



January 2018

## **Township of Ocean Board of Education Facility Use Notice Policy and Regulations #7510**

Please be aware the Township of Ocean Board of Education has approved changes to the policy and regulations concerning use of district facilities. Please note three important changes to the updated policy and regulations are changes to the definition of *priority groupings*, the definition of *frequent uses* and *regular uses*, and also contains increased fees for, among other things, areas being used within the school building, for athletic field use, for custodial reimbursement, and a maintenance fee has been added for certain uses. Please read the Policy and Regulations for further important details.

Please also note that *proof of residency* is **REQUIRED** in order to qualify as school age service groups and / or community related groups and the associated fees.

Submission of a roster including names and addresses of all participants must be submitted before a use can be approved.

If you have any questions please contact Rochelle Lezmi at 732-531-5600 ext. 3450.

KJ/rl

(Use of Facilities; Ken's Letterhead Policy Regulation Letter 2018)

## 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 programs of the schools. Therefore, the Board reserves the right to limit and/or deny requests based on their impact on efficient building utilization and maintenance.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent, except when 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:

1. School Related and Education Related Organizations

This category includes teacher organizations, parent organizations, alumni groups, any Township of Ocean municipal departments and other organizations directly related to the school.

- A. As a general policy there will be no charge for educational programs or regularly scheduled meetings. However, approval may be granted with custodial charges when such action is considered necessary
- B. Extensive programs, unusual programs, or moneymaking programs may be approved with cost to the organization in view of purpose and facility requirements.

2. School Age Service Groups

This category shall include Youth Organizations whose membership and leadership consists of a two-thirds majority of Ocean Township residents, Little League, "Pop" Warner, American Youth Football, Soccer Association and other similar organizations.

- A. Extensive programs, unusual programs, or moneymaking programs may be approved with cost to the organization in view of purpose and facility requirements.

3. Community Related Groups

This category refers to organizations in the Township of Ocean whose membership and Leadership consists of a two-thirds majority of Ocean Township residents that are interested in using the building to put on a program. This category also includes



organizations as the Lions, Kiwanis, Rotary, Optimists, Elks, Eastern Star, Women's Club, Masonic Organizations, political, charitable, religious and other similar organizations.

A. Extensive programs, unusual programs, or moneymaking programs may be approved with cost to the organization in view of purpose and facility requirements.

4. Non Profit Civic and Service Groups

This category refers to: School age service groups and community groups not consisting of a majority of Ocean Township residents. It includes political, charitable, religious and other similar organizations.

5. Commercial Organizations (For Profit)

A. Facilities may be approved for local groups.

B. Approval may be granted for local organizations based on consideration of purpose, value to community school, etc.

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 so specify, no item of equipment may be used except by a qualified operator.

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 regulations.

6. Fees

Charges for the use of school facilities shall be based on the priority of the activity, and personnel/supervision cost.

A. First priority activities will not be charged for facility use. Custodial fees and maintenance fees will be waived unless determined to be extensive, unusual or money making activities.

B. Second and third priority infrequent activities will not be charged a facility use fee. Frequent and regular usage will incur a flat seasonal facility fee. However, charges may include the appropriate custodian and maintenance fee coverage rate.



- C. Fourth priority activities will be charged a non-profit rate for facility use. Charges will also include the appropriate custodian and maintenance fee coverage rate.
- D. Fifth priority activities will be charged a profit rate for facility use. Charges will also include the appropriate custodian and maintenance fee coverage rate.

The Board shall develop regulations and a fee schedule 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.

Adopted: 21 September 1976

Revised: 17 July 1990, 26 June 2001, 29 June 2004, 17 August 2004, 21 June 2013,  
19 December 2017



# REGULATION

## OCEAN TOWNSHIP BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES

### R 7510 USE OF SCHOOL FACILITIES

The Board of Education and the Administration welcome the use of school facilities by community organizations. The Township of Ocean Board of Education reserves the right to reject any and/or all applications for the use of school facilities and to approve only those applications that are in the best interest of the Township of Ocean School District.

Organizations desiring to use school facilities will first check the availability of the facilities for the date required with the school building principal. Application is then to be made on the regular Board of Education form obtainable from the principal's office or on the district website. Applications, when completed, shall be returned to the building principal's office.

Application must be made at least one (1) month prior to the date of the proposed use. In addition priority will be assigned by the dates. (See: APPLICATION PROCEDURE: Item A)  
(Note: chief school administrator/designee can waive this requirement)

It shall be required that, at all times, at least one custodian be present who will represent the District to enforce its Rules and Regulations. Custodians are representatives of the District in the care and operation of buildings. Organizations will heed the requests of custodian for the enforcement of regulations.

The organizations shall be responsible for all damage claims to school property.

Organizations are responsible for reimbursing the school district for all expenses incurred for clean up of the areas used.

Failure to comply with the rules and regulations of the Township of Ocean School District will result in the denial of the use of the district facilities for future occasions.

#### INSURANCE:

The Board shall, in all instances, require a certificate of insurance to be filed with this application. The limits of the policy shall be \$1,000,000 bodily injury and property damage combined single limit of liability. The Board of Education shall be named as an "additional insured" on all certificates of insurance.

Organizations will hold the Township of Ocean Board of Education harmless from any and all bodily injury and/or property damage resulting from the organizations use of facilities.

#### TYPES OF ACTIVITIES PROHIBITED:

- A. Smoking is prohibited in all areas of the all school buildings and grounds.



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- B. NO alcoholic beverages may be sold or consumed in a school facility or on school property.
- C. No one may enter the building unless admitted by a member of the school staff.
- D. School facilities are not available on Holidays or when schools are closed due to inclement weather.

### APPLICATION PROCEDURE:

- A. First priority groups may schedule events at any time. Second priority groups will be given the opportunity to schedule events each year from May 1-15. Third priority groups will be given the opportunity to schedule events each year from May 16 to June 10. Fourth priority groups will be given the opportunity to schedule events each year from June 11-30. After June 30, facilities will be available on a first come first served basis.
- B. Applicant obtains the required building use forms at the office of the principal of the school for which the request is made or on the district website.
- C. The application is to be completed and presented with the required insurance certificate to the principal for review and considerations for approval. Any flyers or advertisements that may be issued as a result of the use, must be submitted for district approval.
- D. The principal forwards the approved application/permit and related completed documents to the Superintendent/designee.
- E. The request is reviewed and a fee is established by the Superintendent/designee per Board policy.
- F. The Board of Education reserves the right to grant alternate facilities for use by the applicant.

### PERMITS:

- A. The application, once signed and approved by the Superintendent/building principal or designee, shall constitute a permit authorizing the requisitioner for use of the facilities.



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- B. A copy of the permit is sent to the applicant, a copy is retained by the Superintendent/designee, and a copy is sent to the school for which the request is made.
- C. All permits shall be revocable and shall not be considered as a lease, and the Board of Education, or its authorized agent, may reject any application or cancel any permit.
- D. Permits shall be available for inspection at all times during facility use by authorized representatives of the Board.
- E. Permits issued for any continuing, extensive yearly programs shall be subject to suspension in the event that the allocated space is required for school use or other use deemed necessary by the Board or its authorized agent. Every attempt shall be made to avoid or minimize such suspension.
- F. Should the holder of a permit wish to cancel a reserved date, the Superintendent/building principal or designee must be notified at least five (5) business days prior to the time of the meeting or performance. Otherwise all charges will be applicable.
- G. The individual making application will be designated as the responsible person and the organization will be held responsible for any liability, property or material damage.
- H. Only those areas designated in the application may be used.

### RULES GOVERNING YOUTH ACTIVITIES:

- A. Appropriate supervision ratios must be maintained. The Board of Education reserves the right to dictate specific adult–youth supervision ratios.
- B. Adult supervisors shall be familiar with policies and regulations of the Township of Ocean Board of Education governing facility use.
- C. No Youth activity shall be permitted unless properly supervised by authorized persons. Future facility use may be denied if proper adult supervision is not provided.



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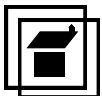
- D. Responsibility extends to the land and building in which the particular activity is located. Supervision is not limited to activity participants. Supervision extends to outsiders who may have to be removed from the building.
- E. Traffic control shall be maintained and limited to the facility authorized.
- F. Activity shall be limited to authorized areas. Roaming shall not be allowed. Entrance and exits shall be controlled.
- G. Equipment usage shall be limited to authorized issue. Classrooms, desk contents, room libraries, displays and equipment shall not be disturbed. Area lighting, equipment storage, blackboards, tack-boards, and furniture arrangements shall not be changed without special permission.
- H. Unless otherwise noted, area cleanliness and furniture placement shall be the responsibility of the permit holder.

### FEE SCHEDULE AND PROCEDURE:

Charges for the use of school facilities shall be based on the priority of the activity, and personnel/supervision cost.

- A. First priority activities will not be charged for facility use. Custodial fees will be waived unless determined to be extensive, unusual or money making activities.
- B. Second and third priority infrequent activities will not be charged a facility use fee. However, frequent and regular use will incur a flat fee of \$150 per season. Activities that qualify for the fee will be notified before each season. Charges may include the appropriate custodian and maintenance fee coverage rate.
- C. Fourth priority activities will be charged a non-profit rate for facility use. Charges will also include the appropriate custodian and maintenance fee coverage rate.
- D. Fifth priority activities will be charged a profit rate for facility use. Charges will also include the appropriate custodian and maintenance fee coverage rate.

### FEE SCHEDULE – DAILY RATE:





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AREA	PROFIT	NONPROFIT	
		½ Day (4 Hrs.)	Full Day (up to 8 hours)
Auditorium (HS & TOIS)*	940	225	325
Auditorium (all other)*	740	125	225
Library	160	75	125
Gymnasium (HS & TOIS)	540	105	185
Gymnasium (all others)	340	85	145
Cafeteria with kitchen** (OTES, TOIS & HS)	340	105	185
Cafeteria without kitchen	200	85	145
Classrooms (each)	150	60	100
Grounds/Fields***	240	100	175
Specialty	The Board reserves the right to make adjustments to the policy in the case of a special event .		

\* May be charged additional fee if School Lighting Technician is required.

\*\* District personnel are required to utilize kitchen equipment and appropriate fee will be charged to the group.

\*\*\* Excludes High School Stadium

### HIGH SCHOOL STADIUM\*

TIME FRAME	PROFIT	NONPROFIT
2 hours – weekday	600	200
2 hours – weekend	750	250
4 hours – weekday	900	300
4 hours – weekend	1,125	375
8 hours – weekday	1,800	600
8 hours – weekend	2,250	750
Light usage charge	25/hour	25/hour
Specialty	The Board reserves the right to make adjustments to the policy in the case of a special event .	



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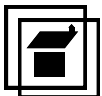
- \* May be charged additional fee if School Personnel is required for rest rooms, lights or press box usage.

### OTHER CONDITIONS:

- A. The board superintendent/building principal in conjunction with the custodial supervisor reserves the right to determine the number of custodians required to service facility use.
- B. All groups using indoor facilities or field facilities may be assessed on additional fee for cleaning up the area when conditions require, as a result of the group's use.
- C. Due to liability concerns cafeteria with kitchen usage may only be used with the utilization of the trained cafeteria staff. Groups will be responsible for payment at the staff's regular hourly rate of pay.
- D. Faculty, activity directors, and coaches employed by the Township of Ocean School District may receive a discount on facility rentals in the amount of \$250 per week, if participants are 30 or less, and/or \$475 per week, if participants are more than 30. A reduction in this fee may occur if scholarships/aid are given to Township of Ocean students. A 'Reduction in Fee' request must be submitted to the Superintendent/designee for review.

Adopted: 29 June 2004

Revised: 17 August 2004, 21 June 2013, 24 June 2014, 19 December 2017



# **TOWNSHIP OF OCEAN BOARD OF EDUCATION CAFETERIA FACILITY USAGE GUIDELINES**

Due to new State mandates concerning school nutrition guidelines and biosecurity, School cafeterias are only allowed to be utilized as detailed in Board of Education Policy and Regulations #7510-Use of School Facilities.

In accordance with the School District Bio-security plan to eliminate possible contamination from outside sources the following are requirements each organization must consider when planning their next event where food selection is to be offered.

Organizations have 2 options:

1. Hiring the district cafeteria to purchase, prepare, and serve food for the event.
2. Having food / supplies supplied by organization without the assistance of the cafeteria personnel. Please note all areas of the food service location will be locked and prohibited from use. This includes all of the refrigeration areas.

Custodial staffing and reimbursement will be made in accordance with the Board of Education Policy and Regulations #7510 (if applicable).

Cafeteria employees will be compensated at a rate of \$16.00 per hour and \$18.00 per hour for cafeteria management personnel. All fees will be billed and paid by check directly to the Ocean Township B.O.E. Café Fund.

There will be a cafeteria facility usage charge for fourth and fifth priority organizations per Board Policy and Regulations #7510. For more information Sodexo Food Service can be contacted directly. Call Jackie Wagner at (732) 531-5600 ext. 7091.

## **REMEMBER:**

- Organizations are responsible for all damage or loss to school property and/or equipment.
- Proper safety precautions must be followed when utilizing school properties and equipment.
- The district may assess an additional clean up fee if conditions require.
- The district reserves the right to reject any and all applications for the Use of School Facilities and to approve only those applications that are in the best interest of the Township of Ocean School District.

Revised January 2018



**TOWNSHIP OF OCEAN SCHOOL DISTRICT**

163 Monmouth Road • Oakhurst, NJ 07755  
 732-531-5600 x3450 • fax 732-531-5972

**Application and Agreement for Use of School Facilities**

Organization: \_\_\_\_\_ Application Date: \_\_\_\_\_  
 Street: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
 City, State Zip: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_  
 Are you a Non-Profit organization? \_\_\_\_\_ Email: \_\_\_\_\_  
 Purpose of Activity? \_\_\_\_\_

I certify that I have read the **Township of Ocean Board of Education's Policy 7510 – Use of School Facilities** and **Township of Ocean Board of Education's Regulation 7510 – Use of School Facilities**. I will provide a Certificate of Insurance with submission of this application. Additional custodial fees will be assessed for any cleaning required to our facilities necessitated by my use. Kitchen use requires adherence to Cafeteria Facility Usage Guidelines.

Signature: \_\_\_\_\_

School Requested	<input type="checkbox"/> Ocean Twp. High School	<input type="checkbox"/> Auditorium	<input type="checkbox"/> Classroom(s)
	<input type="checkbox"/> Ocean Twp. Intermediate	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Athletic Field
	<input type="checkbox"/> Ocean Twp. Elementary School	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Turf Field
	<input type="checkbox"/> Wanamassa Elementary School	<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Athletic Center
	<input type="checkbox"/> Wayside Elementary School	<input type="checkbox"/> Black Box	
	<input type="checkbox"/> Administration Building		

Will admission be charged? \_\_\_\_\_  
 If so, how much? \_\_\_\_\_

Number of persons expected in facility \_\_\_\_\_

Other equipment required? \_\_\_\_\_

Month	Date(s)	Begin Time	End Time

Month	Date(s)	Begin Time	End Time

APPROVALS	DATE
School Principal	
Athletic Director	
Business Administrator	
Superintendent of Schools	
Board of Education	

Custodian Requisition			
Number of Custodians Req'd	Beginning Time	Ending Time	Total Hours
Comments:			
Director of Facilities			Date

Organization Estimated Cost:	Custodian/District Representative Estimated Cost:	Total Estimated Cost: