

7510 USE OF SCHOOL FACILITIES

The district facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules—providing that such use does not interfere with the orderly conduct of a through and efficient system of education—allows the community to benefit more broadly from the use of its own property.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Chief School Administrator for:

1. Uses and groups directly related to the school and the operations of the school;
2. Uses and organizations indirectly related to the school;
3. Departments or agencies of the Lakewood municipal government;
4. Other governmental agencies; and
5. Lakewood Community organizations formed for charitable, civic or educational purposes.

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

The Chief School Administrator or Board of Education may refuse to grant the use of a school building whenever in their judgment there is a good reason why permission should be refused.

Smoking is prohibited at all times in any district building or on school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with State and local fire, health, safety and police regulations.

For purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.



The buildings shall not be available for community use during holidays, vacation periods, or during the summer when programs interfere with cleaning and maintenance schedules.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules specify, no item of equipment may be used except by a qualified operator.

Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. No district equipment shall be removed from the premises for use of non-district personnel.

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 require that all users of school facilities comply with policies of this Board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Community Relations Use of School Facilities Rules



These rules and regulations shall be designed to provide community wide use of school facilities with reasonable restrictions to protect school property.

1. The sponsoring organization must submit the following documentation to the Facilities Department prior to obtaining a permit to utilize school facilities: Application For Use of School Facilities Form, Insurance Policy Endorsement indicating limits of liability of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and naming the Lakewood Board of Education as an additional insured on the policy.

A nonprofit tax exempt identification number and insurance certificate as required in this Policy must be in the name of the sponsoring organization. The Board of Education will not permit the use of any school facility if the nonprofit tax identification number or the insurance certificate has been issued to the organization or business entity that is not the sponsoring organization who will be using the school facility in accordance with Board of Education Policy.

2. Sponsoring organizations agree to take every possible care of the building and to pay for any damage to building or equipment during their use of same.
3. A Site Coordinator must be in attendance for all auditorium events. Security must be in attendance for all events based on attendance as follows:

1 - 100 people	1 Security Specialist
101 - 200 people	2 Security Specialists
201 - 300 people	3 Security Specialists
301 - 400 people	4 Security Specialists
401 - 500 people	5 Security Specialists
501 or more	6 Security Specialists

Fire Personnel maybe required for an event. The number of firefighters will be determined by the Director of Security. If a permit is required said paperwork must be filed with the Ocean County Fire Marshall's Office. The Facilities Department will make arrangements for their assignment. No permits will be issued unless payment for these services is made in advance.



4. Sponsoring organizations shall provide sufficient competent adult supervision. An adequate amount of supervision will be agreed upon at the time the permit is issued.
5. Smoking is prohibited on school grounds. Violation of this prohibition by a group or organization will result in suspension of the permit for use of the facility. No permit will be reissued for the remainder of the school year.
6. Alcoholic beverages are not permitted on school property.
7. Use of materials on floors, walls, or other parts of the building is prohibited without specific approval of the Superintendent or designee.
8. Electrical, audio and visual equipment cannot be used without specific approval of the Superintendent or designee . Requests for such approval shall be made at the time of application.
9. Decorations and props shall be fireproof and shall be erected in a manner that will not be destructive of school property. Fire and safety regulations shall be followed at all times. No assembling, set-up or removal, of decorations, props, etc. will be done by district employees. All decorations and props must be removed at the conclusion of the event (same day). No exceptions.
10. When admission tax is to be collected or when fees are to be paid to any agency or group, the organization using the facilities shall assume all responsibility, as applied to funds collected or contracts entered into by the user.
11. All advertising posted or circulated in advance within district buildings must be approved by the Superintendent or designee.
12. Concessions operated in the school shall be in areas specified by the Facilities Department.
13. Permits are not transferable. A fifty percent deposit of estimated costs is required upon reservation request approval. A security fee of \$500.00 is required upon reservation request approval. This security fee will be returned upon clearance that all facilities were



left in acceptable condition. (Only checks and money orders will be accepted). Reservations must be canceled at least forty eight hours in advance or charges described herein will be assessed, unless emergent circumstances arise that are acceptable to the Superintendent or designee.

14. Requests for seating or any other special facilities or equipment shall be made at the time of application to utilize the facility.
15. All arrangements to bring in scenery, costumes or other properties for any performances shall be made with the Facilities Department. Such arrangements shall not in any way interfere with the educational program of the Lakewood Public Schools. **All scenery, costumes or other properties must be removed at the conclusion of the event (same day). No exceptions.**
16. In the event schools are closed for an emergency, all scheduled events will be canceled. The permit holder may reschedule the event with the Facilities Department. If the event is not rescheduled all monies collected will be refunded
17. The Ocean County Fire Marshal has the authority to take appropriate action to assure the posted occupant capacities of area(s) are followed. The permit to use the facility will indicate the occupant capacity of the area being utilized. The organization shall not exceed this limit. The charge for the permit is determined by the Ocean County Fire Marshal's office.
18. There will be an available custodian on duty for the approved requests at the time and in the building to be utilized.
19. Request will only be honored for usage after the building's school day and the requested activity does not extend beyond 11:00 p.m. during the regular school year and 3:30 p.m. during the summer and with the written permission of the Superintendent or designee

Application

Applications for use of school facilities shall be available in the Facilities Department and on line at SchoolDude.com and shall be reviewed by the Business Administrator as



the Superintendent's designee and approved by the Board of Education. Applications must be filed with the Facilities Department at least two weeks (10 Board of Education business days) prior to the date(s) facilities are requested.

The Board of Education shall reserve the right to deny the use of its facilities if said use may be deemed to cause a hazard and/or disturbance.

When an application is approved, a Permit to Use the School Facilities shall be granted. A fifty percent deposit of estimated costs is required upon reservation request approval. A security fee of \$500.00 is required upon reservation request approval. This security fee will be returned upon clearance that all facilities were left in acceptable condition. (Only checks and money orders will be accepted.)

The Permit is available in SchoolDude for reference. Upon arrival the sponsor must present the permit to the Custodian or Security Specialist assigned to the facility to be utilized, if a problem occurs at an event, a report will be sent to the Superintendent who will forward it to the Board of Education.

In addition, in compliance with N.J. State Law; groups other than the Board of Education, using school buildings, A fire permit may be required by the user from the Ocean County Fire Marshal for groups over one hundred as per NJ State law. This permit must be carried to all school events.

Fees

The fee schedule shall be a part of the Application for Use of School Facilities and shall be uniformly applicable to all organizations in accordance with Board Policy.

The fee schedule is based on classing each applicant in the following classes:

- Class A All organizations and activities organized within Lakewood Public Schools Organizations, Lakewood Non-Profit Youth Organizations, Township Recreational Programs, and Lakewood Non-Public Schools. Lakewood Non-Profit Youth Organizations will be defined as an organization whose membership is composed of more than fifty percent of Lakewood students and further provides more than fifty percent of its services to Lakewood Students that request the use of school facilities for instructional or co-curricular activities.



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- Class B All Lakewood civic organizations, non-profit organizations, churches and synagogues shall be allowed use of school facilities and the rate structure specified in this regulation shall apply.
- Class C All other Lakewood organizations, profit making and business enterprises, non-profit groups conducting fund raising events, groups charging admission fees, youth and athletic camps, bible or religious camps and political groups shall be charged per the rate structure specified in this regulation.

As an integral part of the community, the Board of Education allows both Lakewood profit and non-profit groups the use of its facilities. These groups, who must submit an application for building use, are issued a permit by the Board of Education that outlines the particular parameters of the building use and an estimate of fees for such building usage.

The Business Administrator or designee shall be responsible for the collection of the supplemental billing fees from the applicant.

These rates shall remain in effect from the date of Board approval of this Policy until amended by the Board of Education.

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

Adopted: 17 October 2013
Revised: 10 December 2014
Revised: 16 December 2015



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A. Rental and Use of School Buildings

1. School buildings are primarily for the use of school children. They are, however, available for community use when there is no conflict with school functions. School activities will take precedence over the allocation of facilities to organizations. The Board of Education and/or the Superintendent of Schools reserves the right to cancel any authorization in the interest of educational needs.
 - a. The use of school facilities shall not be granted for any purpose which is prohibited by law; nor shall be granted to groups whose mission is discriminatory in nature or those groups who advocate violence or subversion are strictly prohibited from using the facilities.
 - b. Organizations desiring the use of buildings shall make arrangements with the Business Administrator or designee. Building/field use will not be arranged with individuals.
 - c. Billing will be done through the Business Office. Checks are to be made out to the Lakewood Board of Education. No cash will be accepted, checks or money orders only.
 - d. In the event that schools are closed for any reason, i.e.: snow, power failures, etc., **all events will be cancelled**. Facilities may not be available during the summer when programs interfere with cleaning and maintenance schedules.
 - e. Any Lakewood organization that is granted use of school facilities will be held responsible for its proper use and adherence to all rules and regulations governing such use. The Board of Education will assign custodians to the activity at the user's expense.
 - f. All approved requests shall receive an approved permit from the Business Administrator or designee. All permits must be present and visible to district personnel at all times.



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2. All individuals and/or groups who shall be granted the privilege to use district facilities shall hold harmless the Lakewood Board of Education, its staff and employees from any and all liability.
3. No charges will be waived for any organization without the approval of the Board of Education.
4. A fifty percent deposit of estimated costs is required upon reservation request approval. A security fee of \$500.00 is required upon reservation request approval. This security fee will be returned upon clearance that all facilities were left in acceptable condition. (Only checks and money orders will be accepted.)
5. A fire permit may be required by the user from the Ocean County Fire Marshal for groups over one hundred as per NJ State law. A copy of the approved permit must be given to the Business Office no later than three days prior to event.
6. All reservation requests must be made at least two weeks (10 Board of Education business days) prior to event date.
7. No reservation can exceed twelve weeks. All reservations, except for non-profit organizations, will only hold any given area for up to twelve weeks.
 - a. Non-profit organizations may schedule twelve months in advance of their planned event. If a district school has scheduled or does schedule an event for the same date, or dates, reserved by a non-profit organization, the district school's event shall take priority and the non-profit organization's event shall be cancelled or rescheduled.
8. Rental Class charges:
 - Class A All organizations and activities organized within Lakewood Public Schools Organizations, Lakewood Non-Profit Youth Organizations, Township Recreational Programs, and Lakewood Non-Public Schools. Lakewood Non-Profit Youth Organizations will be defined as an organization whose membership is composed of more than fifty percent of Lakewood students and further provides more than fifty



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percent of its services to Lakewood Students that request the use of school facilities for instructional or co-curricular activities.

Class B All Lakewood Civic Organizations, Non-Profit Organizations, Churches And Synagogues.

Class C All other Lakewood organizations, profit making and business enterprises, non-profit groups conducting fund raising events, groups charging admission fees, youth and athletic camps, bible or religious camps and political groups.

Facility/Location	Class A	Class B	Class C
	Hourly Rate	Hourly Rate	Hourly Rate
Site Supervisor	\$ 20.00	\$ 20.00	\$ 22.50
Custodian	\$ 36.83	\$ 36.83	\$ 40.00
	Overtime or Weekends	Overtime or Weekends	Overtime or Weekends
	\$45.75 Holidays	\$45.75 Holidays	\$45.75 Holidays
Security Specialist	\$ 22.50	\$ 22.50	\$ 22.50
	Overtime \$33.75	Overtime \$33.75	Overtime \$33.75
Firemen	TBD	TBD	TBD
Auditorium (all buildings)	None	\$ 75.00	\$125.00
HS Auditorium Lighting	\$ 25.00	\$ 25.00	\$ 25.00
Cafeteria (all buildings)	None	\$ 75.00	\$125.00
Kitchen Workers	\$ 25.00	\$ 25.00	\$ 30.00
Gymnasium (all buildings)	None	\$ 75.00	\$125.00
HS JV Fields	None	\$ 20.00	\$ 25.00
HS Varsity Fields	None	\$ 20.00	\$ 25.00
MS/Elementary Fields	None	\$ 15.00	\$ 20.00
Classrooms (all buildings)	None	\$ 25.00 per room	\$ 50.00 per room
Parking Lot (all buildings)	None	\$ 50.00 per event	\$ 75.00 per event



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- d. All hourly employee rates are subject to change without notification as per contracts. Overtime rates will apply for any event that exceeds their permitted time.
- e. The following security guards must be utilized as per the number of attendees
 - 1 - 100 people 1 Security Specialist
 - 101 - 200 people 2 Security Specialists
 - 201 - 300 people 3 Security Specialists
 - 301 - 400 people 4 Security Specialists
 - 401 - 500 people 5 Security Specialists
 - 501 or more 6 Security Specialists

B. Rules for the Use of School Buildings

- 1. The Policy of the Board of Education requires that the organization or individuals using the school facilities provide Insurance Policy Endorsement of liability insurance, both bodily injury and property damage, for a minimum amount of \$1,000,000 for the named event specifically and \$2,000,000 in the aggregate, and naming the Lakewood Board of Education as an additional insured on the policy. (The \$1,000,000 required by the Board of Education is the minimal amount, and the organization or individuals are advised to obtain additional insurance for the protection of individual members, based upon the type, duration and extent of activities). The Lakewood Board of Education reserves the right to request higher limits of coverage from any organization/individual based upon the Board's evaluation of the nature of the proposed usage of the Board's premises.

A nonprofit tax exempt identification number and insurance certificate as required in this Policy must be in the name of the sponsoring organization. The Board of Education will not permit the use of any school facility if the nonprofit tax identification number or the insurance certificate has been issued to the organization or business entity that is not the sponsoring organization who will be using the school facility in accordance with Board of Education Policy.

- 2. 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.

3. Security and/or Site Supervisor are required for all events
4. All buildings will close at 11:00 p.m. during the regular school year and 3:30 p.m. during the summer.
Class A will be charged all applicable fees for Class B if the premises have not been vacated by the agreed upon time.
Class B will be charged all applicable fees for Class C if the premises have not been vacated by the agreed upon time.
Class C will be charged Holiday Rate if the premises have not been vacated by the agreed upon time.
5. All organizations/individuals must adhere to all parking regulations. Parking shall be limited to designated areas only. Violators are subject to motor vehicle summons and towing will be at the owner's expense.
6. The Lakewood Board of Education is a drug-free and smoke-free school zone and the distribution and sale of alcoholic beverages, raffles and prizes are strictly prohibited. Violators shall be subject to arrest.
7. No keys to school buildings shall be issued to any applicant or unauthorized person at any time.
8. Local and State Fire and Safety Regulations shall be followed at all times. Use of materials on floors, walls, or any other parts of school buildings is prohibited without specific approval from the Superintendent or designee.



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9. Permits are not transferable. Reservations must be canceled at least forty eight hours in advance or charges described herein will be assessed, unless emergent circumstances arise that are acceptable to the Superintendent or designee. In the event your function is cancelled due to the above paragraph A1.d; all monies collected will be refunded.
10. No district equipment shall be removed from the premises for use by non-district personnel.
11. The organization which rents the building/fields is responsible for the conduct of its patrons or guests.
12. All outside groups must ensure adequate adult supervision for all underage children.
13. This Policy shall be strictly adhered to by the Lakewood Board of Education. Any organization in violation of this Policy will be restricted from using school facilities for future events.
14. All scenery, costumes, decorations, props or other properties must be removed at the conclusion of the event (same day). No Exceptions.
15. In the event an Organization receives approval to use District facilities when the district is closed and the facilities are not normally available the Organization will be charged at a rate double all charges and fees.



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TO: {Group / Organization / Sponsor}

From: Lakewood Board of Education

Date: _____

Event: {event name, date and time}

Permit # _____

Approval Date: _____

I/We hereby acknowledge that a copy of the Lakewood Public Schools Regulation for Rental and Use of School Buildings, and Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries (Sports Events only) has been provided. Included in the policy are all costs associated with the rental and use of any building or fields. By signing this agreement I acknowledge that I accept all terms and conditions before any permit will be issued.

_____/_____._____
Name (Please Print) Signature Date

District Representative / Witness

Issued: 17 October 2013
Revised 16 December 2015

