

Facilities Use Regulation

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 and needs of the district. Pursuant to N.J.S.A. 18A:20-34 of the Revised Statutes of New Jersey, the Board of Education may permit the use of any school facility, the rooms therein, fields and grounds and other properties of the district, when not in use for school purposes.

It is the overarching philosophy of the Board of Education that the use of district facilities be provided for the benefit of the Paramus community. It is also the guiding philosophy of the Board of Education that basic operating costs be recouped by the district (e.g., custodial costs), regardless of the party making the facilities use request.

The Board will permit the use of its facilities when such permission has been requested in writing on the approved form, is accompanied by the required supporting documentation, if any, and has been approved by the Board of Education or the administrator(s) designated with such responsibility by the Board. The Board reserves the right to withdraw permission, cancel an event, or reassign an event to a different district facility after approval has been granted, if the assigned venue is needed for district purposes or for other reasons deemed appropriate by the Board or its designee(s). In assigning groups to appropriate district facilities for their functions, official school-sponsored groups and activities shall, at all times, have priority.

The use of facilities will not be granted for the advantage of any partisan political activity, private social function or any purpose that is prohibited by law, regulation, or Board policy. The Board reserves the right to refuse any and all facilities use applications. Authorization for use of facilities shall not be considered as endorsement of or approval of the activity, person, group or organization or the purposes they represent.

Each user shall be required to complete and submit, on forms provided by the district, their request, along with any attachment(s), which, together, shall be considered as the whole of the request. Additionally, each user as noted below shall be required to present evidence of the purchase of or possession of liability insurance to the limit(s) prescribed by district regulations. Users shall be financially liable for damage to district facilities and shall provide proper chaperonage/supervision of their event at all times. All activities must terminate no later than 11:00 p.m., unless prior written approval has been obtained from the Board or its designee(s).

Use of school-owned equipment shall be minimal and shall only be permitted if a specific request has been made on the facilities request form and granted in writing by the Board or its designee(s). The users of such equipment shall be liable for any equipment damaged or lost and shall provide compensation to the board at replacement cost or replace the item to the district's satisfaction. No item shall leave school premises. Where so specified, no item shall be used except by a qualified operator, approved by the Board or its designee(s). It may be a requirement that said operator be an employee of the Board. In such an event, there may be an additional cost to the user.

The Board further reserves the right to change, amend or alter its rules, policies, regulations, fees, rental charges, and conditions of facilities use at any time and without notice. Additionally, the Board reserves the right to revoke consent to use its facilities at any time, including during an event.

GROUP CATEGORIES

Pursuant to Board Policy No. 1330, the Board may permit groups in the following categories to use district facilities. The following list is not intended to be exclusive or definitive, and the Board reserves the right to determine to which, if any, category a group seeking to use district facilities belongs:

Category A: Uses and groups directly related to the schools and the operations of the schools (e.g., PTAs, scholastic athletics or activity booster organizations, District employee associations);

Category B: Departments or agencies of the municipal or county government providing recreation or other services to community residents (e.g., sports teams and other clubs or activities sponsored by the Paramus Recreation Department); *see below for incurred costs charges*

Category C: Non-profit community organizations formed for charitable, civic, educational or recreational purposes (e.g., Scouts, Big Brothers/Sisters, Lions Club); *see below for incurred costs charges*

Category D: Other approved organizations and uses (e.g., religious functions, sports camps, nonprofits not based in Paramus, non-municipal (private) sports teams and events, dance/musical/theatrical rehearsals, performances, or recitals).

The Board will not charge facility use fees to groups in categories A-C above. However, the Board will charge those groups B and C fees to cover extra costs incurred by the Board including, but not limited to, custodial overtime, cafeteria worker overtime, operation of Board-owned equipment by Board employees, and security services. The Board shall assess such fees according to the fee schedule set forth herein and included on the facilities request form.

Groups in category D may use the Board's facilities upon the payment of facility use fees and the above-described cost-covering fees as detailed herein and included on the facilities request form.

APPLICATION PROCEDURE

1. Users must submit a written application on the form provided by the district, available online on the district's website, to the designated email at least thirty days prior to the planned event, and no earlier than ninety days before the planned event. *Exceptions can be made on a case by case basis (i.e. events requiring long lead times) Please be advised*

the longer the lead time the greater the risk of a potential school event conflict. The Board and/or its designee(s) shall make all efforts to review facilities use requests in a timely manner.

2. The Board shall not grant any requests to use a school facility for a period spanning an excess of ninety days, regardless of the number of individual dates requested during that period. If a group seeks to use a school facility for a period in excess of ninety days, it must submit a new facilities use request form in a timely manner. Any prior assignments to a specific school facility shall not constitute a guarantee of reassignment to that same facility under the newly submitted request.
3. An adult representative or agent of the organization, who is empowered by the organization to enter into such agreements on the organization's behalf, shall sign the facility use request form.
4. The submitted facilities use request form must specify the nature or purpose of the requested facilities use, and the number of people expected to attend or to take part in the activity or event.
5. The submitted facilities use request form must indicate whether the group seeks to use any Board-owned equipment during the event.
6. The facilities use request form shall include a space for the requesting group to set forth any other factors it wishes the Board to consider when determining whether to permit an event and the appropriate district facility for the event. Groups may attach supporting documents to the completed facilities request form.
7. The Board may require groups to submit additional documentation, including, but not limited to, hold harmless agreement, proof of insurance, along with their completed facilities request form.

APPROVAL

1. The Board and/or its designee(s) shall review all facilities use requests to determine if they meet the Board's standards for granting such requests, as set forth herein and in Board Policy No. 1330.
2. The Board and/or its designee(s) shall determine whether an appropriately sized and equipped space is available, and, if such space is available, and (provided that the group meets the other requirements set forth herein) shall assign the event or activity to such appropriate space, as determined by the Board.
3. The Board reserves the right to relocate an event from one facility to another for any reason consistent with these Regulations and Board Policy No. 1330. While the Board will make every effort to provide thirty days' notice to the affected group, it further reserves the right to make such changes at any time. In the event the Board opts to relocate an event, the Board liability is limited to fees, if any, already paid for the specific

facility. During the use request review process, a Board representative may contact the requestor to obtain further information on or clarification of, the request.

4. The Board or its designee(s) shall make all efforts to review facilities requests and notify the requester of the decision to grant or deny the request in as timely a manner as possible.
5. In the event that a group receives permission to use a space but fails to hold its event without notifying the Board of the cancellation, the Board may, in its discretion, deny future use requests or take such other action as the Board may determine.
6. The Board reserves the right to revoke permission to use its facilities to any group that causes damage to a district facility, property, or equipment. In the event the Board revokes permission for a group or event, the Board liability is limited to any fees paid in advance.
7. The Board reserves the right to revoke or refuse permission to use a facility or to deny approval of a group's use request if that group causes/has caused disruption to school activities or the efficient management and running of the district or district programs. In the event the Board revokes permission for a group or event, the Board liability is limited to any fees paid in advance.
8. In the event school is canceled or has early dismissal due to inclement weather, work stoppage, or other emergency, that shall constitute an automatic rescission of the group's permission to use a school facility on that day unless specifically authorized in writing by the Board or its designee. An alternate date and time will be coordinated between the facility use requestor and the district designee. In the event there is no alternate date any fees paid in advance will be refunded.

INSURANCE AND INDEMNIFICATION

1. Organizations or groups granted permission to use a school facility shall assume responsibility for the orderly, respectful care and use of the facility and, by way of the application, agree to assume all liability for damage or loss of property caused by the use of the facility by the organization and/or those who attend any event or in the course of said use.
2. The organization granted use of a district facility shall agree to save and hold harmless the Paramus Board of Education, its departments, agencies, board, officers, officials, agents, servants, administrators, employees, contracted staff, from and against any and all liability whether such liability is direct or vicarious. The user also agrees to indemnify and hold harmless any and all entities for their own negligence, regardless of whether such negligence is responsible wholly or in part for the damages suffered. This provision shall be construed as broadly in favor of indemnification as permitted by New Jersey law.
3. The organization using a district facility shall furnish evidence, prior to the event, of the purchase or possession of liability insurance in the following amounts: \$1,000,000 per

occurrence; \$2,000,000 general aggregate. Evidence of liability insurance shall include a statement or certification naming the Paramus Board of Education as an additional insured entity.

4. The Board may also, at its discretion, require submission of a special indemnity guarantee or bond against damage or loss.
5. Where applicable, organizations or groups using district facilities must hold worker compensation insurance.
6. Youth sports team organizations shall comply with the district's policies for the management of concussions and other head injuries, as set forth in Board Policy No. 5141.8

FEES/RATES & PAYMENT INFORMATION

SCHEDULE OF FEES

1. The hourly custodial fee to be charged shall be the set from the highest individual custodian/maintenance worker currently on staff as of July 1st of each year. Overtime shall be calculated at one and one-half (1 ½) this rate or double (2x) this rate, depending upon time of use. Sundays and contractual days off for custodial staff shall be double time. Hourly rates may include all related fringe benefits paid by the district including but not limited to social security and worker compensation insurance costs. Organizations may request to use facilities when custodial staff is not scheduled to work provided that we can provide the custodians at the organizations expense.
2. The custodial fee hourly rate so established shall be billed, with a minimum of three (3) hours, when a custodian is called in for an activity. The Board of Education, through the Director of Buildings & Grounds, reserves the right to determine the number of custodians required and the hours each shall serve.
3. Custodial use charges will be billed following the event. All payments will be made to the Paramus Board of Education. At no time shall a user pay any district staff member directly.
4. Payment for all fees, excluding custodial use charges, shall be paid to the district prior to the event. Permission may be withdrawn if payment is not received within 10 school days of an event.
5. Refunds will be granted if the district revokes use for an event for a reason other than a violation of the facility use policy or regulation. In any event of cancellation or relocation the board will not be liable for any fees which exceed those paid by the user to the district for that individual event.

The use of building facility fees are as follows:

BUILDING FACILITY FEES		
Rental fee for spaces covers a six-hour period		
Additional 25% hourly charge shall be made beyond this point		
Memorial Elementary School		
Area/Room	A/C	Price
Multi-purpose	No	\$225.00
Classrooms	Yes	\$150.00
Media Center	Yes	\$200.00
Midland Elementary School		
Area/Room	A/C	Price
Multi-purpose	No	\$225.00
Classrooms	Yes	\$150.00
Media Center	Yes	\$200.00
Parkway Elementary School		
Area/Room	A/C	Price
Multi-purpose	No	\$225.00
Classrooms	Yes	\$150.00
Media Center	Yes	\$200.00
Ridge Ranch Elementary School		
Area/Room	A/C	Price
Multi-purpose	Yes	\$230.00
Classrooms	Yes	\$150.00
Media Center	Yes	\$200.00
Stony Lane Elementary School		
Area/Room	A/C	Price
Multi-purpose	No	\$225.00
Classrooms	Yes	\$150.00
Media Center	Yes	\$200.00
East Brook Middle School		
Area/Room	A/C	Price
Classrooms	Yes	\$150.00
Cafeteria *	Yes	\$300.00
Cafeteria Annex	Yes	\$150.00
Commons	Yes	\$150.00
Auditorium (330 seating capacity)	Yes	\$400.00
Old Gym (400 capacity)	Yes	\$400.00
New Gym (200 capacity)	Yes	\$300.00
Media Center	Yes	\$200.00
West Brook Middle School		
Area/Room	A/C	Price
Classrooms	Yes	\$150.00
Cafeteria *	Yes	\$300.00
Commons	Yes	\$150.00
Auditorium (320 seating capacity)	Yes	\$400.00
Old Gym (400 capacity)	Yes	\$400.00
New Gym (200 capacity)	Yes	\$300.00
Media Center	Yes	\$200.00

Paramus High School		
Area/Room	A/C	Price
Classrooms	Yes	\$150.00
Media Center	Yes	\$200.00
Cafeteria *	Yes	\$300.00
Auditorium (700 seating capacity)	Yes	\$1,200.00
Auditorium (Rehearsal)	Yes	\$600.00
Auditorium Site Manager	Yes	\$200.00
Main Gym (1,200 capacity)	Yes	\$800.00
Middle Gym (800 capacity)	Yes	\$600.00
Small Gym (200 capacity)	Yes	\$300.00
FIELD FEES represents a three-hour period		
Paramus High School		
Fields	Categories A-C	Category D
Football (Turf Field)	No Charge	\$375.00
Soft Ball (Gary Street)	No Charge	\$225.00
Soft Ball (Century Road)	No Charge	\$225.00
Baseball	No Charge	\$225.00
Soccer (Outfield)	No Charge	\$225.00
¼ mile track	No Charge	by special request only
East Brook Middle School		
Fields	Categories A-C	Category D
Baseball	No Charge	\$225.00
Soccer (Upper) (Turf Field)	No Charge	\$400.00
Soccer (Lower)	No Charge	\$195.00
¼ mile cinder track	No Charge	\$300.00
Tennis Courts	No Charge	\$200.00
West Brook Middle School		
Fields	Categories A-C	Category D
Softball Field	No Charge	\$225.00
Field in between track	No Charge	\$195.00
⅓ mile cinder track	No Charge	by special request only
Tennis Courts	No Charge	\$200.00
Miscellaneous Field Locations		
	Categories A-C	Category D
Memorial Elementary School	No Charge	\$200.00
Ridge Ranch Elementary School	No Charge	\$200.00
Midland Elementary School	No Charge	\$200.00
Stony Lane Elementary School	No Charge	\$200.00
Tournament Rates full day (12 hours) Soccer/Football	No Charge	\$1,200.00
Tournament rates for full day (12 hours) Baseball/Softball	No Charge	\$1,400.00
SPECIALTY ITEMS		
Specialty Items	Categories A-B	Category C-D
Lights (Football Field)	No Charge	\$25.00/hr
Concession Stand	No Charge	\$100.00
Damage/Cleaning Fee	\$100.00	\$250.00
Actual costs to make repairs or replacements may be assessed		

Pressbox *	No Charge	\$40.00/hr
Equipment: * Loudspeaker, Spotlight, Projector, Piano*, Scoreboard, etc.	No Charge	\$40.00/hr
Custodial or Equipment Operator Use Fees- contact facility use coordinator (if district personnel is required to work an event, those fees will be based on to the user)	B & C only	Vary by event

* No equipment shall be used without the consent of the district, the district's Food Service Agent and such use must be coordinated through the FSA, and may include the hiring of their staff to run certain pieces of equipment. Rental agreement may be required when property of the district is being used.

- **Category A:** Uses and groups directly related to the schools and the operations of the schools (e.g., PTAs, scholastic athletics or activity booster organizations, District employee associations);
- **Category B:** Departments or agencies of the municipal or county government providing recreation or other services to community residents (e.g., sports teams and other clubs or activities sponsored by the Paramus Recreation Department);
- **Category C:** Non-profit community organizations formed for charitable, civic, educational or recreational purposes (e.g., Scouts, Big Brothers/Sisters, Lions Club);
- **Category D:** Other approved organizations and uses (e.g., religious functions, national non-profit organizations, sports camps, non-municipal (private) sports teams and events, dance/musical/theatrical rehearsals, performances, or recitals).

Camps \$10 per participant per week (as per facility use application) Paramus resident camps only

Camps \$15 per participant per week (as per facility use application)

Note: In accordance with *Resnick v. East Brunswick Township Board of Education*, 77 N.J. 88 (1978), notwithstanding any amounts set forth in the fee schedule above, the Board may not charge less than its actual out-of-pocket expenses for facilities use to any religious organization seeking to use the facilities on a temporary basis for religious services (and will only allow use of its facilities in accordance with the restrictions set forth in *Resnick*). Accordingly, the Board shall charge such organizations the rates set forth in the table above or the Board's out-of-pocket expenses, whichever is higher.