purposes;
6. Community political organizations;
7. Community church groups;
8. Private groups and organizations;
9. Other groups.

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Board 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 in accordance with the provisions of N.J.S.A. 18A:41-7.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted: 14 October 2013

Revised: 14 December 2020



# District Regulation

## **7510 - USE OF SCHOOL FACILITIES**

Section: Property

Date Created: October 2013

Date Edited: December 2020

### General Conditions

- A. School facilities shall be available for use by the public in accordance with Policy 7510 and this rule. An organization that fails to comply with the requirements of this policy and rule shall be denied, at the discretion of the Board or the Superintendent, future use of school facilities.
- B. All requests for use of school facilities by any group, other than school-sponsored activities and programs within each school, should be submitted to the Board Office, on the proper form with all information supplied, at least fourteen days prior to the event.
- C. Regular school activities will have first priority for all spaces and dates. School sponsored organizations will receive second priority. Except as may be provided by separate resolution of the Board, groups officially sponsored by the Roxbury Township will have third priority and the County of Morris will receive fourth priority. All other applications will be processed according to date and time of receipt of the application. Applicants whose request can either not be accommodated or whose event must be rescheduled or relocated for other reasons will be offered similar district facilities based upon availability. The district reserves the right to revoke permits due to situations requiring a change in schedule for school district activities and shall not be liable in any way.
- D. Classrooms shall be made available only at the discretion of the Principal. Classrooms shall not be used for activities involving more than twenty-five people.
- E. The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the permit. It does not include any other time or times for preparation or rehearsal, unless specifically permitted.
- F. A permit is not transferable. If the event is to be canceled, the applicant should notify the school and Board Office at least forty-eight hours in advance of the date reserved.
- G. Violation by a permit-holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and the denial of any permits in the future.
- H. Special permission must be obtained for decorating, installing scenery, moving furniture, etc. School pianos are not to be moved.

- I. Special school facilities (cafeteria kitchens, 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.
- J. With the exception of Board-approved use by instructional agencies, computers, TV monitors, VCRs, microphones, and the computer and science laboratories shall not be available for use by the public.
- K. School equipment such as projectors, amplifying equipment, computers and related equipment, musical instruments, athletic equipment, etc., will not be loaned or rented for use outside of the school location. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment, when and where required, must be by school personnel; the cost of such personnel will be added to the regular fee.
- L. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the Board of Education, before approval is given.
- M. Scenery, decoration, or equipment, provided by the holder of a permit must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the Board of Education at the expense of the holder of the permit.
- N. A school custodian employed by the district is required to be on duty during the hours of use of any school facility. Evening affairs are to terminate by 10:00 p.m., unless special arrangements have been made in advance. Complete vacating of the facilities is to be made according to the terms of the permit. Departure time after programs should be included in use hours applied for.
- O. Smoking is positively prohibited in all district buildings and on school grounds.
- P. No alcoholic beverages will be permitted on the premises at any time. Any violation of this rule by any organization will prohibit future use.
- Q. The Board of Education and its authorized representatives shall have full and free access to the premises at all times.
- R. School facilities will not be available for use by rental groups on the designated district holidays set annually by the Board. The District shall attempt to coordinate with municipal departments in the District so as to have a uniform approach regarding the availability of public facilities at given dates and times.
- S. If the application is approved, the person and/or organization responsible will assume responsibility for orderly and careful use of the school facilities. It is agreed that the applicants assume liability for damage or loss of property or bodily injury that may accrue. It is understood that the applicants will hold the Board of Education of the Roxbury Township School District harmless from claims arising out of the use of the school

buildings or grounds, for the function being sponsored, on the specified date or dates. The sponsoring group shall be required to furnish a bond or certificate of insurance to indemnify the group and the Board of Education against any and all suits for injury or loss sustained by attendance at the function, thus providing evidence that the district has been named as an additional insured on the sponsoring group's general liability policy.

This indemnification agreement makes the applicants legally responsible for the proper conduct of their activities. They should be aware that a major cause of injuries and resultant claims stem from improper supervision. They must ascertain that they have adequate adult supervisors to control and contain participant activities. Strict adherence to the provisions of the facilities agreement and a common sense approach to the general standards of safety and proper conduct will result in an accident free activity.

- T. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Regulation, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

- U. At least seven days prior to the school use, the applicant should review the use requirements with the Building Principal or designee.
- V. Kitchens and kitchen equipment are not to be used without authorization from the Principal and food services and/or the cafeteria management company.
1. School sponsored organizations may apply for limited use of the kitchen, for access to water and refrigeration. For the use of other kitchen equipment, cafeteria personnel must be present. The costs of cafeteria personnel, equipment repair and/or cleaning services will be the responsibility of the sponsoring organization.
  2. Roxbury PTA/PTO, booster organizations are permitted to use the cafeteria satellite snack serving/preparation area, with the proper training of sponsoring organization personnel by the cafeteria management company. Any cost relative to the training of sponsoring organization personnel, equipment repairs or cleaning will be the responsibility of the sponsoring organization.

3. All other facility use applicants will be required to have cafeteria personnel present. The costs of cafeteria personnel, equipment repair and/or cleaning services will be the responsibility of the sponsoring organization.
- W. Use of any type of open flame or smoke producing devices is positively prohibited in all district buildings or on school premises. Exceptions: Smoke producing devices used in the testing of fire and/or smoke alarms by fire alarm contractors or inspectors, burners or stoves used in science, family and consumer science and other regular classroom instruction, bonfires as part of an approved high school pep rally and theatrical performances.
- X. Use of all high school and middle school athletic fields must be coordinated through the office of the high school Athletic Director.
- Y. In extenuating circumstances the Superintendent may charge additional fees or waive fees for facility use with subsequent notification to the Board.
- Z. When public safety officials (Police, Fire, etc.) are required for an event the Board may require evidence of payment for their service prior to issuing a permit.

#### Limitation of Use

- A. In accordance with State statute, solicitation or acceptance of campaign funds by a candidate for public office or his/her agent while on school grounds is prohibited. This does not apply if the property has been made available for the exclusive use of the group for a non-governmental purpose as a meeting location. Violations of this policy may be reported to the Election Law Enforcement Commission and result in a penalty of not less than \$5,000 for each violation.
- B. Since the Board of Education is charged by law with the responsibility for school facilities, it must reserve the final right to deny the use of school facilities when the Board deems it necessary in the public interest.
- C. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.
- D. Sponsoring organizations will conduct meetings which are not abusive of other groups or individuals.
- E. No school facility, building or grounds will be used for unlawful purposes.
- F. Gambling, games of chance, raffles and lotteries as prohibited by law are not permitted. Gymnasiums will not be used for dances without special provisions and permission.

- G. Use of gymnasium requires use of proper footgear to prevent damage to floors. No baseball batting practice is permitted in gymnasiums. Unauthorized use of gymnasium apparatus is strictly forbidden.
- H. No school facility is to be used for any other purpose or in any other way than its designed use, without express written permission.
- I. School facilities shall not be used for parties or celebrations, which are essentially private in nature. This exclusion includes birthdays, anniversaries, and other similar parties.
- J. No programs of the official Roxbury Township Recreation Department are to be held unless they are supervised with adequate numbers of recreation personnel.
- K. Any signs, banners, pennants, placards or similar items of advertisement pertaining to events at school facilities must include the name of the sponsoring organization. Placement of advertisements in the schools requires the consent of the school Principal.
- L. No ticket selling for any other event or the sale of merchandise or food is permitted without written approval on the permit.
- M. No group that unlawfully discriminates regarding membership in, or attendance at, its activities shall be allowed to use the school building or grounds.
- N. Normal maximum permitted use of a facility is from the time of entry to the building closing.
1. Any additional time for set-up, preparation, or extended exhibit hours will be charged at prevailing rates for extra personnel services and space uses.
  2. Custodial fees are included in regular rental fees on weekdays, unless the Board or its designee determines that additional custodial services are required.
    - a. All rental fees are subject to additional charges for overtime or Saturday or Sunday;
    - b. Custodial services include opening and closing of the building, operation of room lights (no theatrical lighting), heating of the building, operation of ventilation equipment, and normal clean- up;
    - c. Custodians will not be required to help load or unload equipment; and
    - d. Setting up and taking down chairs and tables may involve an additional charge.
- O. Vehicles shall travel and park only in designated areas.
- P. Facility availability and/or use may be restricted due to specific health and safety needs of individuals in any district building.

- Q. Art classrooms, science labs, computer labs, music rooms, libraries and varsity sport athletic fields are generally not available for public use. Exceptions may be granted if approved by the Building Principal and School Business Administrator.

### Special Conditions

All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the Board of Education, the permit is subject to immediate cancellation. Upon notice by a duly authorized agent of the Board (example: the custodian on duty), such activity is to cease. The Board of Education and its agents are to be held harmless of any expense or losses incurred by the sponsoring organization due to the required cessation of use of facilities.

### Responsibility

- A. Any group organization using a public school facility is responsible for any damage above normal wear and tear, and is expected to comply with the following requirements:
1. Make necessary arrangement for a representative of the applying group to be present, with the permit, during the time the facility is used. The representative is to make himself/herself known, and present the permit to school personnel for verification. He/she is to be responsible for the use of the facility.
  2. He/she is to insure, with the school representative, that:
    - a. Exit doors are free from obstruction in the area being used;
    - b. Exit lights are turned on;
    - c. Locations of extinguishers are known; and
    - d. Fire, Police, Board of Education rules and regulations and school rules and regulations are observed.
- B. Whenever a group leaves a district facility in an unsatisfactory condition, or is found to have otherwise violated these rules, the Business Office shall send it a letter warning that further violations will result in the group's being denied use of district facilities. Severe violations will result in immediate cancellation of current permits and denial of future ones.

### Classifications of Groups for Determination of Facilities Use Fees

Where a fee is indicated for the use of school facilities by one of the following groups, the fee will be in accordance with all provisions of Policy and Regulation 7510.

Tier I comprises of non-commercial entities or groups such as churches, colleges and universities.

Tier II comprises of commercial entities or groups that reside within Roxbury Township.

Tier III comprises of commercial entities or groups outside of Roxbury Township.

Tier IV comprises of all school district organizations, community school programs, township recreation programs, and other non-profit recreational or community service groups that are comprised of at least 50% of Roxbury Township residents.

#### A. Tier IV – School, Municipal and County Organizations

Free use of school facilities may be granted to the following groups, provided that membership is open for participation by any eligible Roxbury Township resident and other Board approved groups. \*\*\*However, please note that these groups will be charged for needed personnel as determined by the District and any other related expenses occurring during non-operating hours.

##### 1. School Affiliated Groups

Those groups including Parent Teacher Organizations, Special Education Parent Groups, Roxbury Athletic Booster Clubs, Roxbury Band Parents Association, etc.

Note: All Facility Rental Applications completed by groups related to an individual school must be cosigned by the school Principal or his/her designee.

##### 2. Municipal and County Organizations

Officially appointed groups of the Roxbury Township municipal governments and Morris County, such as police, fire departments, rescue squads, and the recreation department, etc. Municipal and county organizations will be encouraged to request use of Roxbury Township School facilities on a rotating basis with other Morris County school districts.

##### 3. Youth Service

Boy Scouts, Cub Scouts, Girl Scouts, Brownies, etc. provided the unit is based in the district.

#### Schedule of Fees

##### A. Custodial, Maintenance and Technical Personnel Charges

Requests that require additional custodial, maintenance and/or technical time or personnel will incur additional charges. These charges will be computed at a set rate approved by the Board on an annual basis.

## B. Lighting Athletic Fields

All non-district organizations requiring the use of lighting on the athletic fields during their events will be charged a separate fee. For the first hour of lighting use the fee will be \$86; for each additional hour or portion thereof the charge will be \$11.

## C. Food Service Personnel Charges

Use of the school cafeteria kitchens will require supervision by cafeteria staff personnel. The prevailing rates for their services will be charged to applicants as they are determined by Food Service Management. Groups requiring minimal kitchen access (water, refrigeration, etc.) may request to have this requirement waived by the Cafeteria Management. Such a request should be submitted to the school Principal.

## D. Police and Fire

### 1. Police

The Board of Education has the responsibility of providing police for duty at events that attract sizable participation. The prevailing rates for their services will be billed directly to the applicant by the municipal Police Department. Police are not included in the schedule of fees. Police are to be assigned to events by the following general rule, subject to adjustment dictated by the physical requirements of each school plant.

Each site with an expected attendance of 250 to 500 people - 1 Police Officer

Each site with an expected attendance of 500 to 750 people – 2 Police Officers

Each site with an expected attendance of over 750 people – 3 or more Police Officers, as determined by the School Business Administrator/Board Secretary.

### 2. Fire

All non-school events with 300 or more participants and/or attendees require a fire prevention permit.

## E. Fees

### 1. Tier I, II & III

a. Free use of school facilities may be granted to Tier I, II & III organizations (providing they meet residency requirements) during the regular school year work week with the following provisions:

(1) Use of the facilities is not to interfere with the school program.

- (2) Use of the facilities must be within the hours of regular custodial service.
  - (3) Use of facilities will not create additional supervisory or custodial requirements.
  - (4) Organizations will provide sufficient supervision to restrict use to permitted areas.
  - (5) The Board reserves the right to rescind the use of facilities privilege.
- b. Any groups that request the use of facilities for Saturdays, Sundays, or other times when school is not in session will be charged the actual additional personnel costs for extra custodial, maintenance, cafeteria, police, or technical assistance.
  - c. Pursuant to N.J.S.A. 40:48-5, an inter-local services agreement may be entered into by the Board when deemed appropriate.

## USE OF FACILITIES FEE SCHEDULE

CATEGORY	CAPACITY	TIER I	TIER II	TIER III	ADDITIONAL FEES TO CONSIDER:		
<b>ROXBURY HIGH SCHOOL</b>					<b>CUSTODIAL FEES - will require 1/2 hour set up and 1 hour clean up</b>		\$40/hr
AUDITORIUM FOR PERFORMANCE	1170	\$1,000	\$2,000	\$3,000	<b>SOUND AND LIGHTING FEES</b>		\$50/hr
AUDITORIUM FOR REHEARSAL	1170	\$500	\$500	\$500	<b>SECURITY FEES</b>		\$30/hr
GYMNASIUM - MAIN	1974	\$100/hr	\$125/hr	\$150/hr	<b>SITE MANAGER FEES</b>		\$50/hr
GYMANSIUM - AUXILIARY		\$65/hr	\$80/hr	\$115/hr	<b>CAFETERIA WORKER</b>		\$20/hr
CAFETERIA (WITH KITCHEN)	750	\$500	\$700	\$950	***Number of workers to be determined by the District		
CAFETERIA (WITHOUT KITCHEN)	750	\$300	\$500	\$750	<b>EQUIPMENT RENTAL FEES:</b>		
QUAD CLASSROOM	100	\$100	\$200	\$300	<b>TV &amp; DVD PLAYER</b>		\$35
CLASSROOM (EACH)	25	\$50	\$100	\$150	<b>PORTABLE SOUND SYSTEM</b>		\$60
MEDIA CENTER		\$100	\$200	\$300	<b>STAGE RISERS</b>		\$60
<b>EISENHOWER MIDDLE SCHOOL</b>					<b>GYMNASIUM SOUND SYSTEM</b>		\$60
AUDITORIUM FOR PERFORMANCE	694	\$675	\$975	\$1,400	<b>GYMNASIUM SCORE BOARD</b>		\$60
AUDITORIUM FOR REHEARSAL	694	\$375	\$375	\$375	<b>TABLES</b>		\$10/ea
GYMANSIUM	533	\$50/hr	\$75/hr	\$100/hr	<b>CHAIRS</b>		\$1/ea
CAFETERIA (WITH KITCHEN)	400	\$350	\$500	\$750	<b>TURF FIELD PA SYSTEM</b>		\$75
CAFETERIA (WITHOUT KITCHEN)	400	\$200	\$350	\$600	<b>TURF FIELD SCOREBOARD</b>		\$75
CLASSROOM (EACH)	25	\$50	\$100	\$150	<b>DUMPSTER</b>		\$75 per
<b>LINCOLN-ROOSEVELT</b>							
AUDITORIUM FOR PERFORMANCE	156	\$300	\$400	\$500			
AUDITORIUM FOR REHEARSAL	156	\$200	\$200	\$200			
GYMNASIUM	325	\$50/hr	\$75/hr	\$100/hr			
CAFETERIA (WITH KITCHEN)	102	\$200	\$350	\$600			
CAFETERIA (WITHOUT KITCHEN)	102	\$150	\$250	\$350			
<b>ALL OTHER ELEMENTARY SCHOOLS</b>							
ALL PURPOSE ROOM/CAFETERIA	225	\$50/hr	\$75/hr	\$100/hr			
ALL PURPOSE ROOM/CAFETERIA WITH USE OF KITCHEN	225	\$200	\$350	\$600			
<b>ATHLETIC FIELDS</b>							
ROXBURY HIGH SCHOOL TURF FIELD - DAY		\$125/hr	\$150/hr	\$175/hr			
ROXBURY HIGH SCHOOL TURF FIELD - NIGHT		\$150/hr	\$175/hr	\$200/hr			
ROOSEVELT FOOTBALL FIELD		\$75/hr	\$90/hr	\$110/hr			
BASEBALL FIELD		\$100/hr	\$125/hr	\$150/hr			
SOFTBALL FIELD		\$100/hr	\$125/hr	\$150/hr			
BRYANT DRIVE FIELD		\$100/hr	\$125/hr	\$150/hr			
FIELD LINES & MARKING		\$60/hr	\$60/hr	\$60/hr			

*Tier I comprises of non-commercial entities or groups such as churches, colleges, and universities.*

*Tier II comprises of commercial entities or groups that reside within Roxbury Township.*

*Tier III comprises of commercial entities or groups outside of Roxbury Township.*

There will be no rental fees charged to the following groups:

*All school district organizations, community school programs, township recreation programs, and other non-profit recreational or community service groups that are comprised of at least 50% of Roxbury Township residents.*

*\*\*\*However, please note that these groups will be charged for needed personnel as determined by the District and any other related expenses occurring during non-operating hours.*

## F. Payments

All predictable costs incurred by the school use permit shall be paid to the Board of Education within ten days prior to the event, and all unforeseen additional costs incurred by the event will be paid within ten days after the event. All payments for rental of space and other charges shall be drawn to: "Roxbury Township Board of Education".

## 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.

Issued: 14 October 2013  
Revised: 17 December 2018  
Revised: 14 December 2020

