

REGULATIONS FOR POLICY FILE CODE 1330

A. Classification of users

Groups and Organizations using school facilities that meet requirements pursuant to Board Policy 1330 aside from district sanctioned activities will be classified as follows:

1. Class I users will be given priority for the use of school facilities over other users except for district sanctioned users. Class I users may use district facilities without payment of use fee or service fee (exceptions may apply). Class I users include the following organizations:
 - Organizations with at least 50% resident participation.
 - Springfield Township Home and School Association.
 - Springfield Township Sponsored recreation activities with at least 50% resident participation.
2. Class II users will be given priority over class III users. Class II users will not be charged a use fee (exceptions may apply). Class II users may be charged a service fee pursuant to service fee schedule. Class II users include the following:
 - Any sports team not sponsored by Springfield Township Recreation but with at least 50% township resident participation.
 - Any Springfield Township Recreation activity without at least 50% Springfield Township student participants.
 - Any Springfield Township Organization whose sole purpose is to benefit the community.
3. 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 fees. Class III users include the following:

Organizations not listed as class I or class II.
4. No other organization or individuals will be permitted to use school facilities.

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the Main office of the Springfield Township School.

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2. Application for use of school facilities must be submitted to the Board of Education, not less than 10 (ten) working days before the date of the next Board of Education meeting (Board of Education meetings are the third Tuesday of each month).
3. The application must be signed by an adult representative of the requesting organization that 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.1330 Use of School Facilities.
6. No application will be processed for approval until the school calendar has been set each school year.

C. Approval

1. 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, the facility has not been scheduled for the following:
 - 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 Facilities Manager will so inform the representative of the organization and may suggest alternative dates, times, or facilities.

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3. Standards for approval include the following limitations on use:

- a. The building 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.
- b. School facilities are available for use Monday thru Friday only during the following hours:
4:00pm – 8:30pm

Permission may be granted to use the facilities on Saturdays provided the user pays the overtime fees regardless of classification, The Board of Education has the right to waive this fee. All users regardless of class must adhere to program end times or be subject to overtime fees for the custodian on duty. School facilities are not available for use during the school day or on Sundays.

- c. 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.
 - d. In accordance with Policy No. 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.
5. 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. That information will be entered on the application form.
 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. The person who signed the application will receive via email or notice of approval or denial.
 8. 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.

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9. 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 organization.
10. Permission to use school facilities is not transferable.
11. The organization representative must inform the Facilities Manager, of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Facilities Manager of a canceled use at least 10 (ten) working days in advance of the scheduled time of the use may result in imposition of service charges.
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. Insurance and 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
 - a. \$1,000,000 minimum – General Liability
 - b. \$1,000,000 minimum A – Automobile Liability
 - c. \$10,000 per person
 - d. Worker's Compensation – minimum as required by law.

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- e. Additional Insured – the following wording **MUST** appear on the certificate:
Springfield Township Board of Education and elected members, agents,
servants and employees
- f. 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 Springfield Township
Board of Education premises or facilities by the named insured.”

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.

- a. Poor sportsmanship or fighting may result in withdrawal of permission to use
facilities after approval has been granted and may constitute grounds for denying a
future application by the organization.
- b. 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.
- c. The use must not exceed the established capacity of the facility used.
- d. The use must not involve gambling.
- e. The use, possession, and/or distribution of alcoholic beverages and/or controlled
dangerous substances is absolutely prohibited, in accordance with law and Policy
No. 3151.6
- f. Smoking is prohibited in accordance with Policy No. 3515
- g. 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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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 Facilities Manager 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 24 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 Facilities Manager permission to use, move, or tune a district piano. A piano may be moved only by a district employee.
- e. Users of the gymnasium must ensure that all participants are properly supervised. Damage to gym lights, equipment, etc. will be billed to the user.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must obtain the Facilities Manager permission to serve and consume food and/or non-alcoholic beverages on school premises. The service and consumption of food and/or beverages are 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.

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- i. No signs, posters, advertisements, or other displays may be placed in a school building, or on school grounds without the approval of the Facilities Manager.
- j. No school keys shall be issued to a user.
- k. No animals or pets shall be allowed on school premises. On rare occasions, permission may be granted by the Superintendent.
- l. The custodian on duty 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, word processors, and office equipment.
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles.
- o. Proper maintenance is of utmost importance. Organizations failing to abide by this policy will immediately be denied further use of facilities.

Outdoor Facilities will NOT be available:

- a. When school is in session
 - b. When the facility is being used for school sponsored functions
 - c. During the period of December 1 – March 15.
- Field and play areas will not be reduced or enlarged to facilitate a program not commensurate to the dimensions of the existing program.
 - 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.
 - Activities WILL NOT TAKE PLACE if an authorized agent of the Board designates ground conditions are not suitable.
 - Damage to Board property will be corrected at the cost of the organization.

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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. If the custodian is directed by the Facilities Manager to perform extra services as an accommodations to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.
- 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. Children must be supervised at all times. All participants must remain in assigned area.
- d. The user must, in consultation with the Facilities Manager, 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 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.
- e. The Board further recognized 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.

SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

2146 Jacksonville Road
Jobstown, New Jersey 08041

FACILITY USE APPLICATION

Indicate area(s) to be used: (circle area)

Gymnasium MPR Stage Kitchen Library Art Room Athletic Field

Other _____

Time of use (set up and clean up time must be included) From: _____ to: _____

Date(s) of use: _____

Name of Organization: _____

Purpose of use: _____

Person in Charge: _____

Estimated Attendance: _____ Number of Adult Chaperones: _____

CHILDREN MUST BE SUPERVISED AT ALL TIMES.

Set up requested: Check or list equipment needed.

_____ Folding chairs _____ # required

_____ Projector Screen

_____ Folding tables _____ # required

_____ Microphone

_____ TV/VCR

List any additional special equipment or seating arrangements needed:

INSURANCE REQUIREMENTS

All applicants for buildings and grounds use in the Springfield Township School District **MUST** meet the insurance requirements as set forth in policy #1330 for facility use. No application for use will be processed without an insurance certificate meeting said requirements. No facility use will be approved beyond the effective date of the organizations insurance certificate. It is the sole responsibility of the applicant to produce a copy of the required insurance document.

SPRINGFIELD TOWNSHIP SCHOOL DISTRICT

2146 Jacksonville Road
Jobstown, New Jersey 08041

As a representative of the applicant, the undersigned has read the Facility Use Policy #1330 and agrees to use the facility in accordance with those regulations and the policies of the Springfield Township Board of Education and is willing to accept the responsibility for their enforcement. Further that they assume the responsibility for the preservation of order in said facility and liability for any damage thereto or loss of property that may accrue. The Board of Education reserves the right to revoke any privileges for use of facilities to any organization who fails to abide by the policy.

Applicant's Name (please print)

Billing Address

Applicant's email address

_____/_____/_____
Home Phone Cell Phone Work Phone

Applicant's Signature

Date

Administrative Use Only

Classification of User: I II III

Requested Use: _____ Approved _____ Denied

School Representative Signature

Billable: _____ YES _____ NO