

POLICY

Hunterdon Central Regional Board of Education

Section: Property

7510. USE OF SCHOOL FACILITIES

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7510- USE OF SCHOOL FACILITIES

The Hunterdon Central Regional High School Board of Education believes that school facilities belong to the communities it serves and encourages the use of these facilities for worthwhile purposes by the citizens of our communities. Permission to use school facilities may be granted when such use does not interfere with regular school programs or the ideals of the communities served.

The Board will permit the use of school facilities when such permission has been requested in writing, complies with all district use of facilities requirements, and has been approved by the Superintendent or designee.

The Board reserves the right to revoke permission to use its facilities at its discretion for good reason, to make final decisions regarding the interpretation of this policy and regulation, and to prohibit facility use by groups that fail to follow policy or use of facilities guidelines. Exceptions to this policy can only be made by the Board.

Applicants interested in using district facilities must adhere to the following conditions:

1. All requests from outside organizations must be made to the Operations Manager or designee at least three weeks in advance of the requested date of use. Requests must be made on the Use of Facilities form. The Operations Manager or designee shall determine if the use of facilities is appropriate, if the areas for use are available for the requested date(s) and/or time(s), and the amount of fees, if any, to be charged.
2. The applicant shall provide, or have on file, a copy of its liability insurance to protect the school district against claims of injury or property damage arising out of the applicant's use of the school facilities. The required amount of insurance will be determined by the Board and specified under Regulations, and a Certificate of Insurance naming Hunterdon Central Regional High School as an additional insured must be submitted prior to final approval.
3. The applicant shall adhere to all policies, rules and procedures of the Hunterdon Central Regional High School Board of Education and with all State and local fire, health, safety and police regulations. Property chaperonage must be supplied by all applicants and the facilities must be left in the same condition as found at the start of the usage. Smoking, alcoholic beverages and illegal substances are prohibited on all school grounds.
4. The applicant shall assume responsibility for any loss or damage to school facilities or property, and agree to pay the amount charged for any losses or damages prior to any future use of facilities.
5. The use of any school equipment, such as kitchen equipment, special lighting, sound system, risers, etc., must be specifically requested by the applicant and, if granted use, must only be operated and/or supervised by personnel assigned by the district.
6. The facilities will not be available during holidays, vacation periods or when operations staff is not working, or after 10:00 p.m. unless special arrangements have been made.

The approval of the use of school facilities to any organization will not be considered as an endorsement or approval of that organization or of the purpose or ideals it represents.

The group in which an organization is placed shall determine priority for the use of school facilities and the amount of rental fees and usage fees charged. The order of preference is Group I, Group II, Group IV then Group III. The groups are as follows:

I. School District Affiliated Organizations – Group I

School affiliated groups who provide programming to benefit our community; these groups do not pay any rental fees unless they use the auditorium commons, or fieldhouse for a fundraising event. Group I users are responsible for the payment of any applicable usage fees, except that Group I users that provide direct benefits to the school district and its taxpayers will be allowed two (2) facility uses where no fees will be charged.

These include Booster Clubs, the Hunterdon Central Education Foundation, etc., or any organization invited by the Board or Superintendent which are directly related to the overall school programs

II. Government Agencies and Non-Profit Organizations – Group II

Non-profit community groups who provide programming to benefit our community; these groups do not pay any rental fees unless they use the auditorium, commons, or fieldhouse for a fundraising event. Group II requires 75% student or community sending HCRHS district participation rates. Should the participation rate fail to be at least 75% student or community sending HCRHS district participation, the organization will be considered a Group III user and subject to Group III requirements, responsibilities and fees. Group II users are responsible for the payment of any applicable usage fees.

These non-profit organizations' primary purpose is to serve the youth of our communities and include athletic leagues, Boy Scouts, Girl Scouts and community service organizations formed by charitable, civic, social or educational purposes. These organizations should serve a representative number of students and residents from within the sending municipalities of Delaware, East Amwell, Flemington, Raritan and Readington.

III. Profit Making and Other Non-Profit Organizations – Group III

For-profit groups or non-profit groups that are not community based; these groups are responsible for both rental and usage fees. The Board of Education or Superintendent can invite a non-profit group to use the facilities when it benefits our students or community, in which case the non-profit group would be considered Group I and not pay a rental fee.

These organizations may only be granted the use of school facilities if it is determined by the Superintendent or designee that the use is appropriate for the Hunterdon Central Regional High School.

Other non-profit organizations that do not serve a representative number of students and residents from within the sending municipalities may be moved to Group I if invited by the district for the benefit of our community.

IV. HCRHS Employees For-Profit Organization – Group IV

For-profit groups that are owned and operated by employees of HCRHS that are not community based; these groups are responsible for both rental and usage fees. Group IV requires 75% student or community sending HCRHS district participation rates. Should the participation rate fail to be at least 75% student or community sending HCRHS district participation, the organization will be considered a Group III user and subject to Group III requirements, responsibilities and fees.

For-profit groups include summer sports or other activity camps which are short term directed at or intended for regional student or community participation. These groups are not financially or legally affiliated with HCRHS or its activities.

The Superintendent or designee will develop procedures regarding the use of school facilities and fees associated with their use. These procedures and fees will be reviewed each school year for possible revisions. Fees will be charged based on the following guidelines:

Organizations which are classified as either Group I or II will not be charged rental fees for the use of school facilities, except as noted. These groups are responsible for the payment of any specified usage fees for custodial, audio-visual, and kitchen services provided by the district; and utility charges associated with the use of certain facilities. Group I users that have consistently provided direct benefits to the school district and its taxpayers will be provided with two facility uses per school year where no usage fees will be charged. Organizations which are classified as Group III will be charged for both rental fees and specific usage fees for custodial, audio-visual, and kitchen services provided by the district; and utility charges associated with the use of certain facilities. Fee schedules, applications and regulations can be found on the district website or obtained from the Operations Department.

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