

REGULATION

WALL TOWNSHIP
BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES

R 7510 USE OF SCHOOL FACILITIES

The District facilities belong to the community for the primary purpose of offering a full educational program for its students. Prudent use and management of school facilities outside of the regular operating schedules allows the community to benefit more broadly from the use of school property.

The Board recognizes the need to secure our facilities for the safety and the welfare of the students and staff. The Board also recognizes the need to protect the facilities from use beyond the capacity of limited maintenance resources to repair and restore.

A. Classification of Users/Uses

Organizations and individuals using school facilities will be classified as Class I, II, III, IV users as follows and facility use will be prioritized accordingly:

1. Class I:

- a. Student organizations directly related to the schools which are sanctioned and supported in whole or in part by the Wall Township Board of Education, such as Student Council, School Teams, and School Clubs
- b. Organizations indirectly related to the schools which are sanctioned by the Wall Township Board of Education, such as Parent Groups, Boosters, and Educational Foundations, whose activities are run by volunteers and benefit the students of Wall Township Schools

2. Class II:

- a. Municipal, county, and state entities approved by the Wall Township Board of Education, who provide activities for the students of the Wall Township School District



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- b. Civic organizations run by volunteers, open to all Wall Township residents, such as Boy Scouts and Girl Scouts
 - c. Wall Township youth recreation organizations which include those that are open to all school age residents of Wall Township regardless of skill or ability level and are supervised exclusively through volunteer efforts, i.e. Wall Recreation Programs
 - d. Private youth and adult teams or leagues whose participants consist of at least 75% Wall Township residents and who are supervised and/or staffed by volunteers. Groups must submit a roster of participants and their addresses before activity begins. Groups may be required to submit a facility deposit that will be returned provided the facilities are left in good order. The deposit will be determined by the Business Administrator.
3. Class III:
- a. Community-based camps or programs supervised and/or staffed by paid personnel including before and after school child care programs
 - b. Wall Township based Community Groups, Religious Organizations, and Government Agencies
 - c. Private youth and adult teams or leagues whose participants consist of at least 75% Wall Township residents and who are supervised and/or staffed by paid staff. Groups must submit a roster of participants and their addresses before activity begins. Groups may be required to submit a security deposit that will be returned provided the facilities are left in good order. The deposit will be determined by the Business Administrator.



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4. Class IV:

- a. Private youth and adult teams, and leagues, whose participants consists of less than 75% Wall Residents
- b. All private businesses and organizations, regardless of sponsoring agency
- c. Applicants that are not Class I, II, or III

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district in the application packet. Application Packets are available in the office of the School Business Administrator or on the District website under the "Business Office" tab.
2. Each Applicant shall receive a packet that includes:
 - Facility Use Application Form
 - Policy 7510,
 - Regulation 7510,
 - Policy 2431.4,
 - Regulation 2431.4, and
 - Statement of Compliance form
3. Application for use of school facilities must be submitted to the Business Office not less than fifteen working days before nor more than one year in advance of the date of the requested use and shall include the facility use application, signed Statement of Compliance, and Certificate of Insurance.
4. The application must be signed by an adult representative of the applicant, who will be considered by the Board to be the official representative of the applicant. The representative's signature on



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the application will signify receipt of the application packet and agreement to comply with the included policies and regulations.

5. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time, set up or clean up time, or the use of grounds, rooms, or buildings not expressly requested.
6. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy 7520 Loan of School Equipment.
7. The applicant must include on the Facility Use Application Form the names, addresses, and other requested information of all outside companies/vendors that will participate and provide their services during the requested facility use. All such outside companies and vendors will provide their own Certificate of Insurance naming the District as an additional insured in the amount specified in this Regulation.

C. Approval

1. The Building Principal will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled for:
 - a. use in the instructional, co-curricular, or extra-curricular program,
 - b. maintenance, repair, or capital improvement, or
 - c. use by another organization.



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2. If the facility is not available for use, the Business Office will so inform the applicant.
3. If the facility is available for use and the applicant meets the standards set by Policy 7510 and these regulations, the Building Principal will note his/her approval on the application form and will forward the application to the Superintendent or designee for final approval.
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only after school hours. School facilities are not available for use during the school day, with the exception of Federal and State mandates, or for any use that may interfere with the school district's educational, co-curricular or extra-curricular programs.
 - b. School facilities may be available for use on weekdays, including school vacations, Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial and security coverage.
 - c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
5. The Superintendent or designee will review each application, determine and record on the application form the applicant's classification (Class I, II, III, or IV), and the fees and costs to be charged for the use of the facility.



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6. In the event of a conflict between requesting applicants within the same classification, the request received earlier by the district will be honored first.
7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. The Board reserves the right to deny an application and/or to withdraw permission to use school facilities after approval has been granted and/or after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
10. Facility Use Permits are not transferable.
11. The organization representative must inform the Building Principal of any canceled use request as soon as he/she is aware of the cancellation. Failure to inform the Building Principal of a cancellation at least five school days in advance of the scheduled use shall result in forfeiture of the facility use fee. The Building Principal shall notify the Business Administrator immediately of any cancellation.



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12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.
13. The Superintendent or designee will inform the Board of applications requesting facility use in excess of four (4) months.
14. A representative of the applicant must have a copy of the approved Facility Use Permit in their possession at the time of the event and must show it to any representative or employee of the District upon request.

D. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling or games of chance without approval from the Superintendent of Schools and an official New Jersey State License is acquired.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy 7434. Use of tobacco products including chewing



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tobacco is prohibited in all District owned buildings, on all school grounds, and in all school vehicles.

- f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property, or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
 - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
 - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains, or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
 - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
 - d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be



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returned to its original placement only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. The user shall be responsible for the re-tuning of a piano if it is required as a result of being moved.

- e. Participants in athletic activities using the gymnasiums must wear rubber-soled footwear; and the User may not attach any substance, including masking tape, to the gym floor. Only District approved substances provided by the District may be used.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. Food and/or beverages are not to be sold, served, or consumed unless specific permission has been granted and noted on the facility use permit. The sale, service, or consumption of food and/or beverages is strictly limited to the area for which permission is granted. Food and/or beverages are not permitted in gymnasiums or auditoriums.
- i. No signs, posters, advertisements, or other displays may be placed in a school building and/or on school premises without prior approval.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without prior approval with the exception of service animals.



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- l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
 - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, kitchen facilities, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones and office equipment.
 - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
- 4. Uses Must be Properly Supervised.
 - a. School Safety Officers for Class IV Users are required during the entire time an indoor use occurs and must be scheduled at the time the application is approved by the Superintendent or designee. Class I, II, and III

Users may be required to have School Safety Officers depending upon the nature of their activity.
 - b. The applicant must, in consultation with the Principal, anticipate the need for the assistance of a certain number of chaperones, police officers, firefighters, parking attendants, and/or school district representatives to be present at the activity. All such services must be arranged by the applicant and will be at the expense of the applicant.



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- c. A school custodian must be on duty during the entire time an indoor use occurs. The custodian is present for the purpose of overseeing proper functioning of the facility and for ensuring compliance with District Policies and Regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.
- d. The use of certain school facilities (such as kitchen and auditorium stage) and equipment (such as sound and lighting equipment) require the services of school employees trained in the use of the facility and/or equipment. The user will be charged a fee and the school employee will be compensated accordingly by the district.
- e. The user must assume full responsibility for the conduct of all participants while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The District may require, as a condition of approval, a certain number of chaperones, law enforcement officials, and/or school district representatives to be present at the activity, depending upon the type of activity and/or the number of attendees.
- f. Board members and school officials are entitled to full access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

E. Insurance and Indemnification



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1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to hold the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish a Certificate of Insurance and evidence of the purchase of liability insurance in the amount of
 - a. \$1,000,000.00 per person,
 - b. \$1,000,000.00 per accident or event, and
 - c. \$1,000,000.00 property damage; except that
 - d. The District reserves the right to require additional insurance or higher limits for specific events due to the type of activity and/or number of attendees.
4. Any youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; 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.

5. Authorization for use of school facilities shall not be considered as an endorsement or approval of any activity, applicant, individual, group, organization, or the purposes they represent. The Board assumes no responsibility for prices of admission, taxes, or fees associated with the applicant’s activity or event.

F. Fee Schedule

Users will be charged facility use and personnel fees as per the Facility Use Fee Schedule below.

Payment must be received prior to the issuance of a facility use permit.

Fees are non-refundable upon cancellation without prior written notification at least five school days prior to the scheduled use.

All personnel fees are listed at a per hour rate unless otherwise specified.

While Class I and Class II users are not charged facility fees, they may be charged personnel costs as indicated in the Facility Use Fee Schedule and the following guidelines: (see G for exceptions)

1. Custodial Fees (Class I and Class II only)
 - a. No charge if the activity or meeting takes place during the hours when a custodian is regularly



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scheduled to be on site and no extraordinary custodial services are required.

- b. Charges apply if the activity or meeting takes place during hours when a custodian is not regularly scheduled to be on site and/or extraordinary custodial services are anticipated or required.

2. School Safety Officer (SSO) Fees (Class I and Class II only)

- a. No charge if the following criteria are met:
 - i. A School Safety Officer (SSO) is already scheduled to be in the building, or
 - ii. Class I and II only: An adult member of the group will staff the entrance for the entire duration of the activity or meeting making sure that doors are never propped open and are kept locked at all times and only members of their organization or the specific students their group is designed to support are allowed to enter the building.
- b. Charges may apply under the following circumstances:
 - i. Class I and II only: The activity and/or meeting include those outside their membership or outside the specific students their group is designed to support, except presenters.

G. Provision of Training on School Safety and Security

- 1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the



district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.

2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.
 - a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

H. Security

The Board recognizes the need to secure our facilities for the safety and welfare of the students and staff.

School Safety Officer (SSO) fees shall be assessed for indoor facility use at the Board approved rate as assigned in Regulation 7510. If the Superintendent or designee determines that additional security is required, the applicant will be responsible for arrangements and costs. The additional security details must be approved by the Superintendent or designee.

Doors are prohibited from being propped open and shall be kept locked at all times.



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I. Building and Field Care

As per N.J.A.C. 34:7-1, it is required that a custodian who has a Black Seal License be on duty whenever a building is in use. If a facility is to be used outside of normally scheduled working hours, a custodian will be assigned at an overtime rate and the cost will be billed to the applicant. Custodial fees shall be assessed at the Board approved rate as assigned in Regulation 7510.

The Superintendent or designee reserves the right to require the presence of a school employee to provide field supervision during the time when a playing field is in use. A fee will be assessed for such field supervisor at the Board approved rate as assigned in Regulation 7510.

Applicants will be charged additional fees for excessive clean-up and/or for damages sustained.

J. Fee Exceptions

1. The Superintendent reserves the right to waive Facility Use and/or personnel fees upon Board notification.
2. The use of school facilities for activities sponsored by the following Class I users shall be exempt from custodial and security fees two times annually on a Saturday: Allenwood PTG, CAPE, Old Mill Home and School, West Belmar PTA, Wall Intermediate PTO, Wall High School Boosters/PTO, and Wall Primary School PTA.

FACILITY USE FEE SCHEDULE

FACILITY USE IS FOR 3 HOURS UNLESS OTHERWISE NOTED

FACILITY USE FEE SCHEDULE

High School	Facility	Class I	Class II	Class III	Class IV
	Gym North	---	---	250	500
	Gym South	---	---	200	400
	Auxiliary Gym	---	---	50	100



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	Theatre (up to 5 hours)	---	---	375	750
	Media Center	---	---	150	300
	Cafeteria	---	---	150	300
	Specialty Classroom	---	---	100	200
	Classroom	---	---	50	100
	Fields (18 th Ave. And WHS Campus) (per field)***	---	---	100	200
	Stadium** (up to 4 hours)	---	---	375	750
	Tennis Court (per court)(2 hour time block)	---	---	20	25
Intermediate School	Facility	Class I	Class II	Class III	Class IV
	Main Gym	---	---	200	400
	Audiforum (up to 5 hours)	---	---	200	400
	Media Center	---	---	100	200
	Cafeteria	---	---	150	300
	Auxiliary Gym	---	---	50	100
	Specialty Classroom	---	---	100	200
	Classroom	---	---	50	100
	Field (per field)	---	---	100	200
Elementary School	Facility	Class I	Class II	Class III	Class IV
	Auditorium (Stage plus Gym)	---	---	200	400
	Gym	---	---	100	200
	Media Center/Library	---	---	50	100
	Cafeteria	---	---	100	200
	Specialty Classroom	---	---	100	200
	Classroom	---	---	50	100
	Fields	---	---	N/A	N/A
Primary School	Facility	Class I	Class II	Class III	Class IV
	Building	---	Not Available		
	Personnel (per hour)				



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	Custodian \$35/\$50/\$70*	35/50/70	35/50/70	35/50/70	35/50/70
	School Safety Officer (SSO)	35	35	35	35
	Acting Field Supervisor	35/50/70	35/50/70	35/50/70	35/50/70
	Sound Advisor/Lighting Coordinator	45	45	45	45
	Kitchen Personnel	25	25	25	25

**AIR CONDITIONING MAY OR MAY NOT BE AVAILABLE
 NO REFUNDS WILL BE GIVEN**

* Custodian fees: \$35.00 is for Regular Time, \$50.00 is for Regular Overtime, \$70.00 is for Double Overtime

**Stadium -- up to 4 hours and prorated for each additional hour

***Custodian fee required for bathrooms. Provision of portable toilet facilities may be required.

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- Revised: 17 January 2023

