

7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Director of Facilities, except that the Board, through its administration staff, reserves the right to withdraw permission after it has been granted.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
2. Uses and organizations indirectly related to the schools, including the / PTA/PTO;
3. Departments and agencies of municipal government;
4. Governmental agencies generally;
5. Community organizations formed for charitable, civic, social, or educational purposes;
6. Community religious groups;
7. Organizations holding charitable events in which the organization will donate all of the profits to charity or the Randolph Board of Education.

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations. Users shall be financially liable for damage to the facilities and for proper chaperonage. All activities must terminate by 10:00 p.m. unless permission is granted by the Director of Facilities.

All security procedures established by the Randolph Board of Education must be adhered to and are the responsibility of the user. The Board of Education reserves the right to require additional security measures as it deems necessary.



Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing. 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.

No item of equipment may be used except by a Board of Education staff member or by a qualified operator approved by the Board.

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

1. The use of school facilities for activities directly related to the educational programs, athletic programs and district service organization shall be without cost.
2. Use of the district's buildings and/or grounds by the following organizations shall be without cost except that the user shall be responsible for additional staff services required by their use, any fees charged by a law enforcement agency in connection with the use and any additional utility costs generated by the user.
 - a. Randolph Board of Education recognized booster clubs, and service clubs;
 - b. Randolph Township and its affiliated Township entities;
 - c. PTA/PTO, PTSA and REF organizations;
 - d. Randolph Township scouting organizations;
 - e. Not for profit organizations such as: NJMEA, NAFME, NJSIAA, MCADA, etc.
3. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use, any fees charged by a law enforcement agency in connection with the use and any utility costs generated by the user.
4. The district reserves the right to close its buildings to use as it deems appropriate. Any request for access by any group during these periods will be subject to all applicable costs as determined by the Board.



The Superintendent shall develop ~~regulations~~ **procedures** for the use of school facilities; such ~~regulations~~ **procedures** shall be distributed available 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 in writing to be bound by these regulations.

1. The following organization will be assessed fees only to cover, and in the amount of, any personnel charges that are the result of overtime incurred by the district.
 - a. Randolph Board of Education recognized booster clubs and service clubs;
 - b. Randolph Township and its affiliated Township entities;
 - c. PTA/PTO, PTSA and REF organizations;
 - d. Randolph Township scouting organizations;
 - e. Not for profit organizations such as: NJMEA, NafME, NJSIAA, MCADA, etc.
2. The following organization will not pay any facility use fee, utility charge or any associated personnel charges.
 - a. PEC organization;
 - b. The Ironia Reelers.



POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY 7510/Page 4 of 4 Use of School Facilities

Schedule of Charges for School Facilities
Effective 7/01/09; Revised: 10/15/13; 10/18/16, _____

Hourly Rental Fee	
High School	
Auditorium	\$250.00
With Air-conditioning	\$300.00
Commons	\$100.00
With Air-conditioning	\$125.00
Commons/Sr. Section	\$ 40.00
With Air-conditioning	\$ 50.00
Gymnasium	\$225.00
Auxiliary Gymnasium	\$120.00
Wrestling Room	\$100.00
Library	\$100.00
With Air-conditioning	\$125.00
Dance Studio	\$100.00
Basic Classroom	\$ 50.00
Middle School	
Auditorium	\$175.00 \$200.00
With Air-conditioning	\$250.00
Cafeteria	\$ 85.00
Basic Classroom	\$ 50.00
Gymnasium	\$150.00
Cafatorium Gymnasium	\$100.00
Elementary Schools	
Cafeteria	\$ 85.00
Basic Classroom	\$ 50.00
Gymnasium	\$100.00
Athletic Fields	
Bauer Field & Track	\$200.00
With Lights	\$250.00
DaSilva Field	\$150.00
With Lights	\$175.00
Grass Fields	\$ 25.00
Grass Field Striping	\$200.00/Event
All organizations will be charged the cost of any personnel working specifically for that event or required as outlined in this Policy. Costs will be charged as follows:	
Recommended Minimum Staffing Needs:	
0 – 250 attendees	1 custodian per hour
251 – 999 attendees	2 custodians per hour / 1 security
Over 1,000 attendees	3 custodians per hour / 2 security
<i>The district reserves the right to require additional personnel for any event</i>	
Custodians	\$ 40.00/hr.*
Maintenance	\$ 50.00/hr.*
Special Technicians	\$ 30.00/hr.*
Security Personnel	\$ 30.00/hr.*
* Overtime rates may apply. Inquire at time of application	
* Please contact the Randolph Police Department to find out if police coverage is required.	

Adopted: 15 July 2012, Revised: 15 November 2016, _____
draft7510 Use of School Facilities polcom122017 22018 1.022018

