

Applications for use are not valid until signed by both the building administrator and the Director of Buildings and Grounds. The signature of the building administrator indicates the space is available; the signature of the Director of Buildings and Grounds assures compliance with Board policy, appropriate Certificates of Insurance are held and the needed personnel are notified.

Applications must be filed with the building administrator a minimum of ten days before the requested date; any changes in the original application must be requested of the building administrator at least five days before the scheduled use. Applications for use will not be accepted prior to January 1 of the preceding school year.

Any group with approval for the use of a school facility is responsible for any damages.

The Board of Education requires the lessee to submit to the Buildings and Grounds Department a Certificate of Insurance for Bodily Injury and Property Damage Liability in the minimum sum of \$1,000,000 prior to the approval of the application. Such policy shall protect lessee from liability claims, but shall also name the Board of Education, Township of Montclair as "Additional Insured - Lessor". In addition, the Lessee agrees to hold the Board of Education (Lessor) harmless from any and all accidents resulting out of the activities of the lessee. The Certificate of Insurance must encompass the above requirements, and must also state that at least ten days written notice of cancellation of the policy be provided to the Board of Education. The Board of Education assumes no responsibility for damage or theft of property of others left on school premises.

Permits are subject to cancellation if information on the application is false or the use is contrary to policies, rules and regulations of the Board of Education. The Board and its agents are to be held harmless of any expense or losses incurred by the sponsoring organization due to the required cancellation of programs or activities in violation of policies, rules or regulations.

#### Limitations of Use

1. The Director of Buildings and Grounds can transfer with due notice any activity from one area to another in the same building should economic and efficient use of the facility so require.
2. No school facility can be used for unlawful purposes. Sponsoring organizations cannot conduct meetings or sponsor activities which are abusive of other groups or individuals. No person can be excluded from participating because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, marital status or genetic predisposition or carrier status.
3. Smoking is prohibited. Alcoholic beverages are not permitted on school premises. Gambling, games of chance, raffles and lotteries as prohibited by law, are not permitted.

4. Use of a gymnasium requires proper footwear to prevent damage to floors; dances must have the approval of the Building Principal. Use of special apparatus must have been prearranged with the Principal.
5. Programs and activities must have adequate supervision. Participants are allowed access only to areas approved on the rental application.
6. Signs, banners, placards, etc., cannot be placed in schools or on school grounds without the permission of the Principal.
7. Ticket selling and the sale of merchandise or food require prior approval on the written application.
8. Groups requesting storage of equipment and materials must make separate arrangements with the building administrator.

#### Responsibilities of Users

1. Someone must be designated to take responsibility for the use of the approved area during the rental period and check in with the custodian in charge; that name must appear on the rental application.
2. The person in charge and on duty during the approved period of time must: a) assure exit doors are free from obstruction; b) identify the location of the pay telephone and bathrooms to facility users; c) locate the fire extinguishers; d) monitor the presence and behavior of the persons in his/her supervision; e) assure the safety and prompt exiting of the building at the activity's conclusion; f) report the departure of the group to the custodian in charge.

#### Responsibilities of Custodians

1. Represent the Board of Education and execute all policies, rules and regulations during the use of the building.
2. Make certain no damage occurs; if necessary, eject unruly users. Notify the police if assistance is requested.
3. Permit only persons/groups to use the building or grounds who present a copy of the approved application and whose name appears on the form.
4. Do not accept payment in any form from building users.

## Classification of Groups

### Assignment Priority and Fee Schedule (Appendix A- Buildings):

Group I - Free use of school facilities may be granted to the following school groups, youth activities and adult community groups Monday through Friday during hours of regular custodial shifts:

- A. Programs offered by Montclair Parks and Recreation and cultural programs sponsored by the Township of Montclair.
- B. School Groups – PTA, school committees, staff in-service, staff committees, student activities;
- C. Youth Activities protected by No Child Left Behind; ( i.e. Boy Scouts, Girl Scouts and other organizations.)
- D. Adult community groups, recreational and educational programs benefiting the citizens of Montclair, service clubs, sororities and fraternities not operating for profit and for which no fee is charged participants.

Group II\* – Rates as per schedule on Appendix A will be assessed for use of buildings and groups to the following organizations or groups Monday through Friday during hours of regular custodial shifts:

- A. Non-profit community groups charging fees except for the Township of Montclair, which will always be a Group I for participation Monday through Friday during hours of regular custodial shifts;
- B. Any user from Group I or II above desiring to use the school facility during hours outside regular custodial shifts, on weekends and holidays except regular school programs approved by the Principal.

Group III\* – Rates as per Schedule on Appendix A will be assessed for the use of the buildings to the following groups:

- A. All community groups operating for profit;
- B. All groups, profit and non-profit, who do not operate within the Township of Montclair.

\*If Any user in Group II or III that is a full-time employee of the district and wishes to run a sports camp to benefit Montclair students in a gym or indoor facility, the rate for each gym or room will be fifty percent of the Group II rate specified on Appendix A.

Assignment Priority and Fee Schedule (Appendix B- Fields) by Classification Group:

The scheduling of fields will be determined in the following order. First priority will always be given to Montclair athletic teams or Montclair schools. Priority for all other entities will be given in the order of the groups outlined on the fee schedule below:

Group I - Free use of fields may be granted to the following school groups, youth activities and adult community groups Monday through Friday during hours of regular custodial shifts:

- A. Programs offered by Montclair Parks and Recreation and cultural programs sponsored by the Township of Montclair.
- B. School Groups – PTA, school committees, staff in-service, staff committees, student activities;
- C. Youth Activities protected by No Child Left Behind; ( i.e. Boy Scouts, Girl Scouts and other organizations), and other clubs/activities primarily involving Montclair’s students.
- D. Adult community groups, recreational and educational programs benefiting the citizens of Montclair, service clubs, sororities and fraternities not operating for profit and for which no fee is charged participants.

Group II – Rates as per schedule on Appendix B for use of fields to the following organizations or group.

- A. Non-profit community groups charging fees for participation

Group III – Rates as per schedule on Appendix B will be assessed for the use of the fields to the following groups:

- A. All community groups operating for profit;
- B. All groups, profit and non-profit, who do not operate within the Township of Montclair.

**Applications for summer field requests must be submitted by April 1<sup>st</sup>. Applications for fall sports must be submitted by June 1<sup>st</sup>. Fields will then be assigned according to the priorities listed above. Applications for spring sports must be submitted by March 1<sup>st</sup>. Fields will then be assigned according to the priorities listed above.**

**Note:** Organizations requesting field use for a sport that is considered “in season” may be given priority over organizations requesting fields for a sport that is not considered “in season”.

## Planetarium Shows

The educational experience of the Montclair Public Schools Planetarium will be offered to other school districts, agencies and organizations on a fee basis. The fees charged will be based on the services requested and can be found in Appendix C. Students visiting the Planetarium must be accompanied by adults (teachers, parents, etc.).

The fee charged will cover the salary of the Planetarium Teacher(s) and allow for maintenance of equipment and purchase of materials for the Planetarium. The District reserves the right to charge for either or both Security and Custodial coverage depending on the time/day of week of the show.

Sessions for other districts, agencies and organizations will be scheduled by the District after all Montclair students are scheduled for programs.

Requests for building use for the purposes of filming.

The request process shall be governed by Policy and Regulation #7510. The Board reserves the right to negotiate additional fees as the nature of these may extend beyond the normal scope.

## Schedule of Appendices

Appendix A- Buildings

Appendix B- Fields & Parking Lots

Appendix C—Planetarium

Appendices are subject to all the conditions of Board Policy #7510 and Administrative Procedure/Regulation # R7510.

## Payment of Fees

All assigned costs shall be paid to the Board of Education prior to the requested meeting dates. Checks should accompany the application form to the Department of Buildings and Grounds. Any additional costs incurred by the event will be paid within 30 days following the event.

## Exceptions

1. Groups which have signed an annual lease with the Board of Education.
2. Board of Elections is charged a rental fee of \$19.00 per building per day.
3. Non-profit groups within the community of Montclair, for extraordinary and unique circumstances, may request a waiver and/or reduction of the rental fee, from the Superintendent of Schools. Said waiver shall be approved only if the use of the facility directly relates to public school or adult education and/or activities benefiting Montclair students.
4. The Montclair Cobra Football program will be the only program grandfathered to allow use of the football field at a reduced rate. This reduction in fee is being given only to the Montclair Cobra Football program because they have been in existence since 1969, primarily benefit Montclair students and do not have the option of using other Board of Education fields, since Woodman Field is the only field lined for football. The rate charged the Montclair Cobra Program will be \$59.28 per hour for Sunday use. This rate is 1 1/2 times the hourly rate of pay for one security guard. If the number of children participating in the program exceeds eighty, the Montclair Cobra Program will be required to pay for two security guards or \$118.56 per hour for use.
5. Any user in Group II or III who is a full-time employee of the district and wishes to run a sports camp to benefit Montclair students in a gym or indoor facility will be charged 50% of the Group II rate specified on Appendix A.

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Use of School Facilities