

### COMMUNITY USE OF SCHOOL FACILITIES

The Brick Township Schools and their facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Township affiliated student organizations, teacher organizations, educational organizations, professional improvement organizations and organized community groups shall be permitted and encouraged to use school facilities, when such use will not interrupt or interfere with programs of the school district. Prudent use and management of school facilities outside of the regular operating schedules allows the community to benefit more broadly from use of its own property. However, such community use must always respect the rights of others, particularly the rights of those residents whose properties adjoin or are close to school properties. The high school athletic stadiums and varsity field areas are reserved for school related activities only; however events sanctioned by the NJSIAA or Shore Conference, or separately approved by the Board of Education shall be allowed.

The Superintendent or his/her designee is authorized to approve and schedule the use of facilities, and establish rules and regulations for use of the district properties. Any persons violating these rules and regulations may be denied the use of school facilities. The application and review procedure will guarantee that no one organization monopolizes the facilities unfairly. All use of facilities will be ratified by the Board of Education.

Authorization for 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.

Anyone using school facilities shall supply proof of appropriate insurance coverage in the minimum amount of one million dollars for bodily injury and one million dollars for property damage, two million dollars aggregate. When kitchen use is requested, property damage coverage shall be increased to two million dollars, with an aggregate of three million dollars. Contractual liability must be included in the applicant's coverage. The Brick Township School District must be named as additional insured on an appropriate insurance certificate and be specifically endorsed onto that policy. An insurance certificate must be filed in the Use of Facilities Office prior to the outside group's use of the facilities. A Fire Permit Application must also be filed at the time of application, if the event has 100 people or more in attendance.

Use of facilities by a religious group is subject to the requirements set forth in *Resnick v. East Brunswick Township Board of Education* 389A.2 944 (1978,) which states as follows:

"Religious groups which leased public school facilities during non-instructional hours for purposes of religious services and religious instruction had to fully reimburse school boards for related out-of-pocket expenses for use of facilities, but were not required to pay commercial rental rate."

## COMMUNITY USE OF SCHOOL FACILITIES

### **Applications:**

In order to efficiently schedule the school district's facilities, applications must be submitted at least four (4) weeks in advance. If a community/civic group is going to request the use of facilities in excess of four (4) occasions per school year (July 1st through June 30<sup>th</sup>), they shall submit its annual request to the Use of Facilities Office by July 1<sup>st</sup> each year. The school district will develop a master schedule considering the needs of all community groups. If a group does not submit the annual request by July 1<sup>st</sup>, it will then receive only the facilities available at the time of the request. Organizations identified as (1) in the classification schedule must have the use of facilities request to the use of facilities office by July 1<sup>st</sup>. Each applicant will be required to complete a hold harmless agreement with indemnification and agree to be bound by the Rules and Regulations of Usage developed by the Superintendent.

### **Fees:**

A schedule of user fees shall be established for the purpose of recovering costs of the school district for utilities and other expenses unless such fees are modified through the approval of a shared services agreement. It shall be the responsibility of the Superintendent to recommend annually, or from time to time, such a user fee schedule, which shall be approved by the Board. Fees will not be assessed to Local, County, State and Federal agencies for emergency preparedness or emergency response.

The following Classification Schedule shall be used in determining fees associated with use:

1. Organizations that are under the auspices of the Brick Township Board of Education
2. All other Brick Township School-Related Organizations (i.e. PTO, PTA, Booster and Parent Clubs)
3. Organizations of Local, County, State and/or Federal Agencies
4. Brick Township Community organizations formed for non-profit (must have proof of 501C(3) status) with compensated employees
5. Brick Township Community organizations formed for non-profit (must have proof of 501C(3) status) with non compensated individuals (must provide copy of form 990) or youth based services groups (ie cub scouts, boy scouts and girl scouts)
6. All other organizations

### COMMUNITY USE OF SCHOOL FACILITIES

Brick Township Community Organizations are defined as organizations that are formed in Brick Township for the purpose of providing services to the citizens of Brick Township. Determination of such shall be made by the Superintendent, whose decision shall be final.

Classification 1 is not subject to any Cost Recovery Fees. Classifications 3 and 4 are required to pay Cost Recovery Fees. Classifications 2 and 5 are required to pay Cost Recovery Fees during July and August for building usage when buildings are normally closed, or for field usage where lights are required to be provided at Board of Education expense. Classification 6 is required to pay Cost Recovery Fees plus a 30% rental fee.

All fees must be paid in full, within fifteen (15) days upon final approval and issuance of a building permit. Check for payment should be made payable to the “Brick Township Board of Education”.

In addition to the above fees, all Classifications requesting use of kitchen facilities will be required to have a Board of Education representative (kitchen staff member) present to supervise the activity and therefore shall be charged the corresponding cost recovery of such request.

#### **Limitations:**

Permits will be granted providing that the use of building and grounds do not interfere with the school program, or endanger school property, or the health and safety of the public.

Permits must be signed and in compliance with all rules and regulations. The user must provide adequate supervision and protection. Failure to comply may result in cancellation of the permit.

Any group whose prior use indicates an inability or unwillingness to comply will be denied use of the facilities.

No amusements, trampolines or “rides” are allowed on school property without a separate prior authorization of the Board of Education.

No applicant shall sublet its usage to other groups or allow usage/activities to occur that were not part of the applicant’s initial approved application.

No alcohol shall be allowed on school property.

#### **Cancellations:**

If use is no longer needed, than applicants must cancel permits by giving advance notice (48 hours) to the Use of Facilities Department. If a Classification 5 group does not show up for a scheduled event, they shall be required to pay the applicable Cost Recovery Fees for that event.

# **POLICY**

**No. 1330**

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**BRICK TOWNSHIP BOARD OF EDUCATION**

**Community Relations**

## **COMMUNITY USE OF SCHOOL FACILITIES**

The Board reserves the right to cancel any use on which the facility is required for school purposes.

Permits may be canceled for failure to comply with applicable law, this policy or the rules and regulations developed by the Superintendent. Specific attention is called to the Township ordinance providing for the licensing and regulations of events or gatherings of public amusement.

**First Reading:            December 20, 2012**

**Adopted:**

## **COMMUNITY USE OF SCHOOL FACILITIES**

### **COST RECOVERY FEES**

High School Auditorium	\$40.00/hr
High School Cafeteria	\$40.00/hr
High School Gym	\$75.00/hr
High School Auxiliary Gym	\$50.00/hr
Middle School Cafeteria	\$40.00/hr
Middle School Gym	\$75.00/hr
Middle School Auditorium	\$40.00/hr
Elementary School Auditorium	\$40.00/hr
Elementary School Cafeteria/Gym/Multi-Purpose	\$75.00/hr
Media Centers	\$40.00/hr
One Classroom	\$20.00/hr
Two to Five Classrooms	\$22.00/hr
Six or More Classrooms	\$25.00/hr
Parking Lot – No Building Facilities	\$10.00/hr
Parking Lot – Use of Building Facilities (Electric, Water & Restrooms)	\$60.00/hr
Fields – No Lights	\$10.00/hr
Fields – Lights	\$50.00/hr
Concession Stand/Restrooms	\$10.00/hr
School Kitchen Facility	\$40.00/hr