

REGULATION

Ramapo Indian Hills School District

Section: Property

7510. USE OF SCHOOL FACILITIES

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Facilities Usage

School facilities may be used by groups for other than school activities when:

1. The use does not conflict with school needs and/or maintenance schedules; and
2. The use is approved by the Superintendent or, at the Superintendent's request, the Board of Education.

The group requesting the facility must:

1. Contact the Athletic and Student Activities Director at the appropriate location;
2. Ascertain that the space and date are available;
3. Complete the Use of Facilities Form, the Hold Harmless Agreement, and the Insurance Certification Application to the satisfaction of the administration; and
4. Provide indication that they will pay fees and/or costs if required.

All users of the facilities shall:

1. Use only the equipment and furnishing specific to the rental;
2. Not handle drapes, blinds, dividers or similar equipment;
3. Obey all fire, parking and safety regulations;
4. Allow no food in the building except where specifically permitted as part of the application for use; and
5. Be responsible for order and discipline, the condition in which they leave the property, and/or damage to equipment and/or property.

All non-school users of the facilities shall not use the names, mascots and/or colors associated with the District or either high school in identifying their entity or in marketing their programs.

1. By law, the Board of Education may, subject to reasonable regulations adopted by the Board, or upon notification of the Commissioner of Education, permit the use of any school building and rooms therein, and the grounds and other property of the District, when not in use for school purposes, for any of the following purposes:
 - a. For holding such educational, social, civic and recreational meetings and entertainment and for such other purposes as may be approved by the Board of Education;
 - b. For such meetings, entertainment, and occasions where admission fees are charged as may be approved by the Board of Education; and
 - c. For polling places, or holding elections, for the registration of voters and for holding political meetings.
2. It is the obligation of the Ramapo Indian Hills Regional High School District Board of Education to provide suitable facilities (buildings, furniture, equipment and grounds) to meet the educational needs of the school children of this District. However, the Board recognizes the desirability of cooperating with all organizations in the utilization of school facilities for community programs and entertainment insofar as they do not interfere with regular school activities.
3. The use of any school facilities for other than school purposes shall be within the policies prescribed herein to protect the interests of the Ramapo Indian Hills Regional High School District Board of Education.
4. School activities shall have priority in the use of school facilities. No permit for the use of a school facility will be granted to any outside group until such time as the annual school activity calendars have been established and approved.
5. Except under special conditions, the use of the school buildings or grounds during the school day shall be limited to the educational program and school activities as scheduled. The special educational equipment and apparatus of the school system, other than stage equipment, are to be used only for educational purposes and will not be loaned or rented unless prior written permission is received from the School Business Administrator/Board Secretary.
6. In approving any application for the use of the school facilities as described herein, the Board reserves the right to cancel such reservations upon reasonable notice for any such cause which it deems good and sufficient or to assign other suitable space in the event that any important school activity makes this action desirable or necessary. The Board also reserves the right to change the rules and regulations and rental charges without notice.
7. Any arrangements of furniture or the installation of any special equipment, furnishings, apparatus, etc. shall be done only with the prior written consent of the School Business Administrator/Board Secretary, and under the supervision of the appropriate school staff, and any associated costs for labor or materials shall be borne by the using group or organization.

8. No granting of permission to use school property shall carry with it any right to exclude members of the Board of Education, the Superintendent, the Principals, the School Business Administrator/Board Secretary, or any representatives of the Board of Education from the property. Any member of the Board of Education, the Superintendent, the Principals, or the School Business Administrator/Board Secretary, or any representatives of the Board of Education shall have at all times full and free access to any part of the buildings and grounds.
9. Requests for use of any facility must be made at least two months in advance of the scheduled events unless waived by the Superintendent.

Supervision of Activity and General Requirements

1. No school building, equipment or grounds shall be open to any activities not a part of the regular school program, unless there is a responsible adult person in charge of the activity, who has been designated in the application by the organization conducting the activity. A school custodian shall be designated to be in attendance during such activity.
2. Any organization or group that has been granted the use of a school facility shall assume full responsibility for the conduct of all persons while they are in or about the buildings and grounds, and shall enforce the Board's rules and regulations as outlined herein.
3. Organizations or groups that have been granted permission to use a school building or grounds shall be fully responsible and liable for any damages to school property while using same. The Board of Education assumes no liability to such organizations or individuals attending such activities, and requires that such organizations or groups obtain liability insurance policies in the amounts satisfactory to the Board of Education, covering bodily injury and property damage, containing the prescribed Hold Harmless Clause, and naming the Ramapo Indian Hills Regional High School District as "additional insured". Prior to the use of the buildings and/or grounds, such organizations or groups shall furnish the Board of Education with a certificate evidencing insurance coverage in not less than the following amounts:

\$500,000	Bodily Injury
\$500,000	Property Damage

The Board of Education may also, at its discretion, require submission of a special indemnity, guarantee or bond against damage or loss.

Rules and Regulations

All activities shall be limited to the specific part or parts of the building and/or grounds for which the permit was granted. There is to be no use of ancillary athletic field areas and/or equipment (e.g. pole vault and high jump pits) unless otherwise agreed to in the permit specifications. Actions deemed inappropriate and/or continuous in occurrence can call for the right of the Board of Education to revoke the stated permit.

1. Lessee agrees to comply strictly with all ordinances, rules and regulations of the Board of Health, Police Department, and Fire Department regarding public assemblies. Use of facilities will be limited to capacities approved by the Fire Department.
2. No open fires or flames of any type are to be allowed on school premises without the written permission of all regulatory agencies governing such activities and the Coordinator of Facilities and Operations.
3. Smoking and the use of smokeless tobacco are strictly prohibited in all District-owned buildings and on all school grounds. Violators are subject to penalties as set forth by statute and the Ramapo Indian Hills Regional High School District's Board policies.
4. Alcoholic beverages are not to be brought, served or sold on the school premises (buildings and grounds) in any form. Anyone under the influence of alcohol or otherwise disorderly will not be allowed on school grounds.
5. Any use of, possession of, and/or person under the influence of narcotics or other drugs are strictly prohibited in school buildings and on school grounds.
6. Refreshments and Meals

Under no conditions are meals to be served in the gymnasium, nor are food, candy, drinks or other refreshments to be sold or taken into the gymnasium or auditorium.
7. Opening and Closing Hours

The premises may not be occupied prior to 8:00 a.m. and must be vacated by 12:00 midnight unless prior special written permission is granted by the Board of Education.
8. Kitchen

The renting of the cafeteria does not include the kitchen or its equipment. All dinners or meals must be arranged through the Director of Food Services. Catering services will be permitted in the cafeteria and kitchen, but a member of the cafeteria staff must be present to supervise the activity, and will be paid for by the lessee at the prescribed rates. A second cafeteria employee must be employed to run the dishwashing machine if it is to be used, and also paid for by the lessee at the prescribed rates. No one other than a trained cafeteria employee is to be responsible for the dishwashing machine.
9. Decorating

Admission to the building will not be granted for arrangements of building space by the applicant during school hours or during school activities. Generally, decorations will not be permitted, although exceptions may be allowed if approved in writing by the School Business Administrator/Board Secretary.
10. Pianos

Pianos shall not be removed from stage to floor or vice versa, except by written permission of the School Business Administrator/Board Secretary. The work shall be done only by those engaged in the business of piano moving, or approved by the School Business Administrator/Board Secretary, and at the cost to those renting the building. If a school piano is to be used, any tuning of this piano must be done through the School Business Administrator/Board Secretary, and such expense will be charged to the lessee.

11. Non-School Property

Scenery, properties and rented pianos must be delivered after 3:00 p.m. on the day of use and removed before 12:00 p.m. the following day. In the event that properties are not removed in accordance with these regulations, the Board reserves the right to remove such equipment and scenery at the expense of the applicant. Arrangements shall be handled through the head building custodian.

12. Temporary Work

No person or organization renting any school facilities shall do any temporary construction work, such as installing temporary seating, platforms, or runways, or install any additional lighting equipment, wiring or projection equipment, without the approval of the Board of Education before commencing such work, and shall not use such temporary construction, lighting equipment or working until the work as installed has been approved by the School Business Administrator/Board Secretary or the Coordinator of Facilities and Operations. Under no condition shall nails or other materials be driven into the stage, gym floor or other woodwork. No signs of any kind are to be hung in or about the school building or premises, and no part of the building may be marked or defaced in any way.

13. Printed Tickets

In the event that the applicant shall print tickets for the use of any part of the school building to be rented to it, said tickets shall have printed upon them in noticeable places the following language: "No liability for injuries or damages sustained by holder is imposed upon the Board of Education, Ramapo Indian Hills Regional High School District."

14. Missing Articles

The Board of Education shall not be responsible to any of the users of the District buildings for any articles which may be stolen or mislaid.

15. Concessions

The renting of school property from the Board of Education does not carry with it the right to grant or sell a "concession" to any person or group. Such arrangements must be made through the Board of Education.

16. Gymnasium

Suitable rubber-soled footwear shall be used for all athletic affairs and any gymnasium

classes. For dances, no hob-nail shoes or boots, or any other footwear likely to damage the floor shall be permitted. This regulation will also apply to all types of musical or marching units.

17. Prohibitions

School facilities shall not be used by or on behalf of any individual or any foreign or domestic organization, association, movement, group or combination of persons which are subversive, communistic, fascistic or which advocate or approve the commission of acts of force or violence to deny others their rights under the Constitution of the United States or seek to alter or advocate altering the form of government of the United States by force or other unconstitutional means.

18. Summer Use

School facilities may be used during the summer or other vacation periods provided such use does not interfere with the maintenance of the school building.

19. Games of Chance

Raffles, drawings or other forms of gambling for chance are prohibited unless proper New Jersey licenses have been obtained.

20. Other Uses

Only those portions of the building as specifically requested in the approved application form may be used. The use of any other part of the building is prohibited. Areas deemed off-limits due to the presence of construction vehicles and materials are strictly prohibited to the lessee.

21. All decorations or scenery must be flame proofed in accordance with the fire code and the State Board of Education rules and regulations.

22. The Coordinator of Facilities and Operations, custodial person on duty, or security representative on duty shall have the authority to terminate use of a facility when he/she determines that the facility is being damaged. An example is a soccer or football group using a field which is muddy and should not be used.

23. Football and soccer game fields (the lower fields) shall not be used by any outside organizations unless approved by the administration.

24. Any equipment or supplies which are left longer than forty-eight hours following the scheduled event will become the property of the Board and may be disposed of by the Board.

25. Automatic night setback on heating systems will cause buildings to become cool during evening and weekend hours. If heat or air conditioning is requested, an additional charge may be assessed.

Classification of Users

School functions, athletics and extracurricular activities shall have first priority over any and all non-school uses. No permit shall be issued for the use of school facilities which shall conflict with the priority of classes as set forth herein, unless specific such approval is granted by vote of the Board of Education. When two or more groups request simultaneous use of a school facility, preference will be given to that function which serves best the maximum number of Ramapo Indian Hills Regional High School District students.

All groups must be approved by the Board of Education.

Use of Facilities

Class A

Ramapo Indian Hills Regional High School District affiliated groups including parent-teacher-student organizations, employee organizations, Board of Education advisory groups, adult education.

Municipal government agencies including recreation commission, volunteer ambulance corps, civil defense, and appointed groups of the municipal governments from Franklin Lakes, Oakland and Wyckoff (the FLOW area).

Community youth groups including Boy Scouts, Girl Scouts, church-sponsored youth groups for sports from the FLOW area, parent-teacher-student groups of constituent elementary school districts needing use of a facility not available in the elementary school district.

Class B

Non-profit activities whose primary purpose is to serve youth in the FLOW area on a community-wide basis, including local civic organizations, local religious groups, local political organizations, and local community service organizations.

The above groups must have seventy-five percent of its membership comprised of residents of Franklin Lakes, Oakland, and/or Wyckoff in order to qualify as a local organization.

Class C

This class shall include all other organizations, not included in Class A and B above, when using school facilities, including but not limited to profit making organizations such as dance and theater groups and out of the FLOW area non-profit organizations.

Class D

This class is limited to camps and/or clinics run for profit by Ramapo Indian Hills Regional High School District coaches.

Class E

NJSIAA State events and Bergen County Coaches Association sponsored events - refer to Class A fee schedule.

Class E entities are responsible for the fees associated with custodial overtime and police usage.

Schedule of Fees

Facilities Fee Schedule					
	Class A Daily	Class B Daily	Class C Daily	Class D Weekly	Class E Daily
Auditorium (Performance)	N/C	\$500	\$1,000	\$2,000	N/C
Auditorium (Rehearsal)	N/C	250	500	1,000	N/C
Gym (LR Included)	N/C	200	400	800*	N/C
Media Center	N/C	100	200	400	N/C
Classrooms	N/C	50	100	200	N/C
Music Room	N/C	100	200	400	N/C
Athletic Field	N/C	250	500	1,000*	N/C
Cafeteria	N/C	100	200	400	N/C
Home Econ	N/C	50	100	200	N/C
Little Theater	N/C	100	200	400	N/C
Concession Stand	N/C	25	50	100	N/C

*The charge for the use of the gym and/or the athletic fields shall be the amount listed or \$15.00 per student per week whichever is greater.

The School Business Administrator/Board Secretary shall determine whether or not a site manager, police and/or ancillary personnel are required, and shall establish the numbers needed. All uses that are open to the general public shall require a site manager.

Classes B-D lessees are responsible for the payment of custodial overtime and police fees.

Classes B-D lessees are responsible for the payment of \$125.00 site management fee, \$25.00 use of lights fee, and custodial overtime and police fees where applicable.

All classes are responsible for fees associated with custodial overtime and police fees as a result of the use of facilities on a Sunday.

In order to ensure that facilities are left clean and undamaged after use, security deposits shall be posted prior to use as follows:

Class B	\$ 500.00
Class C	\$1,000.00
Class D	\$ 250.00

Security deposits will be used to clean and restore facilities if needed. If not needed, they shall be returned to the lessee.

Athletic field use does not include the use of locker rooms and lavatories found within the school building.

The fee schedule is based on a minimum of five hours of use per rental. The allotment of time includes the one hour of set-up time and one hour of clean-up time if need be. The time also includes the daily pre- and post-inspection conducted by the site manager or custodian assigned to the event and the lessee representative assigned to this task.

The lessee will be charged a prorated hourly rate for any use of the facilities that exceeds the five hour allotment of time as per the agreement. This prorated fee is based on a per hour computation of the fees set forth for each facility component listed.

Custodians

Custodian(s) are required:

1. To be in attendance during the hours of rental;
2. To act as the general custodian of school property and equipment;
3. To clean and make the building ready for the next school day;
4. To facilitate the operation of the athletic field lighting system if need be; and
5. To conduct the pre- and post-inspection of the facility being used.

Any such damages or related issues observed in the post inspection will be charged to the lessee.

At least one employee of the Board of Education must be on duty whenever the building is in use except as specified in other regulations adopted by this Board of Education.

Time spent by the custodian(s) in cleaning the facilities used by the lessee must be paid for by that lessee.

Custodial fees will not be charged to school-affiliated groups (Class A) when these fees are reasonable and are incurred because of a fund-raising activity the proceeds of which are to benefit students. Prior to scheduling these fund-raising activities, plans shall be submitted to the School Business Administrator/Board Secretary for approval. All classes will be charged for custodial overtime in the event of a function that takes place on a Sunday.

The number of custodians required for each rental will be determined by the School Business Administrator/Board Secretary or designee. Volunteer help from the organization renting the facility shall be used to the extent possible.

Police

Police may be required during the hours of rental for traffic control and other functions, at the expense of the lessee, and as determined by the Board of Education.

Expenses for police will not be charged to school affiliated groups (Class A) when these fees are incurred because of a fund-raising activity, the proceeds of which are to benefit students. Prior to scheduling these fund raising activities, plans shall be submitted to the School Business Administrator/Board Secretary or designee for approval.

Equipment

Operators for technical equipment, such as the stage lights and sound equipment, may be required by the Board of Education if such equipment is to be used. Required operators shall be paid for by the lessee. An attendant must be present when any cafeteria/kitchen equipment is to be used and must be paid for by the lessee.

Payment of Fees

Rental fees, including custodial and police charges, will be billed after the use of the facilities, and are payable within thirty days of the date of billing. Payment in advance may be required at the discretion of the Board of Education.

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