Watchung Hills Regional BOE District Policy
7510- USE OF SCHOOL FACILITIES

Section: Property  
Date Created: December, 2012  
Date Edited: December, 2012  

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 educational programs of the school.

This policy applies to the use of all Watchung Hills Regional High School (WHRHS) facilities, including but not limited to classrooms, cafeterias, theaters, athletic facilities, and open areas. This policy also applies to the use of all school supplies and equipment.

For scheduling priority and establishing usage fees, groups or individuals are placed in one of four groups as defined below:

Group 1 – WHRHS and WHRHS sponsored organizations including school related curricular and co-curricular activities that are supervised by school district staff, such as non-profit parent organizations and clubs recognized by the Board of Education.

Group 2 – Government agencies or local schools of Green Brook, Long Hill, Warren and Watchung, and the State of New Jersey.

Group 3 – All non-profit civic and community organizations and community members not identified above in Groups 1 or 2, but who are within Green Brook, Long Hill, Warren and Watchung who have as one of their main purposes the provision of funds to the public schools of our sending districts. For a community organization to be included in this group, approximately 75% or more of the members and participants must be residents of the three constituent districts or sending districts of Watchung Hills Regional High School.

Group 4 – All organizations and individuals not included in Group 1, 2 or 3 as defined above.

The use of school facilities will not be permitted for private social functions, partisan political activity or any purpose that is prohibited by law.

Charges will be made for the use of facilities and The Performing Arts Center at WHRHS (Hereinafter “WHRHSPAC”) as indicated below:
Group 1 – No charge.

Group 2 – The out-of-pocket custodial cost to the school for such use, plus any payments due to the use of specialized equipment belonging to the school which can only be operated by authorized employees or persons approved by the school authorities, operators of stage lights and other equipment provided by the Board that requires compensation.

Group 3 – The charges due for Group 2 users, plus where applicable, a rental fee in accordance with Appendix B or WHRHSPAC rental agreement and fees. While rental are not normally charged to this group, the Board of Education reserves the right to assess rental fees to this group.

Group 4 – A rental fee in accordance with Appendix B or WHRHSPAC rental agreement and fees, plus any charges due for Group 2.

Certain activities in the schools or on school grounds are prohibited by law, policy of the Board of Education, or execution of the Board’s moral responsibility. Among these prohibited activities are:

1. Activities advocating governmental change by violence or promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof.

2. Any activity that may be contrary to goals or objectives of curriculum of Watchung Hills Regional High School, or damaging to the building, grounds or equipment.

3. Any use in conflict with school activities, except as provided by law.

4. Fundraising campaigns except as permitted by Board of Education policy or special action of the Board

5. Activities which are discriminatory.

All organizations and individuals using the school facilities must:

• Obtain approval for use of the school facilities following the defined procedure, including the execution of a contract. These procedures must require requests to be submitted to the Business Office in writing. The procedure for obtaining approval shall be the return of the Use of Facility form.
Provide supervision to ensure all contractual obligations are met, including supervision by the responsible person from the contracting organization during any use of the facility,

- Provide evidence of insurance as required by the contract.
- The event sponsors from the contracting organization and/or athletic coaches must wear identification badges while on site.
- The Business Office reserves the right to require the presence of police officers and/or other necessary personnel at any event that the district’s Director of Security deems necessary. The cost for this requirement will be borne by the organization/individuals entering into this rental agreement.
- The Business Office reserves the right to require the presence of EMS on-site for the duration of the event.

The attached Facilities Use Form (Appendix A), Rental Fee Schedule (Appendix B) and Schedule of Personnel Charges (Appendix C) may be revised without prior notice.

Any damage or loss to the school facilities or equipment is the responsibility of the contracting organization and will require timely replacement/or restitution made to WHRHS for the damage or loss incurred. WHRHS representatives will verify correct operation of equipment before and after the use of equipment utilized that is delineated in the rental agreement. It is required that after a Group 2, 3 or 4 uses a facility that the users assure the facility is cleaned and is suitable for school use. The Board of Education reserves the right to charge additional fees to those listed in Appendix B or C if the facility requires clean-up.

Any individual or group that is using the school facilities for profit making purposes must submit a Facility Use Form and have approval prior to engaging in any profit-making activities on campus. Individual and student use of athletic fields and tennis courts is encouraged. Use of fields or tennis courts by groups or individuals who charge a fee to their participants or users must complete the Facility Use Form and pay according to the established fee structure.

Any individual or group that reserves the school facility is not permitted to transfer the facility use to another group without the permission of the Superintendent and/or Business Administrator. If an individual or group does not use the facility on a day scheduled for that groups use, it will be required to pay the regular fee scheduled. If an individual or group does not use the facility for three scheduled days (not necessarily consecutive days), the Superintendent and/or Business Administrator may terminate that groups contract without refund of fees, and reschedule the use of that facility.
If a contracting organization needs additional support, such as but not limited to ushers, ticket booth operators, stage hands, then Watchung Hill Regional High School students will be given first priority to staff these events. Use of facilities or equipment will only be permitted by personnel with sufficient qualifications, as defined in the appropriate regulation or contract for that facility.

Illegal substances, alcohol, or tobacco use is not permitted on school grounds. All facility use must comply with state and local fire, health, safety and police regulations.

**Scheduling**

For use of the facilities, the priority use is the same as the order of the groups, with Group 1 being the highest priority and Group 4 being the lowest priority.

Facilities may be reserved up to one year in advance, but individuals and groups must reserve facilities at least 60 days prior to any event. This includes use of the following areas: Theaters, TV studio, Athletic fields/Tennis Courts, Gymnasiums, Classrooms, Cafeteria, Parking lots, and open areas.

If an organization reserves the facility for an extended period of time, their use during the time frame in which they have reserved use, must be secondary to Group 1 usage. This may mean that previously unscheduled activities from Group 1 may cause an organization to reschedule their activities.

At times conditions occur where use of a reserved facility is not possible, e.g. weather or emergency maintenance requirements. Cancellation of events will at the discretion of the Chief School Administrator or his/her designee. The next available date will be provided to the contracting organization.

The Superintendent of Schools and the Business Administrator shall have full authority to refuse to grant the use of the facility whenever, in his/her judgment, there is good reason why permission should be refused. Neither the Board of Education, Superintendent of Schools nor the Business Administrator shall be required to give a reason for such refusal.

Use on Sundays, holidays and vacation periods, including summer use is discouraged and will only be permitted under special circumstances. Authorization for Sunday and holiday use must be given by the Superintendent of Schools or his/her designee.
Regulations and Contracts

The Superintendent of Schools will develop the necessary regulations and contracts to cover use of supplies, equipment, and the following facilities:

- Theaters,
- TV studio,
- Athletic fields/Tennis Courts,
- Gymnasiums,
- Classrooms,
- Cafeteria,
- Parking lots,
- Open areas.

If possible, a single regulation or contract may cover more than one type of facility.

Regulations and contracts will be made available to every contracting organization, and that organization will be responsible for assuring that all its members who use the facilities and/or equipment are aware of any regulations.

These regulations or contracts will be approved annually by the Board of Education, and will establish requirements for staffing, fees, and scheduling.

Use Application and Approval

Scheduling of school facility use is reviewed by the persons serving the functions listed below:

<table>
<thead>
<tr>
<th>Athletic facilities</th>
<th>Athletic Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classrooms, TV studio</td>
<td>Principal</td>
</tr>
<tr>
<td>Theater (both large and small)</td>
<td>Production Manager</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>Principal/Food Services Management</td>
</tr>
<tr>
<td>Open areas, parking lot</td>
<td>Principal</td>
</tr>
</tbody>
</table>

The District’s Director of Security will review all applications to determine the need for police presence.
Appendix A Facilities Use Form (attached separately)

Appendix B

(Applicable to Groups 3 & 4)
Rental Charge Schedule For Use of Facilities**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Fee*</th>
<th>Night Fee* (If Applicable)</th>
<th>Fee*</th>
<th>Night Fee* (If Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Auditorium</td>
<td>$0 - $200</td>
<td></td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>South Auditorium (Rehearsal)</td>
<td>$0 - $50</td>
<td></td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Cafeteria</td>
<td>$0 - $100</td>
<td></td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Gymnasium</td>
<td>$0 - $200</td>
<td></td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Athletic Field/Tennis Courts</td>
<td>$0 - $200</td>
<td>$0 - $500</td>
<td>$400</td>
<td>$700</td>
</tr>
<tr>
<td>Turf Field</td>
<td>$0 - $500</td>
<td>$0 - $800</td>
<td>$1,500</td>
<td>$1,800</td>
</tr>
<tr>
<td>Snack Shack</td>
<td>$0 - $100</td>
<td>$0 - $100</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td>Stadium Rental All Inclusive</td>
<td>$0 - $600</td>
<td>$0 - $900</td>
<td>$1,750</td>
<td>$2,050</td>
</tr>
<tr>
<td>Track</td>
<td>$0 - $40</td>
<td>$0 - $340</td>
<td>$80</td>
<td>$380</td>
</tr>
<tr>
<td>Parking Lots</td>
<td>$0 - $200</td>
<td>$0 - $500</td>
<td>$400</td>
<td>$700</td>
</tr>
</tbody>
</table>
### Classroom
- Cost: $21

### Computer Lab (Technician required)
- Cost: $175

### TV Studio (Technician required)
- Cost: $250

*Fees are based on three (3) hours per use (minimum of 3 Hrs.). Additional hours will be based on a pro-rated hourly rate.

**Additional fees may be charged to aid in the set-up and closing down of the facilities.

**Appendix C**

**Schedule of Charges For Personnel**
**For Use of School Facilities**

<table>
<thead>
<tr>
<th>Personnel</th>
<th>Weekdays Prior to 11:00 p.m.</th>
<th>Weekdays After 11:00 p.m. and Saturdays</th>
<th>Sundays and Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings (Indoor)</td>
<td>$12.50 per event Group 3* $25.00 per hour Group 4**</td>
<td>$20.00 per event Group 3* $40.00 per hour Group 4**</td>
<td>$27.00 per event Group 3* $54.00 per hour Group 4**</td>
</tr>
<tr>
<td>Grounds (Outdoor)</td>
<td>$12.50 per event Group 3* $25.00 per hour Group 4**</td>
<td>$20.00 per event Group 3* $40.00 per hour Group 4**</td>
<td>$27.00 per event Group 3* $54.00 per hour Group 4**</td>
</tr>
<tr>
<td>A/V Technician</td>
<td>$26.00 per hour (2.5 hours Minimum)</td>
<td>$39.00 per hour (2.5 Hour Minimum)</td>
<td>$52.00 per hour (2.5 Hour Minimum)</td>
</tr>
</tbody>
</table>
Stage Manager | $35.00 per hour (4 hours Minimum) | $35.00 per hour (4 hours Minimum) | $35.00 per hour (4 hours Minimum)
Technical Director | $35.00 per hour (4 hours Minimum) | $35.00 per hour (4 hours Minimum) | $35.00 per hour (4 hours Minimum)
Site Supervisor | $35.00 per hour (4 hours Minimum) | $35.00 per hour (4 hours Minimum) | $35.00 per hour (4 hours Minimum)
Police Officers | Prevailing Rate | Prevailing Rate | Prevailing Rate

*1. All Group 3 charges may be increased if the custodian time being used by Group 3 exceeds the allocated 30 minutes. For instance, this 30 minutes of custodian time is designed only for the purposes of opening and closing of the facility, and if additional custodial time is required (such as for clean-up, setting up tables, etc.) then additional fees may be charged. Also, if the Group 3 requires the use of outdoor bathrooms, press box, or any scoreboard or PA system, an additional charge of $12.50 will be charged per event in addition to the charges listed above.

**1. All Group 4 rates are for a single custodian. If more than one custodian is required, then the rate will be increased proportionally.

Adopted: 03 December 2012

By signing below, I acknowledge that I have read, understand, and agree to abide by Watchung Hills Regional BOE District Policy 7510- USE OF SCHOOL FACILITIES:

Date ________________________________

Printed Name of Applicant ________________________________

Signature of Applicant ________________________________