

USE OF SCHOOL FACILITIES

Application for Use of Buildings and Grounds

- A. All reservations must be made through the office of the Superintendent at least two weeks in advance of the proposed use. Any request less than two weeks prior to the desired date may be a basis for administrative rejection as untimely. The Superintendent shall clear the availability of the requested facility with the school administration. Rental fees must accompany the application and all money is to be paid to the Board of Education through the business office.
- B. Any organization or agency using the building regularly during the year may file one application for the year. Any organization or agency using the building from year to year must file an application each year.

Rules and Regulations Governing Use of Buildings and Grounds

- A. These rules and regulations have been formulated to clarify the procedure to be followed, and are the responsibility of the person, group, or organization requesting the use of the school facilities.
- B. School activities will have priority in the use of school facilities. No permit for the use of a school facility shall be granted to any outside group until such time as the annual school activity calendar has been established and approved. In the event of a conflict in scheduling, approved school activities (i.e. band, school sports, clubs listed in extra-curricular activities) shall take precedence.
- C. Applicant agrees to adhere to, enforce, and be responsible for violations of the following school rules/regulations:
 - 1. No smoking on school property at any time.
 - 2. No alcoholic beverages are permitted on school property at any time.
 - 3. No gambling on school property.
 - 4. No food or beverages are allowed in the gymnasiums.
 - 5. No food or beverages are to be sold/served unless permission to do so is specifically requested in the application and subsequently approved.
 - 6. No entry into or use of areas not specifically covered by the approved application.
 - 7. Number of persons allowed in a building must not exceed seating capacity of area occupied.
 - 8. Exhibits or posters to be displayed during a meeting must be removed immediately after the facility use.

- D. Any application and approval for facility use shall not constitute a landlord/tenant relationship, but shall merely constitute a permit, which is revocable for good cause or transfer to another facility when required by school need. The board reserves the right to cancel the use of the facility in cases of emergency or in the event it is necessary to reschedule a normal activity on the date requested by the applicant. In all cases, the board will try to give as much notice as possible. Under emergency (weather or other) conditions when schools are closed for the day or when students are dismissed early, all facility use for that day shall be cancelled. If weather conditions are such that opening a school facility on a weekend or recess/holiday is in question, it is the responsibility of the user group to contact the Supervisor of Buildings and Grounds for the status of facility availability.
- E. The sponsoring group shall designate one person who will sign the application, be present from the beginning to the end of the event, and check in and out with the Board representative on site.
- F. Each organization shall assume liability for all claims resulting from accident, theft, damage to facilities or any other cause. The board requires that all groups take out sufficient insurance to protect them against any contingency. Each organization must provide the Board of Education with an appropriate certificate of insurance guaranteeing freedom from responsibility and liability to the Board in the following amounts.

Non-athletic Groups	Minimum of \$1,000,000 general liability
Athletic Groups	Minimum of \$1,000,000 for occurrence/aggregate in general liability plus another \$1,000,000 in Umbrella policy

The following hold harmless indemnification clause must be included on the certificate of insurance and the Byram Township Board of Education named as additional insured.

"To the fullest extent permitted by law, _____ shall indemnify and hold harmless the Byram Township Board of Education from and for all payments, costs, expenses, and reasonable attorneys' fees and costs arising from any and all claims and liability for losses and damages to property and injuries to persons occasioned wholly or in part resulting from any acts or omissions of the _____ or the _____'s agents, employees, guests, licensees or successors or for any other cause whatsoever arising out of or by reason of the occupancy or use of the Board's property by the _____ and the conduct of the _____'s business or use of the Board's premises."

This certificate **MUST** accompany the application for school facility use. Under no circumstances will provisions of this paragraph be waived.

- G. Organizations shall be responsible for the action of their members, invitees, and others using the facilities under their auspices. Abuse of the use permit shall constitute grounds for cancellation of reservations already made and refusal of new reservations.
- H. Organizations shall be responsible for the cost of repairing any damage or defacement of building and equipment from misuse by the organization or its guests.
- I. No applicant or user of the facilities is permitted to alter or change the facility without the express written permission from the Board of Education.
- J. Setting up of equipment (chairs, scenery, decorations, etc.) must be done outside of school hours and must not conflict with school activities or programs.
- K. Whenever the anticipated attendance at the event is expected to exceed 150 people, the applicant must arrange for police assistance to control traffic if so requested by the Board of Education.
- L. The Superintendent, Principal, Board Secretary/Business Administrator and other administrators of the district shall have free access to all areas of the school facilities at all times, including periods when the facilities are used by non-school personnel.
- M. No applicant or user of the facility may operate the equipment belonging to the school district (i.e., microphones, kitchen equipment, gym equipment, etc.) except as the user is permitted to do so in accordance with Board policy on the use of school equipment.
- N. Applicants who fail to notify the Board of Education of a change in planned weekend/holiday facility use (either a reduction in hours or a cancellation in entirety) by the close of business on the last school day before the scheduled facility use day shall be charged a minimum custodial fee as determined by the Board Secretary/Business Administrator and Board Regulations/Policy.
- O. Failure to comply with the above rules and regulations or a violation of the above rules and regulations will result in the Board of Education immediately withdrawing permission for the use of the facilities.
- P. The board reserves the right to override school use permission granted by the administration.
- Q. When circumstances dictate, the Superintendent of Schools has the authority to allow exceptions and exemptions in the application of these regulations.

This regulation will cover both the use of inside and outside facilities.

Use of the facilities will be on a first-come, first-served basis with preference being given to organizations according to the classification schedule below.

<u>Applicant</u>	<u>Classification</u>
Class A	All Byram Township Schools student-affiliated groups; e.g., student athletics, organizations and clubs, Board of Education, and PTA.
Class B	Not-for-Profit organizations.
Class C	For-Profit organizations.

Fees*

A \$10 Application Fee will be charged per activity for all Classes except Class A

Use of facilities on days when school is NOT IN session;

Class A - No Fees

Class B - Cafeteria, Cafetorium, All Purpose Room, Gym, Library or Media Center- \$25 per hour plus a custodial fee of \$35 per hour. Custodial fee will be prorated based on the number of activities scheduled.

BLES Conference Room, BIS Art Room, BIS Home Economics Room- \$10 per hour plus a custodial fee of \$35 per hour. Custodial fee will be prorated based on the number of activities scheduled.

Class C - Cafeteria, Cafetorium, All Purpose Room, Gym, Library or Media Center - \$50 per hour plus a custodial fee of \$35 per hour.

BLES Conference Room, BIS Art Room, BIS Home Economics Room - \$20 per hour plus a custodial fee of \$35 per hour.

Use of facilities after 3:00 p.m. on days when school IS IN session

Class A - No Fees

Class B - Cafeteria, Cafetorium, All Purpose Room, Gym, Library or Media Center - \$25 per hour.

BLES Conference Room, BIS Art Room, BIS Home Economics Room - \$10 per hour.

Class C - Cafeteria, Cafetorium, All Purpose Room, Gym, Library or Media Center - \$50 per hour.

BLES Conference Room, BIS Art Room, BIS Home Economics Room - \$20 per hour

Miscellaneous

A minimum of three hours will be charged for custodial fees.

Partial hours will be charged full price.

Any damage to facilities will result in a fee levy to be paid to the district. Failure to pay applicable charges or damage fees will result in the loss of all pending and future use of the Board of Education facilities.

The Board reserves the right to consolidate the schedule based on the requests received in order to increase building efficiency.

Adopted:	September 24, 2003
Revised:	February 25, 2004
Readopted:	August 25, 2010