

7510 - USE OF SCHOOL FACILITIES

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The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Business Administrator. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

Rumson-Fair Haven Regional High School District will give priority for use of RFH Facilities in the following order:

1. Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.O., RFH Education Foundation, RFH Boosters, and other school-parent related organizations;
3. The Pre-K-8 School Districts of Rumson and Fair Haven; Rumson and Fair Haven Recreation Departments to include the following:
 - a. **Groups affiliated with Rumson Recreation:** Rumson Rec Soccer; Little League Baseball; Little League Softball; Flag Football; Girls Rec Lacrosse; Crew; Rec Basketball; Recreation Athletic Summer Camps; AYF Youth Football and Cheer; Rumson FC Travel Soccer; RFH Youth Wrestling; Rumson Travel Baseball; Rumson Travel Softball; Rumson Travel Basketball
 - b. **Groups affiliated with Fair Haven Recreation:** FH Soccer; FH Baseball; FH Diamonds (travel baseball); FH Softball ; FH travel softball; RFH Lacrosse; FH Basketball + Mid Monmouth Basketball (travel); AYF Youth Football and Cheer RFH Youth Wrestling

Please Note: All Summer Camps taking place at RFH will be charged a flat fee of \$10 per participant. Collection of the \$10 fee is the responsibility of the camp / Recreation Department. An Athletic Trainer is required for each camp. *All arrangements related to athletic trainers are the responsibility of each camp.*

4. Groups **not associated** with Rumson Recreation and Fair Haven Recreation*, such as:
- Rumson and Fair Haven youth-based **independent** travel teams;
 - All other non-affiliated travel-athletics and adult-league athletics;
 - Private Groups

***Dates are limited, pending the availability of RFH school facilities.** *Fees required. See Appendix B for Fee Schedule.*

Please note:

- **Facilities use at RFH requires proof of liability insurance and completion of the RFH Facilities Use Application found in Appendix A of this policy.**
- **A fee is required for all organizations at priority levels 4 and 5. See Appendix B in this policy for fee schedule.**
- **Facilities use at RFH must be arranged through the RFH Business Office / School Business Administrator. All applications should be submitted to: scranston@rumsonfairhaven.org**
- Dates, times, and fees for facilities use will be coordinated between the RFH School Business Administrator and the RFH Vice-Principal for Activities and Athletics/Athletic Director.
- **All arrangements for use of RFH School Facilities must be pre-approved by the RFH Board of Education.** Last minute applications will not be accepted. For RFH Board Meeting Dates, click here:

<https://www.rumsonfairhaven.org/Page/138#calendar117/20220607/month>
- Upon RFH Board of Education approval, arrangements will be confirmed with your organization by the RFH School Business Administrator. Your organization will be contacted with dates, times, and fee schedule, if applicable.

Please Note:

- See Appendix A in this policy for application and insurance information.
- See Appendix B in this policy for fee schedule.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

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, certain items of equipment may only be used by a qualified operator approved by the school district administration.

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 shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
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.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. 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 uses school facilities or 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. 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.

The Board 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 in accordance with the provisions of N.J.S.A. 18A:41-7.

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 to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

Appendix A: RFH Facilities Use Application / Insurance Requirements:

PLEASE Complete the Following Form:

**SUBMIT TO RFH SCHOOL BUSINESS ADMINISTRATOR 30 DAYS IN
ADVANCE OF EVENT. THANK YOU.**

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL

74 Ridge Road

Rumson, New Jersey 07760

APPLICATION FOR USE OF SCHOOL FACILITIES

Section A: All applicants must complete

Organization making this request:

Name of organizational representative making this request:

Cell Phone Number:

Name of Event:

Date(s) Requested - (include day(s) of the week for the request):

Start time _____ End time _____

Facilities at RFH: AUDITORIUM (Capacity 700), GYMNASIUM (Capacity 700), CAFETERIA (Capacity 200), MEDIA CENTER, USE OF CLASSROOMS, TURF FOOTBALL FIELD / LAX FIELD, SOFTBALL / BASEBALL FIELDS, OUTDOOR TRACK, Other:

Location requested:

Purpose of event:

Other organizations involved? Please name them:

All activities that will take place during the event:

Estimated number of participants:

Information that will be included in promotion/advertisement of event (please attach flyer if applicable)

Are tickets being sold?

If yes, price:

Number of tickets being sold:

Profits will be used for:

Will refreshments be served?

If yes, have arrangements been made?

Are you requesting the school to provide equipment?

If yes, describe:

Address of applicant:

Applicant's telephone:

Day _____ Evening _____

Applicant's fax number _____

Applicant's email address _____

SECTION B: Any applicant who is not representing a Rumson-Fair Haven Regional High School Student Organization must complete this section:

Nature of organization (e.g., non-profit, recreation, etc.):

Are all participants Rumson and Fair Haven residents?

All fees, insurance, and fire permits are due in the Business Office 2 weeks prior to the event. If not received, the event will be canceled.

Contact School Business Administrator, Mr. Sean Cranston at 842-1597, ext. 650 with any questions or concerns.

SECTION C: All applicants must complete

Signature indicates that the “Use of Facilities–Rules–Regulations–Fee” information sheet has been read.

Signature of organizational representative named above:

Date of signature:

OFFICE USE ONLY

Approval: (Note approval or disapproval, sign, and return to Business Office.)

Date of School Business Administrator Approval:

Date of Superintendent Final Approval:

Date of RFH Board Approval:

Rental fee is \$ _____

Lights @ Borden Stadium \$ _____

Custodial fee is \$ _____

Lighting Technician fee is \$ _____

Press Box Technician fee is \$ _____

Total Due \$ _____

Application received _____ Insurance received _____ Fire permit received _____ Fees received _____

Notice of Police Officer on duty _____

Appendix B: RFH USE OF FACILITIES – RULES – REGULATIONS – FEES

Failure to fully disclose all organizations to be involved, all activities to take place, and/or all contents of promotional materials will result in denial of use of facilities or cancellation of a prior approval.

1. All applications and facilities use fees (if applicable) must be received in advance by the RFH School Business Administrator, Sean Cranston:
 - Email: scranston@rumsonfairhaven.org
 - Postal Address: RFH School Business Office – 74 Ridge Road, Rumson, NJ 07760
 - Telephone: 732-842-1597 x 651
2. All facilities use requests must receive prior approval by the RFH Board of Education. Completed applications must be presented to the School Business Administrator for this purpose. Please see Appendix C for complete list of upcoming Board Approval Dates. Please note that Board meeting dates may be subject to change. To check for updates, please visit our website: <https://www.rumsonfairhaven.org/domain/35>
3. All fees for groups in Tier 4 will take effect for registrations occurring July 1, 2022 or later.
4. **Effective January 1, 2023:** All summer camps to be held at RFH will be charged a flat fee of \$10 per participant.
5. It is understood and agreed that applicant assumes full responsibility for the preservation of order in said facilities and liability for any damage or loss of school property.
6. *Please do not advertise until you receive written approval to use the facility. If and when your event is advertised, please provide your own phone number; RFH phone numbers may not be used.*
7. **Smoking, Vaping, Drug / Alcohol use in any part of the RFH school facilities or on RFH school grounds is prohibited by law.**
8. Food and refreshments: No outside food concessions are permitted. If necessary, food arrangements must be made through the district cafeteria. **No refreshments are allowed in the gymnasium or auditorium. Use of chewing tobacco (or any tobacco product), chewing gum, and sunflower seeds are not permitted on RFH turf fields.**
9. Leases must comply with all local and state laws regarding public assemblies.
10. **Insurance: All organizations must have liability insurance of at least \$1,000,000 naming the Rumson-Fair Haven Regional Board of Education as an additional insured. Coverage must be on file 2 weeks prior to the event or the event will be canceled.**
11. Fire safety permit: Fee - \$35.00 must be on file in the district office and on file at the Rumson Police Department 2 weeks prior to the event or the event will be canceled. Permits are available at the Rumson Police Department.

12. RFH Facilities will be opened to the applicant only for the time requested.
13. NOTIFICATION OF CANCELLATION IS REQUIRED TWO WEEKS PRIOR TO EVENT TO BE CONSIDERED FOR A REFUND.
14. EVENT CANCELLATIONS DUE TO INCLEMENT WEATHER OR DUE TO FORCE MAJEURE MAY BE RESCHEDULED, IF POSSIBLE. Contact the RFH School Business Administrator for further information: **732-842-1597 x 651.**
15. **Fundraising and Spectator Events:** Applicant is responsible for scheduling and payment of security/police to insure safety of participants, spectators, and school property. Your plan is to be submitted to Board of Education with application. Each group of 50-250 guests requires one uniformed police officer to be present and on-site to ensure security. In the event that guests exceed 250 people, additional security will be required.

Please note that fees do not apply to applicants in Tiers 1-3, with the exception of summer camps.

RFH Hourly Fee Schedule:

FACILITY:	Tier 4 Groups	
	Weekday	Weekend/Night <i>*Additional Custodial Fees Will Apply</i>
AUDITORIUM	\$300/hr.	*\$300/hr.
GYMNASIUM	\$150/hr.	*\$150/hr.
CAFETERIA*	\$100/hr.	*\$100/hr.
MEDIA CENTER	\$300/hr.	*\$300/hr.
USE OF CLASSROOMS	\$60/hr.	*\$60/hr.
STADIUM TURF	\$300/hr.	*\$300/hr.
LIGHTS ON TURF FIELD* <i>Out of respect for RFH neighbors/residents, lights on turf field will not be used after 8:00 p.m. except for school-sponsored functions.</i>	Add \$60/hr.	Add \$60/hr.
SOFTBALL / BASEBALL FIELDS	\$200/hr.	*\$200/hr.
OUTDOOR TRACK	\$200/hr.	*\$200/hr.

****Food Service in RFH Cafeteria requires an extra fee. Please contact RFH Business Office with Food Service inquiries: 732-842-1597 x 651**

Additional Charges for All Groups Using School Facilities:

Custodial:	Custodial fees will be charged after 8:00 p.m. on Weekdays and all day Saturdays, Sundays, and Holidays	\$70/hr. Per Custodian
Maintenance:	Maintenance fees will be charged on Saturdays, Sundays, and Holidays	\$90/hr. Per Maintenance Worker
Security Guards:	Charges will be assessed per event.	\$75/hr. per Security Guard
Technology Crew	Charges will be assessed per event.	\$90/hr. Per Technician

16. It is a requirement that RFH facilities use be kept clean and orderly by every organization applying for facilities use at RFH. ***There will be a \$150 custodial fee assessed on any organization leaving garbage anywhere on RFH Facilities.***
17. Damages to facilities by **any** organization will be assessed and charged directly to that outside organization. **Intentional damage to RFH facilities will result in termination of that organization's facilities use at RFH.**

This facility use application form requires a signature that acknowledges that the authorized organizational representative has read and understands the above rules, regulations, and fees that are charged:

Name of Organization:

Authorized Signature:

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted: 20 December, 2011

Amended: 15 December, 2020

Amended: 19 July, 2022