

POLICY

Eastern Camden County Regional Board of Education

Section: Property

7510. USE OF SCHOOL FACILITIES

Date Created: November, 2003

Date Edited: August, 2009

7510- USE OF SCHOOL FACILITIES

7510 USE OF SCHOOL FACILITIES

The district facilities belong to the community, which paid for them for the primary purpose of offering a full education 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 will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent for:

- A. Uses and groups directly related to the school and the operation 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.

In the event the Superintendent deems it advisable, any application may be submitted to the Board of Education for action.

The Superintendent 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. They shall not be required to give a reason for such refusal.

Smoking is prohibited at all times in any district building and 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 may 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.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator.

Use of district equipment on the premises by non-school 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 premise for use by non-district 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. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

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

It must be understood that the programs and activities of the students of Eastern Regional High Schools take precedent over all other requests.

School facilities are not available for private parties and informally organized outside groups.

Groups Requesting Facility Use

1. Sending school districts of Berlin Borough, Gibbsboro and Voorhees Township and their municipal bodies. Other school related and governmental agencies as determined on a case-by-case basis.
2. Civic community based organizations, community based recreational groups, community based non-profit organizations are those organizations based in Berlin Borough, Gibbsboro and Voorhees Township. All groups who wish to qualify under this category must be approved by the Board of Education and must have a roster of members, sixty percent of whom must be residents of the school district. Copies of rosters must be submitted and will be verified.
3. Non-community based organizations, recreational groups, and non-profit organizations are those groups that cannot establish a direct link with Berlin Borough, Gibbsboro, and Voorhees Township. The presence of one or more local residents with a group or organization does not qualify the group. All other agencies or for profits groups within or outside the district shall be included in this category.

4. Eastern High School coaches application for the purpose of providing a camp for community members, and other camps benefiting Eastern Regional High School students, at the discretion of the Superintendent of Schools.

Use of School Buildings

A. Requirements

1. The use of the school buildings may require the services of custodial, cafeteria, and supervisory staff that are the employ of Eastern Regional High Schools; police and/or ambulance corps. personnel. These costs are additional to all rental fees and will be billed on an hourly rate (see Fee Schedule). In lieu of services by an Eastern Regional employee, a subcontractor may be approved. Employees paid by the Board of Education for work performed at a use of facilities function are prohibited from accepting gifts and/or gratuities of any kind.

2. School building usage fee is as per schedule. The fees do not include any personnel. The Vice Principal of Athletics will determine the actual needs and cost estimates.

a. A security deposit of \$500.00 or the total amount of the estimate if less than \$500.00 is required at the time of application.

b. Applications should be filed ninety days before the date(s) requested.

3. Support Staff fees are set annually.

4. Police and/or ambulance coverage may be required. The school district will determine the number of each needed for a particular event. This requirement is not negotiable. It is the responsibility of the client to make arrangements with the local police force and/or ambulance corp. for this necessary coverage and to make payment directly to the respective departments for their services.

5. Additional equipment needs will be charged on an individual basis and must be specified in the group's application.

6. All groups will be provided with a good faith estimate of charges prior to submission to the Board of Education.

B. General Rules for Usage (School Buildings)

The failure to adhere to any or all of the following rules will result in the immediate revocation of the permission to use the school buildings.

1. The organization may not permit the activity to exceed the listed capacities.
2. Use of tobacco, alcoholic beverages, drugs, and gambling are absolutely prohibited on school premises.
3. Clients using school property are responsible for the conduct of participants and spectators and must take adequate provisions to handle anticipated crowds. Children must be supervised at all times.
4. No pets are allowed in the school premises.
5. Signs, banners, pennants, etc. are permitted to be displayed upon approval of the Vice Principal of Athletics. All decorations, furnishings, and equipment provided by the user shall be installed and removed promptly under supervision of the school staff.
6. The group using the school buildings agrees to save and hold harmless Eastern Regional School District and agrees to assume responsibility for all liability occurring from the uses of school property.
7. Open fire or pyrotechnics are never allowed on school buildings.
8. Cleaning up of all facilities must follow the use.

C. Availability of school buildings:

1. Eastern Regional events always take precedence in the scheduling of the school buildings.
2. Monday-Friday until 10:00 p.m. All events must conclude by 10:00 p.m.
3. Saturday, Sunday and Holiday (when school is not in session): use shall be determined at the discretion of the Vice Principal of Athletics.
4. Requests of time/duration of usage must be made when the application is being submitted.

D. Insurance

1. Proof of adequate liability insurance by the applicant and all subcontractors must be submitted prior to final approval for the use of school buildings.

2. The Board of Education shall not be responsible for injury to persons, nor loss or damage to personal property.

E. Fire Permit

Organizations or groups using the school buildings may be required to obtain a fire permit from the Voorhees Township Fire Marshall. The fire permit must be filed with the Vice Principal of Athletics prior to the date the school buildings are to be used.

F. Maintenance and Use of School buildings

1. In general, the cleaning and maintenance of the school buildings shall be the responsibility of the Board of Education. However, the organization or group using the facilities shall be expected to maintain reasonable order and to properly utilize the facilities and equipment. Abuse of the facilities and/or equipment shall result in suspension of its use and the denial of all future requests.

2. Organizations granted use of the school buildings (and related facilities) shall not permit its use by any other organization in lieu of their use.

3. In granting permission for the use of school buildings (and related facilities) it is agreed that activities determined by the Board or its agents to be in poor taste or not to be in the best interest of the school shall not be permitted or held.

4. Additional facilities, such as concession stands, ticket booth, locker rooms, etc. must be included in the initial request. Subsequent requests may be approved by the Vice Principal of Athletics and may result in additional cost to the applicant.

5. At no time shall tickets be sold or issued in excess of rated seating capacity.

6. Operation and use of lighting shall be permitted only by authorized school personnel or an approved subcontractor.

7. All requests for Facility Use must include specific needs or electric, lighting and sound requirements. Connections to Eastern's sound, lighting and electrical equipment must be approved by the Vice Principal of Athletics

Use of Fields/Grounds

A. Requirements

1. The use of the fields may require the services of custodial, cafeteria, and supervisory staff that are of the employ of Eastern Regional High Schools; police and/or ambulance corps.

personnel. These costs are additional to all rental fees and will be billed on an hourly rate (see Fee Schedule). In lieu of services by an Eastern Regional employee, a subcontractor may be approved. Employees paid by the Board of Education for work performed at a use of facilities function are prohibited from accepting gifts and/or gratuities of any kind.

2. Field usage fee is as per schedule. The fees do not include any personnel. The Vice Principal of Athletics will determine actual needs and cost estimates.

a. A security deposit of \$500.00 or the total amount of the estimate if less than \$500.00 is required at the time of application.

b. Applications should be filed ninety days before the date(s) requested.

3. Support Staff fees are set annually.

4. Police and/or ambulance coverage may be required. The school district will determine the number of each needed for a particular event. This requirement is not negotiable. It is the responsibility of the client to make arrangements with the local police force and/or ambulance corp. for this necessary coverage and to make payment directly to the respective departments for their services.

5. Additional equipment needs will be charged on an individual basis and must be specified in the group's application.

6. All groups will be provided with a good faith estimate of charges prior to submission to the Board of Education.

B. General Rules for Usage (Fields/Grounds)

The failure to adhere to any or all of the following rules will result in the immediate revocation of the permission to use the fields/grounds.

1. The organization may not permit the activity to exceed the listed capacities.

2. Use of tobacco, alcoholic beverages, drugs, and gambling are absolutely prohibited on school premises.

3. Clients using school property are responsible for the conduct of participants and spectators and must take adequate provisions to handle anticipated crowds. Children must be supervised at all times.

4. No pets are allowed on school premises.

5. Signs, banners, pennants, etc. are permitted to be displayed upon approval of the Vice Principal of Athletics. All decorations, furnishings, and equipment provided by the user shall be installed and removed promptly under supervision of the school staff.

6. The group using the fields/grounds agrees to save and hold harmless Eastern Regional School District and agrees to assume responsibility for all liability occurring from the uses of school property.

7. Open fire or pyrotechnics are never allowed on school fields/grounds.

C. Time Schedule for fields/grounds is available:

1. Eastern Regional events always take precedence in the scheduling of the fields/grounds.

2. Monday-Friday until 10:00 p.m. All events must conclude by 10:00 p.m.

3. Saturday, Sunday and Holiday (when school is not in session): shall be determined at the discretion of the Vice Principal of Athletics.

4. Requests of time/duration of usage must be made when the application is being submitted.

D. Insurance

1. Proof of adequate liability insurance by the applicant and all subcontractors must be submitted prior to final approval for the use of fields/grounds.

2. The Board of Education shall not be responsible for injury to persons, nor loss or damage to personal property.

E. Fire Permit

Organizations or groups using the fields/grounds may be required to obtain a fire permit from the Voorhees Township Fire Marshall. The fire permit must be filed with the Vice Principal of Athletics prior to the date the fields/grounds is to be used.

F. Maintenance and Use of Fields/Grounds

1. In general, the cleaning and maintenance of the fields/grounds shall be the responsibility of the Board of Education. However, the organization or group using the facilities shall be expected to maintain reasonable order and to properly utilize the facilities and equipment. Abuse of the facilities and/or equipment shall result in suspension of its use and the denial of all future requests.

2. Organizations granted use of the fields/grounds (and related facilities) shall not permit its use by any other organization in lieu of their use.

3. In granting permission for the use of fields/grounds (and related facilities) it is agreed that activities determined by the Board or its agents to be in poor taste or not to be in the best interest of the school shall not be permitted or held.

4. Additional facilities, such as concession stands, ticket booth, locker rooms, etc. must be included in the initial request. Subsequent requests may be approved by the Vice Principal of Athletics and may result in additional cost to the applicant.

5. At no time shall tickets be sold or issued in excess of rated seating capacity.

G. Field Lighting

1. Operation and use of field lighting shall be permitted only by authorized school personnel or an approved subcontractor.

2. All requests for Facilities Use must include specific needs or electric, lighting and sound requirements. Connections to Eastern's sound, lighting and electrical equipment must be approved by the Vice Principal of Athletics.

H. Parking

1. Parking is limited to areas designated as parking lots (i.e. blacktop surfaced areas around the buildings). No parking will be permitted in designated fire zones, or other areas designated as no parking areas.

2. Handicapped parking spaces are appropriately designated (marked) and shall be occupied by vehicles with the required identification only.

3. Field areas shall not be used for parking.

4. Violation of the parking policy may result in revocation of the organization's privilege to continue to use the facilities. Individuals violating parking regulations will be ticketed by the Voorhees Police.

I. Damages

Users of school facilities, as part of the application for use thereof, automatically shall assume responsibility for all damages and loss to school property that occurs while using said facilities.

J. Approval Authority

The Vice Principal of Athletics, in consultation with the Superintendent, Director of Building and Grounds shall receive and review all applications for the use of fields/grounds and shall recommend approval or denial based on the information presented in the application. The organization shall be informed in writing of the decision of the Board after its regular monthly meeting. The Board of Education reserves itself power to approve the use of the fields/grounds by non-school organizations for whose activities an admission is charged. The Board of Education will be notified if the fields/grounds use by nonprofit, noncommercial organizations.

K. Group Fee Schedule

Fee schedules as approved annually by the Board of Education.

L. Personnel Charges Per Hour (To be determined annually)

Supervisory

Custodial

Cafeteria

Police and Ambulance- Prevailing Rate (Payment of Voorhees Fire Department)

M. Payment of Fees/Deposit

1. A deposit of fifty percent of the total estimated fee, including all charges, must be received within fifteen working days after an organization has received notice their application has been approved. The remaining fifty percent of the estimated charges must be received within fifteen days following the event. No client shall be permitted to use the fields/grounds or have access to it until the estimate of charges has been received by the Board of Education.

2. Payment of deposits, basic usage fees and other fees must be in the form of a cashiers check, certified check or money order, made payable to Eastern Camden County Regional School District Board of Education, or in cash. A receipt issued and signed by the Vice Principal of Athletics will be provided to the client, accompany the deposit and be maintained by the Vice Principal of Athletics for audit.

3. If cancellation is made after formal approval by the Board of Education, the applicant will forfeit the deposit. Any additional charges are due fifteen days after final billing. Overcharges will be refunded in a timely fashion.

Use – Eastern Center for the Performing Arts

The use of Eastern Regional High Schools' Center for the Performing Arts for non-school purposes is governed by Board of Education Policy. Permission to use the facility under this policy can only be granted by a majority vote of the Board of Education. Completed applications should be submitted to the District Performing Arts Center Manager at least ninety days before the activity is to take place.

A. Requirements

1. The use of the Performing Arts Center may require the services of lighting technician(s), sound technician(s), stage crew (if needed), , security (paid separately by client), custodial and

supervisory staff that are of the employ of Eastern Regional High Schools. These costs are additional to all rental fees and will be billed on an hourly rate (see Fee Schedule). In lieu of services by an Eastern Regional employee, a subcontractor may be approved. Employees paid by the Board of Education for work performed at a use of facilities function are prohibited from accepting gifts and/or gratuities of any kind.

2. Performing Arts Center rental fee is as per schedule, per day or part thereof. The Performing Arts Center fee does not include any personnel. The Auditorium Manager will determine actual needs and cost estimates.

a. A security deposit of \$ 500.00 is required at the time of application.

b. Applications should be filed ninety days before the date(s) requested.

3. Rehearsal rental charge is \$400.00 for four hours, plus the hourly cost of lighting, sound, custodial, security, stage crew and supervision as determined by the Auditorium Manager. Rehearsals beyond four-hour minimum will be billed at \$100.00 per hour and personnel expenses.

4. Support Staff fees are set annually.

a. If the cafeteria is used, a minimum of one cafeteria worker is required at all times, at a cost of to be determined annually.

b. Custodial services for clean-up will be added at a rate per hour, per custodian which will be set annually.

5. Police coverage is required. The school district will determine the number of police needed for a particular event. This requirement is not negotiable. It is the responsibility of the client to make arrangements with the local police force for this necessary coverage and to make payment directly to the police department for their services.

6. Additional equipment needs will be charged on an individual basis and must be specified in the group's application.

7. All groups will be provided with a good faith estimate of charges prior to submission to the Board of Education.

B. General Rules for Usage (Eastern Center for the Performing Arts)

The failure to adhere to any or all of the following rules will result in the immediate revocation of the permission to use the Auditorium.

1. The organization may not permit the activity to exceed the listed room capacity (Performing Arts Center =1,297).
2. Use of tobacco, alcoholic beverages, drugs, and gambling are absolutely prohibited on school premises.
3. Clients using school property are responsible for the conduct of participants and spectators and must take adequate provisions to handle anticipated crowds. Children must be supervised at all times.

4. Refreshments in the IHS Lobby Area, Rooms 10/11 and dressing rooms are limited to candy, pretzels and hot/cold beverages. Foods that need cooking or warming are confined to the cafeteria area. Under no circumstances are food or beverages permitted in the auditorium, sound booth, or on stage.

5. Permission for use, when granted, is for specific rooms or areas, the remainder of the facilities are not to be entered.

6. When technical equipment or school equipment is used extensively, a designated school employee must be present and have strict supervision of its use.

7. Signs, banners, pennants, etc. are permitted to be fixed to school walls, buildings, etc, upon approval of the Auditorium Manager. All decorations, furnishings, and equipment provided by the user shall be installed and removed promptly under the supervision of the school staff.

8. The group using the facility agrees to save and hold harmless the Eastern Regional High School District and agrees to assume responsibility for all liability occurring from the uses of school property.

9. Open fire or pyrotechnics is never allowed in the school building.

10. Cleaning up of all facilities must follow the use.

C. Time Schedule (Eastern Center for the Performing Arts) is Available

1. Monday-Friday: 3:30pm to 10:30pm.

2. Saturdays, Sunday and Holiday (when school is not in session): use shall be determined at the discretion of the Auditorium Manager.

3. Requests of time/duration of usage must be made when the application is being submitted.

D. Insurance

1. Proof of adequate liability insurance by the applicant and all subcontractors must be submitted prior to final approval for the use of the auditorium.
2. The Board of Education shall not be responsible for injury to persons, nor loss or damage to personal property.

E. Fire Permit

Organizations or groups using the auditorium may be required to obtain a fire permit from the Voorhees Township Fire Marshall. The fire permit must be filed with the Auditorium Manager prior to the date the auditorium is to be used.

F. Maintenance and Use of Facilities

1. In general, the cleaning and maintenance of the auditorium shall be the responsibility of the Board of Education. However, the organization or group using the facilities shall be expected to maintain reasonable order and to properly utilize the facilities and equipment. Abuse of the facilities and/or equipment shall result in suspension of its use and the denial of all future requests.
2. Organizations granted use of the auditorium (and related facilities) shall not permit its use by any other organization in lieu of their use.
3. In granting permission for the use of the auditorium (and related facilities) it is agreed that activities determined by the Board or its agent to be in poor taste or not to be in the best interest of the school shall not be permitted or held.
4. Additional facilities, such as coatrooms, lavatories, ticket office, dressing rooms, projection/sound booth, etc. must be included in the initial request. Subsequent requests may be approved by the Auditorium Manager and may result in additional cost to the applicant.
5. Aisles and doorways must at all times be kept open and free of any objects or people standing.
6. At no time shall tickets be sold or issued in excess of rated room capacity of the auditorium or related areas.

7. The use of decorations in the auditorium or related areas must have prior approval of the Board of Education or the authorized agent of the Board. Decorating materials (in general) shall be made of non-flammable materials. At no time may materials or equipment be pinned, pasted or otherwise attached on stage curtains

G. Lighting/Sound System

1. Operation and use of stage lighting and/or the sound system shall be permitted only by authorized school personnel, or an approved subcontractor.

2. All requests for Facilities Use must include specific needs for electric, lighting and sound requirements. Connections to Eastern's sound, lighting and electrical equipment must be approved by the Auditorium Manager.

H. Parking

1. Parking is limited to areas designated as parking lots (i.e. blacktop surfaced areas round the buildings). No parking will be permitted in designated fire zones, or other areas designated as no parking areas.

2. Handicapped parking spaces are appropriately designated (marked) and shall be occupied by vehicles with the required identification only.

3. Field areas shall not be used for parking.

4. Violation of the parking policy may result in revocation of the organization's privilege to continue to use the facilities. Individuals violating parking regulations will be ticketed by the Voorhees Police.

I. Damages

Users of school facilities, as part of the application for use thereof, automatically shall assume responsibility for all damages and loss to school property that occurs while using said facilities.

J. Approval Authority

The Auditorium Manager, in consultation with the Superintendent and Director of Building and Grounds shall receive and review all applications for the use of the auditorium and shall recommend approval or denial based on the information presented in the application. The organization shall be informed in writing of the decision of the Board after its regular monthly meeting. The Board of Education reserves to itself power to approve the use of the auditorium by non-school organizations for whose activities an admission is charged. The Board of

Education will be notified of auditorium use by nonprofit, noncommercial organizations.

K. Group Fee Schedule

Fee schedules as approved annually by the Board of Education.

L. Personnel Charges Per Hour (To be determined annually)

Supervisory
Lighting Technician
Sound Technician
Security - Prevailing Rate (Payment to Voorhees Police)
Custodial

M. Payment of Fees/Deposit

1. A deposit of fifty percent of the total estimated fee, including all charges, must be received within fifteen working days after an organization has received notice their application has been approved. The remaining fifty percent of the estimated charges must be received within fifteen days following the event. No client shall be permitted to use the Performing Arts center or have access to it until the estimate of charges has been received by the Board of Education.

2. Payment of deposits, basic usage fees and other fees must be in the form of a cashiers check, certified check or money order, made payable to Eastern Camden County Regional School District Board of Education, or in cash. A receipt issued and signed by the Auditorium Manager will be provided to the client, accompany the deposit and be maintained by the Auditorium Manager for audit.

3. If cancellation is made after formal approval by the Board of Education, the applicant will forfeit the deposit.

Any additional charges are due fifteen days after final billing. Overcharges will be refunded in a timely fashion.

Adopted: 19 November 2003

Revised: 15 October 2008

Revised: 19 August 2009

© 2010 Strauss Esmay Associates, LLP
1886 Hinds Road, Suite 1, Toms River, NJ 08753
ph: (732)255-1500 fax: (732)255-1502