



SOUTHERN REGIONAL HIGH SCHOOL DISTRICT

Attn: Holly Kadlubowski, Facility Use

190 Cedar Bridge Road

Manahawkin, NJ 08050

Phone (609)597-9481, Extension 4207

Fax (609)978-9707

APPLICATION OF USE OF FACILITIES

Checklist:

- ✓ **Application for Use of Facilities must be filed 15 days prior to the scheduled event (60 days if the event is for a Sunday or Holiday). Complete the application in full to avoid delay in approval.**
- ✓ **A current Certificate of Insurance naming the Southern Regional High School District and Board of Education as additional insured, must be attached with the returned application. If the Certificate expires before the scheduled event, then a current Certificate must be received two weeks prior to the event.**
- ✓ **The Application and Reservation of Rights must be signed on page 2 of the application.**
- ✓ **All Youth Sports Groups submitting an application must also submit the signed Youth Sports Group Addendum.**
- ✓ **Supply a contact, contact phone number, cell phone number and an email address so application details and coordination of calendar availability may be resolved quickly.**
- ✓ **For the school year calendar go to the School District website at www.srsd.net**
- ✓ **Please return the application to the attention of Holly Kadlubowski at the above address. For further information and questions, please contact Holly Kadlubowski at (609)597-9481, Extension 4207 or via email hkadlubowski@srsd.net**



SOUTHERN REGIONAL HIGH SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES

Please complete the application in full, incomplete applications will be returned. Additional information may be requested prior to approval of this application. A Certificate of Insurance must be submitted with this application. **Please allow at least 15 days for approval.**

Individual Making Request _____

Name of Organization _____

Address _____

Phone # _____ Cell # _____ Email _____

Nature of Organization: _____ **Parent Group** _____ **Community** _____ **Governmental**
_____ **Non-Profit** (attach State of NJ or IRS documentation) _____ **Other :** _____

Reason (Please indicate if use is for specialized performance, etc) _____

Responsible Individual onsite during event & Cell # _____

Facility Requested _____

Date(s) Requested _____ Hours of Use: _____ to _____

Estimated Attendance: Number of Adults _____ Number of Children _____

Basic use of the facility is free for Class I and Class II users (may require custodial costs). School facilities are available from 3 P.M. to 11 P.M. on school days during the week. Sunday building use requires special approval by the Board of Education (please submit applications for Sunday or Holiday use at least 30 days prior to the event).

Will this request require any services (as listed) or specialized uses? Additional fees may apply.

Yes _____ (If yes, please specify.) No _____

Custodial Services for event (separate from building operations) _____

Extra lighting or sound system use requiring specialized personnel _____

Any moving, setup, etc. that will not be completed by user _____

Other specialized use _____

Requests for the use of school equipment or non-basic uses in conjunction with this use of facilities must be attached to this request to be considered.

PLEASE ALSO COMPLETE SECOND PAGE OF APPLICATION

Reservation of Rights

The Board reserves the right to deny approval for the use of facilities when the Board determines that a proposed activity may place at risk the safety of students, staff, members of the community, or the participants, or may adversely affect the facility, or which may place the Board in a position of bearing inordinate liability. Such activities, which may be denied, include those activities for which the sponsors are unable to certify the presence of adequate security.

As the representative of this organization, I agree to the following:

1. Completed application must be submitted to the Board Office at least 15 days prior to the event (30 days prior if the request is for a Sunday or Holiday). The Board of Education meets the 2nd Wednesday of the month and may be required to approve this application.
2. No applications will be approved if for personal gain of any individual(s) or commercial entity, or for political or sectarian purposes, except by special permission of the Board of Education.
3. It is understood and agreed that the applicant assumes full responsibility for the preservation of order in the school building or on its premises and liability for any damage or loss of school property.
4. It is understood that all fees will be paid in full at least one week **prior** to the event or the event will be cancelled. Please make checks payable to Southern Regional School District.
5. The organization must comply with all local and state laws regarding public assemblies.
6. All applicants must have liability insurance of at least \$1,000,000. The Southern Regional High School District and Board of Education must be named as additionally insured on the Certificate of Insurance for the dates the facility will be used. Proof of coverage must accompany this application or it will not be approved. Failure by the district to enforce the required certificate will not void user's obligation to provide the insurance as aforesaid.
7. **SMOKING** or **ALCOHOLIC BEVERAGES** on any part of the school **CAMPUS** is positively prohibited. **ANIMALS** of any kind are not permitted in the school building.
8. Advertising is the responsibility of the organization and must not begin until written approval for the use of the facility is received from the district. Advertising must not use the school telephone number for information.
9. **NOTIFICATION OF CANCELLATION IS REQUIRED ONE WEEK PRIOR TO THE EVENT.**
10. The Southern Regional Board of Education has an energy policy in effect and the temperature of the building is set according to the districts approved guidelines.
11. As a representative of the organization I understand that after we have been granted approval any modification in the dates, times or locations requested may result in additional charges for the organization.
12. As a representative of the organization I have read, understand and agree to abide by the terms of the Board of Education Policy and Regulation for Use of School Facilities and Equipment by Outside Groups (7510) attached to this application, including fee schedules.
13. The organization agrees, that should this application be granted, the user will indemnify, hold harmless and defend the Southern Regional High School District, against any and all demands, claims damages, fees, costs and liabilities of any kind (including but not limited to attorneys' fees) to the fullest extent permitted by law.

I agree to the costs and conditions described and certify that I am authorized by the requesting Organization to sign this application and reservation of rights:

Signature

Date

Print Name

Phone

Organization



SOUTHERN REGIONAL HIGH SCHOOL DISTRICT
APPLICATION FOR USE OF SCHOOL FACILITIES
YOUTH SPORTS GROUP ADDENDUM

As a representative of the organization I have read, understand and agree that during any use of Southern Regional School District facilities or grounds, the organization will abide by and comply with all terms of the Board of Education Policy and Regulation for Prevention and Treatment of Sports-Related Concussions and Head Injuries (2431.4) attached to this addendum.

I certify that I am authorized by the requesting Organization to sign this Facility Use addendum and certify our compliance with Policy and Regulation 2431.4:

Signature

Date

Print Name

Phone

Organization

Failure to certify and return this addendum will result in the cancellation or non-approval of your organization's Application for Use of School Facilities.

For Office Use Only

Review and Approval:

Calendar

Athletic Director (if necessary)

Business Administrator

Document Dates:

Application Received: _____

Signatures Received: _____

Board of Education Action: _____

Approval/Non-approval mailed: _____

Insurance Certificate Received: _____

Payment Received: _____

Worksheet for Determining Cost of Rental

Insurance Coverage: Minimum \$1,000,000 certificate naming district as additionally insured.

Safety Plan. Submitted with application, if required.

Facility Use Fees: _____

Custodial Fees: (add 2 hours for opening/closing of building)
Regular time rate _____ staff hours at \$25/hr. _____

Saturday overtime rate _____ staff hours at \$38/hr. _____

Sunday overtime rate _____ staff hours at \$50/hr. _____

Security Staff: (4 hr. min.)
Overtime rate _____ staff hours at \$38/hr. _____

Sunday overtime rate _____ staff hours at \$50/hr. _____

Cafeteria Staff:
Regular time rate _____ staff hours at \$15/hr. _____

Weekend rate _____ staff hours at \$22.50/hr _____

Sound/Light Tech.:(4 hr. min.) _____ staff hours at \$25/hr. _____

Other Fees for Specialized Use: _____

Total Fees Due Southern Regional High School District: _____
Must be received one week prior to event.

Revised 2011

2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED
CONCUSSIONS AND HEAD INJURIES (M)

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics, it is imperative that student-athletes, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, “interscholastic athletics” shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts.

The school district will adopt an Interscholastic Athletic Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This Training Program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete who participates in interscholastic sports. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete’s parent and keep on file for future reference.

Prevention of a sports-related concussion and head injuries is an important component of the school district’s program. The school district may require pre-season baseline testing of all student-athletes before the student-athlete begins participation in an interscholastic athletic program.

Any student-athlete who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency

medical attention is needed. If available when the student-athlete is exhibiting signs or symptoms, the student-athlete will be evaluated by the school or team physician. The Principal or designee shall contact the student-athlete's parent and inform the parent of the suspected sports-related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.

A student-athlete who participates in interscholastic athletics and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The student-athlete's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The student-athlete's physician or licensed health care provider must provide to the school district a written medical release/clearance for the student-athlete indicating when the student-athlete is able to return to the activity. The medical release/clearance must indicate the student-athlete is asymptomatic at rest and either may return to the interscholastic athletic activity because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the 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 and 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 purposes 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.

This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED
CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Interscholastic Athletic Head Injury Training Program

1. The school district will adopt an Interscholastic Athletic Head Injury Training Program to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport, designated school nurses, and other appropriate school district personnel as designated by the Superintendent.
2. This Training Program shall be in accordance with the guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.1 et seq.

B. Prevention

1. The school district may require pre-season baseline testing of all student-athletes before the student-athlete begins participation in an interscholastic athletic program or activity. The baseline testing program shall be reviewed and approved by the school or team physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information for student-athletes on prevention of concussions.
3. All school staff members, student-athletes, and parents of student-athletes shall be informed through the distribution of the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions can be observed by coaches, licensed athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to, the student-athlete:
 - a. Appears dazed, stunned, or disoriented;
 - b. Forgets plays, or demonstrates short-term memory difficulty;
 - c. Exhibits difficulties with balance or coordination;
 - d. Answers questions slowly or inaccurately; and/or
 - e. Loses consciousness.

2. Possible symptoms of concussion shall be reported by the student-athlete to coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:
 - a. Headache;
 - b. Nausea/vomiting;
 - c. Balance problems or dizziness;
 - d. Double vision or changes in vision;
 - e. Sensitivity to light or sound/noise;
 - f. Feeling sluggish or foggy;
 - g. Difficulty with concentration and short-term memory;
 - h. Sleep disturbance; or
 - i. Irritability.

D. Emergency Medical Attention for Concussion or Other Head Injury

1. Any student-athlete who is exhibiting the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall immediately be removed from play and activities and may not return to the practice or competition that day.
2. The school staff member supervising the student-athlete when the student-athlete is exhibiting signs or symptoms of a sports-related concussion or other head injury shall immediately contact emergency medical assistance when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed.
 - a. In the event the school or team physician is available when the student-athlete is exhibiting signs or symptoms of a sports-related concussion or other head injury, the physician may make the determination to call emergency medical assistance.
3. The school staff member supervising the student-athlete when the student-athlete is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the student-athlete's parent and inform the parent of the suspected sports-related concussion or other head injury.

E. Sustained Concussion or Other Head Injury

1. A student-athlete who participates in interscholastic athletics and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition and shall be required to have a medical examination conducted by their physician or licensed health care provider. The student-athlete's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.
2. The student-athlete suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Education Policy and Regulation 2431.4 and a copy of Board of Education approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.

3. The student-athlete's physician must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the student-athlete is able return to the activity. The release/clearance must indicate:
 - a. The medical examination determined the injury was not a concussion or other head injury, the student-athlete is asymptomatic at rest, and the student-athlete may return to the interscholastic athletic activity; or
 - b. The medical examination determined the injury was a concussion or other head injury, the student-athlete is asymptomatic at rest, and can begin the graduated return to competition and practice protocol outlined in F. below.

A medical release/clearance not in compliance with this requirement will not be accepted. The student-athlete may not return to the activity or begin the graduated return to competition and practice protocol until he/she receives a medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.

4. Complete physical, cognitive, emotional, and social rest is advised while the student-athlete is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)

F. Graduated Return to Competition and Practice Protocol

1. After written medical clearance is given by a physician trained in the evaluation and management of concussions stating that the student-athlete is asymptomatic at rest, the student-athlete may begin a graduated individualized return-to-play protocol supervised by a licensed athletic trainer, school/team physician or in cases where the afore mentioned are not available a physician or licensed health care provide trained in the evaluation and management of sports-related concussion. The following steps should be followed:
 - a. Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without

re-emergence of any signs or symptoms. If no return of symptoms, next day advance to:

- b. Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity < 70% maximum percentage hear rate: no resistance training. The objective of this step is increased hear rate. If no return of symptoms, next day advance to:
 - c. Sport-specific exercise including skating, and/or running; no head impact activities. The objective of this step is to add movement and continue to increase hear rate. If no return of symptoms, next day advance to:
 - d. Non-contact training drills (e.g., passing drills). The student-athlete may initiate progressive resistance training. If no return of symptoms, next day advance to:
 - e. Following medical clearance (consultation between school health care personnel, i.e. Licensed Athletic Trainer, School/Team Physician, School Nurse and student-athlete's physician), participation in normal training activities. The objective of this step is to restore confidence and to assess functional skills by the coaching staff. If no return of symptoms, next day advance to:
 - f. Return to play involving normal exertion or game activity.
2. In the absence of daily testing by knowledgeable school district staff (i.e. Licensed Athletic Trainer, School/Team Physician) to clear a student-athlete to begin the graduated return-to-play protocol a student-athlete should observe a 7 day rest/recovery period before commencing the protocol. Younger student (K-8) should observe the 7 day rest/recovery period (after they are symptom free at rest) prior to initiating the graduated return-to-play protocol. A physician trained in the evaluation and management of concussion as well as the parents/guardians of the student-athlete shall monitor the student-athlete in the absence of knowledgeable school district staff (i.e., Athletic Trainer, School/Team Physician). School Nurses may serve as an advocate for student-athletes in communicating signs and symptoms to physicians and parents/guardians.
 3. If the student athlete exhibits a re-emergence of any concussion signs or symptoms once they return to physical activity, he/she will be removed from further exertion activities and returned to his/her school/team physician or primary care physician.

4. If concussion symptoms reoccur during the graduated return-to-play protocol, the student athlete will return to the previous level of activity that caused no symptoms.

G. Temporary Accommodations for Student-Athletes with Sports-Related Head Injuries

1. Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student-athlete to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a pupil is sensitive to light/sound, can slow a pupil's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the pupil's cognitive needs in the following ways. Pupils who return to school after a concussion may need to:
 - a. Take rest breaks as needed;
 - b. Spend fewer hours at school;
 - c. Be given more time to take tests or complete assignments (all courses should be considered);
 - d. Receive help with schoolwork;
 - e. Reduce time spent on the computer, reading, and writing; and/or
 - f. Be granted early dismissal from class to avoid crowded hallways.

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 School Business Administrator, except that the Board 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:

Number the following uses in the appropriate order

Class I:

- Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
- Uses and organizations indirectly related to the schools, including the P.T.A.;
- Departments and agencies of municipal government;

Class II:

- Governmental agencies generally;
- Community organizations formed for charitable, civic, social, or educational purposes;
- Community church groups;

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, private social function, or any purpose that is prohibited by law.

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 11:00 p.m.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. 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. Where rules so specify, no item of equipment may be used except by a qualified operator.

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 program and district operations
2. 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. Exceptions may be granted by the Board of Education on an individual basis.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed 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.

N.J.S.A. 18A:20-20; 18A:20-34

Cross reference: Policy Guide Nos. 5842, 9190, 9191, 9210, 9310

Adopted: 12 October 2005

7510 Use of School Facilities

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:

Student groups under school supervision and school affiliated groups such as PTA organizations and officially appointed groups of the municipal government.

2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs. Class II users include the following organizations and individuals:

- Fundraising activities by groups directly related to the schools and the operation of the schools.
- Government agencies other than municipalities.
- Community church groups

3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:

All others.

4. No other organizations or individuals will be permitted to use school facilities.

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the School Business Administrator.

2. Application for use of school facilities must be submitted to the School Business Administrator not less than five working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than thirty working days prior to a regular Board meeting and not less than thirty working days before the date of the requested use.

3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. 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 or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The School Business Administrator 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
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.
2. If the facility is not available for use, the School Business Administrator will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the School Business Administrator will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Board of Education for final approval or for referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only on weekdays, including school vacations. School facilities are not available for use on Sundays and other public holidays.
 - b. School facilities are available for use only during the hours of 3:00 p.m. and 11:00 p.m. Permission may be granted for a use up to 12:00 p.m., provided the user

pays an overtime fee regardless of the user's classification. School facilities are not available for use during the school day.

- 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.
- d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The School Business Administrator will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. That information will be entered on the application form.
6. In the event of a conflict between requesting organizations within the same class, 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 to withdraw permission to use school facilities after approval has been granted and 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. Permission to use school facilities is not transferable.
11. The organization representative must inform the School Business Administrator of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the School Business Administrator of a canceled use at least 24 hours in advance of the scheduled time of the use may result in imposition of service charges.
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.

D. Insurance and Indemnification

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 save 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 evidence of the purchase of liability insurance in the amount of
 - a. \$1,000,000 per person,
 - b. \$1,000,000 per accident or event, and
 - c. \$1,000,000 property damage.

E. 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.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - 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 will be used with care and left in an orderly and neat condition.
 - b. The user must obtain the School Business Administrator's permission to bring 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.
 - 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 more than twenty four hours after the use 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 obtain the School Business Administrator's permission to use, move, or tune a district piano. A piano may be moved only by a competent and experienced commercial mover and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
 - e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
 - 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. The user must obtain the School Business Administrator's permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
 - i. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the School Business Administrator.

- j. No school keys shall be issued to a user.
 - k. No animal shall be allowed on school premises.
 - l. The School Business Administrator is responsible for examining the facility immediately after the use and informing 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, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment. Users may make use of public telephones.
 - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles.
3. Uses Must be Properly Supervised.
- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is directed by the School Business Administrator 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.
 - b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
 - c. The user must assume full responsibility for the conduct of all participants in the use 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.
 - d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.

e. Board members and school officials are entitled to full and free 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.

F. Fee Schedule

1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to ¶E3a and ¶E3b will be billed.

2. Class II users will not be charged a facility fee, but will be charged for the specific services of school employees rendered pursuant to ¶E3a and ¶E3b, if any, and any such costs directly related to the user group.

3. Class III users will be charged the costs charged Class II users (¶F2a and ¶F2b) and the following facility fee for each four hours" use.

Facility	Fee
High school auditorium	\$500
High school gymnasium	\$300
High school cafeteria	\$300
Middle school multi purpose room	\$250
High school athletic field	\$100
High school classroom	\$ 35
High school stadium	\$500
Board meeting Room	\$ 50

4. The School Business Administrator will prepare an itemized bill for the use of school facilities based on the approved application form. The bill will be sent to the representative of the applicant organization and is payable upon receipt.

Adopted: October 12, 2005