



**COLLEGE READY.
CAREER READY.
LIFE READY.**

BOARD OF EDUCATION

Jorge E. Diaz, *Superintendent*

USE OF FACILITIES - PROCEDURES

All use of facilities forms should be completed by the applicant and submitted to the building administrator for approval. The application should be submitted with a \$50 deposit in the form of a **check or money order only (no cash)**. If the application is denied, the deposit will be returned.

The building administrator is responsible for approving the request at the school level, preparing an estimate of charges, and making sure the form is completed correctly.

Rental fees should be charged in accordance with the Board policy as follows:

| | |
|-----------------------|--------------------------------|
| Classrooms | \$ 50 per hour |
| Cafeteria | \$100 per hour |
| Auditorium/Cafetorium | \$300 per hour |
| Gymnasium | \$100 per hour |
| Fields | \$200 daily, per game/practice |

Custodial fees should be charged as follows:

1. During hours of operation (7 a.m. – 11 p.m. Monday through Friday)
 - a. As long as custodial staff will be present on regular shift the charges are included in the rental fee.
 - b. Charges for field prep are inclusive in the fee during regular shift hours. Any field prep required before 7 a.m. or after 3 p.m. will be charged an additional \$40 per hour.
2. Saturdays
 - a. Custodians will be billed at \$30 per hour per custodian needed for the duration of the event and an additional 2 hours (set-up and clean-up) per space.
 - b. Any field prep/attendance required by a member of the grounds crew will be billed at \$40 per hour per grounds employee on Saturdays.

3. Sundays and Holidays

- a. Custodians will be billed at \$40 per hour per custodian needed for the duration of the event and an additional 2 hours (set-up and clean-up) per space.
- b. Any field prep/attendance required by a member of the grounds crew will be billed at \$50 per hour per grounds employee on Sundays and holidays.

Board policy requires additional paid personnel be present in the following circumstances at their current rates charged to the applicant:

1. An advisor and/or student – required stage lighting and the use of school audio visual equipment.
2. Physical Education teacher and/or coach – when deemed necessary to supervise the use of school athletic facilities and equipment.
3. Food Service Director and/or employee – when kitchen facilities are used.
4. Security/police officer – when deemed necessary by the building administrator.

Fees and charges may be waived but should be limited to special circumstances only.

You must require that any organization using our facilities have an identified “supervisor” on site during the activity. This should be identified on their application.

All completed Use of Facilities forms should be forwarded to the Business office for review. Requests that are completed correctly will be sent to the Superintendent for approval.

Copies of approved/denied applications will be returned to the building administrator’s office for their file.

Along with an approved application will be a Use of Facilities confirmation form. This form will indicate the facilities that are authorized for use. The confirmation form should be given to the employee who will be monitoring the use for that day.

1. If the use is consistent with the form and there is no damage to school facilities, the form should be signed by our employee and an authorized representative from the group renting the facilities.
2. If there are any changes in the use or damages occur, the appropriate box should be checked on the form and a detailed explanation should be provided. Forms must be signed by the employee and an authorized representative from the group.

All confirmation forms must be returned to the Business office after the use as soon as possible so the organization can be billed.

USE OF FACILITIES CONFIRMATION

The _____ organization represented by _____ residing at _____ is authorized to use the following facilities at the East

Brunswick Campus:

| <u>Facility</u> | <u>Date</u> | <u>Time</u> |
|-----------------|-------------|-------------|
| Auditorium | | |
| Cafeteria | | |
| Gym | | |

____ Facilities were used in accordance with the agreement stated above.

____ Facilities were returned without any damages to BOE property.

____ The following changes took place and additional/less facilities/hours were needed:

____ The following property was damaged by the organization:

BOE Employee

Organization Representative