

R 7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of the district should be made available for community purposes, provided that such use does not interfere with the educational programs of the school.

This policy applies to the use of all Manville School District facilities, including but not limited to classrooms, cafeterias, auditoriums, athletic facilities, and open areas.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the School Business Administrator/Board Secretary in priority as follows:

Group 1. Manville School District sponsored organizations including school related curricular and co-curricular activities that are supervised by school district staff; non-profit parent organizations and clubs recognized by the Manville BOE.

Group 2. Departments or Agencies of the Manville Municipality, Somerset County, or State Government and other community organizations formed for charitable, civic or educational purposes. This group includes Girl/Boy Scouts; Manville Recreation, MYAL, police, fire, rescue squads etc. (See Schedule A for fees)

Group 3. All other non-profit, civic and community organizations and members not identified in Groups 1 & 2; summer fee based camp activities that help enhance the Manville School District co-curricular programs. (See Schedule A for fees)

Group 4. All Religious Organizations – Fees will be charged for use of school facilities by religious organizations. (See Schedule A for fees)

Group 5. Private Groups and Organizations will be charged a fee for use of school facilities including all continuing education organizations, Universities, Jointure and other groups or organizations offering continuing education courses. (See Schedule A for fees)



School use is permitted at no fee for the following types of meetings which must be approved by the principal, who shall assume responsibility for the activity.

- a. The school facilities may be used without charge for meetings of pupils, teachers, parent-teacher groups, and similar groups affiliated with the public schools.
- b. Entertainments and activities held for the benefit of pupils or parent-teacher groups approved by the school authorities shall be permitted without charge.

Nonschool use is permitted by the Board for the following purposes
(See Schedule A for fees)

- a. For community recreation programs, recognized youth athletic organizations, professional education and adult education. Upon approval of a written formal application to the Superintendent or his/her designee when such meetings or activities necessitate custodial, technical or police services or contribute to increased operational or maintenance charges the cost of such services will be charged to the organization applying.
- b. Civic organizations and church groups requesting the use of school facilities for purposes of nonreligious natured designated to promote the general welfare may use the facilities for a rental fee upon written approval of a formal application to the Superintendent or his/her designee. (Rental Fees may apply as noted in Schedule A attached to these regulations)

Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Business Administrator or on the district website.
2. Application for use of school facilities must be submitted to the Business Administrator not less than 20 working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than 10 working days prior to a regular Board meeting and not less than 20 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.

CONDITIONS OF USE:

The rental of school facilities shall in no way interfere with the regular school programs or activities.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose prohibited by law.

Organizations or individuals who use the facilities/equipment shall reimburse the Board for the expense incurred by any damage which may be done and shall hold the Board of Education harmless from any obligations or liability.

In the event the School Business Administrator/Board Secretary deems it advisable, any application may be submitted to the Board of Education for action.

The granting of a permit for use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the permit. Those applicants that apply to use the ABIS Rock Wall or MHS Turf Field must indicate so on the building use form.

A permit is not transferable. If the event is to be canceled the applicant should notify the Board Office at least 48 hours in advance of the date reserved.



Special school facilities (cafeteria kitchens, stage equipment, ABIS Rock Wall, etc. will require the use of school employees trained in the use of that facility and such cost will be added to the regular fee.

Violation by a permit holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and the denial of any future permits.

The School Business Administrator/Board Secretary or Board of Education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

Smoking is prohibited at all times on all district property. No one may bring alcoholic beverages on to any school property. All facility use shall comply with State and local fire, health, safety and police regulations.

The buildings may not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

Any damage should be reported immediately to the custodian in charge/.

Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used. No district equipment shall be removed from the premises for use by non-district personnel.

The Board shall require that all users of school facilities comply with policies of this Board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

The school district shall provide a copy of Policy and Regulation 2431.4, Prevention and Treatment of Sports Related Concussions and Head Injuries, to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or interaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 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.

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 department.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Kitchens and kitchen equipment are not to be used without authorization from the Business Administrator and the cafeteria management company.

It will be the responsibility of the Cafeteria Manager, in conjunction with the School Business Administrator/Board Secretary, to determine the amount of cafeteria personnel necessary to adequately handle a specific function. In all circumstances, a minimum of one cafeteria worker shall be present while the cafeteria facilities are in operation.

All cafeteria employees shall be paid at the prevailing rate. All payments shall be made immediately at the completion of an event or activity.

User groups of athletic fields shall abide by the decisions of the Board's designated representative with regard to if weather conditions allow for the use of the field on a given day.

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 individual to contact the Board of Education for the name and phone number of the individual to contact regarding the status of facility availability.

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 day of school before the scheduled facility use day will be charged a minimum a (4) four hour custodial fee.



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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 needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.

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 district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.

Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy 7510 and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 20 October 2009
Revised: 16 November 2010
Revised: 24 April 2012



Associated Fee Schedule

RENTAL FEES

	Group 1	Groups 2 & 3	Group 4	Group 5
	School District Use	Public Activities Not for profit community organizations	Religious organizations	For Profit groups Other Long term contracts
Definition:	Organizations directly related to the school district and operation of the school (e.g. PTO student organizations, School athletic teams.	Organizations whose primary purpose is to serve the public on a community wide basis (e.g. scouts) or departments or agencies of municipal government	Religious organizations whose primary purpose is to promote non religious welfare of citizens	
Rental Fee	\$0	\$0	Yes see attached schedule	
Security Deposit	\$0	\$0	\$100	\$250
Site Manager	\$0	Yes, depending on event needs & if proper adult supervision is not provided by group	Yes if more than 100 in attendance see attached schedule for fees	Yes if more than 100 in attendance see attached schedule for fees



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Custodial Fees	\$0	Yes, depending on schedule and event needs(e.g. custodial, technician or other school personnel	Yes, depending on schedule and event needs(e.g. custodial, technician or other school personnel Yes	Yes, depending on schedule and event needs(e.g. custodial, technician or other school personnel
Proof of Ins Liability required?	PTO -YES	YES	YES	YES

RENTAL FEES:

*Building fees	Group 1	Groups 2&3	Group 4	Group 5
*Rental	\$0	\$100	\$100	\$400
*Custodian	\$0	Hourly Rate	Hourly Rate	Hourly Rate
*Site Manager	\$0	\$50	\$50	\$50

*The above Fee Schedule covers a four (4) hour period.

Turf Field Fees

GROUP 5

	Up to 100 /4hrs	101-500 /4hrs	501-1,000 /4hrs	
*Rental	\$250	\$300	\$500	
*Custodial	\$100	\$200	\$300	
*Site Mgr	\$100	\$100	\$200	
TOTAL	\$450	\$600	\$1,000	

*The above fee schedule covers four (4) hour period.



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APPLICATION FOR USE OF SCHOOL FACILITIES MANVILLE BOARD OF EDUCATION

INSTRUCTIONS:

1. After filling out this application it must be filed with the Business Administrator at the Administration Offices located at Roosevelt School 410 Brooks Blvd. Manville N.J. 08835 along with a Certificate of Insurance naming the Manville Board of Education as an additional insured. Applications received without these documents will delay the processing procedure, forfeiting your requested date.
2. Only those requests of approved groups will be honored. Groups using school facilities are approved by the Office of the Business Administrator and Building Principal.
3. Community Groups using school facilities should be familiar with the rules and regulations for use of such facilities.
4. A copy of this application will be returned to the requesting organization indicating approval or rejection. If the use form is approved, a building use permit will also be attached.
5. In the event Manville Schools are closed, all activities are cancelled.

REQUESTED DAY(s): (include ALL Rehearsals)

Day of Week:	Date:	TIME	From:	To:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(If you require additional dates, please attach a list to this application)

Name of Organization:

Address _____

Telephone Number(s) _____



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Officers of Organization:

President _____ Vice President _____

Address _____ Address _____

Telephone No. _____ Telephone No. _____

Person making arrangements with District:

Name _____

Address _____

Telephone No. _____

Person responsible for supervising activity on date of use:

Name _____

Address _____

Telephone No. _____

School Requested _____ **Purpose** _____

Facility Requested:

Cafeteria ___ All Purpose Room ___ Gymnasium ___ Classroom ___

Turf Field ___ Other ___ Other ___ Other ___

School Equipment Requested: If use is granted, the responsibility for setting up for an activity and the use of the equipment rests with the requesting group.

Kitchen ___ Microphones ___ Tables (#) ___ Head Table ___

Folding Chairs ___ PA System ___ Other ___

Will admission be charged? _____ Price of admission: _____

Use of Proceeds: _____

Number of people expecting to attend: _____

By signing below, I understand the above stated charges and agree to the rules/regulations.

Signature of Representative/Organization

Date



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TO BE COMPLETED BY BUSINESS OFFICE:

____ Priority Code

1. Uses and groups directly related to district schools and the operation of the schools, including student groups;
2. Uses and organizations indirectly related to district schools, including the P.T.A. and P.T.O. groups, and the Adult and Community Education Program;
3. Activities for school-aged children sponsored by the Manville Recreation Department or other nonprofit organizations;
4. Departments or agencies of the municipal government;
5. Other activities of the Manville Recreation Department;
6. Manville community organizations formed for charitable, nonprofit, civic, social or educational purposes;
7. Manville community church groups;
8. Manville community political groups;
9. Manville industrial or business groups not engaged in profit-making;
10. Manville commercial or profit-making organizations; or private social functions, on fee paid basis, to be reviewed annually by the Board;
11. Nonprofit groups or organizations which are not located in Manville
12. Profit-making group or organizations which are not located in Manville

Based on the information submitted, your estimated charges are: (to be determined after submission and approval of application):

____ None	_____ Rental Fees
____ Custodial	_____ Number of Hours
_____ Number of Persons	_____ Rate
_____ Number of hours/person	Fire Safety Permit Enclosed _____
_____ Rate/Hour	Certificate of Insurance Enclosed _____

This application has been: _____ **Approved** _____ **Rejected**

Signature of Building Principal

Signature of Business Administrator

Date

Date



MANVILLE SCHOOL DISTRICT NED PANFILE FIELD RULES OF USAGE

- **Motorized equipment is not permitted on the field.**
- **Food and beverages are not permitted on the field**
- **Sunflower seeds are strictly prohibited**
- **Chewing gum is strictly prohibited**
- **Smoking is prohibited by law on school property**
- **Metal cleats are not permitted on the field**
- **Stakes of any kind are NOT to be driven into the field**
- **Equipment shall be carried, not dragged onto the field**
- **Portable player benches shall be placed on mats on the field.**
- **Spectators are not permitted on the field proper**
- **Chairs, umbrellas, tents or flags are not allowed on the field.**
- **The property shall be cleaned of all debris at the conclusion of the event. This includes the field, spectator stands and parking lot.**
- **The responsible party shall make certain that all lights have been turned off and secure the facility.**

Manville proposed Field Use Rules 9/15/2010

