

**APPLICATION FOR THE USE OF SCHOOL FACILITIES
PISCATAWAY TOWNSHIP BOARD OF EDUCATION**

INSTRUCTIONS

1. After submission to the principal of the facility you wish to use, this application must be filed with the Business Administrator at the Administration Building, 1515 Stelton Road, Piscataway NJ 08854 along with a **Certificate of Insurance naming the Piscataway Township Board of Education as additional insured** and a **Fire Safety Permit**. Applications received without these documents will delay the processing procedure, forfeiting your requested date. Applicant's insurance coverage is primary to the District's policy, which is noncontributory.
2. Only those requests of approved classified groups will be honored. Groups using school facilities are approved by the Office of the Business Administrator and Building Principal.
3. Community groups using school facilities should be familiar with the rules and regulations for use of such facilities.
4. A copy of this application will be returned to the requesting organization indicating approval or rejection. It is advisable to personally discuss the use with the Building Principal to verify availability.
5. In the event Piscataway schools are closed, all activities are cancelled. Status of schools may be checked at our website www.piscatawayschools.org.
6. Use of school facilities are governed by Policy Regulation 7510 whose terms are part of this facility use agreement and are available on our website at www.piscatawayschools.org.

Requested Day(s) / Date(s): (include ALL rehearsals)

		Time	
Day of Week:	Date:	From:	To:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(if you require additional dates, please attach a list to this application)

Name of Organization: _____

Address: _____

Telephone Number(s): _____

Officers of Organization:

President _____	Vice President _____
Address _____	Address _____
Telephone No. _____	Telephone No. _____
Secretary _____	Treasurer _____
Address _____	Address _____
Telephone No. _____	Telephone No. _____

Person making arrangements with District:	Person responsible for supervising activity on date of use:
Name _____	Name _____
Address _____	Address _____
_____	_____
Telephone No. _____	Telephone No. _____
Email Address: _____	Email Address: _____

School Requested: _____ Purpose: _____

Facility Requested: _____

Cafeteria _____ All Purpose Room _____ Gymnasium _____ Classroom _____
 Other _____ Other _____ Other _____ Other _____

School Equipment Requested: If use is granted, the responsibility for setting up for an activity and the use of the equipment rests with the requesting group.

Kitchen _____ Microphones _____ Tables (#) _____ Head Table _____
 Rostrum _____ Folding Chairs _____ PA System _____ Other _____

Will admission be charged? _____ Price of admission: _____

Use of Proceeds: _____

Number of people expecting to attend: _____

A: Estimated per hour Facility Charges are listed below:

	Gymnasium	Auditorium	Cafeteria	Kitchen	Classroom/ Board Room	Multi- Purpose Room
High School	\$100/hour	\$200/hour	\$50/hour	\$75/hour	\$20/hour	NA
Middle School	\$75/hour	\$100/hour	\$50/hour	\$75/hour	\$20/hour	NA
Elementary School	\$75/hour	NA	\$50/hour	\$75/hour	\$20/hour	\$40/hour
Administration Building	NA	NA	NA	NA	\$50/hour	\$75/hour
Minimum Hours	2 hours	2 hours	2 hours	2 hours	2 hours	2 hours

**You will be billed separately by the Food Services Management Company for staffing of the kitchen.*

B: Per hour Personnel Rates/Charges are listed below:

Audio-visual Staff:	\$35/hour	A/V student assistant:	\$12.50/hour	Security:	\$50/hour
IT Technician:	\$50/hour	Kitchen Staff:	\$30/hour		

C: Per hour Facility Rental Fees-Fields are listed below:

Grass Fields: (no lights)	\$50/hour	Grass Fields: (lights)	\$100/hour
Athletic Turf Fields: (no lights)	\$150/hour	Athletic Turf Fields: (lights)	\$200/hour

D: Per hour Custodial overtime/weekend personnel charge is listed below:

Custodial Rates:	\$35/hour	\$50/hour overtime
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Organizations requesting use of Piscataway Board of Education facilities must comply with the COVID-19 precautionary measures and requirements set forth in any applicable Executive Orders issued by State and Federal governments. Organizations must comply with all CDC guidelines while using Piscataway BOE facilities including, but not limited to: appropriate face protection and social distancing.

By signing below, I understand the above stated charges and agree to the rules/regulations.

Signature of Representative/Organization

Date

TO BE COMPLETED BY BUSINESS OFFICE:

Organization Type / Group Classification

1. Uses and groups directly related to district schools and the operation of the schools, including student groups;
2. Uses and organizations indirectly related to district schools, including the P.T.A. and P.T.O. groups, and the Adult and Community Education Program;
3. Activities for school-aged children sponsored by the Piscataway Township Recreation Department or other nonprofit organizations;
4. Departments or agencies of the municipal government;
5. Other activities of the Piscataway Recreation Department;
6. Piscataway community organizations formed for charitable, nonprofit, civic, social or educational purposes;
7. Piscataway community church groups;
8. Piscataway community political groups;
9. Piscataway industrial or business groups not engaged in profit-making;
10. Piscataway commercial or profit-making organizations; or private social functions, on fee paid basis, to be reviewed annually by the Board;
11. Nonprofit groups or organizations which are not located in Piscataway;
12. Profit-making group or organizations which are not located in Piscataway.

Based on the information submitted, your estimated charges are (to be determined after submission and approval of application):

None

Rental Fees

Custodial

Number of Hours

Rate

Number of Persons

Number of hours/person

Rate/Hour

Security

Number of Persons

Number of hours/person

Rate/Hour

Certificate of Insurance Enclosed _____

THIS APPLICATION HAS BEEN: _____ **APPROVED** _____ **REJECTED**

Signature of Building Principal

Signature of Business Administrator

Date

Date

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District Regulation

7510 - USE OF SCHOOL FACILITIES

Section: Property
 Date Created: December 2019
 Date Edited: December 2019

The Superintendent of Schools shall develop regulations for the use of school facilities. Such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree in writing to be bound by these regulations.

The following procedures must be followed in order to use school facilities and grounds:

- A. The Group Registration Forms are completed in order to register a group with the district and it is available in the Business office or online. Any organization who desires to use the district's facilities must complete the Group Registration Forms. All group registrations will require the Superintendent of Schools or designee's approval.
- B. The Facility Requisition Forms are completed when requesting to use facilities at specific dates and times. The use of all school facilities and grounds must be granted by the Business office seven days in advance of the event. Facility Requisition Forms are available in the Business office or online. Before completing forms, the requesting organization should check the building calendar for availability of dates. The Facility Requisition Form must be completed and signed before the request is granted. At times, maintenance of the building, and school needs, will limit availability of the school facilities. Permission for the use of any building or grounds is confined only to those areas explicitly identified on the Facilities Requisition Form.
- C. Cancellation - The public school program has first priority in the use of the facilities. In the event that a conflict should develop with an approved requisition, the Board reserves the right to cancel the reservation at least three days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty by contacting the Board office at least by 3:00 p.m. one business day in advance of the beginning time of the scheduled event. Weekend cancellation must be received by the Board office by 3:00 p.m. on Friday. All costs due to the Board resulting from late cancellation will be billed to the organization.
- D. Equipment - Use of tables, chairs and public address systems can be requested on the requisition form. Use of a projection device will require training by or the hiring of a Piscataway staff person. Only trained personnel may use the projection device.
- E. Stage scenery - Scenery may be left overnight if requested, and approved, within the requisition form. Full responsibility is to be assumed by the lessee. All scenery must be stored at the rear of the backdrop or in the wings. School scenery cannot be used.
- F. Adult Supervision
 1. All programs that involve children and students are required to have adult supervision. A minimum of two adult supervisors, one of who is responsible for the orderly conduct of all attendees within the building and on school grounds is required.
 2. Parents who bring children to adult scheduled activities are to supervise their children at all times. No child is to be in the building unsupervised. Unsupervised children will be delivered to an adult supervisor.
- G. Smoking, illegal gambling, alcohol, dangerous controlled substances - Use of smoking materials, gambling, or the possession or use of alcoholic beverages or dangerous controlled substances in all Board-owned buildings and on grounds is prohibited by Board policy and State law.
- H. Responsibilities/Damages - The Board will not be responsible for damage or theft of lessees' properties left on the premises.
 1. Lessees of school facilities must assume responsibility for any damages to the property or loss of equipment.
 2. Activities causing undue wear and tear to school properties are prohibited. Any damage caused through the use of facilities and/or grounds will be charged to the lessee.
 3. Food and beverages are prohibited in the gym and auditorium.
- I. School buildings must be vacated by 10:00 p.m. unless special permission is granted by the administration.
- J. The climate controls for heating and air conditioning are preset by the custodial staff to meet operational requirements.
- K. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial cost incurred by the use and any fees charged by a law enforcement agency in connection with the use.
- L. All organizations using the schools at times when facilities are not serviced by current custodial schedules will be charged for custodial overtime costs made necessary by this extra duty, including set-up time and cleaning time required after use.
- M. All Piscataway based community church and/or political groups, non-Piscataway based not-for-profit organizations, non-Piscataway based community church, non-Piscataway based political groups and other organizations will be assessed a facility use charge in accordance with the schedule of facility use charges.
- N. When staff members or students are required to operate audio-visual equipment or technology, charges will be made according to current fee schedules.
- O. Use of kitchen facilities or equipment may be granted only by the manager of the district's Food Services Program under the supervision of a member of the cafeteria staff with charges being made according to current fee schedules. All organizations using the schools agree to provide and pay for the services of a minimum of two Piscataway security guards for affairs and/or other approved security services with anticipated attendance in excess of two hundred fifty persons. Additional security may be required at the discretion of the Piscataway Board of Education.
- P. Any organization may appeal the assessed fees and charges by making a request, in writing, to the Superintendent of Schools a minimum of sixty days prior to the requested event. All organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations. The Board of Education carries insurance covering its legal liability. The Board of Education assumes no liability of the licensee. The Board of Education requires that the lessee complete Certificate of Insurance, naming the Piscataway Board of Education as an additional insured. The minimum amount of insurance coverage for personal injury is to be no less than \$1,000,000 and to the property damage no less than \$100,000. Users shall be financially liable for damage to the facilities and for proper chaperonage.

The Applicant shall covenant for himself/herself, his/her executors, administrators and assignees that he/she will keep and hold harmless, the Board of Education, their successors, and assignees, from any and all liability for anything arising from or out of the occupancy of the applicant, his/her executors, administrators, or assignees, or his/her or their servants or agents and from any loss or damage arising from any fault or negligence by the applicant, his/her executors, administrators or assignees, on failure on his/her or their part to comply with any covenant, condition or obligation contained in this

application or whether such loss or damage be caused by the failure of the Board of Education, their successors or assignees to perform any covenant contained herein to be performed by said Board of Education, their successors, or assignees.

Violation of regulations governing the use of school premises or lack of adequate supervision of participants may result in withdrawal of privileges for the use of the Board of Education facilities. Enforcement of all rules and regulations is the responsibility of the Building Administrator who shall notify the Business office of all instances of non-compliance. The Business office shall have authority to withdraw future facility use by non-complying organizations.

- Q. Insurance - The lessee must provide adequate insurance as may be directed by the Board. The lessee shall be legally responsible for all claims by a person(s) filing claims from any personal injury, property damage and/or loss on school grounds or in school buildings during the period the school facilities are being rented or used. The lessee must provide a "Certificate of Public Liability Insurance" on a comprehensive liability form which must name the Piscataway Board of Education as the additional insured. Said insurance shall not be less than \$1,000,000 which includes \$100,000 property damage.

Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury 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, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

R. Fee and charges:

1. Custodial overtime charge: A charge of \$50 per hour/per custodian will apply for use of facilities on weekends and time periods when a custodian is not otherwise scheduled for duty. Every group that schedules facilities usage on weekends and time periods when a custodian is not otherwise scheduled for duty will pay this fee. There will be a minimum two hour charge.
2. Security Charge: Security will be required for all events when the number of participants will be in excess of fifty individuals. A charge of \$50 per hour/per security person will apply for the use of facilities on weekends and time periods when a security guard is not otherwise scheduled for duty. In addition, one security guard will be required for every three hundred individuals attending the event.
3. Other personnel charges:
 - a. Audio-visual staff - \$35.00 per hour
 - b. Audio-visual student assistant - \$12.50 per hour
 - c. Custodial staff (OT = 1 1/2 times) - \$35.00 per hour
 - d. IT Technician - \$50.00 per hour
 - e. Kitchen staff - \$30.00 per hour
 - f. Security - \$50.00 per hour
4. Facility rental fee - Buildings

	Gymnasium	Auditorium	Cafeteria	Kitchen/Cafeteria	Class-room	Multi-Purpose Room
High School	\$100/hour	\$200/hour	\$50/hour	\$75/hour	\$20/hour	NA
Middle School	\$75/hour	\$100/hour	\$50/hour	\$75/hour	\$20/hour	NA
Elementary School	\$75/hour	NA	\$50/hour	\$75/hour	\$20/hour	\$40/hour
Administration Building	\$75/hour	NA	NA	NA	NA	\$75/hour

5. Facility rental fee - Fields
 - a. Grass field - no lights - \$50 per hour
 - b. Grass fields - lights - \$100 per hour
 - c. Athletic turf field - no lights - \$150 per hour
 - d. Athletic turf field - lights - \$200 per hour

S. The fees and charges apply to the various user groups as follows:

Group Classification	Fees and Charges
Uses and groups directly related to the Piscataway School District and the operations of the school district	Custodial overtime Security (when required) Other personnel
Uses and organizations indirectly related to the Piscataway School District and the operations of the school district, including the PTO groups	Custodial overtime Security (when required) Other personnel
Activities for school-aged Piscataway resident students sponsored by the Piscataway Township Recreation Department or the Piscataway Soccer Club	Custodial overtime Security (when required) Other personnel
Departments or agencies of the Piscataway municipal government	Custodial overtime Security (when required) Other personnel

Piscataway based not-for-profit community organizations formed for charitable, civic, athletic or educational purposes	Custodial overtime Security (when required) Other personnel
Piscataway based community church and/or political groups	Custodial overtime Security (when required) Other personnel Facility Rental Fee

Group Classification	Fees and charges
Non-Piscataway based not-for-profit organizations formed for charitable, civic, athletic or educational purposes	Custodial overtime Security (when required) Other personnel Facility Rental Fee
Non-Piscataway based community church and/or political groups	Custodial overtime Security (when required) Other personnel Facility Rental Fee
Other organizations	Custodial overtime Security (when required) Other personnel Facility Rental Fee

1. Payments - Bills will be paid as stipulated by the Piscataway Board of Education Business office.
 2. Classroom charges based on twenty participants per room, large group classrooms will be assessed based on the number of participants.
 3. Piscataway-based groups must consist of a population of eighty-five percent of the events participants residing in Piscataway Township.
 4. All Not-for-profit based organizations must provide copies of the Internal Revenue Service (IRS) Determination Letter and a copy of their annual required Form 990.
 5. Any organization may appeal the assessed fees and charges by making a request, in writing, to the Superintendent of Schools a minimum of sixty days prior to the requested event.
- T. There shall be a revised fee schedule for long-term usage of facilities when school is not in session and this is to be determined on a case-by-case basis.

Issued: 12 December 2019

