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District Policy

7510- USE OF SCHOOL FACILITIES

Section: Property
Date Created: February, 2008
Date Edited: June, 2019

The Board of Education believes the school facilities of this district should be made available for worthwhile 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 through the district's facilities' scheduling software and has been approved by the Superintendent or Business Administrator. The following schedule of filing deadlines shall be adhered to for scheduling purposes:

Application Deadline	Period of use
February 1	March 1 to August 31
August 1	September 1 to February 28

Every effort will be afforded to provide equal opportunity to each community program that requests usage within the application deadline. Requests received after application deadlines will be considered based on availability.

The Board reserves the right to authorize or deny the use of its facilities through the Superintendent or a designee if in its judgment there is good reason to do so. Use of school facilities will not be granted for any purpose that is prohibited by law. The Board also 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, due to a school closing due to weather or other emergency, at its discretion for good reason, if the applicant fails to follow the regulations or procedures for the use of school facilities, or fails to pay the required fees in full.

Applicants interested in using the facilities of The Somerset Hills School District must adhere to the following conditions:

1. All requests from an outside organization are to be made to the Principal's office at least two weeks in advance of the requested date of use. Requests must be made through the district software. The Principal (or designee) shall determine if the use of facilities is appropriate, and if the areas for use are available for the requested dates. If the Principal deems that the use is appropriate and does not interfere with any school programs, he/she will forward the application to the Business Office. An application fee of \$50 will be charged to cover administrative cost. A security deposit of \$200 will be required prior to the event's occurrence.

Any other fees as outlined at the end of this policy will be determined by the Business Office. Usage fees must be paid in full before the event. A permit for the use of the school is not valid until the Business Office has approved the request.

2. The buildings will not be available during holidays, vacation periods, or whenever school is not in session, unless special arrangements have been made.

3. A permit does not include the use of school equipment such as special lighting, public address system, band instruments, stage scenery, kitchen equipment, technology, etc. unless they are operated or supervised by school personnel approved by The Somerset Hills Board of Education.

4. The applicant shall provide a certificate of insurance naming the Somerset Hills School District as additional named insured. The applicant must have an insurance policy with \$1 million of liability coverage for each occurrence and \$2 million of liability coverage in the aggregate to protect the school district against claims of injury or property damage arising out of the applicant's use of the school facilities.

5. 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. All premises are to be left in the condition found upon use.

6. Written permission must be obtained from the school principal prior to decorating, installing scenery, moving furniture, or equipment alterations, etc.

7. The applicant shall adhere to the Board's policies and with all State and local fire, health, safety and police regulations. The Bernardsville Fire Department must be contacted for a fire permit at least two weeks prior to the event. Smoking, alcoholic beverages, and illegal substances are prohibited on all school grounds. The applicant is responsible for proper chaperonage as required by the school district administration.

8. The applicant shall assume responsibility for any loss or damage to school facilities or property, and will be charged for any loss or damage. The use of school equipment such as special lighting, sound system, risers, etc., must be requested by the applicant, and if specified, must only be operated or supervised by school personnel approved by the Board of Education.

9. Violation by a permit holder of any of the regulations governing the use of facilities may be the cause of cancellation of all existing permits and the denial of any permits in the future. The granting of a permit for the use of one part of the building or grounds confers no privileges for the use of any facilities other than those stated in the permit.

10. A school custodian is required to be on duty during the hours of use for any school facility. Evening events must end by 11:00 p.m. when school is in session unless special arrangements have been made and fees established.

11. The Board of Education may require the applicant to provide police protection, which, if required, shall be paid for by the applicant.

12. Applicant will post an indemnity bond for performance of its obligation under these regulations if requested by the Board of Education.

13. For events with over 100 participants, an additional custodian is required. For events with over 500 participants, additional custodians will be required as determined by School District administration.

14. 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. The youth sports team organization must provide 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.

The group in which an organization is placed shall determine priority for the use of school facilities. The Board of Education reserves the exclusive right to determine the eligibility of an organization and to assign a classification to such organization. The approval of the use of school facilities to any organization will not be considered as an endorsement or approval of the organization or of the purposes it represents.

The classification, in descending order of preference, are as follows:

A. School District Affiliated Organizations - These include the Home and School Associations, Booster Clubs, the Somerset Hills Education Foundation, etc., or any organization invited by the Board of Education, which are directly related to the overall school program.

B. Local Government Agencies/Youth Sports Team Organizations and Non-Profit Youth Affiliated Organizations - These non-profit organizations' primary purpose is to serve the youth of the our communities, and include Boy Scouts, Girl Scouts, athletic leagues, various service organizations, and the recreation departments of Bernardsville, Far Hills and Peapack-Gladstone. These organizations should serve a representative number of pupils from the communities of The Somerset Hills School District.

C. Other Non-Profit Organizations - These include civic organizations, community groups, and church groups, which serve the residents of The Somerset Hills School District. Must show proof of 501C-3 status.

D. Private individuals or profit - making organizations

Organizations classified as either group A or group B will not be assessed fees for the use of school facilities (other than Olcott Turf Field and Olcott Field Lighting), unless there are charges for custodial or other school personnel assistance. Such organizations will be charged whenever school is not in session, unless the building is already open for a school district purpose.

Organizations classified as either group C or group D shall be assessed fees for the use of school facilities and equipment, and for custodial fees as specified under Rental Fees.

RENTAL FEES

Group A and Group B - Monday through Saturday - No charge if custodian on duty for school district purposes. Otherwise \$75 per hour.

Sunday and Holidays - \$100 per hour

Group C and Group D – Usage fees according to chart below plus Monday through Saturday - \$75 per hour

Sundays and Holidays- \$100 per hour

Building Area Rental Fees	Group B	Group C	Group D
Olcott Turf Field - 2 hours	\$110	NA	NA
Olcott Field Lighting 2 hours <i>(Sept through Nov only)</i>	\$75	NA	NA
Performing Arts Center		\$1000	\$2000
Bedwell Multipurpose Room		\$250	\$500
Bedwell Gym		\$400	\$800
Middle School Multipurpose Room		\$250	\$500
Middle School Gym		\$400	\$800
High School Upper Gym		\$400	\$800
High School Lower Gym		\$500	\$1000
High School Community Room		\$250	\$500
Cafeteria		\$500	\$1000
Kitchen		\$250	\$500
Faculty Cafeteria		\$150	\$300
Classroom		\$50	\$100
Wrestling Room		\$150	\$300
Batting Cages		\$100	\$200
Special Lighting		\$150	\$300
Following Spot		\$50	\$100
Sound System		\$150	\$300
Risers		\$250	\$300

A member of the cafeteria staff is required to be on duty when the kitchen is in use. The rate for cafeteria staff is \$30.00/hour.

Areas Not Available For Rent:

- Music Room at Bernards High School
- Vocal Room at Bernards High School
- Library/Media Centers at All Schools

Technology Labs at All Buildings

Weight Room at BHS

Seating Capacities:

Bernards High School:

Performing Arts Center 1080

Lower Gym 1170

Wrestling Room 42

Upper Gym 460

Cafeteria 350

Bernardsville Middle School:

Multipurpose Room 328

Gymnasium 1000

Bedwell School:

Multi Purpose Room 369

Gymnasium 640

These rules and regulations are subject to change at any time by the Somerset Hills Board of Education. Reasonable notice of any change will be given to any applicant whose application has been approved prior to such a change.

Equal Opportunity

No pupil, employee, or other person shall, on the grounds of race, color, national origin, sexual orientation, gender, religion, English proficiency, socio-economic status, or disability be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any Somerset Hills School District program, employment practice, or activity. In addition, the curriculum promotes mutual acceptance and respect among pupils, and enables pupils to interact effectively with others. N.J.A.C. 6:4-1.3(b) and 6:4-1.5; Section 504; Rehabilitation Act of 1973; N.J.S.A. 10: S; Title IX, Education Amendments of 1972.

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

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