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District Regulation

7510 - USE OF SCHOOL FACILITIES

Section: Property
 Date Created: November 2020
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The Board of Education will begin to accept requests for facility usage according to the following schedule:

A. CLASSIFICATION AND SCHEDULING PRIORITY

Organizations will be Classified and pre-approved by the Board of Education on a yearly basis at the July meeting. If a group does not abide by all applicable Board of Education policies, the group's preapproved classified status may be revoked at any time within the sole discretion of the Board of Education. Requests for use will be classified and given priority according to the following criteria (i.e. Class I shall have highest priority, Class II next highest priority and so forth):

1. Class I School District

Use by groups directly related to the school and the operation of the school, including pupil and teacher groups and student clubs, as well as use by organizations indirectly related to schools, including P.T.A./PTO and other organizations that support the schools and educational activities.

2. Class II Recreation and Governmental

Use by Barnegat Township Youth Recreation-based non-profit Organizations, or other youth-based local or national affiliated non-profits operated exclusively for the benefit of children (and whose membership is 75% children who are residents of Barnegat, as well as any governmental agency or unit whose purpose is to exclusively serve and benefit the residents of Barnegat.

3. Class III - Community Organizations formed for Charitable, Civic, Social or Educational Purposes

Use by adult athletic leagues or community-based non-profit organizations formed for charitable, civic, social or educational purposes with membership composed primarily of Barnegat residents. All groups who wish to qualify under this category must be pre-approved by the Board of Education.

4. Class IV- Religious Organizations

Pursuant to N.J. Stat. Ann. § 18A:20-34, may be required to produce proof of future resident upon request to the Board of Education.

5. Class V – Other

Recreational groups and other non-profit organizations with membership composed primarily of non-residents and which do not have a direct affiliation with Barnegat Township, as well as Community Church Groups regardless of the residency of the majority of their respective membership.

B. SCHEDULING SUBMISSION DEADLINE

1. School Athletics:

- Requests for use during Sept- November will be submitted by July 30th
- Request for use during Mid-November-February will be submitted by September 20th
- Request for use during March – June will be submitted by January 5th
- Requests for use during July – August: submit by May 15th

2. Schools and in school organizations (i.e., P.T.A./PTO) may submit full year usage by August 1st.

3. Township may submit requests beginning August 15th, except that Township requests for Gym or field usage will be submitted seasonally two weeks after the end of school sports - July, September, January and May

4. All other groups may submit requests beginning August 15. One month after the last deadlines noted above, all groups, including school usage will be on an availability use only basis.

C. THE USE OF SCHOOL FACILITIES WILL NOT BE GRANTED FOR ANY PURPOSE THAT IS PROHIBITED BY LAW

The use of school facilities will not be granted for the advantage of any commercial, profit-making organizations, partisan organization engaged in political activity, private social function, or any purpose that is prohibited by law. Individuals, groups, agencies, and/or organizations other than Class I and II, who request the use of facilities for charitable fundraisers may be accommodated by majority vote of the Board.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

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 inaction 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 \$1,000,000 per person, per occurrences; 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.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy 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.

The organization shall be required to provide adequate security to ensure protection of all used areas. The user must anticipate the need for the assistance of police officers, fire fighters and/or parking attendant. All such services must be arranged by the user and will be at the expense of the user. The person designated for security for the event must be named on the application and be present on the day(s) of the event. Special requests of facility usage for times later than 10:00 p.m. will be accommodated upon the approval of the Board. Facility usage after 10:00 p.m. will incur additional cost.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence and will be charged full replacement cost. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration. The user will be responsible to pay the District directly at a rate established by the Board. In the case of the auditoriums, if more equipment is needed, additional operators may be required and the users will also be responsible. Operators must be approved by Board majority.

In case of cancellation, the facilities use office must be advised no later than forty-eight hours preceding the use of the facility. If no notice is received and the user fails to appear, the organization must pay the fee and the regular charge for extra services of each custodian employed for the time the building is kept open.

The Board shall approve annually a schedule of fees for the use of school facilities based on class and the following guidelines:

The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.

An estimate of fees will be provided with the acknowledgement of the approval of the application. The full fee for the event plus a refundable security deposit of \$250 must be paid 5 days in advance of the event or the reservation will be cancelled.

Guidelines/Fees Schedule

Hours	Class I	Class II	Class III	Class IV
District Operational Hours	None	Energy Use Fee (EUC)	Facilities Charges + EUC	Facilities + EUC and Personnel Charges
District Non-Operational Hours *	Personnel Charges + EUC	Personnel Charges + EUC	Facilities + EUC and Personnel Charges	Facilities + EUC and Personnel Charges

* Non-operational hours are Saturdays, Sundays and holidays when school use may be permitted, but custodial coverage would require the district to pay overtime.

Single Use Facility Fees

All Classes	Barnegat High School	Russell O. Brackman Middle School	All Elementary Schools
Auditorium #	\$300	\$200	\$100
Gymnasium	\$150	\$100	\$ 75
Cafeteria ##	\$ 75	\$ 75	\$ 75
Classroom	\$ 20	\$ 20	\$ 20
Library	\$ 60	\$ 50	\$ 50
Other Common Areas	\$ 20	\$ 20	\$ 20

School Grounds	\$ 75	\$ 75	\$ 75
Energy Use Fee	\$ 15	\$ 15	\$ 15
Football Stadium	\$300 per day		

Covers maximum use of 4 hours. Additional time would be at additional cost.
 ## Use of kitchen/concession will require school kitchen staff at additional cost.

Flat Rate Seasonal Facility Fees **

All Classes	Barnegat High School			Russell O. Brackman Middle School			All Elementary Schools		
	Uses Per Week Up to 10 Weeks			Uses Per Week Up to 10 Weeks			Uses Per Week Up to 10 Weeks		
	1/wk	2/wk	3/wk	1/wk	2/wk	3/wk	1/wk	2/wk	3/wk
Gymnasium	\$750	\$1500	\$2250	\$500	\$ 1000	\$1500	\$ 375	\$750	\$1125
Cafeteria ##	\$375	\$ 750	\$1125	\$375	\$ 750	\$1125	\$ 375	\$750	\$1125
Classroom	\$100	\$ 200	\$ 300	\$100	\$ 200	\$ 300	\$100	\$200	\$ 300
Library	\$300	\$ 600	\$ 900	\$100	\$ 200	\$ 200	\$ 50	\$ 50	\$ 50
Other Common Areas	\$100	\$ 200	\$ 200	\$100	\$ 200	\$ 200	\$100	\$200	\$ 200
School Grounds	\$375	\$ 750	\$ 1125	\$375	\$ 750	\$ 1125	\$375	\$750	\$ 1125

** Represents a 50% discount over single use fee for a similar time frame and includes energy usage fee. Total fees and a refundable security deposit of \$250 must be paid 5 days before the scheduled event. Additional weeks in the case of playoffs or tournaments will be charged following the event(s) at the prorated cost per week calculated by dividing the above by 10.

Use of kitchen will require school kitchen staff at additional

Personnel Charges

Personnel	All Classes Operational Hours/Non-Operational Hours and Sat/ Sunday
Custodial/Maintenance/Grounds	\$20 / \$30 / \$40 per hour
Security	\$20 / \$30 / \$40 per hour
Sound/Lighting	\$30 per hour
Chartwells	\$16 /\$16 /\$16 per hour

The Board of Education, by majority vote, reserves the right to relax, waive or increase fees due to unforeseen/unmitigated circumstances.

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

Adopted: 24 November 2020

