

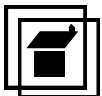
R 7510 - USE OF SCHOOL FACILITIES

The Hopewell Valley Regional Board of Education believes that the school facilities (buildings, playing fields, and grounds) are a community resource. As such, facilities shall be available for use by community groups, for meetings and organizational objective activities, when that does not interfere with regular school activities. The Board reserves the right to limit facility access as the result of excessive use.

PRIORITIZATION OF FACILITY USE

The priority use of the school buildings will be determined by participant category. Facility use is subject to the terms and conditions outlined below:

- I. **Directly Affiliated Organizations:** This category includes: organizations directly affiliated with the Hopewell Valley Regional School District including classes, teacher groups, parent-teacher organizations, district affiliated student organizations, professional improvement organizations (teachers & staff), the Hopewell Valley Education Foundation, the Hopewell Valley Recreation Foundation, and the Hopewell Township Parks & Recreation Department.
- II. **Non-Profit Youth / Hopewell Valley Recreation Organizations:** This category includes organizations that are open to all school age residents. Examples include but are not limited to: Boy Scouts, Girl Scouts, Brownies, youth organizations that are open to all school-age participants regardless of skill or ability level, Hopewell Valley community recreation programs. This category also includes adult group meetings related to the administration of youth programs in this category.
- III. **Other Non-Profit Organizations:** This category includes but is not limited to: Organizations that limit participation based on competitive selection and adult programs.
- IV. **Other Recognized Organizations:** This includes Not for Profit groups that do not have 501(c)3 designation and For Profit groups and others who are not noted in groups I, II and III. These organizations must be located within Hopewell Valley.



- V. **Outside the District Groups:** This includes organizations that are not located within the communities of Hopewell Valley. These organizations may be subject to a minimum of \$1,000 security deposit dependent on facility being used.
- Within Categories II, III, IV above, priority will be given to programs/activities that directly align with the requesting organization's mission and provide a broad level of participation among Hopewell Valley Regional School District residents.
 - Programs/activities for Hopewell Valley youth have priority over adults during the early evening hours with the intent not to schedule youth beyond 9:00 p.m. on school nights. Youth will be provided reasonable amounts of time for their programs/activities while every effort will be made to maintain reasonable levels of programs/activities for Hopewell Valley adults. Consideration will be given to the appropriateness of the facility for the age of the participants.
 - For athletic programs/activities, in addition to the above priority use categories and criteria, consideration will be given to the sports season as recognized by the NJSIAA schedule.
 - If priority use and the above considerations above do not resolve scheduling priority use among organizations/groups requesting athletic facilities, the administrative designated committee will determine which program/activity should receive priority.

PARAMETERS FOR FACILITY USE

- Groups II, III, IV, V will be charged for facility use based on "Schedule A Fees."
- Facility use fees include the employment of a Site Supervisor
- A custodian (black seal license needed) must be present during all activities.

See "Schedule A" for the rates.



- If custodial services are required beyond 11 PM on week days, custodial fees will be billed at time and one half hourly pay and will be based on actual time worked after 11 PM.
- On weekends/holidays, groups are subject to custodial fees based on the following parameters: A minimum of 1 ½ hours for set up and cleaning afterwards, with a total minimum time of 4 hours. Fees will be based on the group's allotted time for a given activity.
- All groups must maintain a minimum of 50% of participants as residents of Hopewell Valley in order to qualify for priority use, except as provided for league or tournament contests as set forth below.
- Athletic contests between teams in a recognized youth league or tournament are considered to meet the community residency requirement so long as district residents constitute 50% of one of the participating teams in the league or tournament, provided the sponsoring Hopewell Valley organization has reciprocal relationship for facility usage in other participating organizations in other towns. In this case, the required certificate(s) of insurance must cover all teams' use of the facility. When this clause invoked or approved, the administration will inform the Board of both its review and decision.

LIMITATIONS

1. The use of school facilities will not be granted for observances or celebrations that are essentially private in nature.
2. Groups in category I, II, III recognized nonprofit township based groups holding events where any funds being raised are for nonprofit purposes provided they comply with all local ordinances and applicable laws, and regulations.
3. Groups may not use school equipment without the expressed prior approval of the district administration.
4. Custodians (black seal license needed) must be present at all times when the building(s) are in use.



5. Use of buildings and grounds cannot endanger school property or the health and safety of the public.
6. A group must comply with the building use rules and regulations.
7. The Superintendent must be satisfied that adequate supervision of groups using the buildings and grounds will be provided at all times.
8. Failure of any organization or participant to comply with these regulations may result in denial of future use by such organization.

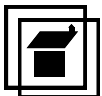
APPLICATION PROCEDURES

1. Building Use Request

All organizations requesting the use of school facilities must be completed at least thirty (30) days in advance of the date requested for use. 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.

2. Accompanying Documentation

- **Category II, III, and IV organizations/groups must attach the following to the Building Use Request Form**
 - a. A description of the activity/program for which the facility will be used,
 - b. Certificate of insurance (with a minimum of \$1,000,000 liability coverage) naming the Hopewell Valley Regional School District as an additional insured.
- **Category II & III Organizations must also attach the following to the Building Use Request Form:**
 - a. A copy of non-profit status (STATUS TITLE 15A: 9-4)
 - b. A copy of the Internal Revenue Service's determination letter showing that the requesting organization is a 501(c)3 organization.



3. If the facility requested is not available at the time and date requested, the superintendent's designee will inform the representative of the requesting organization of alternative dates, times, or facilities that might be available.
4. Notification of a denied request will be made in within 30 days of the application date. A written explanation as to the reason for the denial will be appended to the denied Building Use Request Form and returned to the representative that made the request.
5. An appeal of a denial must be made in writing within 5 working days of receipt of the denial. The building use coordinator must respond in writing to the appeal within 5 working days. If the appeal is not grated, the requesting organization can request that an administrative designee committee review the determination. The Superintendent designee shall respond within 10 working days of the request. This decision will be final.

CANCELLATIONS

1. Permits may be canceled by the applicant by reasonable advance notice to the Superintendent. Applicant will be charged for any costs incurred by the district by virtue of the applicant's failure to provide reasonable advance notice.
2. The Board reserves the right to cancel any scheduled use whenever facilities are required for school purposes.
3. Permits will be canceled for failure to comply with public law, these rules & regulations, and/or Board policy.
4. After-school, evening or weekend building use will be canceled if inclement weather or other emergencies necessitate the closing of a school building(s).
5. The Board reserves the right to deny an application and to withdraw permission to use school facilities even approval has been granted and use has commenced from any organization whose representative has willfully made misrepresentation on the application. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.

CARE OF PROPERTY

- Any damage must be paid for by the applicant.



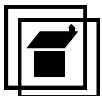
- Adequate supervision and protection must be provided by the applicant.
- Paper, bottles, and other debris shall be removed from school property or left in receptacles.

USE OF APPARATUS / SPECIAL FACILITIES

- No equipment is to be brought into or onto school property unless noted in the application or obtained by special permission.
- Stage lighting panels are to be operated only by a person arranged for by the school. The user will be charged for this service (See fee Schedule A).
- Requests to use kitchen equipment must be made at least thirty (30) days prior to date of the event. Arrangements must be made to have a member of the cafeteria staff present to supervise such use—minimum of four hours. The user will be charged by the food service management company for this service.
- Use of scoreboards is only granted with approval of the district administration.

OTHER

- All school buildings and parking lots must be vacated by 11:00 p.m. (unless prior approval has been granted) or police will be contacted.
- Facility use permits are not transferable.
- Use of the buildings and grounds is restricted to the areas defined in the application.
- Smoking is not permitted in school building or on school grounds.
- Refreshments or food may be consumed only in the areas designated by school authorities.
- Alcoholic beverages shall not be brought to or be consumed in the buildings or on school grounds.



- Gratuities or any compensation in addition to fees shall not be offered to or accepted by any district staff.

Site Supervisor Responsibilities

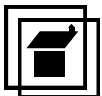
A district employed site supervisor will be present at the Board's discretion. The Supervisor's duties include: ensuring the group(s) are following the allocated space guidelines, making sure the facilities are prepared for the reserved group(s), securing the facilities, trouble shooting, evaluating number of participants, provide point of contact for participant groups for any immediate concerns. In the event of a misallocation of space or any other on-site issues, the Site Supervisor will make the final determination.

Custodian Responsibilities

A district employed custodian (black seal license needed) is required for all activities requiring all access to inside facilities. The custodian will provide access to all requested spaces, provide a comfortable environment, ensure facilities are kept clean and well maintained, and quickly act to remedy any issues which make the environment hazardous or uncomfortable.

Adopted: 27 April 2009

Replacement reviewed by Finance/Facilities Committee: 8/10/11, First Reading: 9/19/11, Second Reading and Adoption: 10/17/11



REGULATION

HOPEWELL VALLEY REGIONAL BOARD OF EDUCATION

Property
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USE OF SCHOOL FACILITIES

RATES FOR FACILITIES USE (EFFECTIVE January 1, 2012) SCHEDULE A

School	Facility	HOURLY FACILITIES RATE (Additional custodians may be necessary)				MINIMUM WEEKEND CHARGES							
		Weekdays				Saturdays *				Sundays & Holidays **			
		Group II	Group III	Group IV	Group V	Group II	Group III	Group IV	Group V	Group II	Group III	Group IV	Group V
All Schools	Gyms, Multi-Purpose Rooms Media Centers, Cafeteriums	\$25	\$30	\$40	\$50	\$35	\$40	\$50	\$60	\$50	\$60	\$80	\$100
	Tennis Courts (when income producing)	\$25	\$30	\$40	\$50	\$35	\$40	\$50	\$60	\$50	\$60	\$80	\$100
	Classrooms	\$15	\$20	\$25	\$30	\$25	\$30	\$35	\$40	\$50	\$60	\$80	\$100
	Fields	\$15	\$20	\$25	\$30	\$15	\$20	\$25	\$30	\$15	\$20	\$25	\$30
Central High School Performing Arts Center	PAC	\$150	\$200	\$300	\$400	\$150	\$200	\$300	\$400	\$150	\$200	\$300	\$400
	Additional Required Fees												
	Student Workers for lighting and sound (Min 2)	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15	\$15
	Event Supervisor (1)	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30
	Custodians (1)	N/A	N/A	N/A	N/A	\$60	\$60	\$60	\$60	\$60	\$60	\$60	\$60
	Other Fees/Services												
	Dressing Rooms	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35	\$35
	Lighting Adjustments, backdrop hanging, special stage prep	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30	\$30
Lighting Consultation (2 techs)	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	\$100	

- Notes
- Custodial rates are based on a ratio of one custodian for every 250 participants. If the district determines that the event requires additional custodians, users will be charged a minimum of 4 hours per custodian
 - All weekend and holiday rentals require a custodial/maintenance fee of \$60/hour with a minimum of 4 hours in addition to regular hourly rental fee whenever
 - Fees may be negotiated for long-term use of facilities

