

## REGULATION

## Hackensack School District

Section: Property

### 7510. USE OF SCHOOL FACILITIES

#### A. Classification of Users

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

1. Tier I– Use of school facilities by school classes, school clubs, groups of pupils and teachers, PTA, PTO, meetings of that particular school, and Scouts shall be classed as Tier I. The following conditions apply to this use:
  - i. Grant free use of the facilities.
2. Tier II – Use of facilities by divisions of the local municipal governments, local public school districts, local non-public schools and regular meetings of the local community groups, and other approved community groups shall be classed as Priority II. The following conditions apply to this use:
  - i. No admission may be charged and the function is in behalf of general educations, youth welfare or of public interest and given or sponsored by a responsible or accredited organization.
  - ii. All custodial service expenses, whether regular or overtime, must be borne by the requesting organization.
  - iii. The organization shall bear all expenses connected with stage supervision and operations.
  - iv. Upon the recommendation of the Superintendent, the Board of Education reserves the right to waive fees for the rental of facilities to another public school or non-public high school for emergency situations or special circumstances by the Superintendent, provided that no personnel overtime costs are incurred due solely to that event.
3. Tier III – Use of school facilities for fund raising or other events sponsored by local community groups and educationally oriented associations shall be classed as Tier III and will be conducted under the following conditions:
  - i. All custodial service expenses, whether regular or overtime, must be borne by the requesting organization.
  - ii. A service charge for use of the building will be made according to Board regulations.
  - iii. The organization shall bear all expenses connected with stage supervision and operations.
4. Tier IV – Use of school facilities for activities which are of benefit to the community and sponsored by responsible groups or individuals for their own profit or responsible groups from outside the community shall be classed as Tier IV and may be conducted under the following conditions:
  - a. A rental charge shall be made in accordance with Board regulations.
  - b. Rental charges for rehearsals shall be made in accordance with Board regulations.
  - c. All custodial service expenses, whether regular or overtime, must be borne by the requesting organization.
  - d. The organization shall bear all expenses connected with stage supervision and operation.

#### B. Application and Approval

The School Business Administrator/Board Secretary is authorized to approve and schedule the use of school facilities in accordance with the rules "Community Use of School Facilities".

C. 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. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury 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, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

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.

D. Supervision by School Personnel

1. In all cases at least one employee of the Board shall be present during the use of any school facility and be responsible for the proper care of buildings and equipment, opening and closing the buildings, controlling lights, etc. the number of school employees on hand will be determined by the scope of the activity.

2. Such employees shall, at the close of the function, conduct a complete inspection of the building and facilities used, fill out form, "Application for Use of Public School Facilities", and report all pertinent data in connection with the function. The form "Application for Use of Public School Facilities", and report all pertinent data in connection with the function. The "Application for Use of Public School Facilities" shall be forwarded to the School Business Administrator/Board Secretary.

E. Regulations

Users of school buildings shall adhere to the following regulations:

1. Smoking shall not be permitted in school buildings or on school premises. Alcoholic liquors or beverages shall not be brought or consumed neither in the school buildings nor on the grounds.

2. No nails or tacks may be driven into walls or woodwork, nor any electrical changes made.

3. Pianos shall not be moved, tuned, or repaired by anyone without written approval of the School Business Administrator/Board Secretary.

4. Any damage to buildings or equipment incurred in the use of the school facilities by outside parties shall be paid for by the signer of the "Application for Use of Public School Facilities".

5. Putting up decorations or scenery, or moving furniture is prohibited unless otherwise specified on the "Application for Use of Public School Facilities".

6. Nothing shall be sold, exhibited or displayed unless so specified on "Application for Use of Public School Facilities".

7. All electrical equipment and arrangements shall be in the charge and control of Board representatives.
8. All properties belonging to the applicant shall be removed no later than the morning following the use of school facilities. The Board assumes no responsibility for properties left on the premises by the applicant.
9. The applicant is to understand that tipping of custodians or other school personnel is inappropriate and prohibited. Only the Board shall pay employees for services involving the use of school facilities.
10. No other portions of the buildings or grounds shall be used except those indicated on the "Application for Use of Public School Facilities".
11. No school property, including supplies, equipment, or tools shall be used by anyone unless listed on the "Application for Use of Public School Facilities".
12. No parking facilities shall be assumed as being part of the application. Parking facilities and attendants may be secured at the rates designated on the "Application for Use of Public School Facilities".
13. Serving food and drinks shall generally be confined to school cafeterias and kitchens. No refreshments shall be serviced unless stated on the "Application for Use of Public School Facilities" and unless a staff member from the Food Service Management Company is present at an additional cost.
14. Rental of the athletic field and gymnasiums does not include the use of any school equipment such as bags, plates, markers, nets, hurdles, or any of the field hours, locker rooms, shower rooms, etc. toilet facilities and drinking fountains may be used.
15. The Applicant shall be held responsible for the preservation of order.
16. For certain events or activities police security may be deemed necessary by the School Business Administrator/Board Secretary, arrangements and payment for these services will be made directly to the Hackensack Police Department by the applicant.
17. Police security must be arranged when attendance exceeds 300 persons.
18. Any complaint involving the use of schools by outside organizations shall be made to the School Business Administrator/Board Secretary who will refer it to the appropriate administrative officer.

E. General Notice

1. No fee will be charged for Boy Scout meetings, Girl Scout meetings, PTA or other educational clubs having as their purpose the training of boys and girls, provided the meetings are held in such schools as have a night man in attendance. All evening and weekend meetings by these organizations in other schools shall be charged the prevailing rates.
2. Custodians shall not open a building except when presented with a properly authorized and approved application.
3. The School Business Administrator/Board Secretary shall appoint a site manager whenever, in his/her judgment, the nature or magnitude of the event requires one. In such instances the associated cost shall be levied in addition to other charges listed herein.

F. Fees

1. Payment for the use of school facilities shall be made to the Hackensack Board of Education through the School Business Administrator/Board Secretary on or before the date of use.
2. Rental fees for the use of Hackensack Public Schools are for a minimum period of four hours.
3. Requests to have fees waived must be submitted in writing to the School Business Administrator/Board Secretary for final disposition by the Board of Education.

4. The following shall be the rate per hour:

**HOURLY RATES**

FACILITY	Tier			
	I	II	III	IV
	<b>ELEMENTARY</b>			
Gym	NC	NC	\$ 30.00	\$ 60.00
Cafeteria	NC	NC	\$ 35.00	\$ 70.00
Classroom/Library	NC	NC	\$ 25.00	\$ 60.00
Auditorium	NC	NC	\$ 50.00	\$ 90.00
Kitchen	NC	NC	\$ 40.00	\$ 70.00
Custodian	NC	\$ 60.00	\$ 60.00	\$ 60.00
Custodian - Sundays & Holidays	NC	\$ 90.00	\$ 90.00	\$ 90.00

**MIDDLE SCHOOL**

Gym	NC	NC	\$ 40.00	\$ 70.00
Cafeteria	NC	NC	\$ 40.00	\$ 80.00
Classroom/Library	NC	NC	\$ 20.00	\$ 60.00
Auditorium	NC	NC	\$ 50.00	\$ 90.00
Kitchen	NC	NC	\$ 40.00	\$ 70.00
Fields	NC	NC	\$ 40.00	\$ 75.00
Custodian	NC	\$ 60.00	\$ 60.00	\$ 60.00
Custodian - Sundays & Holidays	NC	\$ 90.00	\$ 90.00	\$ 90.00

**HIGH SCHOOL**

Gym	NC	NC	\$ 50.00	\$ 80.00
Cafeteria	NC	NC	\$ 50.00	\$ 90.00
Classroom/Library	NC	NC	\$ 20.00	\$ 60.00
Auditorium	NC	NC	\$ 50.00	\$ 90.00
Kitchen	NC	NC	\$ 40.00	\$ 70.00
Fields other than Football	NC	NC	\$ 40.00	\$ 75.00
Football Field	NC	NC	\$ 70.00	\$ 125.00
Football Field with Lights	NC	\$ 60.00	\$ 150.00	\$ 250.00
Weight Room with Supervision	NC	\$ 50.00	\$ 75.00	\$ 125.00
Tennis Courts	NC	NC	\$ 25.00	\$ 75.00
Pool	NC	\$ 35.00	\$ 75.00	\$ 150.00
Custodian	NC	\$ 60.00	\$ 60.00	\$ 60.00
Custodian - Sundays & Holidays	NC	\$ 90.00	\$ 90.00	\$ 90.00

**Tier I** - Uses and groups directly related to the schools and the operations of the schools All school sponsored activities including school clubs, school department meetings and school sponsored events. PTA, PTO, District employee organizations, Booster Clubs, Scouts.

**Tier II** - Departments and agencies of municipal government - City Recreation Department, City Council, Parent Outreach.

**III** - Uses and groups for fundraising by local community groups, county groups.

**Tier IV** - Private Interest Groups - Any group that is not directly or indirectly related to Hackensack Schools or outside the community.

G. Kitchens

Because of health department regulations, school cafeteria kitchens are not available for use by any other than school and licensed personnel. Organization using school cafeterias are to have caterers approved by the Board of Education, and if kitchen facilities are to be made available, two members of the kitchen staff shall be on duty; the overtime rate shall prevail.

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