

R 7510 USE OF SCHOOL FACILITIES

A. Permit for Use of School Buildings/Facilities

1. Permits for the use of school buildings/facilities shall be issued by the School Business Administrator/Board Secretary after a request has been approved by the Board of Education and all fees have been paid in accordance with the fee schedule approved annually by the Board of Education. Organizations/groups requesting the use of school buildings/facilities shall complete an application form prepared by the School Business Administrator/Board Secretary and submit all required documentation. The School Business Administrator/Board Secretary shall submit the completed application form to the Board of Education's Building and Grounds Committee for consideration. The Board of Education will only consider approving applications that have been recommended for consideration by the Building and Grounds Committee.
2. The School Business Administrator/Board Secretary will consult with the Director of Buildings and Grounds and the Director of Security prior to submitting an application to the Buildings and Grounds Committee.
3. The applicant shall obtain a signature of approval from the Principal responsible for the school building/facility.
4. All permits issued are subject to cancellation in the event that the school building/facility is required to be used for school activities. In the event of cancellation by school officials, all fees will be refunded to the applicant.
5. The applicant must notify the School Business Administrator/Board Secretary immediately in the event that a school building/facility that has been reserved by the issuance of a permit is no longer required. Please note that if the reservation includes arrangements involving overtime payments to custodial and/or security staff, notification of cancellation is required at least at least two hours prior to the starting time for the reservation. Otherwise, custodial and security cost fees will not be refunded. In the event of a cancellation of a reservation by an applicant, the School Business Administrator/Board Secretary, after consulting with the Director of Buildings and Grounds and the Director of Security, may determine to refund some or all of the fees that were paid, however no refund is required.
6. The Board of Education reserves the right to cancel any permit when it is deemed necessary.



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7. The School Business Administrator/Board Secretary, Director of Building and Grounds and/or the Director of Security each are authorized to revoke a permit immediately whenever an applicant is in violation of the terms of their permit. In this event, a report will be submitted to the Buildings and Grounds Committee and the Board of Education regarding the reason for revoking the permit.
8. Organizations/groups to whom a permit has been issued shall assume responsibility including financial responsibility for any damage to or loss of school property that may occur during their occupancy of the school building/facility.
9. An adult representative for the organizations/groups that have been issued a permit for the use of a school building/facility shall identify himself/herself to the custodian when a school building/facility is initially opened for use and remain present during the entire time the school building/facility is in use.
10. Appropriate adult supervision shall be provided for all children present as follows: One adult for each twenty minors; no less than one adult for each room in a building occupied by minors.
11. The time limit for the use of school buildings/facilities is 11:30 p.m., unless special arrangements have been made with and approved by the Board of Education.
12. No keys shall be issued to any organizations/groups.
13. Smoking is not allowed in any school building.
14. No changes shall be made to the arrangement of any room or to stage equipment without the prior permission of the Principal of the school.
15. No alterations will be allowed to any audiovisual lighting systems.
16. No changes will be allowed to the thermostat settings.
17. The permit does not allow an organization/group to use any furniture, machine, apparatus, or tools other than those that are already in the room or rooms rented, unless advance arrangements have been made and the prior permission of the Principal of the school obtained.



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18. The permit does not include the services of a custodian or a security officer unless arrangements were made in advance and fees paid. Custodians are responsible to oversee the use of the rooms, school equipment and other school facilities. Custodians are not responsible to perform services for organizations/groups using a school building/facilities.
19. No refreshments shall be served, unless special arrangements have been made with and approved by the Board of Education.
20. Absolutely no alcoholic beverages are permitted on school property.
21. All fees are payable only by certified check or money order (no cash is accepted) made payable to the "Trenton Board of Education." The School Business Administrator/Board Secretary prior to the issuing of a permit must receive all fees.
22. Whenever necessary, security personnel and city fire permits must be obtained and paid for by an applicant.
23. All city fire permits and documentation required by the city relative to an event (vendor licenses if the organization/group is planning on selling any items, etc.) must be obtained and proof provided before the School Business Administrator/Board Secretary may issue a use permit. Fire permit information can be obtained from the City of Trenton-Department of Inspections-Fire Prevention Bureau-City Hall Annex, 2nd Floor-319 East State Street, Trenton, New Jersey 08608 (Fire Safety Permit). Note: This is especially important for carnivals, festivals, circuses, parades, fairs, flea markets, etc. Applicants have a responsibility to consult with the City of Trenton-Department of Inspections to determine if such permits are necessary.
24. Persons leaving school premises during a performance are not permitted to reenter.
25. Regular rental fees may be obtained upon request. Also, custodian and security overtime fees may be obtained upon request when regular rental fees are not being assessed.
26. Use of open flames, including candles, is strictly prohibited.

In the event that school is closed for any reason, a permit is automatically cancelled.



B. Application for Use of School Buildings/Facilities

Organizations/groups requesting the use of school buildings/facilities shall complete an application form prepared by the School Business Administrator/Board Secretary. Such application shall be accompanied by a \$25.00 application fee (non refundable) payable only by certified check or money order (no cash is accepted) made payable to the "Trenton Board of Education." In addition the following items as appropriate are required after the application is approved by the Board of Education and prior to the issuance of the permit:

1. Rental fee payable in full by certified check or money order (no cash is accepted) made payable to the "Trenton Board of Education."
2. Estimated custodial and security cost fees payable in full by certified check or money order (no cash is accepted) made payable to the "Trenton Board of Education." Any overcharge/undercharge will be refunded or billed after the event. One security officer is required for every seventy-five persons in attendance at an event. For some events, arrangements can be made by the applicant after consulting with the Trenton School District's Director of Security, for the provision of security by off-duty police officers, in which event documentation must be submitted to the Director of Security to show that the "one officer for every seventy-five persons in attendance at an event" requirement will be met.
3. A Certificate of Insurance made out to the Trenton Board of Education stating that coverage has been afforded. The limits of liability must be at least \$1,000,000.00 combined single limit.
4. An agreement to hold the Trenton Board of Education harmless (Hold Harmless Agreement) for any liability incurred as a result of the event/function being held.
5. A permit issued by the City of Trenton Fire Department for the time and date of the event if such a permit is required. Documentation to show that a permit has been obtained must be presented before an application will be approved.
6. A certification by the authorized representative of the applicant organizations/groups that the organization/group is aware of the Trenton Board of Education's "Procedures" for the use of school buildings/facilities, understands the "Procedures" and will abide by the "Procedures."



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C. Fee Schedule

1. A fee schedule shall be approved annually by the Board of Education by June 30 of each year effective for the next school year.
2. A deposit may be required from the organization renting the facilities to cover any damage that might occur. This would be returned at the end of the rental period.
3. There will be a non-refundable permit application fee of \$25.00.
4. The regular rental fee for a school facility cannot exceed an eight-hour period. A charge of 10% of the regular rental fee amount will be imposed for each additional hour.

Auditoriums	Regular Fee
High School	\$990.00
Middle School	\$660.00
Elementary School	\$485.00
Rehearsals for any Event	20% of Above Rate
Gym	
High School	\$650.00
Middle School	\$400.00
Elementary School	\$320.00
Administration Building	
Conference Room	\$150.00
Auditorium	\$225.00
Miscellaneous	
All Classrooms/Each	\$ 90.00
Stadium	\$2,000.00 (1)
Cafe's	\$ 250.00 (2)
Parking Lot	\$ 50.00 per event



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Fields	Regular Fee
High School	\$100.00 per event
Middle School	\$ 50.00 per event
Elementary School	\$ 50.00 per event

Custodial And Security Cost Fees

Employee Hourly Rate

Prevailing hourly rate of the employee at time and one half plus social security and worker's compensation charges. (Double time on Sunday)

Footnotes

- (1) Stadium rental fee does not include the use of concession stands. Additional costs for such items as erection of portable stands, lighting, public address systems, etc. shall be the responsibility of the applicant. Arrangements for these items including any required payments must be made in advance.
- (2) The use of a kitchen will require one or more district cafeteria workers that must be compensated.

Issued:

