

Regulation

USE OF SCHOOL FACILITIES

I. PURPOSE

This regulation is established to implement the WMRHSD Board of Education policy governing use of school facilities. It provides definitions of user groups, specifies procedures, and determines the conditions for community use of WMRHSD buildings and grounds. It also provides fee schedule charts detailing rental fees for buildings and grounds, personnel services fees, and other applicable fees and costs.

II. CATEGORIES OF USERS

The calculation of rental, personnel, and special fees and costs will be made by the School Administration and Business Office based on the category into which a user (i.e., person or organization requesting the use of WMRHSD facilities) is placed as well as the personnel or special needs required to accommodate the particular event. In weighing competing requests, categories will also be used to determine priority of use. The following categories of users are established:

- Group 1** Definition: WMRHSD student groups and community partners, school boosters, working directly with District staff to provide curricular and/or co-curricular activities for WMRHSD students. The exclusive purpose of this category is to support the programs of WMM and WMC. This group is given first priority for the use of School Facilities.

- Group 2** Definition: Community organizations supporting activities that directly support and benefit students. This definition includes organizations such as PTAs, PTOs, HSAs, Boosters, and local not for profit sports clubs. This group also includes federal, state, county, and local WMRHSD community agencies. This group is given second priority for the use of School Facilities.

- Group 3** Definition: Non-profit community groups that raise funds for charity, community projects, or educational services. The non-profit organization must submit their state and federal tax-exemption and identification information to be identified in this group. The primary purpose of this group is to serve the WMRHSD communities with worthwhile educational, civic, or charitable activities. This group is given third priority for the use of School Facilities.

- Group 4** Definition: For profit community businesses or groups which have their main office or manufacturing facility within the boundaries of the communities comprising the WMRHSD. This group is given fourth priority for the use of School Facilities.

- Group 5** Definition: For profit community businesses or groups which have their main office or manufacturing facility outside the boundaries of the communities comprising the WMRHSD. This group is given fifth priority for the use of School Facilities.

III. REQUESTS FOR FACILITY USE

- A. Organizations requesting the use of school facilities must submit an on-line application available on the school website.
1. Organizations must be represented by at least one adult age 21 or over. Youth groups sponsored by adults must submit a list of chaperones with application.
 2. Application for use of school facilities must be submitted no less than 45 working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than 14 working days prior to a regular Board meeting.
 3. Organizations must supply an insurance certificate guaranteeing liability coverage of at least \$1,000,000.00 occurrence/\$2,000,000.00 aggregate for bodily injury and property damage. As a requirement of the WMRHSD insurance carrier, the organization's insurance certificate must name the West Morris Regional Board of Education as additional named insured.
 4. Non-profit organizations will be required to show proof of non-profit status by providing proper Internal Revenue Service (IRS) documentation.
 5. If a "youth sports team organization," as that term is defined by N.J.S.A 18A:40-41.5(b), requests the use of facilities, they shall provide a statement of compliance with BOE Policy 2431.4 "Concussion Testing and Return-to-Play" for the management of concussions and other head injuries.
 6. If a "sports" organization requests the use of facilities, they shall provide a copy of their Blanket Accident Policy, or an equivalent insurance certificate guaranteeing proper accident coverage for the participants.
- B. The School Administration and Business Office receives the application, insurance certificate, and any other required statement. The School Administration, along with the Business Office, District Facilities Manager and Coordinator of Athletics and Activities will review each application and check to determine whether the facility(s) requested is available at the date and time requested. If available, the requester will receive a confirmation letter, the list of estimated fees and associated charges, and a "Hold Harmless" agreement.
- C. The applicant must sign the "Hold Harmless" agreement and send it, along with a deposit of \$100.00, to the School Administration or Business Office to secure the facility(s) requested. Any changes to the application or agreement must be submitted in writing at least three (3) business days before the function.
- D. Organizations will be invoiced for all fees associated with the requested use. Payment is due 30 days after the function. Payments remitted by credit card may be paid using the electronic payment app/link provided on the invoice. Payments remitted by check must be payable to West Morris Regional High School District and mailed/delivered to WMRHSD, 10 South Four Bridges Road, Chester, NJ 07930, to the attention of the Business Office.

USE OF SCHOOL FACILITIES (regulation continued)

- E. 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.
- F. School activities have priority over non-school activities. Therefore, time and/or dates are subject to change or cancellation.
- G. No grant of permission to use school property shall carry with it any right to exclude members of the school administration or the Board or its representatives from the property. Any member of the Board or any of its representatives shall have full and free access at all times to any part of the building or grounds.
- H. Standards for approval include the following limitations on use:
 - 1. School facilities are available for use on weekdays, including school vacations and Saturdays until 4pm.
 - 2. School facilities may be available for use on Saturdays after 4pm, Sundays and other public holidays depending on ability to schedule appropriate and adequate facilities coverage.
 - 3. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
- I. Any Changes to a request for use of facilities (e.g; dates, times, space, etc) will require the requester(s) to re-submit their application, no less than 2 weeks prior to the originally scheduled use of facilities date.

IV. GENERAL PROVISIONS REGARDING FEES

- A. The calculation of rental, personnel, and special fees will be made by the School Administration and Business Office based on:
 - 1. The category into which a user is placed.
 - 2. The type of facility or space requested (cafeteria, auditorium, gymnasium, classroom, or athletic field).
 - 3. The length of time the facility is to be used.
 - 4. The personnel or special needs required to accommodate the particular event.

Fee decisions made by the School Administration and Business Office are final and are not subject to appeal. However, the Chief School Administrator or designee may recommend waiving and/or reducing fees specified in this regulation, subject to board approval.
- B. Group 1 and 2 users are not required to pay rental fees. Other personnel and/or special services fees may be assessed at the discretion of the School Administration and Business Office.
- C. Group 3, 4 and 5 users will be required to pay rental fees. Other personnel and/or special services fees may be assessed at the discretion of the School Administration and Business Office.
- D. Group 1 or 2 users that do not pay rental fees, but request to use the facilities on weekends or holidays, will be assessed a use fee for the scheduled space, as well as

USE OF SCHOOL FACILITIES (regulation continued)

appropriate special services fees. The special service fees will be based on rates for Group 3.

- E. Rental fees cover minimal support services such as unlocking doors and turning on lights. Rental fees do not cover additional support services, which may be requested by the user and/or required by the School Administration and Business Office at his/her sole discretion. District employees will not be required to help load, unload, or set up equipment, unless those services are otherwise contracted.
- F. Rental fees cover the use of basic equipment located in the rented area (e.g., chairs, desks, tables, house lights in auditorium). Special Services fees apply to other equipment/capabilities which may be required for an event (see Section V. C. below). Storage space is not available at any WMRHSD facility including leaving vehicles or trailers in any parking lot other than the time during which the organization has use of the facility.
- G. Special services fees will be assessed for such items as:
 - 1. Use of stadium lights, stage lights, or spotlights.
 - 2. Use of kitchen equipment and utilities.
 - 3. Use of school equipment (sound system, microphone, display screen, piano, television/DVD player, etc.).

Applicable fees for these special services are listed in Appendix C to this regulation.

- H. WMRHSD managed food services personnel must be present if kitchen equipment, including serving lines, is used. This ensures the equipment is used properly and cleaned and sanitized according to Morris County Health Department guidelines. Applicable personnel fees are listed in Appendix B to this regulation.
- I. WMRHSD qualified staff, student, or maintenance technicians are required to operate special equipment, such as stage lighting, audio equipment, scoreboards, etc. Applicable personnel fees are listed in Appendix B to this regulation.
- J. Each organization shall be assigned at least one WMRHSD staff member to any activity requiring the use of an auditorium, gymnasium, locker room, cafeteria, or kitchen. The staff member shall be present one-half hour prior to the beginning of the activity, during the activity, and for the time necessary to clean and secure the area following the activity. The same shall apply to any rehearsal or breakdown time necessary in connection with the activity. The attending staff member's function in all cases shall be to supervise the use of Board facilities, clean following the activity, and secure the building. Applicable personnel fees are listed in Appendix B to this regulation.
- K. Each organization shall be assigned at the discretion of school admin and/or business office at least one WMRHSD staff member to any activity requiring the use of a field, stadium, court or track. The staff member shall be present one-half hour prior to the beginning of the activity, during the activity, and for the time necessary to clean and secure the area following the activity. The attending staff member's function in all cases shall be to supervise the use of Board facilities, clean following the activity, and secure the area. Applicable personnel fees are listed in Appendix B to this regulation.

USE OF SCHOOL FACILITIES (regulation continued)

- L. A discount may be provided to groups who plan multiple, seasonal, or long term uses during the year, when contracted and paid in advance. The Business Administrator, in concert with the School Administration and Chief School Administrator, will process such requests, subject to board approval.

V. ADDITIONAL PROVISIONS REGARDING FEES

- A. Additional Provisions regarding Sports Camps/Clinics run by WMRHSD Staff for compensation:

WMRHSD facilities may be used for Sports camps and clinics run by WMRHSD staff members for compensation under the following guidelines:

1. The Staff Member must comply with all applicable provisions of this regulation.
2. The WMRHSD staff member is conducting the sports camp or clinic for his/her own benefit and not as part of another for profit organization.
3. Participation in the sports camp or clinic by WMRHSD students will have no bearing on their selection and/or ability to participate in any school sponsored athletic programs.
4. Facility rental and special services fees for Group 3 may, upon request and assurance that the activity falls with the above-stated mission, be discounted by a minimum of 50% and maximum of 75% based on projected revenues.
5. Personnel services fees, as deemed applicable by the School Administration and Business Office, will be assessed at the full rate listed in Appendix B.
6. The Staff Member must provide an accounting, indicating the cost of the camp, number of participants, expenses (including staff and materials) and any donations to the program.

- B. Additional Provisions associated with Fund-Raising Activities:

WMRHSD facilities may be used for sponsored fund raising activities under the following guidelines:

1. With approval of the School Administration and Business Office, Group 1 and 2 users sponsoring fund-raising activities (e.g., bazaars, art and craft fairs, and fun fairs) are permitted to charge entry fees and/or are allowed to authorize the sale of merchandise by third parties, provided same is consistent with the educational purposes of the board, provided that the school organization or school support group receives a significant benefit from such receipts/sales. When third parties are involved, a minimum fee of \$75 will be charged to each vendor. (Fees may, for instance, be in the form of a flat fee charged to each third-party vendors, a percentage of gate receipts, or other etc.)
2. Group 3 organizations may conduct fee-based and/or fundraising activities in WMRHSD facilities. These organizations will be assessed rental fees, as well as associated personnel and special services fees at the discretion of the School Administration and Business Office. It should be noted however, that only school support organizations are authorized to operate food concessions on school grounds, unless a specific written agreement has been completed between the school support

USE OF SCHOOL FACILITIES (regulation continued)

organization and the School Administration and Business Office and subsequently approved by the Chief School Administrator.

3. WMRHSD facilities shall not be used for solicitation of funds for political activities.

C. Additional Provisions regarding Security:

1. The Board of Education shall exercise discretion in providing police for duty at events warranting such oversight. 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.
2. Police may be assigned to events by the following general rule, subject to adjustment dictated by the type of event, physical requirements of event venue, and scheduled time of day.
 - a. Each site with an expected attendance of 250 to 500 people - 1 Police Officer
 - b. Each site with an expected attendance of 500 to 750 people - 2 Police Officers
 - c. Each site with an expected attendance of over 750 people – 3 or more Police Officers as determined by the School Business Administrator/Board Secretary.

VI. FEE SCHEDULES CHARTS

Attached are the fee schedules specifying:

- A. Fee Chart for Groups 1 & 2 (Appendix A)
- B. Rental Fee Chart --Buildings and grounds (AppendixB)
- C. Personnel Services Fee Chart (AppendixC)
- D. Special Services Fee Chart (AppendixD)

VII. RULES FOR 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, and the policy and regulations of the WMRHSD board of education regarding public assemblies.
 2. The use must not exceed the established capacity of the facility used.
 3. The use must not involve gambling or games of chance.
 4. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances are absolutely prohibited, in accordance with law and BOE Policy 5131.6.
 5. Smoking is prohibited in accordance with BOE Policy 3515 and 5131.6.

USE OF SCHOOL FACILITIES (regulation continued)

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 harming or defaming others.

B. Users of school facilities will respect Board property.

1. 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.
2. The user must obtain the School Business Administrator/Board Secretary'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.
3. 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 12 hours after the use may 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.
4. The user must obtain the School Business Administrator/Board Secretary'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.
5. Users of the gymnasium must ensure that all participants in the use wear rubber-soled footwear to prevent damage to floors.
6. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
7. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
8. The user must obtain the School Business Administrator/Board Secretary'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.
9. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Chief School Administrator or designee.
10. No school keys shall be issued to a user.

USE OF SCHOOL FACILITIES (regulation continued)

11. No animal, except a certified service animal, shall be allowed on school premises without the approval of the School Business Administrator/Board Secretary.
12. The custodian supervisor is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected.
13. Permission to use school facilities and/or grounds extends only to the facility and/or grounds 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, computers, and office equipment. Users may make use of public telephones.
14. No vehicles of any type shall be operated in any area that is not designed for such vehicles.

C. Uses must be properly supervised.

1. A WMRHSD staff member must be on duty during the entire time a use occurs. The staff member is present for the purpose of ensuring the security and proper functioning of the facility and of enforcing these regulations. The staff member may not accept gratuities from users. If the staff member is directed by the Chief School Administrator or designee to perform extra services as an accommodation to the user, the user will be charged an additional fee and the staff member will be compensated accordingly by the district.
2. The use of certain school facilities (such as kitchen and auditorium stage) requires 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 Chief School Administrator or designee, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged through the School Administration and/or Business Office and will be at the expense of the user.

Adopted: September 11, 1995
Revised: April; 17, 2000; April 25, 2005
Readopted: February 27, 2012
Revised: December 9, 2013
Readopted: December 10, 2018
Revised: February 11, 2019; April 25, 2022

USE OF SCHOOL FACILITIES (regulation continued)

Group 1 and 2 users are not required to pay rental fees. The following Use fees and Special Services fees will be assessed as stipulated in BOE policy regulation #1330 as listed below.

Appendix A

GROUP 1 & 2

USE FEE CHART			
<u>Facility Use Fee</u>	<u>Weekdays –</u> <u>4p.m - 10:00 p.m</u>	<u>Saturdays</u>	<u>Sundays and</u> <u>Holidays</u>
Hourly Rates	No Charge	\$125.00	\$150.00

GROUP 2

SPECIAL SERVICES FEE CHART		
Service	Fee	Notes
Stadium Lights	\$50 per hour	*
Stadium Press-box	\$150 per use	*
Stadium Scoreboard	\$20 per use	*
Stadium Sound system	\$25 per use	One microphone
Stadium Concession Stand	\$30 per use	*
Outdoor Scoreboards -- other	\$15 per use	*
Kitchen Equipment and Utilities	\$15 per hour	*
Outdoor self-contained sound system	\$20 per use	Amplifier, one microphone, two speakers
Indoor self-contained sound system	\$10 per use	One microphone
Additional microphones	\$10 per use	
Auditorium Stage Lighting	\$22 per hour	*
Auditorium Sound System	\$22 per hour	*
Main Gym Sound System	\$22 per hour	*
Headsets	\$20 per use	Per headset
Audiovisual equipment (TV/DVD, etc.)	\$20 per use	
LCD	\$25 per use	
Time clocks	\$20 per use	
Piano – upright	\$30 per use	
Piano – grand	\$50 per use	
Risers (per section)	\$25 per use	Set up and take down not included
Choral Shells (set)	\$100 per use	Set up and take down not included
Clean up Service – All Venues	\$100 per use	**

* Requires district staff

**Clean-up services are mandatory with attendance of 100 or more and/or if food is served.

Appendix B

RENTAL FEE SCHEDULE CHART

FACILITY	Group 3	Group 4	Group 5
BUILDING	RENTAL FEE	RENTAL FEE	RENTAL FEE
Auditorium -- WMC	\$600.00	\$1,050.00	\$1,200.00
Auditorium -- WMC (Stage Only)	\$150.00	\$265.00	\$300.00
Auditorium --WMM	\$600.00	\$1050.00	\$1,200.00
Auditorium -- WMM (Stage Only)	\$150.00	\$265.00	\$300.00
Gymnasium -- Main	\$450.00	\$785.00	\$900.00
Gymnasium -- Auxiliary	\$225.00	\$395.00	\$450.00
Cafeteria With Kitchen	\$450.00 \$600.00	\$785.00 \$1050.00	\$900.00 \$1,200.00
Classroom	\$100.00	\$175.00	\$200.00
Library/Media Center -- WMM	\$250.00	\$438.00	\$500.00
Library/Media Center -- WMC	\$250.00	\$438.00	\$500.00
Main Lobby -- WMM	\$200.00	\$350.00	\$400.00
Main Lobby -- WMC	\$200.00	\$350.00	\$400.00
FIELDS	RENTAL FEE	RENTAL FEE	RENTAL FEE
WMM Stadium Turf	\$450.00	\$785.00	\$900.00
WMM All Purpose Turf	\$450.00	\$785.00	\$900.00
WMC Stadium Turf	\$450.00	\$785.00	\$900.00
Baseball -- Main	\$250.00	\$438.00	\$500.00
Baseball -- practice	\$100.00	\$175.00	\$200.00
Others	\$75.00	\$132.00	\$150.00
Track	\$200.00	\$350.00	\$400.00
Parking Lot	\$50.00	\$88.00	\$100.00
TENNIS COURTS	\$20.00	\$35.00	\$40.00

Rental fees do not apply to Groups 1 and 2. Special Services Fees Will Apply

Rental fees do not include personnel services and/or special services that may be applicable. Please refer to Appendix C and AppendixD.

Rental fees are for four-hour blocks of time and shall be adjusted accordingly for longer periods. For clarification, any period of time that the facility is used over 4 hours, the rental fee will be prorated for the amount of time over 4 hours. This should also apply when calculating the weekend utility fee, which is defined as 50% of the proper rental fee.

Appendix C

PERSONNEL SERVICES FEE CHART

GROUPS 3, 4 &5

Personnel	Weekdays – Before 11:00 p.m.	Weekdays – After 11:00 p.m. and Saturdays	Sundays and Holidays
Custodians	\$22.59 per hr	\$33.86 per hr. (4 hr. Minimum)	\$45.18 per hr. (4 hr. Minimum)
Grounds/Maintenance Workers	\$28.21 per hr.	\$42.31 per hr. (4 hr. Minimum)	\$56.42 per hr. (4 hr. Minimum)
Athletic Event Worker (e.g., ticket taker, announcer, etc.)	\$15.00 per hr.	\$15.00 per hr.	\$15.00 per hr.
Food Services Worker	\$25.00 per hr.	\$37.50 per hr. (4 hr. Minimum)	\$50.00 per hr. (4 hr. Minimum)
A/V Technician	\$35.00 per hr. (2.5 hr. Minimum)	\$35.00 per hr. (4 hr. Minimum)	\$35.00 per hr. (4 hr. Minimum)
Sound/Lighting Technician	\$45.00 per hr. (2.5 hr. Minimum)	\$45.00 per hr. (4 hr. Minimum)	\$45.00 per hr. (4 hr. Minimum)
Stage Manager	\$45.00 per hr. (2.5 hr. Minimum)	\$45.00 per hr. (4 hr. Minimum)	\$45.00 per hr. (4 hr. Minimum)
Technical Director	\$50.00 per hr. (2.5 hr. Minimum)	\$50.00 per hr. (4 hr. Minimum)	\$50.00 per hr. (4 hr. Minimum)
Site/administrative Supervisor	\$40.00 per hr. (2.5 hr. Minimum)	\$40.00 per hr. (4 hr. Minimum)	\$40.00 per hr. (4 hr. Minimum)
Parking Attendant	\$20.00 per hr.	\$20.00 per hr.	\$20.00 per hr.
Police Officer	Prevailing Rate	Prevailing Rate	Prevailing Rate
Student Sound/ Lighting Technician	\$15.00 per hr.	\$15.00 per hr.	\$15.00 per hr.
Student Scoreboard Technician	\$15.00 per hr.	\$15.00 per hr.	\$15.00 per hr.

Appendix D

SPECIAL SERVICES FEE CHART

GROUPS 3, 4 & 5

Service	Fee	Notes
Football Stadium Lights	\$50 per hour	*
Football Stadium Press-Box	\$150 per use	*
Football Stadium Scoreboard	\$20 per use	*
Football Stadium Sound System	\$25 per use	One microphone
Football Stadium Concession Stand	\$100 per use	*
Outdoor Scoreboards -- other	\$15 per use	*
Kitchen Equipment and Utilities	\$15 per hour	*
Outdoor Self-Contained Sound System	\$20 per use	Amplifier, one microphone, two speakers
Indoor Self-Contained Sound System	\$10 per use	One microphone
Additional Microphones	\$10 per use	
Auditorium Stage Lighting	\$22 per hour	*
Auditorium Sound System	\$22 per hour	*
Main Gym Sound System	\$22 per hour	*
Headsets	\$20 per use	Per headset
Audiovisual Equipment (TV/DVD, etc.)	\$20 per use	
Display Screen	\$25 per use	
Time Clocks	\$20 per use	*
Piano – Upright	\$30 per use	
Piano – Grand	\$50 per use	
Risers (per section)	\$25 per use	Set up and take down not included
Choral Shells (set)	\$100 per use	Set up and take down not included
Clean-up Service -- Gym	\$70 per use	**
Clean-up Service -- Auditorium	\$100 per use	**
Clean-up Service – Main Stadium	\$350 per use	**
Clean-up Service – Library/Media Center	\$70.00 per use	**
Clean-up Service -- Cafeteria	\$100 per use	**
Clean-up Service – Parking Lot	\$35 per use	**
Grounds Prep and/or Clean-up	\$50 per use	**

*Requires district staffing

**Clean-up services are mandatory with attendance of 100 or more and/or if food is served.