

### R 7510 USE OF SCHOOL FACILITIES

1. An application to use school facilities must be filed in the main office of the school in which the facilities are located a minimum three weeks prior to the date on which the facilities are to be used. Emergencies will be handled on a case by case basis.
2. If the application is in acceptable form and facilities are available, the building principal shall approve and forward applications, which are for acknowledged educational, community or cultural purposes to the Director of Plant Operations and Maintenance to attach the estimated fee. The application will then be forwarded to the Business Administrator for final approval. The Business Administrator shall hold an application for Board action if he/she considers it advisable. After the facility use, the applicant will be billed for the actual dates/times of the use as per the attached fee schedule. Failure to pay this billing in a timely basis will jeopardize the approval of any future use of school facilities request by the applicant.
3. Definitions
  - School Group: Any group recognized and sponsored as a school group by the Holmdel Township Public Schools (e.g., Holmdel High School Band, Key Club).
  - School Support Group: A non-profit group organized explicitly to support the Holmdel Township Public Schools (e.g., Primetime, Parent Teacher Support Groups, Holmdel High School Booster Club, Holmdel Creative Arts Association, Holmdel Foundation for Educational Excellence).
  - Non-Profit Holmdel Children's Group: A non-profit Holmdel group that consists of school-aged children (e.g., HYAA, Holmdel Football Association, Holmdel Township Recreation Commission children's activities, scouting groups).
  - Non-Profit Holmdel Group: A non-profit group that is intended to consist only of Holmdel Township residents (e.g., Holmdel Township Recreation Commission adult activities).



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- Non-Profit Principally Holmdel Group: A non-profit group that is intended to consist of a significant number (100 or more) of Holmdel Township residents or an organization whose membership consists of a significant percentage (50% or more) of Holmdel Township residents or both. (e.g., The Jersey Shore Chinese School).
  - Non-profit Non-Holmdel Group: A non-profit group that is not intended to consist of only Holmdel Township residents (e.g., Monmouth Civic Chorus, New Jersey Youth Orchestra).
4. It is understood that in all cases the regular school activities or organizations of the school shall have first preference when requesting school facilities. Consideration to other organizations shall be granted in the order of the following priority:
- a. School Groups;
  - b. School Support Groups;
  - c. Non-Profit Holmdel Children's Groups;
  - d. Non-Profit Holmdel Groups;
  - e. Non-Profit Principally Holmdel Groups;
  - f. Non-Profit Non-Holmdel Children's Groups;
  - g. Non-Profit Non-Holmdel Groups; and
  - h. For-Profit Groups.

Any group who is currently classified as letter C, D or E above, and has used the facility for three consecutive years, is eligible to approach the Board of Education to request a status review to become a regular user group.

5. Any approved application for use of school facilities is a commitment to pay the stated fees unless the sponsoring organization cancels the request in writing at least two weeks before the use date or unless the approval is canceled by the Holmdel Township Public Schools.



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6. Special Requests
  - Any request by an organization or group not mentioned in the above priority list will be considered as a "Special Request" and the Board will consider the request on its merits.
  - Use of facilities by profit-making, commercial organizations will be permitted in rare instances and only with official action of the Board.
7. Facilities users must pay promptly the charges stated. All fees shall be turned over to the Business Office with the bill attached to the approved application. If payment of such charges is delinquent, further use of facilities may be denied.
8. Any Organization using a school facility must provide to the satisfaction of the Business Administrator a certificate of insurance for comprehensive general liability in the amount of \$1,000,000 and for bodily injury and property damage in the amounts of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. Said certificate of insurance must also name the Holmdel Township Board of Education as an additional insured and be submitted to the Business Office prior to the requested facility usage.
9. It is understood and agreed that the applicant assumes responsibility for restoring facilities to the condition in which they were found and for removal of all materials, equipment and furnishings, which are left after the use of school facilities. Any work needed to be done by the Board of Education in this regard will be billed to users.
10. Only those school facilities specifically requested and approved shall be available for use.
11. Food and beverages shall be permitted only in designated areas of the schools (i.e., cafeterias/all-purpose rooms) and only if the application clearly states that food and/or beverages will be consumed as part of the requested facilities use. Water and sports drinks are permitted in all gymnasiums.
12. Food and beverages shall not be permitted in the High School auditorium.
13. Smoking, gambling and the use of alcoholic beverages and drugs are prohibited on Board of Education property. Violators will be subject to prosecution.



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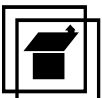
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14. For non regular user groups, a copy of the approved application must be available for presentation and review by school personnel and/or the Police Department at the time of facility use. This includes playing fields.
15. The burden of proof as to the residency of members for a group to qualify as a “Holmdel Group” or “Principally Holmdel Group” shall rest with the organization which by November 15th of current year or within one month of its registration completion date will provide to the Board of Education an affidavit, attesting to the residency of the group’s membership and a complete membership list including the names, addresses and telephone numbers of the participants. Intent to defraud the Board as to the residency of members will result in the group being denied access to school facilities.
16. Groups designated as “Holmdel Groups” or “Principally Holmdel Groups” shall set forth in their bylaws that all residents are eligible to participate in accordance with established criteria. Activities of the groups shall be widely publicized in order to encourage participation.
17. Facility users must provide, at their own expense, sufficient fire and police protection at each performance to uphold law and order, when and as recommended by the Business Administrator.
18. Sneakers shall be worn therein at all times in the gymnasiums. Any use of items with wheels, indoor cleats, or tap/dance shoes is not permitted on the gym floors. The user group will be billed for repairs by the district for any damage incurred during the time reserved by the user group.
19. FEE SCHEDULE

School and School Support Groups: No Charges or Fees

Non-Profit Groups:	Hourly Rate
Classroom, Chorus Room, Band Room, Library	\$ 13.
Gym, All-Purpose Room, HS Commons	\$ 61.
HS Auditorium	\$ 124.
Field (an individual baseball field, soccer field, etc.)	\$ 13.
Roggy Stadium	\$ 121.
Stadium Lights (usage charge)	\$ 61.

Saturdays, Sundays and Holidays: Except for fields and lights the above fees are doubled.



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For-Profit Groups:	Hourly Rate
Classroom, Chorus Room, Band Room, Library	\$ 26.
Gym, All-Purpose Room, HS Commons	\$ 121.
HS Auditorium	\$ 248.
Field (an individual baseball field, soccer field, etc.)	\$ 26.
Roggy Stadium	\$ 242.
Stadium Lights (usage charge)	\$ 121.

Saturdays, Sundays and Holidays: Except for fields and lights the above fees are doubled.

Regular User Groups - The following regular user groups will be subject to an annual fee approved by the Board of Education at their organization meeting.

### 100% Holmdel Groups

- Holmdel Youth Athletic Association
- Mid-Monmouth Basketball

### Principally Holmdel Groups

- Holmdel Stallions
- Central Jersey Hawks
- Jersey Shore Chinese School
- Holmdel Football Association

The list of Regular User Groups and their fee schedule will be approved annually by the Board of Education (see page 9 of 9).

A school year is defined as the official school calendar of the Holmdel Township Board of Education.

### Special Condition:

User groups will be billed for custodial fees incurred by the Board of Education arising out of the use of board facilities at the following rates:

Weekdays \$ 45. per hour

Saturdays, Sundays and Holidays \$ 67. per hour



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- b. User Groups' time reservations will also include two hours for preparation and clean-up. (Except Regular Users)
- c. User Groups must leave the premises when the assigned block of time expires. (Applies to all users)
- d. Repeated violations of time restrictions or lack of supervision may jeopardize future use of facilities. (Applies to all users)
- e. All groups with the exception of school and school support groups will be billed for special set up and breakdown i.e., of tents, tables, chairs, etc. at the above rates. (Applies to all users)
- f. Any additional time other than what has been scheduled must be approved by administration. (Applies to all users)
- g. Exceptions to the above fees must be approved by the Board of Education. (Applies to all users)
- h. Regular User Groups are subject to the following fees, as stipulated below:

Late Booking Fee – All user groups must contact the designated facility use coordinator by the close of business (4:00 p.m.) at least two business days prior to a requested facility use date. Any request for a new or modified reservation made inside this two day window will be fulfilled, subject to availability, with the assessment of a \$100 late booking fee.

Off-Hours Usage Fee – Subject to availability, user groups will be allotted facility usage time during regular custodial hours on Saturdays and Sundays (hours as established by the Director of Plant Operations). Any usage request outside of regular custodial hours will be subject to an off-hours usage fee. A completed facility use request form is required for such bookings.

Failure to pay an assessed fee will result in discipline as outlined in Section 21 "Discipline for Unauthorized Facility Use."

- 20. Upon request, any individual user will be required to provide a suitable form of identification for them self and the organization they represent.



### 21. Discipline for Unauthorized Facility Use

As per Board Policy 7510, the Holmdel Township Board of Education permits the use of school facilities by user groups upon Board approval. The Board directs the Superintendent or his/her designee to approve the dates, times, and locations of facility use. By agreeing to facility usage, user groups are subject to the following regulations:

User groups are entitled to facility use only for the specific dates, times, and locations which have been scheduled in advance with the district. Facility use by any user group without a prior approved date/time/location is an unauthorized use

User groups must ensure the principal person (i.e. teacher, coach) in charge of their facility usage voluntarily (1) shows personal identification and (2) discloses the organization of his/her user group upon request of district personnel. Failure to cooperate with an identification request constitutes an unauthorized use.

User groups must comply with all instructions (which may include the closure of a facility) from Board personnel (i.e. Director of Plant Operations, Custodial Staff) at all times during facility use. Failure to follow instructions from Board personnel constitutes an unauthorized use.

There are occasions when the Holmdel Township Board of Education must close facilities due to pending safety issues (of the users) or if damage to the facilities is probable. Cause for facilities closure varies; however, some examples are: inclement weather, unsafe field conditions, special events, maintenance, etc. Every attempt will be made by a representative of the Holmdel Township Board of Education to notify any user groups affected by a facility closure via e-mail no later than 4:00 p.m. the day of or the day before the closure.

Any individual or group of individuals (and his/her/their respective organization) who violates the above regulations and commits an unauthorized use of Board facilities will be subject to the following disciplinary action:

First Offense:

Written warning and/or suspension of facility use for one week (from time of offense), plus monetary compensation if necessary for facility restoration.

Second Offense:

Suspension of facility use for the remainder of the season, plus monetary compensation if necessary for facility restoration.



Third Offense:

Suspension of facility use for one year (from the time of the offense), plus monetary compensation if necessary for facility restoration.

The district reserves the right to assess the severity of the infraction and determine any level of appropriate penalty on a case by case basis. The Board directs the Superintendent or his/her designate to interpret and execute this disciplinary regulation as necessary.

## 22. Security

The following procedures have been implemented to enhance the security at all of our schools. All exterior doors will be closed and locked. Access to the buildings will be via card/key pad access only.

Coaches/Volunteers for all of our regular user groups will be issued Access Pin Codes which will be activated for their groups specific time period. We will identify, by number, which exterior doors at each school will be used for recreation activities. It is the responsibility of the user groups to provide a volunteer coach or parent to monitor the door(s) to allow access to the buildings for their respective players and parents. At no time shall any exterior door be propped open or unlocked.

Non regular user groups requesting Facility Use will be issued, upon approval of their request, an Access Card Pin Code for the time period of the event. They will also be notified which door(s) at the respective school to enter and are also required to have a volunteer at the door(s) to give access to their respective group for the event.

All Access Pin Codes will be deactivated at the end of each school year. New Access Pin Codes will be assigned at the beginning of each school year. The main contact for each group will be notified of the Access Pin Number and will be responsible for passing that information on to their respective coaches and families

In addition to the enhanced Security procedures the District is also actively involved in an Energy Conservation program which also requires that all interior and exterior doors and windows be closed at all times. This includes but is not limited to gym hallway doors, classroom doors and auditorium doors.





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### Schedule of Annual Fees – Use of School Facilities

Regular Users (100% Holmdel Groups)	Annual Fee
Holmdel Youth Athletic Association	\$ 6,708.
Mid-Monmouth Basketball	\$ 4,025.

Regular Users (Principally Holmdel Groups)	Annual Fee
Holmdel Football Association	\$ 2,367
Holmdel Stallions	\$ 6,716.
Central Jersey Hawks	\$ 5,731.
Jersey Shore Chinese School	\$ 12,529.

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