

R 7510 USE OF SCHOOL FACILITIES

To ensure the schools are available first for educational purposes, second for youth activities, and then to other community groups; the following list shall serve as a guide for determining which groups and/or activities are to be given preference over others. The list is presented in order of highest priority to the lowest.

1. The educational programs of the Black Horse Pike Regional School District including all curricular and co-curricular offerings and activities.
2. School related non-profit organizations such as formal and informal faculty groups, P.T.A., booster clubs, parent groups, alumni.
3. The educational programs of the Runnemede, Bellmawr, and Gloucester Township school districts, including all curricular and co-curricular offerings and activities.
4. Nonprofit youth organizations based in the district serving only residents of the district for educational and/or recreational activities.
5. Local government for conduct of community related activities that are nonpartisan and nonpolitical in nature, and State and County Board of Education affiliates.
6. County and statewide youth nonprofit organizations such as Boy Scouts, Girl Scouts, C.Y.O., Y.M.C.A., Y.W.C.A., and similar groups.
7. Nonprofit organizations based within the community whose membership is at least eighty percent district residents and whose purpose is promotion of the welfare of schools and/or community. (Included might be Jaycees, Kiwanis, Lions, Rotary, Businessman's Association, taxpayers' organizations, senior citizens and similar organizations.)
8. Nonprofit adult recreation organizations whose teams and groups are comprised of at least eighty percent district residents. (The Superintendent shall establish seasonal deadlines for receiving applications for use of recreational facilities and schedule requestors as equitably as possible. Late requests may be scheduled only if an opening exists. A late requestor shall not "bump" an already approved request. When requests outnumber available facilities, approval shall be granted



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first to groups who used the facilities during the preceding year, second to groups who have used the facilities in past years, and finally in order of highest percentage of district residents.)

9. A district based nonprofit organization that does not fit into the categories listed above.
10. Community political parties that support the Federal and State constitutions for partisan or political purposes (only if approved by the Board of Education thirty days in advance, a fee is paid which will reimburse taxpayers for every cost incurred, and the organization carries liability insurance which assumes first payment responsibility and names the Board as an insured party).
11. A district based profit making organization. (Facilities may be used by a district based profit making organization or commercial business only if approved thirty days in advance by the Board of Education, a fee is paid which will reimburse taxpayers for every cost incurred, and the organization has liability insurance which assumes first payment responsibility and names the Board as an insured party.)

In general, the Board would prefer not to make school facilities available to groups, organizations, and businesses that are based outside the district. The Board will consider requests from such organizations but will grant approval only when special circumstances preclude use of school facilities in that organization's community. District groups always shall be given preference over groups based outside the district.

Rosters

Upon request of the Superintendent or a designee, groups requesting or using school facilities must furnish a roster of membership names and addresses. Any organization believed to have falsified a roster may be suspended from use of school facilities pending the next meeting of the Board of Education. The Board will act to continue or deny facility usage to that organization or group.

Religious Organizations

Requests for use of facilities from churches based within district boundaries for nonprofit and nonreligious purposes shall be treated the same as those received from other nonprofit community organizations such as those listed in priority group #7. The schools



shall not be used for religious services or instruction except in an emergency (destruction of a district based church or synagogue). Temporary emergency use may be granted but it shall be contingent upon a showing of definite effort and progress toward acquisition of replacement facilities as quickly as possible. A fee shall be charged which will cover all taxpayer costs and expenses.

Granting Approval

1. All requests for facilities usage must originate and/or be requested at the building level. Seasonal facility use will be reviewed for approval on the following dates: Fall – August 3; Winter – November 4; Spring – February 3; Summer – June 7. Applicants will receive equal consideration for use of facilities. The Building Principal shall have initial authority to grant or deny all requests for facility usage for all groups. The Principal shall establish a uniform procedure for handling and scheduling use of facilities by such groups. Fund raising activities by these groups do not require Board approval. As soon as the Principal recommends approval, the appropriate supervisors and administrators shall be notified to provide adequate planning and preparation time.
2. The Superintendent shall have authority to grant or deny requests from all groups when:
 - a. A fee is not required;
 - b. The Building Principal indicates the facilities are available;
 - c. The requestor does not fall into priority groups #9, #10, or #11;
 - d. A fee is required but no Board meeting is scheduled between the time the request is received and the date of usage, after consultation with the Board President; or
 - e. A fee is required; the group falls into priority group #9, # 10, or # 11; but no Board meeting is scheduled between the time the request is received and the date of usage, after a favorable poll of the Board.
3. In any instance where a fee is to be assessed or if a request is filed by a priority group #9, #10, or #11 organization, the Superintendent shall bring



the request to the Board table for consideration. In all cases the Superintendent's recommendation shall accompany the presentation. The Superintendent or a designee shall send notice of the Board's action to the applicant and the Principal.

4. The Principal or a designee shall maintain an accurate and complete calendar of all use of school facilities against which all facility usage requests shall be checked.

Transfer of Approval

Approval to utilize school facilities shall be granted only to the applying organization. Under no circumstances may any successful applicant transfer that approval to another group unless approved in advance by the Board or granting administrator. Violators of this transfer prohibition shall be subject to loss or denial of facility usage for a period of time established by the Board of Education.

Denial of Usage – Due Process

The Principal and Superintendent are empowered to grant facility usage requests, using the priority group list to resolve date conflicts. Requests may be denied if conflicts cannot be resolved or if the Principal and/or Superintendent believe approval would be contrary to the overall best interests of the school or community.

An appeal of the Principal's action may be directed to the Superintendent by letter, citing the reasons for disagreement with the Principal's decision. The Superintendent may act to support or reverse the Principal's decision or to place conditions upon an application approval. In all cases the letter of appeal and the Superintendent's response shall be sent to the Principal and all Board members for information purposes.

If the Superintendent's decision is unacceptable to the applicant, a written appeal may be directed to the Board of Education via the Office of Superintendent. The Board may convene a special meeting to consider the appeal or the Board may consider the appeal as part of the next regular monthly meeting.

Supervision

The Applicant shall guarantee in writing on the application form that adequate supervision will be provided during facility usage. All requests will be considered on a



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case-by-case basis to determine at what level the organization is operating when requesting facility usage.

All use of facility activities shall be attended by site supervisors, as defined as one or more administrators or supervisors or their designee when the request includes the auditorium, cafeteria, gymnasium, and or outside facilities when admission is charged for the event. The number of site supervisors is to be determined by the Building Principal based upon the anticipated attendance at the event. The site supervisors will be paid \$50 per hour, except in cases where school related organizations' events are already attended and supervised by an advisor/coach/or certified employee. Coverage of the educational programs of the Black Horse Pike Regional School District, including all curricular and co-curricular offerings and activities, is part of administrators' responsibilities and no compensation shall be paid for this responsibility, even if admission is charged for the event, unless it is determined by the Building Principal that additional paid administrative support is necessary for the safety and security of all participants and the school itself.

Compensation of district employees shall occur only through payroll procedures. Organizations assessed a fee for services of salaried personnel shall pay the fee directly to the Board of education.

The function of school representatives shall be to provide reasonable assistance to facility using groups and to report back to the Principal on matters which may require administrative or Board treatment. The school representative shall be authorized to call for police assistance if deemed necessary.



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Supervision and Personnel Charges:

Personnel Type	Description	Class Level I Cost	Class Level II & Class Level III Cost
Administrative/Site Supervisor	To be determined by Building Principal; # of Administrators based on anticipated attendance	None	Class II \$50/hour Class III \$75/hour plus 1 additional hour for travel and preparation except in cases where school related organizations' events are already attended and supervised by an advisor/coach/or certified employee
Certificated Instructional Staff	To be determined by Building Administrator and Advisor of Activity	None	Per BHPEA negotiated hourly agreement
Police Presence	To be determined by Building Principal; # of Police based on anticipated attendance	\$40/hour with a minimum of 4 hours per officer	\$40/hour with a minimum of 4 hours per officer
Custodial	To be determined by Building Principal	None	\$30/Hour
Cafeteria	To be determined by Building Principal	\$20/Hour	\$20/Hour
Stage Crew	To be determined by Building Principal	None	\$30/Hour Per BHPEA Negotiated hourly agreement
AVA	To be determined by Building Principal	None	\$40/Hour



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*Rate - The rate paid to members of the certificated instructional staff shall be as cited in the "supervision" section of this procedure. In cases of evening, weekend, or holiday usage of the facilities, one hour shall be added to the time spent by a district employee to cover travel and preparation time.

Definition of Classes

Class Level I - Use by BHPRSD educational programs, both curricular and co-curricular; sending school districts of Bellmawr, Runnemede, or Gloucester Township and their municipal bodies, other school-related and governmental agencies, and sending townships' non-profit youth organizations when there is no admission fee and/or when the facility use serves only the students of the sending districts or the local community. If additional custodial staff are deemed necessary to cover the needs of the event, the Class Level I organization will be required to cover the cost for the additional custodial staff.

Class Level II – Use by school related non-profit organizations, local and non-profit public service organizations or other entities when charging an admission fee or tuition for participation to the proposed facility use, or when the use is not open to the public. This classification may also apply to public educational groups, public universities and public colleges.

Class Level III – Use by profit-making organizations, individuals or groups engaged in business enterprise or use by non-local, non-profit organizations including those groups that do not serve the local community directly or do not have a majority of their members/participants residing in the District and/or when charging an admission fee. This classification may also apply to private educational groups, private universities, and private colleges.

Police Protection

The Principal may arrange additional police protection if he/she deems it necessary and the cost will be paid by the applicants.

Damages

All organizations shall be assessed the costs of labor, parts, and materials to repair or replace school property damaged during facility usage. If damage occurs, a report is to be sent to the Principal immediately upon discovery of the damage. This form will then



be immediately forwarded to the Superintendent. The Principal, Superintendent or Board may suspend subsequent use of facilities pending receipt of payment for damages.

Liability Insurance

Organizations using district facilities which fall into priority group #3, #4, #5, or #6, shall be required to carry liability insurance equal or exceeding \$300,000 for each event. Organizations using district facilities which fall into priority group #7, #8, #9, #10, or #11; shall be required to carry liability insurance equal or exceeding \$1,000,000 for each event.

The policy or rider shall name the Board as an insured and the user's policy as first payer. A certificate specifically defining such coverage or a copy of the policy must be furnished to the School Business Administrator/Board Secretary at least three school or work days prior to usage. The Board may act to require a higher coverage amount if an extraordinary liability exposure is perceived to exist.

Applicants shall be notified of the insurance requirement as part of the application materials. The application form signed by the applicant shall indicate an agreement to secure the required insurance coverage. Failure to produce the required certificate by the deadline date shall result in cancellation of the facility usage.

School owned lighting, dishwashing, projection, electronic, and time/score-keeping equipment shall not be made available unless operated by school personnel designated by the Principal. For all groups except priority group #1, unless the event occurs during an employee's regular work hours, district personnel shall be compensated for services rendered in accordance with applying policies and/or labor agreements. This compensation for support staff when not part of their regular workday shall be in accordance with the rate specified within the chart herein. Only authorized district personnel will be permitted to operate certain equipment and systems.

Compensation of district employees shall occur only through payroll procedures. Organizations assessed a fee for services of salaried personnel shall pay the fee directly to the Board of Education.

Nothing herein shall be construed to prohibit school personnel or pupils from donating services to facility users. When appropriate, the fee for donated services shall be waived for the facility user.

Fee Collection



The Use of Facilities Coordinator shall be responsible for collection of fees. The Superintendent's Board agenda shall list the fees involved and the notice to successful applicants shall direct them to submit fee payment directly to the School Business Administrator/Board Secretary or Designee.

If a fee has not arrived by six school or work days prior to usage, the School Business Administrator/Board Secretary shall notify the group that approval will be rescinded unless fee payment is made by three school or work days prior to usage.

If the fee does not arrive three school or work days prior to usage, the School Business Administrator/Board Secretary shall notify the group verbally and in writing that approval has been rescinded. Copies of the rescission notice shall be sent to the Board President, Superintendent, Principal, building foreman, and cafeteria manager (when applicable).

If the event goes beyond the allotted time, additional fees may be charged by the Board of Education.

Application Forms

Facility usage application forms and a set of rules and regulations shall be available in the general office of each school, on the district website, and in the district office. However, all initial requests for facilities use must originate at the building level. Completed forms must be submitted to the building principal or designee at least thirty days prior to the date of requested facility usage. The building principal/designee shall forward application forms promptly to the Superintendent for consideration and a recommendation. All subsequent information and requests from applicants also shall be communicated promptly to the school Principal or his/her designee. The Principal/Designee shall route applications to appropriate administrators and supervisors for comment before directing a recommendation to the Superintendent. Each administrator or supervisor shall indicate what will have to be done by school personnel to accommodate the applicant.

As part of the application process, the district requires a concussion certificate. The legislature has adopted NJSA18A: 41.4 and .5 requiring organizations using BOE facilities to comply with the BOE's sports concussion program (this is applicable to any sports organization requesting BOE facilities, as well as any non-sports organizations using BOE facilities and deemed necessary by the building principal/designee). The MELWeb site (NJMEL.org) has a link to a model on line program designed by the CDC to assist members comply with this requirement. The link will print a certificate when a



coach, referee or other sports official successfully completes the on line course. A copy of this certificate must be submitted to the Business Office one week prior to the event.

Fee Structure

To prevent inappropriate use of tax funds collected for the educational purpose, a schedule of fees shall be established for use of school facilities and attached to this policy. The Superintendent shall review the fee schedule periodically and make recommendations to the Board for changes deemed appropriated or needed. The schedule shall be differentiated according to priority group and purpose. Nonprofit youth organizations using facilities without an admission charge will not be charged a fee. In cases where an admission is charged, the Board shall levy fees to recover costs for district services. Profit making organizations shall be charged a fee to recover all district costs, including services of personnel, cleanup, utilities and supplies. The schedule of fees shall also become part of the application form to notify prospective facility users of their financial obligation to the Board.

All funds collected for use of field areas shall be refunded to the appropriate account for purchase of soil, gravel, seed, fertilizer, turf treatment chemicals, and other supplies needed to maintain grounds and fields. Funds collected for other facility usage shall be refunded to the appropriate account for compensation to district employees for services and supervision required during the facility usage.

The Superintendent shall recommend an appropriate budget allocation to compensate employees for services and supervision required for facility usage not reimbursed by groups and organizations.

Employee Compensation Process

Employees providing service at Use of Facility events should complete a time sheet indicating the number of hours worked.

At the conclusion of the event, the completed time sheets should be submitted to the employee's supervisor.

Supervisors should submit to the business office the names of all employees that worked the event and the numbers of hours worked.

The business office will submit employee's time to the payroll department.

Compensation for the event will appear on the employees payroll check as "other" pay.



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In-House Events

When In-house events involving finances are scheduled, the UOF Coordinator must notify the business office.

Charges are assessed by the UOF Coordinator. The UOF Coordinator will notify the applicant of their financial obligation.

Payment for the events should be submitted to the business office. Payments should be clearly labeled as a UOF payment.

Employees providing service at in-house events should complete a time sheet indicating the number of hours worked.

At the conclusion of the event, the completed time sheets should be submitted to the employee's supervisor.

Supervisors should submit to the business office the names of all employees that worked the event and the numbers of hours worked.

The business office will submit employee's time to the payroll department.

Compensation for the event will appear on the employees payroll check as "other" pay.

Schedule of Fees	Class Level I	Class Level II	Class Level III
Facilities			
AUDITORIUM			
Seating and stage (Basic fee, 4 hours)	None	\$100	\$500
Each additional hour	None	\$ 50	\$150
Dressing Rooms (each)	None	None	\$ 50
Stage lighting	None	Rate*	\$150
Choral risers	None	\$ 50	\$100
Band risers	None	\$ 50	\$150
Audio System	None	\$ 50	\$100
Dress rehearsal night	None	\$ 50	\$200
Projector	None	\$ 25	\$150



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CAFETERIA			
Seating only (Basic fee, 4 hours)	None	\$100	\$300
Each additional hour	None	\$ 25	\$ 50
Kitchen	None	Rate*	\$250
Dishwasher	None	Rate*	\$100
Audio System	None	\$ 50	\$ 75
GYMNASIUM			
Floor area (Basic fee, four hours)	None	\$ 80	\$350
Each additional hour	None	\$ 50	\$100
Bleachers	None	\$ 50	\$200
Locker room (each)	None	\$ 50	\$200
Scoreboard/clock	None	Rate*	\$150
Audio System	None	\$ 25	\$ 50
ATHLETIC FIELD			
Field area (Basic fee, four hours)	None	\$100	\$500
Each additional hour	None	\$ 50	\$150
Concession stand	None	\$ 50	\$150
Toilet facilities	None	\$ 50	\$100
Audio System	None	\$ 50	\$100
Scoreboard/clock	Rate*	Rate*	\$150
Field lighting per hour	None	\$ 50	\$100
MEETING ROOM / CLASSROOM			
ADDDITIONAL FEES			
Extension cord deposit	\$10	\$ 15	\$ 25
Piano	None	\$ 50	\$ 75
VCR and television set per event	None	\$ 10	\$ 25
Overhead projector per event	None	\$ 10	\$ 25
Continuous use of AV item by college	N.A.	\$ 25	N.A.



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Those who schedule a dress rehearsal and require services such as audio, piano, stage lighting, dressing rooms, or risers shall have to pay the fee shown for those items.

Those who use microphones, audio-visual equipment and extension cords are responsible to return them directly to the school's event supervisor for safekeeping before leaving the event.

Assessments for damage to facilities during usage shall be submitted to the Board within thirty days. Failure to comply shall result in denial of subsequent facility use by that group until the fee is paid.

Organizations and groups are responsible for compliance with applying fire code requirements and notification of the local fire marshal of their events. Facility users should understand the fire marshal will inspect the facilities just prior to the event and may require changes.

Community Use of School Facilities Excluded

Facility use applications from an organization with less than eighty percent constituent community membership, an out-of-district commercial organization or firm, an organization which does not support the Federal and State constitutions, a group which refused to pay fees associated with prior facility use or whose prior use caused excessive damage to facilities and contents, created the need for inordinately high custodial and maintenance services and individuals for personal use, shall be rejected.

Additional Considerations

Classification of applications shall be as determined by the Superintendent or designee. All possible situations cannot be contemplated within the classifications shown above. When a given request cannot be classified within established categories, or when special circumstances warrant an exception to the established classifications, the Superintendent or designee shall recommend a classification for Board consideration.

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