

**Regulation**

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USE OF SCHOOL FACILITIES

Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

- A. Class I users will be given priority for the use of school facilities over other users, except for district-sanctioned users, and may use school district facilities without payment of a use fee or service fee (exceptions may apply). Class I users include:
  - 1. Scout Troops with at least 50% resident student participation;
  - 2. Columbus Home and School Association;
  - 3. Mansfield Township-sponsored recreation activities with at least 50% resident student participation;
  - 4. Northern Burlington Regional School District.
- B. Class II users will be given priority over Class III users. Class II users will not be charged a user fee (exceptions may apply), but may be charged a service fee (see Service Fee Schedule). Class II users include:
  - 1. Any sports team not sponsored by Mansfield Township Recreation but with at least 50% township resident participation;
  - 2. Any Mansfield Township Recreation activity with less than 50% Mansfield Township student participation;
  - 3. Any Mansfield organization whose sole purpose is to benefit the community.
- C. Class III users will be given lowest priority for the use of school facilities and may use the facilities only on payment of applicable use and service fee. Class III users include:
  - 1. Organizations not listed as class I or class II.
- D. No other organization or individuals will be permitted to use school facilities.

Application Procedures

- A. Application must be made in writing and on the form supplied by the school district, which is available in the Mansfield Township Elementary School office or on the website ([www.mansfieldschool.com](http://www.mansfieldschool.com)).
- B. Application for use of school facilities should be submitted to the facilities manager not less than 10 working days before the date of the requested use. A use that requires the approval of the board must be submitted not less than 15 working days prior to a regular board meeting.
- C. The application must be signed by an adult representative of the requesting organization, who will be considered by the board to be the agent of the organization.
- D. 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.
- E. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to board policies 1330 Use of School Facilities and 3514 Equipment.

USE OF SCHOOL FACILITIES (regulation continued)

- F. All youth sports team organizations must also provide with their application, a statement of compliance with the school district's policy and regulation 5141.8 Sports-Related Concussion or Other Head Injury.
- G. No application will be processed for approval until the school calendar has been set for the applicable school year.

Approval

- A. The facilities manager 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, it has not been scheduled:
  - 1. For use in the instructional or cocurricular program;
  - 2. For maintenance, repair, or capital improvement; or
  - 3. For use by another organization.
- B. If the facility is not available for use, the facilities manager will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
- C. If the facility is available for use and the applicant meets the standards set by policy 1330 and these regulations, the facilities manager will note his or her approval on the application form, will record the classification of the applicant organization, and will forward the application to the superintendent for final approval (or for referral to the board for requests that may be approved only by the board).
- D. Standards for approval include the following limitations on use:
  - 1. School facilities shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer for programs that will interfere with cleaning and maintenance schedules.
  - 2. MTES facilities are available for use only between the hours of 3:25 p.m. and 9:30 p.m.
  - 3. JHES facilities are available for use only between the hours of 6 p.m. and 8:30 p.m.
  - 4. Outdoor Facilities will not be available:
    - a. When school is in session;
    - b. When the facility is being used for school sponsored functions;
    - c. From December 1 through March 15.
  - 5. Permission may be granted to use the facilities on Saturdays provided the user pays the overtime fees regardless of classification. All users regardless of class must adhere to program end times or be subject to overtime fees for the custodian on duty.
  - 6. School facilities are not available for use during the school day or on Sundays.
  - 7. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
  - 8. In accordance with policy 1330, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
  - 9. The board recognizes that unrestricted use of the facilities can cause major damage to buildings and fields. Therefore, it reserves the right to prohibit, rescind, or change the use of its facilities, without notice, to insure that proper care and maintenance can be accomplished.
- E. The facilities manager will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be entered on the application form.
- F. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.

USE OF SCHOOL FACILITIES (regulation continued)

- G. The person who signed the application will receive email notice of approval or denial.
- H. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
- I. The board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be 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.
- J. Permission to use school facilities is not transferable.
- K. The organization representative must inform the facilities manager of any canceled use request as soon as he or she is aware of the cancellation. An organization's failure to inform the facilities manager of a canceled use at least 10 working days in advance of the scheduled time of the use may result in imposition of service charges.
- L. 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.

Insurance and Indemnification

- A. 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.
- B. The organization and/or its representative will hold the board 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.
- C. The user shall furnish evidence of the purchase of liability insurance in the amount of:
  1. \$1,000,000 minimum – General Liability
  2. \$1,000,000 minimum A – Automobile Liability
  3. \$10,000 per person
  4. \$50,000 per person, per occurrence - In accordance with the provisions of N.J.S.A. 18A:40-41.5, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person.
  5. Worker's Compensation – minimum as required by law.
  6. Additional Insured – the following wording MUST appear on the certificate: "Mansfield Township Board of Education and elected members, agents, servants and employees"
  7. The certificate of insurance must also state the following: "The insurance afforded is primary as to any other and collectable insurance in force, with respect to any liability arising out of the use of any Mansfield Township Board of Education premises or facilities by the named insured."

Rules for the 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 regarding public assemblies.

USE OF SCHOOL FACILITIES (regulation continued)

2. The use must not exceed the established capacity of the facility used.
3. The use must not involve illegal gambling or games of chance.
4. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and board policies 4119.23/4219.23 Employee Substance Abuse and 5131.6 Drugs, Alcohol, Steroids, Tobacco (Substance Abuse).
5. Smoking is prohibited in accordance to law and board policy 3515 Smoking Prohibition.
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 defaming others.
7. Users of school facilities are required to recycle in accordance with N.J.S.A. 13:1E-99.11 and municipal ordinance No. 2006-27.

## B. Users of school facilities will respect board property:

1. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition. Cleanup of trash and debris is the responsibility of the user. The user will be solely responsible for the cost for repair or replacement of any damage.
2. The user must request and obtain permission from the facilities manager to bring equipment, chemicals, candles, 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 or grounds.
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, or it 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 request and obtain permission from the facilities manager to use, move, or tune a district piano. A piano may be moved only by a district employee.
5. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors. Damage to gym lights, lockers, or other facility elements will be billed to the user.
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 request and obtain permission from the facilities manager to serve and consume food and/or nonalcoholic beverages on school premises. The service and consumption of food and/or beverages will be strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds. The renting of the cafeteria and/or all-purpose room does not include the kitchen or its equipment. All meals must be arranged through the cafeteria manager.
9. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval of the facilities manager.
10. No school keys shall be issued to a user.
11. No animals or pets shall be allowed on school premises. On rare occasions, permission may be granted by the building principal.
12. The custodian on duty shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
13. 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, word processors, computers, and office equipment.
14. No vehicles of any type shall be operated in any area that is not designed for such vehicles.
15. With respect to outdoor facilities:
  - a. Field and play areas will not be reduced or enlarged to facilitate a program not commensurate to the dimensions of the existing program.
  - b. Fields and play areas are to be maintained by the organization (i.e., raked, batter's box and pitching mound filled level, base lines placed, etc.). All trash must be picked up and disposed of.

USE OF SCHOOL FACILITIES (regulation continued)

- c. Activities will not take place if an authorized agent of the board designates ground conditions are not suitable.

16. Proper maintenance is of utmost importance. Organizations failing to abide by this policy will immediately be denied further use of facilities. Damage to board property will be corrected at the cost of the organization.

C. Uses must be properly supervised:

1. 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. If the custodian is directed by the facilities manager to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.
2. 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.
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. Children must be supervised at all times. All participants must remain in assigned area.
4. The user must, in consultation with the facilities manager, anticipate the need for the assistance of police officers, firefighters, 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 facilities manager, the facilities manager may recommend that permission to use the facility be withdrawn. It is the user's responsibility to provide proper police protection to handle traffic or any other problems. The user will be responsible for any cost incurred by the district for any additional security.

Fee Schedule

- A. Class I users will not be charged a use fee or service fee for facility use, except that special charges may be assessed for specific services of school employees as needed (e.g., cafeteria workers, extra custodian assistance, or staff to run equipment).
- B. Class II users will be charged the following fees as applicable:
  1. Use fee: For use of cafeteria as auxiliary gym;
  2. Service fee: Pursuant to the service fee column of the table at the end of this document.
- C. Class III users will be charged both use fees and service fees, as laid out in the use fee and service fee columns of the table at the end of this document.
- D. Use of kitchen facilities requires separate, additional charges. When any part of kitchen is used, a cafeteria worker must be on duty the entire time. The cafeteria worker is present to oversee the operation of the kitchen, to insure proper use of all kitchen equipment, and to insure the kitchen is cleaned properly and returned to the condition it was found in. Separate arrangements must be made with the food service manager in addition to the facility use application. Payment for the cafeteria worker will be determined by the food service manager.
  1. The Facilities Manager will prepare an itemized bill for use of school facilities based on the approved application form. The bill will be sent to the representative of the applicant at least 10 days in advance of the use and is payable immediately.
  2. Payment must be received by the business office before the scheduled use. Permission will be withdrawn from any use that is not paid in advance, except as expressly exempted by the board. Any additional charges will be billed separately.

USE OF SCHOOL FACILITIES (regulation continued)

E. Custodial fees involve straight time, time and a half, or double time for the custodian(s) on duty for the event. Fees depend upon time and day of type of use. The minimum custodial fee will be 2 hours.

F. Additional service fees:

1. Use of folding chairs: 0-5 no charge; 6-50 \$50.00; \$0.75 for each chair over 50
2. Use of folding tables: 1-2 no charge; 3-10 \$15.00; 10 or more \$1.00 per additional table
3. Use of bleachers: \$20.00 per event
4. Use of score board: \$15.00 per event

<b>Area</b>	<b>Use Fee</b>	<b>Service Fee</b>
Athletic fields	\$20.00 per event	\$20.00 per event
All purpose room	\$75.00 per event	\$50.00 per event
Art room	\$35.00 per event	\$35.00 per event
Auxiliary gym (cafeteria)	\$50.00 per event	\$40.00 per event
Cafeteria	\$50.00 per event	\$20.00 per event
Classroom	\$35.00 per event	\$35.00 per event
Kitchen (additional charges above)	\$75.00 per event	\$50.00 1st hour + \$20.00 each additional hour
Gym	\$100.00 per event	\$20.00 per event
Library/media center	\$75.00 per event	\$20.00 per event
Lobby	\$50.00 per event	\$15.00 per event
Restrooms per set	\$25.00 per event	\$25.00 per event

Adopted: August 28, 2012

NJSBA Review/Update: December 2015

Adopted: