

## R 7510 USE OF SCHOOL FACILITIES

### A. Classification of Users

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

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:

School operations/activities

School sponsored Athletic Teams

School sponsored Extra-Curricular Groups and Clubs

2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial fees if requested use is outside of normal working hours, Monday thru Friday, 7:00 AM to 10:00 PM. Class II users include the following organizations and individuals:

PTO's

P.A.C.E.

FTEF

Freehold Township Recreation

Department sponsored groups

Township Municipality

3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and



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charges for custodial and service costs. Class III users include the following organizations and individuals:

Community Organizations

Community Political Organizations

Community Church Groups

Private Groups and Organizations

All others

4. No other organizations 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 each respective school and the Board of Education Office.
2. Application for use of school facilities must be submitted to the Board of Education Office, to the Business Office not less than fifteen (15) working days before the date of the requested use.
3. 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.
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. 7520, Loan of School Equipment.
6. Applications for Class III users will be accepted on a first come, first served basis beginning July 1 for the upcoming school year. The only



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exception is for requests for gym space during the peak rental period of November – March. Groups requesting this space may begin submitting their applications on July 1 for the upcoming school year. Applications will be held until August 30 and the gym space available to Class III users shall be assigned by the end of September. Preference will be given to Freehold Township organizations and sports that are considered in season as per NJSIAA. All remaining gym time will be allocated as equitable as possible. Once this process has been completed any additional requests for available gym space during the peak rental period shall be made on a first come, first served basis.

### C. Approval

1. The Business Administrator, Building Principal and/or their designee 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
  - 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 Business Administrator or designee will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Business Administrator or designee will note his or her approval on the application form and will record the classification of the applicant organization.
4. Standards for approval include the following limitations on use:
  - a. School facilities are available for use only on weekdays after school dismissal, and weekends not including school vacations or holidays. School facilities are not available on scheduled or emergency “early dismissal days”.
  - b. School facilities are available for use only during the hours of 4:00 p.m. and 10:30 p.m. on weekdays. School facilities are not



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- available for use during the school day, or when school is closed for holidays (no exceptions).
- 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. 7510, 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 Business Administrator and/or his designee 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. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
  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.
  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 the organization.
  10. Permission to use school facilities is not transferable.



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11. The organization representative must inform the Business Administrator or designee of any canceled use request as soon as he or she is aware of the cancellation. An organization's failure to inform the Business Administrator or designee of a canceled use at least twenty-four hours 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. Inclement weather is defined as an impending or active hurricane, tornado, nor'easter, or accumulating snow/sleet event of one (1) inch or more. It is the users responsibility to contact the Board of Education Office at (732) 462-8400 to confirm if the scheduled event is cancelled due to weather conditions. Notice of closure/cancellation will be posted on the district website and distributed to local news organizations as soon as possible.

### 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 not less than:
  - a. Bodily injury and property damage
    - \$1,000,000 combined single limit
    - \$2,000,000 aggregate,



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- b. Name the Freehold Township Board of Education as additional insured.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000.00 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 – Prevention and Treatment of Sports Related Concussions and head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation.

### E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
  - a. 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.
  - b. The use must not exceed the established capacity of the facility used.
  - c. The use must not involve gambling or games of chance.
  - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
  - e. Smoking is prohibited in accordance with Policy No. 7434.
  - f. 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.



- g. No grilles or candles or open flames of any kind permitted.
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 Property Services Chief's 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 twenty-four 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. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors. If users request in advance and utilize bleachers, it is the user's responsibility to completely clean bleachers including the floor below to the satisfaction of the custodian on duty. If users do not clean bleachers and floor below, additional custodial fees will be incurred and billed.
  - e. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
  - f. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
  - g. The user must obtain the Property Services Chief's permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment,



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serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.

- h. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Property Services Chief.
  - i. No school keys shall be issued to a user.
  - j. No animal shall be allowed on school premises without the approval of the Property Services Chief.
  - k. The Property Services Chief or his/her designee is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected.
  - l. 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, typewriters, and office equipment. Users may make use of public telephones.
  - m. No vehicles of any type shall be operated in any area that is not designed for such vehicles.
3. Uses 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 Property Services Chief 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. Custodial fees will be billed for one (1) hour before and one (1) hour after the scheduled event times for the purpose of opening and closing the facility. The Property Services Department will determine the number of custodial, maintenance





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or grounds personnel required for each event. The user will be billed accordingly.

- b. 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. The user must provide adult supervision as follows:  
One (1) adult for each ten (10) youths participating and one (1) additional adult for every twenty five (25) spectators. The names of each adult supervisor shall be listed on the Use of Facility application. Failure to comply with this requirement for adult supervision may result in the cancellation or non-approval of future events.
  - c. The user must, in consultation with the Principal, 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 Principal, the Principal may recommend that permission to use the facility be withdrawn.
  - d. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.
- F. A fee schedule will be prepared and submitted annually by the School Business Administrator/Board Secretary or designee for the Board of Education to review and approve.

The Business Office will prepare an itemized bill for the use of school facilities based on the approved application form.

- 1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs.



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2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs.
3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fees and charges for custodial and service costs.
4. Use Fees shall be charged as follows:
  - All Purpose Room - \$25.00/hr.
  - Classroom - \$6.00/hr.
  - Gym - \$25.00/hr.
  - Lunchroom - \$25.00/hr.
  - Stage - \$12.00/hr.
  - Soccer Field - \$90.00/day
  - Softball Field - \$60.00/day
  - Baseball Field - \$60.00/day
  - Groups using any field 10 or more times will be billed \$300 a quarter and not the per diam.
5. Custodial/Maintenance Fees shall be charged as follows:
  - Straight Time - \$34.00/hr.
  - Saturday - \$51.00/hr.
  - Sunday - \$68.00/hr.
6. Equipment Rental Fees shall be charged as follows:
  - Bleacher Rental - \$25.00/event
  - Chair Rental – \$1.50/each



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- Table Rental - \$3.00/each
- Gymnasium Sound System - \$60.00/event
- Stage Lighting System - \$60.00/event
- Soccer Goals - \$100.00/day

(Second Reading January 22, 2018)

(Revised)

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