

REGULATION

SCHOOL DISTRICT OF THE CHATHAMS

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R 7510. Use of School Facilities

Each user/group shall provide evidence of organizational liability insurance for at least \$1,000,000 and will name the School Districts of the Chathams as an Additional Insured. Users shall be financially liable for damage to the facilities and for proper chaperonage. The representative of the organization granted permission to use a school facility will assume responsibility for the orderly and careful use of the facility and will assume liability for any damage or loss of property caused by such use. All activities must terminate by 11:00PM unless explicitly called out in the application.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted at the time of usage request. The users of school equipment accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment or negligence. Where rules so specify, no item of equipment may be used except by a qualified operator.

The administration will restrict amplified sound until after 12:00 PM on Sundays and as otherwise determined by the administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

- The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except for fees charged by a law enforcement agency in connection with the use.
- All other organizations or persons granted the use of school facilities will distribute such regulations to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree in writing to be bound by these regulations.

Insurance and Indemnification

1. 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.
2. The applicant shall present a certificate of their insurance listing The School District of the Chathams as an additional insured.

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Rental Fees – Indoor Facilities

	Elementary Schools		Middle School		High School	
	Day	Weekend/Night	Day	Weekend/ Night	Day	Weekend/ Night
Auditorium**	N/A	N/A	\$1,000	\$1,000	\$1,000	\$1,000
Gymnasium **	\$100	\$125	\$175	\$200	\$225	\$250
Cafeteria without Kitchen	\$100	\$125	\$125	\$150	\$125	\$150
Cafeteria with Kitchen**	\$125	\$150	\$150	\$175	\$225	\$250
Media Center	\$100	\$125	\$125	\$150	\$125	\$150
Use of Classrooms	\$40/ Room	\$40/ Room	\$40/ Room	\$40/ Room	\$40/ Room	\$40/ Room

Individual rates are based on four hours of use; each additional hour will be assessed an additional hourly fee based on the area being used and the time of use. A surcharge for air conditioning, if requested, will be assessed at \$50 per hour of usage.

**Plus services of a stage manager or cafeteria worker as stated below.

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Rental Fees – Outdoor Facilities

Cougar Turf or Haas Turf fields	\$1,000
Cougar, Middle School and High School fields	\$250
All other fields	\$100

Additional Charges for all Groups Using School Facilities

Custodial	Charges after 10:00 p.m. on school days, Saturdays, and when custodians are not normally on duty other days.	\$70/hr Per Custodian
	Charges on Sundays or Holidays	\$90/hr Per Custodian
Maintenance Person	Charges for groups using Cougar or Haas fields on school days and Saturdays	\$80/hr Per Person
	Charges for groups using Cougar or Haas Fields on Sundays and Holidays	\$100/hr Per Person
Stage Crew (Pupils)	Charges for groups using the high school auditorium	\$25/hr Per Person
Stage Crew (Professional)	Charges for groups using the high school auditorium	\$75/hr Per Person
Cafeteria Worker Charges		\$50/hr Per Person
Security Guards		\$70/hr Per Person

Application Procedures

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1. Application must be made via the School system from the school district website.
2. An adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization, must register as a user in rSchool.
3. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use.
4. The application must include all the equipment and supplies that the applicant wishes to include in the use.
5. Application for use of requested facility or field may be made up to one year prior to the event.

Approval

1. The Business Administrator or assigned designee will review each application and check the school calendar to determine whether the facility request is available at the date and time requested.
2. If the facility is not available for use, the application will be denied in rSchool. The Business Administrator or assigned designee may suggest alternate dates, times or facilities.
3. The Business Administrator or assigned designee will determine the classification of the applicant organization and the fees and costs, if any, to be charged for the use of the facility and enter that on the application form
4. In the event of a conflict between requesting organizations within the same class the request received earlier by the district will be honored first.
5. Notice of the approval will be sent from School to the representative who completed the application form.
6. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after 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 by the organization.

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7. Permission to use school facilities is not transferable.
8. The organization's representative must inform the Business Administrators office of any canceled use request as soon as he/she is aware of the cancellation.
9. 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 unless an exception is granted by the School Business Administrator/Board Secretary.

Cancellation

In the event of cancellation of the need for the use of the facility the rental fee portion paid is not refundable. The costs associated with the custodial and service fees will be waived if the district did not incur those costs.

Provision of Training on School Safety and Security

1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.
2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.

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- a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

Cross reference:

Adopted: May 14, 2007

Revised: March 3, 2008

Revised: June 15, 2009

Revised: April 28, 2014 (Rate Schedule Revised for 2014/2015 School Year per Annual Reorganization Meeting)

Revised: April 27, 2015 (Rate Schedule Revised for 2015/2016 School Year per Annual Reorganization Meeting)

Revised: May 2, 2016 (Rate Schedule Revised for 2016/2017 School Year per Annual Reorganization Meeting)

Revised: May 1, 2017 (Rate Schedule Revised for 2017/2018 School Year per Annual Reorganization Meeting)

Revised: April 30, 2018 (Rate Schedule Revised for 2018/2019 School Year per Annual Reorganization Meeting)

Revised: September 16, 2019

Revised: November 16, 2020