

# REGULATION FLEMINGTON-RARITAN

## REGIONAL SCHOOL DISTRICT

PROPERTY

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Community Use of School Facilities

### COMMUNITY USE OF SCHOOL FACILITIES

Note: Due to custodial requirements, all functions must end by 9:00 PM with premise vacated by 10:00 PM unless the Superintendent/Designee has granted an exception.

1. Indoor school facilities will be available for use according to the following schedule:
  - A. Regular school year:
    - 1) Monday to Friday
      - a) 5-6/7-8 -- 3:15 PM to 9:00 PM
      - b) K-4 -- 3:45 PM to 9:00 PM
    - 2) Saturdays, Sundays and holidays upon special approval by the Superintendent or designee - 7:00 AM to 9:00 PM
  - B. Summer Vacation - month of July only (No indoor facility use is permitted during August without prior appropriate approval)
    - 1) Monday to Friday -- 7:00 AM to 9:00 PM
    - 2) Saturdays, Sundays and holidays upon special approval by the Superintendent or designee - 7:00 AM to 9:00 PM
2. Outdoor fields, parking lots and play areas will be available according to the following schedule:
  - A. During regular school days
    - 1) 5-6/7-8 -- 3:15 PM to dusk with appropriate approval
    - 2) K-4 -- 3:45 PM to dusk with appropriate approval
  - B. On Saturdays, Sundays and during vacation periods - 7:00 AM to dusk upon special approval by the Superintendent or designee



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- C. During summer vacation and the regular school year, fields will be available unless closed for maintenance work. (7:00 AM to dusk with appropriate approval.)
3. The following regulations are applicable to any organization using outside school grounds pursuant to Policy 7510:
- A. Lighting of fields and play areas is only permitted with special permission and may be granted on an individual case-by-case basis. Lighting of fields and play areas after 9 PM is prohibited.
  - B. No motor vehicles (other than emergency vehicles) shall be driven or parked on unpaved areas, fields for play areas at any time.
  - C. No temporary structure (including but not limited to storage sheds and portable sanitation units) shall be placed on the property without the expressed written approval of the principal. The principal shall grant approval only if the following conditions are met:
    - 1) The placement of the temporary structure will not interfere with the use of the grounds when used for school purposes.
    - 2) The user agrees to abide by these regulations.
    - 3) If approved, all temporary structures shall be kept in a safe and clean condition. Storage of hazardous materials is strictly prohibited.
    - 4) The School District shall have the right to inspect any structure at any time, and the building principal will be given a key to any locked temporary structure. The District reserves the right to remove any structure if policy and regulations are not adhered to or if an unsatisfactory situation is created. In such event, the user shall be required to reimburse the Board for removal and restoration of property to original condition.
    - 5) The user shall provide the telephone number and name of an individual or vendor responsible for the condition of the temporary structure.



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- D. Approval of outside grounds does not constitute access to building or restroom facilities. The user is responsible for providing suitable bathroom facilities during its use of school grounds. The user may make arrangements of portable sanitation units from a qualified vendor. A qualified vendor shall possess a valid New Jersey Department of Environmental Protection Solid Waste Transporter Permit Number and appropriate liability insurance naming the Board as an additional insured. Portable sanitation units shall be properly serviced not less than once per week and shall be removed within 5 business days of the end of the particular activity or, as the case may be, of the sports season of permitted use.
  - E. The School District reserves the right to mandate contractual obligations.
- 4. Buildings will be maintained at 60 degrees during winter months.
  - 5. A classification system and fee schedule has been established to determine eligibility and costs for groups using the facilities. This schedule is available on the District website or from the Business Administrator's office.
  - 6. The person applying for use of the facilities must be 21 years of age and a member of the organization seeking application.
  - 7. Participant safety and security of District facilities are a priority of the Board of Education. Each group must adhere to the Rules and Regulations pertaining to participant conduct during use of the facilities. Failure to do so will result in the inability of that group to use school facilities in the future.

\*Examples of violations include, but are not limited to, the following:

- A. Any time an organization adult leaves the building before every child is picked-up.
- B. Uses where insufficient provisions are made for supervision, fire and police protection when appropriate.
- C. Parking on fields and playgrounds.



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- D. Bullying or disrespectful behavior to others including custodial staff or other representatives/employees of the District.
8. When requested by the Principal and/or Superintendent/Designee, police, security guard(s), and/or firefighters will be required to be present on the premises during school sponsored inside vendors' use of the facility, grounds or parking areas. Steps will be taken by the District to provide security in the form of local police as appropriate. The non-district sponsored organization will be responsible for payment of these individuals. For events in excess of 200 participants and spectators, local police will be required. Cost of local police can be approximately \$100 per hour. Please note that if requesting organization is part of Tier 1, than the security costs are provided by the District.
  9. To ensure mutual understanding of the District's Policy and Regulations, as well as the specifics of the applicant's needs related to the requested facility use, the Board of Education/building Principals might require pre- and/or post-usage meetings with District staff. Any additional questions or communications regarding the use of facilities should be directed to the Business Administrator. The person in charge, as designated on the facility use application will be considered the District's point of contact concerning the usage of the facility.
  10. Organizations requiring custodial services will be assessed fees at hourly rates for regular time, overtime, and/or double time. Regular, overtime and/or double time fees will be determined by the custodial contract. These will be assessed in addition to rental fees for profit and non-profit groups if appropriate. If the organization approved for facility use does not physically attend and does not use the facility without prior notice and custodial services are required, the fee will still apply, unless 48 hours' notice was received.

Custodial services are defined as those performed in preparation for the activity, during the activity, and in cleaning up after the activity. The Superintendent/Designee/Building Principal; will be the determiner of the amount of custodial services needed by an organization. Custodians are not required to help load or unload equipment.

If additional custodial or maintenance staff support is needed by the organization, those departments must be notified in advance so that personnel can be scheduled to provide this support. If there is a need to use the lift for hanging decorations, the maintenance department must be contacted to arrange a specific time for its use and the user must know the exact location for the placement of those decorations. Additional fees may be assessed for these services.



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11. Should any damage occur to indoor or outdoor facilities or grounds, the organization and/or participants using the facility shall be held liable for the damages. Additionally, the Superintendent/Designee shall be responsible for assessing damages and obtaining repair estimates. All repairs will be made by a District employee or a Board approved contractor.
12. Use of school facilities will be restricted to participants of the particular function for which use has been approved. Facility rental is not transferrable to anyone other than the original applicant.
13. Smoking, vaping, gambling, or the use of alcoholic beverages and/or controlled substances are prohibited in all school buildings and on school grounds. No pets or animals are permitted in the school(s) with the exception of service animals.
14. Due to the increasing number of students who have severe nut allergies, nuts or products containing nut derivatives are prohibited in the facilities.
15. When using a gymnasium or auditorium, the following regulations must be followed:
  - A. No food or beverages are permitted in the gymnasium or the auditorium;
  - B. Regulation sneakers must be worn at all times in the gymnasium;
  - C. No gum chewing in the gymnasium or the auditorium;
  - D. No tape or similar type material on walls or floors in the gymnasium;
  - E. Spectators are to stay off the main floor of the gymnasium;
  - F. Any standards used for activities such as volleyball, etc. must be properly padded and secured.
16. Food or beverages are prohibited outside the cafeteria.
17. If user plans on use for extended period of time, the appropriate facilities must be requested to accommodate food and beverages.
18. Use of facilities does not automatically include utilization of District-owned supplies or equipment. Rearrangement of school furniture or equipment may be made only with the



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express permission of the school principal. Organizations may use, within a given building and only if expressly approved by the school principal, some types of District-owned equipment such as podiums, tables, chairs, etc. Areas must be returned to original arrangement upon conclusion of the activity. If chairs will be required, this must be noted on the application and an hourly set-up fee will be applied. Scenery or properties or both cannot be moved in or set up until after school hours and must be moved after each rehearsal and/or performance so as not to disrupt the educational program. Any equipment, scenery, or decoration provided by the users of the school facility must be removed promptly at the conclusion of their use and disposed of at the expense of the organization. Non-school owned storage structures, permanent or temporary will be permitted provided the organization has completed a contract and that all requirements have been met. The Board of Education assumes no responsibility for properties left on the premises by the applicant. The use of the Rock Wall at RFIS is prohibited.

19. Items of equipment may be used for community use after a written request is made and approved by the Superintendent/Designee. Damage or loss occurring to the equipment during the period of its use is the responsibility of the organization. He/she shall be responsible for its safe return.

When equipment authorized for use requires the services of an operator as indicated by the District, the user shall employ the services of a person authorized by the District and shall pay such costs as have been set for his/her hire.

The Board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of District equipment. In addition, the board assumes no responsibility for personal property including personal equipment as a result of school use.

20. All facility use must strictly comply with all national and state laws, local ordinances and rules of Police and Fire Departments regarding public gatherings.
21. The Raritan Township Fire Official requires that, not more than 10 minutes prior to the scheduled commencement of any activity, event, performance, show, meeting, function or other occasion for which persons will gather at a place of assembly or education with a capacity of 50 or more people, the owner or his authorized agent or leasee shall orally notify all attendees concerning the location of the exits to be used in case of a fire or other emergency, and shall also notify all attendees of the no smoking regulations.

Equipment and/or decorations must not block doorways, elevators and/or handicapped



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lifts. It is a Fire Department regulation that all means of egress remain clear and unobstructed at all times. Should a fire alarm sound during an event, all persons must immediately exit the building. The maintenance and custodial staff have been instructed to clear the building if an alarm sounds and must wait until local fire officials have given clearance before permitting further access to the building.

22. Electrical outlets can easily be overloaded which may cause an interruption in power during an event. Always check with building personnel before connecting several items into one outlet or outlets on the same circuit. Due to safety concerns, the use of extension cords is discouraged. However, if extension cords are needed, they must be unplugged and removed daily. They are not to be considered a permanent power source.

No flammable materials may be used when decorating including, but not limited to, hay, straw, leaves, cornstalks, etc. Smoke detectors in all buildings are very sensitive. Smoke, fog, hazers or haze machines (any equipment that discharges a substance) will set off the fire alarm and are prohibited.

23. Platforms or stairs which are more than 24" high, must have a regulation safety railing and be OSHA compliance, please refer to site: <https://www.osha.gov>.
24. In the event of an emergency/weather related school closing or early dismissal of school activities, all events will be cancelled. It is the responsibility of the renter to check the school website for cancellations or early dismissal notification. The district makes every effort to notify the public through e-mail, text and phone messages as well as website notifications. The Superintendent/Designee will determine if outside facility use will be cancelled. If the event is not able to be re-scheduled a refund of fees will be issued.
25. The Board of Education, administrative staff and/or their representatives shall have full access to any part of the buildings and grounds at all times. The Principal/Designee of each school is recognized as being in charge of the building, grounds and equipment at all times.

### **Priorities of Use/Tiers**

All school activities have top priority and take precedence over all other organizations and functions.

Applications will only be accepted within 12 months of the requested start date for an event(s).



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In weighing competing requests for the use of school facilities, the Board will give priority to the following users in the below order, after all in District requests have been satisfied.

### **Tier I for Requesters from Flemington-Raritan Public Schools and Associates**

This category covers events and activities hosted/sponsored by District-approved Officials of Flemington-Raritan Public Schools and by Flemington-Raritan based nonprofit organizations whose sole purpose/mission is directly connected to the schools.

- School Clubs/Activities
- School Sports
- FRSD and/or FRBOE
- Invited Guests of FRSD and/or FRBOE
- Police and Fire department Staff
- School Booster Clubs
- School Parent-Teacher Organizations (PTOs)
- Special Education Parent Advisory Council (SEPAC)
- Flemington-Raritan Education Foundation (FREF)

### **Tier II: Affiliates of Flemington-Raritan Public Schools**

This category covers events and activities hosted/sponsored by Flemington-Raritan based nonprofit youth organizations. Important Note: Youth organizations in this tier must meet the requirement with more than 50% Flemington-Raritan youth participants. Flemington-Raritan youth participants are those participants whose address falls within the Hunterdon Central Regional High School sending area.

### **Tier III: Flemington-Raritan Based Nonprofit Organizations**

This category covers events and activities hosted/sponsored by Flemington-Raritan based nonprofit organizations whose target audience is adult Flemington-Raritan residents. Also included in this tier are events and activities hosted/sponsored by Flemington-Raritan based nonprofit youth organizations who DO NOT meet the requirement of greater than 50% Flemington-Raritan youth participation (i.e. participants who do not live within the Hunterdon Central Regional High School sending district).





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### **Tier IV: Government Agencies**

This category covers events and activities hosted/sponsored by Hunterdon County, State and/or Federal government and public agencies.

### **Tier V: For-Profit Organizations**

This category covers events and activities hosted/sponsored by all for-profit organizations who are based in the Flemington-Raritan. These organizations meet the requirement of greater than 50% Flemington-Raritan residents (youth or adult). Flemington-Raritan youth participants are those participants whose address fall within the Hunterdon Central Regional High School sending area.

### **Tier VI: For-Profit/Non-Profit Outside Organizations**

This category covers events and activities hosted/sponsored by all for-profit/non-profit organizations (youth or adult) that are not located or based within Flemington-Raritan. These organizations DO NOT meet the requirement of more than 50% Flemington-Raritan participants (i.e. participants who do not live within the Hunterdon Central Regional High School sending district).

Within Tiers III, IV, and V above, priority will be given to programs/activities that directly align with the requesting organization's mission and provide a broad level of participation among Flemington-Raritan School District and residents. If multiple requests are made for the same day and time by groups in the same tier, a Priority of request will be given to the first requester based on documented time.

### **Of Special Note:**

In circumstances in which it is for the benefit of the District, the Superintendent may have some discretion in interpreting the fees charged and exempt certain users of usage fees.

### **Equipment-Fields**

In appropriate circumstances, the Board may loan or lease to other municipal entities equipment such as generators in accordance with Policy/Regulation 7510. Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing/automated system and may be granted by the procedure by which permission to use facilities is granted.



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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. However, use of the sound and lighting system in the J. P. Case Middle School is prohibited unless a District approved Theatre Coordinator is employed by the group seeking facility use. The use of the Rock Wall at RFIS is prohibited. District equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The express permission of the Superintendent/designee is required for such removal. Removal of District equipment from school property for personal use is prohibited. Non-school owned storage structures, permanent or temporary, will be permitted provided appropriate documentation is on file with the Superintendent/designee prior to delivery and should be submitted at the time of submission of the application.

Use of any trampolines, inflatable recreational devices or other sports-related equipment must be accompanied by insurance riders specific to such equipment in the amount of \$5,000,000 and all required permits and inspections.

Field or play areas shall not be adjusted by the user without prior approval to facilitate a program in appropriate to the dimensions of the existing school program (e.g. base lines changes, pitching mound moved, lowered or raised goals, player seating, or bleachers moved, lights installed, etc.)

Golf is prohibited on all school sites.

Off Premises Use of Board Equipment -- The Board may make available to other municipal entities any of its equipment on a loan or rental basis. The scope of any such off premises use shall be set forth in an agreement in a form similar to the sample lease attached hereto as Exhibit A.

### **Application procedure:**

- A. Applications for use of school facilities and grounds shall be made in writing/automated system on the proper form (Facilities Use Form) to the building Principal.
- B. Applications must be filed two weeks prior to anticipated use, except in cases of emergency.
- C. Applicant must provide Certification of Liability, bodily injury and property damage insurance in the amount of \$1,000,000 per occurrence, naming the



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Board of Education as "an additional insured." \$5,000,000 per occurrence is required with the use of recreational devices, i.e., inflatable slides, BMX and/or skateboarding events.

- D. Final approval of the application rests with the Superintendent/Designee.
- E. All checks are to be made payable to the Flemington-Raritan Board of Education. No payments are to be made payable to School District employees.
- F. Parties utilizing facilities are responsible for securing any required permits such as fire permits, etc.
- G. Cancellation Procedure: Prior notice within seven business days is required to cancel an event. If prior notice within seven business days is not provided, all fees will apply.
- H. All facility use acceptance is subject to immediate cancellation if it is discovered that information given on the application is misrepresented or if the use of the facility is discovered to be contrary to the policies, rules or regulations of the Board of Education. The Board and its agents are to be held harmless of any expenses or loss incurred by the sponsoring organization due to such termination of facility use. Additional causes for facility use denial are: a lack of required permits, non-submission of a valid certificate of liability insurance or a past due account balances.
- I. Facility user must post a disclaimer on all fliers, posters and advertisements that the event is not sponsored by the School District and must note their organizations contact information.

### **General Rules and Regulations**

Authorization for the use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Facility use acceptance is subject to immediate cancellation if it is discovered that information given on the application is misrepresented or if the use of the facility is discovered to be contrary to the policies, rules or regulations of the Board of Education. The Board of Education and its agents are to be held harmless of any expense or loss incurred by the sponsoring organization



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due to a termination of facility use. Some causes for facility use denial are but are not limited to: not having a sufficient amount of participants from our Flemington Borough and Raritan Township municipalities, a lack of required permits, non-submission of a valid certificate of liability insurance or past due invoice balances.

The District reserves the right to verify the residence of the participants. The District also reserves the right to prohibit, rescind, modify, or change an approved use of facility request if the number of Flemington-Raritan participants falls to 50% or less (i.e. participants who do not live within the Hunterdon Central Regional High School sending district).

A District Facility Confirmation document (DFC) must be completed and submitted. All group security measures, emergency procedures, and supervision of minors drop off and pick up, must be reviewed and confirmed by user. A signed and submitted District Facility Confirmation document indicates user and participants will comply with Board policies and regulations. The Superintendent has the authority to request a list of participants within 48 hours of the event.

### **Supervision –Safety**

Each requesting organization's representative is responsible for the proper supervision of all activities, participants, spectators, facilities and any suspicious behavior. Participants are not to be left unattended at any time. The organization shall be responsible for the safety and supervision of participants and spectators and for adherence to rules and procedures set forth in this policy and regulation by using commonly prescribed procedures as signed and agreed to under the application for use form/contract.

The organization representative shall be present during the entire time of the activity. Said individual shall ensure that the premises are properly vacated by all participants and spectators at the end of the activity.

It is recommended that organizations renting facilities certify that all individuals who are in direct contact with and responsible for the supervision of minors have been fingerprinted and have completed and passed a criminal background check.

The 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



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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.

In accordance with Janet's Law, N.J.S.A. 18A:40-41a through 41c, if an athletic event or team practice is taking place in which students of the District or nonpublic school are participating, it is recommended that an adult that is CPR and AED certified be present for the duration of the event.

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11 October 2021

28 February 2022

