

# **Pemberton Township Board of Education Regulation**

**Community Relations**

**Series 1000**

## **USE OF SCHOOL FACILITIES**

**Regulation 1330**

**Date: September 1, 2011**

**Date Revised: January 1, 2017**

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### **Introductions**

The Board of Education recognizes that school facilities are public property. However, the Board also recognizes that the primary purpose of the facilities is to support the education of young people, and as such, cannot permit non-school activities to interfere with that purpose. Therefore, the Board will permit public use of school facilities in accordance with this policy.

The Board further recognizes that unrestricted use of school facilities can cause major damage to fields, courts, and buildings. Therefore, to insure that proper care and maintenance can be accomplished, it reserves the right to prohibit, rescind or change the use of its facilities without notice. The Board, and/or its agents, reserves the right to suspend or prohibit any use of school facilities regardless of prior approval.

#### **A. Approval Process**

1. An on-line application for facilities usage, including building and ground usage, should be completed by the member of the sponsoring organization who will be directly responsible for the supervision of the event.
2. The on-line application is on the school website under facilities usage tab.
3. Once the building approves the date/activity the application is reviewed by the Business Office for calculation of personnel costs and final approval.
4. An email will be sent by the Business Office through the system to the organization showing final approval. A separate email will be sent a week later with an attached invoice if applicable.
5. A week before the event, payment is expected (in the form of a check, certified check, or money order payable to the Pemberton Township Board of Education)
6. Should there be additional charges due to damage or additional personnel time; the sponsor will be notified as soon as possible.
7. For events with more than 500 anticipated occupants, a copy of the approved application will be forwarded to the local police, fire department, and emergency medical service. All approved applicants must provide security either with local Police Department or our district personnel. Additionally, anyone using Pemberton facilities must either (1) attend a meeting on emergency procedures or (2) participate in a teleconference with our Security Chief (609-893-8141 ext 1009)

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### B. Priorities of Usage

All school sponsored activities have top priority and take precedence over all other organizations and functions. The following list designates the order of priority.

1. Organizations of the township whose functions are sponsored by the school district (includes student, teacher, and parent groups.)
2. Pemberton Township youth groups that are not part of or directly sponsored by the school district.
3. Adult groups/organizations in Pemberton Township.

### C. Application

1. Information provided on the application must represent as accurately as possible the intended facility usage and number of persons expected.
2. The application must list all areas that will be occupied by the attendees, for both the primary function and for any auxiliary uses, such as restrooms, ticket booths, dressing rooms, or for displays, refreshments, etc.
3. Facility Usage Application shall be submitted in accordance with the "Instructions and Procedures for Facility Usage" posted on the District Website.
4. Organizations must request only those facilities, dates, and times that are expected to be used. Groups shall not make application for excessive dates and times during which the facilities may or may not be used, or, in a manner that would prevent equal usage by other organizations. Those organizations found to abuse facility scheduling will receive last priority in future applications. Unwarranted or impractical requests will be returned to the sender for modifications prior to further review, which may delay the approval process.

### D. Insurance

1. All organizations, upon approval of their application, must provide a copy of a certificate of insurance showing general liability coverage for the specific event. The insurance must be for at least \$1,000,000 combined single limit of liability, and is for the protection of participants (including athletic participants if applicable), spectators, the public, and the Board. The required document must be submitted at least 10 working days prior to the event. (Insurance requirements can be found on District Website)

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### E. Supervision of Events

1. Each requesting organization is responsible for proper supervision of all activities, participants, spectators, and usage of the facilities as well as oversee no one is left unattended at any time. Proper supervision will be determined by the district and communicated to the user prior to approval. The district reserves the right to require police presence when deemed necessary at the cost of the user.
2. The requesting organization is responsible for the safety of participants and spectators by utilizing commonly recognized safety procedures.
3. The person or persons who signed the application must be present to supervise the event at all times during occupancy. If there are unforeseen circumstances during which the signed applicant is not expected to be present, the Building's office shall be notified immediately of the change of the designated person. If there are multiple sites, there should be a site supervisor at each.
4. The highest-ranking agent of the Board (in attendance) will be responsible for insuring that the safety rules and constraints as defined in the usage application for the activity are met. In case of an event in which more than 500 persons are anticipated, a district supervisor will be assigned for the specific purpose at the cost of the user.
5. Should it be determined by the agent of the Board that the activity is not meeting the guidelines established, or the statements on the application permit, he/she shall immediately notify the activity supervisor of his/her findings. The agent of the Board and the activity supervisor shall agree on a plan of corrective action to alleviate the hazard. If the hazard or infraction is not corrected to the satisfaction of the agent of the Board, he/she is authorized to order the stoppage of the activity and evacuation of all spectators and participants.
6. Organizations and/or activity supervisors, who do not cooperate with the agent of the Board, will be referred to the Pemberton Township Police Department for intervention.

### F. General Rules

1. Alcoholic beverages in any form are not to be brought onto, served, or consumed on school property. Revocation of permission to use and/or immediate ejection from the facilities may result for violation of this resolution.
2. Smoking is absolutely prohibited in all district grounds in accordance with school policy and Pemberton Township Ordinance.

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3. Facilities cannot be used for any purpose prohibited by law or that may result in loss of funds to the district.
4. The organization using the facilities shall be liable for all damages and injury to Board property, and shall reimburse the district for all costs of repair and/or replacement (including labor).
5. Organizations granted use of school facilities and/or grounds may not, under any circumstances, permit the use of said facilities and/or grounds to any other person(s) or organizations(s) in lieu of, or in addition to, their use. Private vendors will not be permitted to conduct business on school property without completing a vendor permit form, and having received specific approval by the district.
6. Any activity and/or meeting determined by the Superintendent or his/her agent to threaten safety, welfare or property, or otherwise deemed to be inappropriate, will not be permitted. Proper decorum must be maintained at all times.
7. The use of Board of Education equipment or supplies such as tables, chairs, ladders, etc. will be prohibited.

### **G. Rules for Use of Buildings**

1. At no time may persons be allowed to occupy any area in excess of the permitted "Occupancy Load" of the space.
2. Hallways, aisles, stairwells and other fire exit components must not be blocked. Doors marked as "EXITS" must be able to be opened at all times. Hallways are not to be used for displays or storage of materials. If necessary, additional areas shall be requested in the application for this purpose.
3. Fire/emergency protection equipment such as fire extinguishers, emergency lighting, electrical panels, sprinkler heads, fire alarm pull stations, and all fire detection equipment shall not be blocked, covered, or their effectiveness reduced in any manner.
4. Parking shall be in designated parking spaces only. Parking shall not block fire lanes or prevent immediate access to the building at any time. It shall be the responsibility of the user to enforce parking, using parking attendants if necessary. Vehicles parked in non-designated areas are subject to towing at the expense of the vehicle owner.

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5. Containers of flammable liquids and gases, or any other hazardous chemical or material, are strictly prohibited in all buildings, Use of such materials outside buildings may be permitted upon previous notification and approval of the Supervisor of Facilities.
6. The use of decorations in any area must have prior approval from the Building & Grounds/Safety Office. In general, these materials must be non-flammable. At no time may materials or equipment be stapled, pinned, pasted, or otherwise attached on stage curtains, walls, or painted surfaces. The use of cellophane or duct tape is also prohibited on these surfaces.
7. Refreshments, meals, or food items are to be served and consumed only in the cafeterias or other stipulated areas rented for that purpose. Food or beverages are not permitted in classrooms, gymnasiums, auditoriums, and hallways.
8. Renting the cafeteria does not include the use of the kitchen or its equipment. If such usage is required, a Board of Education representative must be provided to supervise and operate the equipment at a cost to the user.
9. The operation and use of stage lighting and sound systems will be permitted only by authorized school personnel employed for that specific purpose at a cost to the user.
10. Parking lots and other outside areas used by the attendants of an event shall be policed for trash and debris after the activity is completed. Additional charges will be levied if school personnel must perform this function.

### **H. Rules for Use of Fields and Courts**

1. Use of outdoor facilities does not include the use of school buildings, restrooms, storage sheds, concession stands, or the press box without specific written request and approval.
2. Tennis courts will not be scheduled, reserved, or otherwise restricted for use, except for use by the high school program. The public is welcome on a first-come, first-served basis, in accordance with posted rules and regulations.
3. Fields and play areas will not be reduced, enlarged or adapted to facilitate a program not commensurate to the dimensions of the existing high school program, i.e. baselines changed, pitching distances altered, pitching mound lowered or raised, base paths shortened, goals moved, etc.
4. Activities will not take place if an authorized agent of the Board designates ground conditions are not suitable. If high school games are not played because of inclement conditions, no other "outside" games will be permitted. Immediate termination from the facilities may result for violation of this regulation.

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5. Fields and play areas are to be maintained by the organizations, i.e. cleaned, hand raked, batter's box and pitching mound filled level, base lines placed, etc.
6. Fields play areas, parking lots, and the general area must be policed for trash and debris after the user's activity is completed.
7. Alteration of any property or equipment owned by the Board of Education is prohibited i.e., digging ditches for drainage, cutting chains, locks, fencing, etc.
8. Golf is prohibited on school property.
9. Dogs are prohibited on school grounds.
10. Vehicles are not permitted on any portion of the field area for any reason. Exception; one vehicle may be brought to the spot when an injury to a participant or spectator necessitates emergency measures.
11. Spectators and participants must park vehicles in paved or designated areas only. Violation of the parking policy will cause automatic revocation of the organization's privilege to continue using the facility.

### **I. Damages**

1. Users of school facilities, as part of the application for use thereof, automatically assume responsibility for all damages and loss to school property that occurs while using said facilities. The users must agree to indemnify and hold the Board of Education and its agents harmless from all losses, claims, and expenses including attorney's fees, damages and other costs.

### **J. Organization Classification**

1. **Class I Organizations** – All school facilities can be used free of charge by organizations whose sole purpose is to benefit the interest of Pemberton Township school children. Included in this classification are:
  - a. Pemberton Township Recreation Department
  - b. Boys Scout s of America
  - c. Girl Scouts of America
  - d. Booster Clubs
  - e. Band Boosters
  - f. Pemberton Youth Athletic Programs

*Note: The use of school facilities by Class I Organizations for the purpose of profit-making activities will be charged in accordance with Class II usage and fees.*

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2. **Class II Organizations** - Class II organizations are Pemberton Township non-profit groups whose primary purpose is to benefit the community. Groups in this classification will be charged the fees established under Class II usage. Included in this classification are:
  - a. Pemberton Township police, firemen, and emergency squads
  - b. American Legion and its auxiliaries
  - c. Veterans of Foreign Wars and its auxiliaries
  - d. Pemberton Lions, Rotary, Kiwanis and Jaycees
  - e. Civic Organizations
  - f. Religious Organizations
  
3. **Class III Organizations** - Class III organizations are groups in Pemberton Township whose sole purpose is to build up or benefit their own organization or interest, whether an admission fee is charged or not. Included in this classification are:
  - a. Dance Schools
  - b. Music Schools
  - c. Other similar Pemberton Township Groups

### **K. Schedule of Facility Fees 2013-2014-2015-2016**

<u>Area</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>
Auditorium	No Fee	\$200.00	\$450.00
Foyer	No Fee	\$ 40.00	\$ 60.00
Cafeteria	No Fee	\$ 75.00	\$ 100.00
Kitchen	No Fee	\$ 75.00	\$100.00
Gymnasium	No Fee	\$200.00	\$400.00
Classrooms	No Fee	\$ 30.00	\$ 45.00
Fields	No Fee	\$ 50.00	\$100.00

### **L. Schedule of Facility Fees As of January 1, 2017**

<u>Area</u>	<u>Class I</u>	<u>Class II</u>	<u>Class III</u>
Auditorium	No Fee	\$300.00	\$500.00
Foyer	No Fee	\$ 40.00	\$ 60.00
Cafeteria	No Fee	\$100.00	\$200.00
Kitchen	No Fee	\$100.00	\$200.00
Gymnasium	No Fee	\$300.00	\$450.00
Classrooms	No Fee	\$ 30.00	\$ 45.00
Fields	No Fee	\$ 50.00	\$100.00

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**M. Schedule of Personnel Fees**

1. Custodial personnel must be present during all activities. The number of custodians required per event will be determined by the Building Grounds Supervisor, based on the areas in use, number of persons expected, and the services that will be required. The district will attempt to keep the number of personnel required to the minimum necessary.
  
2. Hourly Rates:

Custodian	\$35.00 Per hour
Audio-visual Technician	\$45.00 Per hour
Cafeteria Worker	\$35.00 Per hour
Security	\$45.00 Per hour
  
3. A district supervisor will be assigned by the building principal for events with attendance over 500 persons. This person will be required to report to the facility and insure that all rules and regulations are being obeyed, after which he/she must remain on call for the period of the event. The cost for a district supervisor will be a fixed fee of \$100.00.

*Note: All fees for facility use and personnel will be made payable directly to the Pemberton Township Board of Education.*