

# REGULATION

## MONTGOMERY TOWNSHIP BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES  
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### R 7510 USE OF SCHOOL FACILITIES

#### A. Classification Schedule for Building Use Rates

1. Group A – School Activities and school-sponsored parent groups such as PTSA's. Exempt from all fees.
2. Group B – Groups which are specifically formulated to service activities for the Montgomery community and have 90% membership from Montgomery/Rocky Hill which include groups supporting school activities, youth groups, civic groups and recreation and municipal government associations. Exempt from rental fees but pay for custodial charges incurred on an overtime basis (i.e., weekends and holidays).
3. Group C – Non-profit groups not listed in Group A or B. A 50% discount on rental fees will be applied for this group when membership equals or exceeds 75% of Montgomery/Rocky Hill residents. Annual rental fees for this group will be capped at \$42,000 per year. Non-profit rental fee schedule currently in place and custodial charges incurred on an overtime basis and any other incremental costs.
4. Group D – Profit making groups. Profit rental fee schedule currently in place and custodial charges incurred on an overtime basis and any other incremental costs.

Groups B, C & D must supply a certificate of insurance with the application. The application will not be processed without this certificate.

#### B. Application Procedures

1. Application must be made electronically and on the form available on the school district website.
2. Application for use of school facilities must be submitted electronically not less than two weeks before the date of the requested use. A use that requires approval of the Board must be submitted not less than two weeks prior to a regular Board meeting and not less than one month before the date of the requested use.

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3. The application must be submitted 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 rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.
6. One copy of the approved application shall be returned to the applicant.

### C. Approval

1. The Principal and Athletic Director 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:
  - a. For use in the instructional or co-curricular program,
  - b. For maintenance, repair, or capital improvement, or
  - c. For use by another organization.
2. If the facility is not available for use, the Principal will so inform the representative of the organization and may suggest alternative dates, times or facilities.
3. If the facility is available for use and the applicant meets the standards set in Policy No. 7510 and these regulations, the Principal will note his or her approval on the application form and forward the application to the School Business Administrator for final approval or referral to the Board for requests that may be approved only by the Board.
4. Standards for the approval include limitations on use:
  - a. School facilities are available for use on weekdays, including school vacations, Saturdays, Sundays and some public holidays.

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- b. School facilities are available for use only between the hours of 4:00 p.m. and 11:00 p.m. on weekdays and between the hours of 8:00 a.m. and 11:00 p.m. on weekends provided the user pays an overtime fee regardless of the user's classification.
  - c. School facilities are not available for use during the school day.
  - d. The use of school facilities will generally not be granted for observations or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
  - e. In accordance with Policy No. 7510, the use of school facilities will not be granted for any purpose that is prohibited by law.
- 5. The School Business Administrator will determine the classification of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. That information will be invoiced to the user.
  - 6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
  - 7. An approved application will be distributed to the representative who submitted the application form.
  - 8. The application will include acknowledgement of the rules governing the use of the school facilities and the representative's acknowledgement on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
  - 9. The Board reserves the right to deny an application and to withdraw permission to use facilities after approval has been granted and after the use has commenced. Permission may be specifically 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.
  - 10. Permission to use school facilities is not transferable.

11. The organization representative must inform the Principal of any canceled use or request as soon as he or she is aware of the cancellation. An organization's failure to inform the Principal of a canceled use at least forty-eight hours in advance of the scheduled time of use will result in imposition of service charges per Policy 7510.
12. 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.

### D. Long-Term Leasing

If space is available, it may be used on a long-term basis for purposes compatible with Board of Education goals. Organizations, using the space made available under such conditions, must meet the following conditions.

1. A formal lease prepared by the school district must be approved by the Board of Education and signed by the Board President.
2. The organization must be governmental or non-profit and primarily serve Montgomery Township residents.
3. The Principal shall have responsibility for the rented facility in so far as it affects the welfare and education of regular public school children, the care of school district property, or enforcement of school district policies.
4. The organization must conform to Policy No. 7430 of the Board of Education and/or the state, pertaining to health and safety.
5. A rental fee will be charged if, in the opinion of the Superintendent, costs to the school district will be incurred by allowing such long-term use of facilities.

### E. Special Requests

All requests not specifically covered in policy or in these regulations shall be recommended by the Superintendent to the Board of Education for approval.

### F. Insurance 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.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of \$1,000,000 Combined Coverage.

### G. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
  - a. 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.
  - b. The use must not exceed the established capacity of the facility used.
  - c. The use must not involve gambling or games of chance.
  - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
  - e. Smoking is prohibited in accordance with Policy No. 7434.
  - f. 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.

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- g. All organizations using any part of the building will be responsible for the proper care of the buildings and equipment used. The organization will be billed for any damages incurred.
- h. All groups using school facilities must be properly supervised. Adequacy of supervision is to be determined by the Superintendent or his/her designee.
- i. No alcoholic beverages in any form will be permitted on school property.
- j. Smoking will not be permitted in school buildings or on school grounds.
- k. The Board of Education does not assume any liability for personal property or bodily injury incurred during the use of the buildings and grounds. In instances of damage to facilities or loss of equipment, necessary repairs and replacement shall be charged to the organization.
- l. Use of space in a school during the hours a Board of Education election is being held at that school will not be permitted.
- m. All organizations must leave rooms and equipment in the same order as found.
  - (1) Chairs and tables are to be replaced.
  - (2) If the kitchen is used for light refreshments, kitchen equipment, tables, and floors must be cleaned.
  - (3) If the kitchen is used for a prepared meal, all equipment, tables, and floors must be cleaned.
  - (4) If the kitchen is rented, equipment may be used only if a member of the cafeteria staff is present. Otherwise, no equipment or utensils may be used.
- n. Failure to observe above rules will jeopardize an organization's right to future rental of the building.

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2. Users of school facilities will respect Board property.
  - a. 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.
  - b. The user must obtain the Principal'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.
  - c. 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 twenty-four 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.
  - d. The user must obtain the Principal'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.
  - e. Users of the gymnasium must insure that all participants wear rubber-soled footwear to prevent damage to floors.
  - f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
  - g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
  - h. All classrooms are nut-free (\*nuts include peanuts, tree nuts and nut by-products) and are not permitted in any classroom. The user must obtain the Principal's permission to serve and consume food (other than nuts) 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.

- i. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Principal.
- j. No school keys shall be issued to a user.
- k. With the exception of service animals, no animal shall be allowed on school premises.
- l. The Principal/head custodian is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, typewriters, and office equipment. Users may make use of public telephones.
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles.

### 3. Users Must Be Properly Supervised.

- a. 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.
- b. The use of certain school facilities (such as kitchen and auditorium stage) 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.
- c. 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.

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

### H. Regulation for the Use of School/Athletic Facilities

- 1. All groups who contract to use athletic fields, courts or areas where organized athletic activities are conducted must keep the areas clear of debris and trash. These areas must be policed after use and the trash placed in dumpsters located adjacent to the school buildings.
- 2. No alcoholic beverages are allowed or are to be consumed on school property in accordance with School Board policy and township ordinance.
- 3. Motor vehicles of any type are not allowed on playing fields or grassed areas - only in designated black topped parking areas.
- 4. School conducted activities in or on school facilities will always take precedence over another group's activities in case of any conflict.
- 5. Violation of these rules will result in suspension of user privileges.
- 6. Responsibility for property damage will rest with the organization reserving the playing area.
- 7. All outside groups who wish to use Montgomery School facilities must make application at least one month prior to the occurrence of the event. All other requests will only be considered on a space available basis.
- 8. Certificate of Insurance must be presented prior to the event.

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9. Cancellation of an event without sufficient notice will result in the charge for custodial fees.
10. Building and Grounds usage rates and classification schedule per Regulation No.7510 is available at the Montgomery Township Board of Education office.

It is expected that users of these facilities will maintain a responsible attitude toward the preservation of school property.

### I. 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.

### J. Fees

Fees are payable to the School Business Administrator/Board Secretary upon presentation of the bill to the organization. All checks should be made payable to the "Montgomery Township Board of Education."

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All groups will be subject to the following additional charges:

1. Custodians used on an overtime basis will be on duty during the scheduled event in addition to one hour before and after at a charge. Charges for custodial services on an overtime basis will be at \$52 per hour. Charges for custodial services on a Sunday or holiday will be \$70 per hour.
2. Use of the cafeteria facilities will require a kitchen employee to supervise the activity and the organization will be required to compensate at the employee's hourly rate.
3. Use of sound or lighting equipment in the high school is subject to an hourly fee per the MTEA contract to cover the cost of a district appointed person to operate equipment.
4. Organizations requiring teaching staff assistance for the High School Adventure (Ropes) Course will reimburse the district for all staff salaries and applicable fringe benefits.

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### **BUILDING USE RATES EFFECTIVE JULY 1 , 2019**

	<b><u>Non-Profit</u></b>		<b><u>Profit</u></b>	
	<b>4 Hour Minimum Rate</b>	<b>Hourly Rate After 4 Hours</b>	<b>4 Hour Minimum Rate</b>	<b>Hourly Rate After 4 Hours</b>
<b>HIGH SCHOOL</b>				
*Auditorium	\$827	\$207	\$2,481	\$620
*Audio/Light Required w/above	\$176	\$44	\$176	\$44
* In house Tech Required for Audio/Light	quote	quote	quote	quote
Cafeteria/Commons	\$338	\$85	\$1,014	\$254
Gymnasium/Main	\$453	\$113	\$1,358	\$340
Gymnasium/Auxiliary	\$338	\$85	\$1,014	\$254
Scoreboard/sound panel	\$62	\$16	\$187	\$47
**Kitchen	\$171	\$43	\$515	\$129
Media Center	\$286	\$72	\$858	\$215
Chorus Room	\$80	\$20	\$240	\$60
Classrooms	\$62	\$16	\$187	\$47
<b>UPPER MIDDLE SCHOOL</b>				
Auditorium	\$453	\$113	\$1,358	\$340
*Audio/Light Required w/above	\$176	\$44	\$176	\$44
* In house Tech Required for Audio/Light	quote	quote	quote	quote
Cafeteria/Commons	\$224	\$56	\$671	\$168
Gymnasium	\$338	\$85	\$1,014	\$254
Scoreboard/sound panel	\$62	\$16	\$187	\$47
**Kitchen	\$171	\$43	\$515	\$129
Media Center	\$224	\$56	\$671	\$168
Classrooms	\$62	\$16	\$187	\$47
<b>ORCHARD HILL</b>				
Gymnasium	\$286	\$72	\$858	\$215
Scoreboard/sound panel	\$62	\$16	\$187	\$47
Media Center	\$172	\$43	\$515	\$129
**Kitchen	\$171	\$43	\$515	\$129
Cafeterium	\$146	\$37	\$437	\$109
Classrooms	\$62	\$16	\$187	\$47

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	<u>Non-Profit</u>		<u>Profit</u>	
	4 Hour Minimum Rate	Hourly Rate After 4 Hours	4 Hour Minimum Rate	Hourly Rate After 4 Hours
<b>LOWER MIDDLE SCHOOL</b>				
Gymnasium	\$338	\$85	\$1,014	\$254
Scoreboard/sound panel	\$62	\$16	\$187	\$47
**Kitchen	\$171	\$43	\$515	\$129
Media Center	\$224	\$56	\$671	\$168
Cafeterium	\$146	\$37	\$437	\$109
Classrooms	\$62	\$16	\$187	\$47
<b>VILLAGE ELEMENTARY</b>				
Gymnasium	\$286	\$72	\$858	\$215
Scoreboard/sound panel	\$62	\$16	\$187	\$47
**Kitchen	\$171	\$43	\$515	\$129
Media Center	\$172	\$43	\$515	\$129
Cafeterium	\$146	\$37	\$437	\$109
Classrooms	\$62	\$16	\$187	\$47
<b>Athletic Facilities</b>				
MHS Turf Field	\$223	\$56	\$671	\$168
MHS Track	\$119	\$30	\$359	\$90
MHS Tennis Courts	\$119	\$30	\$359	\$90
UMS Soccer Field	\$119	\$30	\$359	\$90
UMS Adventure Rope Course	\$119	\$30	\$359	\$90
UMS Track	\$146	\$36	\$437	\$109
Grounds - Excluding Athletics	\$94	\$23	\$281	\$70
<b>Parking Lots</b>	\$37	\$9	\$109	\$27

**Rates listed are for a four-hour rental. Rentals in excess of 4 hours will be billed at the respective hourly rate.**

### **Audio and Sound**

\* Audio and Sound must be selected with Auditorium use.

\* Audio and sound requires a tech provided by school at an hourly rate as quoted.

### **ALL SCHOOLS**

\*\* Kitchen use requires a kitchen employee to supervise event at an hourly rate as quoted.

\*\*\*Teaching Staff will be compensated as quoted.

Parking lot included with building use.

### **Groups Charging Registration Fees**

**(Per Registrant/Per Day)**

-Classroom Usage Rental Per Registrant	\$5
-All Other Usage Rental Per Registrant	\$17
Other Building use per registrant	\$17

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### Rehearsal Fees

Rehearsal usage will be charged at a discounted rate of 25% of the fee listed in the appropriate category. There will be no discount on custodial charges.

**Custodial and other services are in addition to the above fees**

Custodial Overtime (Hourly)	\$52
Custodial Holiday/Sunday (Hourly)	\$70
MHS Swimming Pool (Hourly)	\$87
<b>Annual Cap on Rental Fees for Group C</b>	<b>\$42,000</b>

### HOLD HARMLESS AGREEMENT

The applicant shall covenant for himself, his executors, administrators and assigns that he will keep and save harmless, the Board of Education, their successors, and assigns, from any and all liability for anything arising from or out of the occupancy of the applicant, his executors, administrators, or assigns, or his or their servants or agents and from any loss or damage arising from any fault or negligence by the applicant, his executors, administrators, or assigns, or failure on his or their part to comply with any covenant, condition or obligation contained in his application or whether such loss or damage be caused by the failure of the Board of Education, their successors or assigns to perform any covenant contained herein to be performed by said Board of Education, their successors or assigns.