

Regulation

USE OF FACILITIES INCLUDING USE OF AQUATIC CENTER AND EQUIPMENT

The board directs that the general public and community organizations, in general, are limited to the use of school district owned property including the Community Aquatic Center for school projects.

School Owned Equipment/Supplies: Access to Procedures and Materials

Anyone wanting to use school owned equipment or supplies must apply to the board secretary/business administrator or superintendent for detailed information and an official request form. Approval must be received before use. The board reserves the right to waive restrictions on a case-by-case basis.

Bulk Mailing Privilege

The district bulk mail rate shall be available to school connected groups such as student organizations, alumni organizations, booster clubs, and will be used only for school related purposes. No cost shall be borne by the school district. The superintendent or his or her designee shall ensure that no cost shall be borne by the school district and that use of the bulk mail rate is consistent with postal regulations. The superintendent or his or her designee shall inspect and/or review the mailing materials.

Use of the Aquatic Center

School building and facilities, including the Aquatic Center shall be available to nonprofit or municipal organizations for educational, philanthropic, recreational, patriotic or civic purposes when such use does not interfere with regular school activities or with their use by school organizations.

The use of the Community Aquatic Center shall be managed by the **Aquatic Director and** the Community Aquatic Center Advisory Commission as appointed by the Board of Education. The Commission will establish rules, regulations and policies which will manage, direct, and establish appropriate fee structure for community use of the Aquatic Center as approved by the Board of Education. The Commission shall follow all local, regional, and state health and safety rules and regulations concerning the use of the Aquatic Center. The Commission should strive to make the Community Aquatic Center available to all segments of our community from the very young to the elderly throughout the year.

Procedures for Facility Use

A. The following rules and procedures shall govern the use of school facilities:

B. Four documents will constitute an official application for school facility use:

1. The application form;
2. Two copies of the agreement, properly executed;
3. A certificate to indicate that the Board of Education is covered by the user's liability insurance in connection with this use of school property.

C. Insurance coverage minimum requirements are as follows:

- ~~1. \$100,000/\$25,000 liability and property damage;~~
- ~~2. \$100,000/\$300,000 bodily injury.~~
- ~~1. Commercial General Liability with a \$500,000 Combined Single Limit of Liability for Bodily Injury and Property Damage, including Blanket Contractual, Premises and Product Liability.~~
- ~~3. The Mainland Regional High School District Board of Education shall be named as an additional insured.~~

USE OF FACILITIES (regulation continued)

1. Commercial General Liability with a \$500,000 Combined Single Limit of Liability for Bodily Injury and Property Damage, including Blanket Contractual, Premises and Products Liability.
 2. Private Coverage to be primary.
 3. Mainland Regional High School District named as "Additional Insured"; and
 4. Executed indemnity and hold harmless Agreement
 5. Sports Associations must show evidence that their General Liability Policy will respond to injuries sustained by athletic participants, and /or show a Certificate of Insurance evidencing an Athletic Participants Medical Payments Policy.
- D. Application must be received 60 days prior to usage date;
- E. No reservations will be made until the application is approved by the board and a permit issued to the applicant;
- F. A check shall be delivered to the board on receipt of approval to use the facilities. This shall be done at least two days before the usage date;
- G. The rental clause may be waived at the board's discretion;
- H. Smoking will not be permitted in the school building;
- I. No alcoholic liquors or beverages will be brought to or consumed in the building or on the grounds;
- J. Decorations, scenery, and relocation of musical instruments or furniture is not permitted unless special permission is granted;
- K. The building and equipment shall be left clean and undamaged;
- L. The applicant must maintain orderly conduct by participants and spectators;
- M. Violation of any of the above conditions may be deemed sufficient cause to deprive the group of immediate or further school use;
- N. The applicant agrees to reimburse the board promptly for any loss or damage occurring to the building and grounds or any equipment used by the applying organization;
- O. Applications will not be approved more than six months in advance of use except at the board's discretion;
- P. All national and state laws, local ordinances and rules of the police and fire department rules regarding public assemblies shall be strictly observed;
- Q. The board or its representatives shall have free access to the school building and shall have the right to revoke any permit should such action be deemed necessary or believed to be in the best interest of the school system;
- R. A site manager will be assigned by the Board.

Outside Group Rates Schedule

Facility	Rental Fee*
Auditorium	\$500 per use + \$150 Utilities
Gymnasium	\$300 per use
Classroom/Library	\$150

USE OF FACILITIES (regulation continued)

Community Aquatic Center — \$300 per 3 hour block + \$15 per hour for Lifeguard

* Fees do not include assigned personnel, custodial services and kitchen services (when applicable) which will be billed after use.

Additional Charges

The following charges may be billed after use when additional staff is required for the facility use requested:

Site Manager	\$125 for first 4 hours or part thereof:
Stage Crew Advisor	\$30 for each additional hour or part thereof
Stage Crew	\$40.00 per person for first 3 hours or part thereof, and \$10.00 for each additional hour or part thereof

Insert Fee Schedule

These fees do not apply to waivers granted by the Board to the constituent districts, Linwood, Northfield and Somers Point, or the school affiliated organizations, i.e., Mainland Band Boosters, Inc., or Mainland Sports Boosters Club.

Adopted:	September 18, 2000
Revised:	March 31, 2009
NJSBA Review/Update:	January 2012
Readopted	August 2014