

# REGULATION

## Somerset Hills School District

Section: Property

7510. USE OF SCHOOL FACILITIES

Date Created: October, 2008

Date Edited: January, 2016

### 7510. USE OF SCHOOL FACILITIES

The Somerset Hills Board of Education is pleased to encourage the use of its facilities for worthwhile, non-profit purposes when such uses do not interfere with the school program or ideals of the community.

The Board of Education reserves the exclusive right to determine the eligibility of an organization and to assign a classification to any application for the use of school facilities.

Those organizations whose aim and intended use are consistent with the general policy – Use of Facilities - shall be considered eligible and classified as follows:

Community Organization shall be construed to mean an organization whose headquarters is within the confines of The Somerset Hills School District and whose membership is entirely from within the district.

Area Organization shall be construed to mean an organization whose headquarters is within the confines of The Somerset Hills School District and whose membership consists of a representative number from within the district.

Invited Organization shall be construed to mean an organization that has been invited by the Board of Education to host approved programs.

The following rules and regulations have been formulated to clarify procedures and responsibility of The Somerset Hills Board of Education and the organization requesting the use of school facilities.

### Application

1. All requests by an outside organization are to be made at the Principal's office at least three weeks in advance of the requested date of use. Requests must be filed on-line, using the "School Dude" program for Bedwell Elementary and Bernardsville Middle School. For

Bernards High School, a use of Facilities Form should be submitted to the principal's office. There shall be a non-refundable application fee of \$50.00 to cover administrative costs.

2. The Principal shall determine if the use of facilities is appropriate and within the context of the district intended use. If deemed appropriate, and does not interfere with the education program, the application will be forwarded to the Business office, where fees will be determined.
3. When the request is granted by the Business office, and the applicant agrees to the charges associated with the use of facilities, it shall constitute a permit which may be revoked by The Somerset Hills Board of Education upon reasonable grounds and notice.

### Regulations

1. Violation by a permit holder of any of the regulations governing the use of facilities may be the cause of cancellation of all existing permits and the denial of any permits in the future. The granting of a permit for the use of one part of the building or grounds confers no privileges for the use of any facilities other than those stated in the permit.
2. All premises are to be left in the condition found upon use.
3. A permit does not include the use of school equipment such as special lighting, public address system, band instruments, stage scenery, kitchen equipment, technology, etc. unless they are operated or supervised by school personnel approved by The Somerset Hills Board of Education.
4. Any damage to Board property and/or equipment as a result of use of facility and/or equipment will be assessed and charged to the applicant.
5. Applicant will be responsible for any damage to school property and will save the Board of Education harmless from liability to which the Board may be subjected to by reason of applicant's use of the school facility.
6. Applicant is to use the school facilities at applicant's own risk. The applicant must have a policy of liability insurance for its use and the school district's protection against possible claims for personal injuries or property damage arising out of the applicant's use of the

school facilities. The policy must have \$1 million of liability coverage for each occurrence and \$2 million liability coverage in aggregate. A Certificate of Insurance naming The Somerset Hills Board of Education as an additional insured must be submitted prior to final approval.

7. Written permission must be obtained prior to decorating, installing scenery, moving furniture, or equipment alterations, etc.
8. Smoking, alcoholic beverage, and controlled dangerous substances are prohibited on school grounds at all times.
9. A school custodian is required to be on duty during the hours of use for any school facility. Evening events must end by 11:00 p.m. when school is in session unless special arrangements have been made and fees established.
10. No fees are to be paid to custodians or other workers. All fees will be billed by the School Business Administrator/Board Secretary on an hourly basis in addition to the rental fees listed below.
11. The Board of Education may require the applicant to provide police protection, which, if required, shall be paid for by the applicant.
12. Applicant will post an indemnity bond for performance of its obligation under these regulations if requested by the Board of Education.
13. These rules and regulations are subject to change at any time by The Somerset Hills Board of Education. Reasonable notice of any change will be given to any applicant whose application has been approved prior to such change.
14. The following rental fees shall apply to area organizations, and when appropriate to community and local organizations. Rates and fees are based on a per occurrence use basis.

#### Equal Opportunity

No pupil, employee, or other person shall, on the grounds of race, color, national origin, sexual orientation,

gender, religion, English proficiency, socio-economic status, or disability be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any Somerset Hills School District program, employment practice, or activity. In addition, the curriculum promotes mutual acceptance and respect among pupils, and enables pupils to interact effectively with others. N.J.A.C. 6:4-1.3(b) and 6:4-1.5; Section 504; Rehabilitation Act of 1973; N.J.S.A. 10: S; Title IX, Education Amendments of 1972.

Building Area Rental Fees	Non-Profit	For-Profit
Performing Arts Center	\$1000	\$2000
Bedwell Multipurpose Room	\$250	\$500
Bedwell Gym	\$400	\$800
Middle School Multipurpose Room	\$250	\$500
Middle School Gym	\$400	\$800
High School Upper Gym	\$400	\$800
High School Lowe Gym	\$500	\$1000
High School Community Room	\$250	\$500
Cafeteria	\$500	\$1000
Kitchen	\$250	\$500
Faculty Cafeteria	\$150	\$300
Classroom	\$50	\$100
Wrestling Room	\$150	\$300
Weight Room	\$150	\$300
Batting Cages	\$100	\$200
Equipment	Non-Profit	For-Profit
Special Lighting	\$150	\$300
Following Spot	\$50	\$100
Sound System	\$150	\$300
Risers	\$250	\$300

Organizations that are invited by the Board of Education to host approved programs will not be charged building or rental fees.

#### Custodial Hourly Rates

Custodial fees are charged for set up and clean-up for all events. A minimum of one hour will be charged for services rendered.

Custodian and Equipment Operator Fee      \$42.00/Hour

Holidays and Sundays                                      \$54.00/Hour

A member of the cafeteria staff is required to be on duty when the kitchen is in use. The rate for cafeteria staff is \$30.00/hour.

#### Areas Not Available

Music Room at Bernards High School

Vocal Room at Bernards High School

Library/Media Centers at All Schools

Technology Labs at All Buildings

#### Seating Capacities

##### High School

Performing Arts Center	1080
Lower Gym	1170
Wrestling Room	42
Upper Gym	460
Cafeteria	350

##### Middle School

Multipurpose Room	328
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##### Bedwell School

Multi Purpose Room	369
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Issued: 1 October 2008

Revised: 7 January 2015

Revised: 9 December 2015

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