

BRIELLE ELEMENTARY SCHOOL
USE OF SCHOOL FACILITIES

The Brielle Board of Education believes the school facilities of this district should be made available for community purposes that promote the interests of young people and families provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds. The Board will permit the use of school facilities after an application has been made and approved by the District. ***The District reserves the right to withdraw permission after it has been granted.***

The use of school facilities may be granted for the advantage of a commercial or profit-making organization but will not be granted for any private social function or any purpose that is prohibited by law.

1. All requests for use of school facilities must be submitted to administration for approval. Requests must be made by using the Application for the Use of School Facilities Form, with all pertinent details described on the form. The form should be completed in its entirety. Missing information will delay approval. Additional information should be attached on a separate page, if necessary.
2. Applications may be cancelled 48 hours in advance by notifying the Principal's office. The District reserves the right to cancel an outside event at their discretion.
3. Violations of any of the regulations governing the use of school buildings and grounds may be cause for cancellation of all existing permits and the denial of any permits in the future.
4. The approval of an application for the use of the buildings or grounds confers no privileges for the use of any facilities other than those specifically stated in the application.
5. Any properties or equipment provided by the applicant/organization must be removed from the site promptly upon conclusion of the activity, so that there is no interference whatsoever with subsequent school-sponsored activities. The area used must be returned in a clean and orderly state. In the event of delay, the removal will be made by the Board of Education at the expense of the applicant/organization.
6. Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Board Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.
7. **Insurance Requirements:** Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Users shall be financially liable for damage to the facilities and for proper supervision including any security needs.
 - a. Prior to the event date the Applicant/Organization at its own expense, shall procure, carry and maintain Commercial General Liability Insurance from an insurer acceptable to the Brielle Board of Education. All insurers shall have at least an A-(Excellent) rating by AM Best and be qualified to do business in the State of New Jersey. In no event shall the limits of Commercial General Liability Insurance be less than the following:

i.	Each Occurrence	\$1,000,000.00
ii.	Personal Injury and Advertising Injury	\$1,000,000.00
iii.	Products/Completed Operations Aggregate	\$2,000,000.00
iv.	General Aggregate	\$2,000,000.00
v.	Medical Expense – Each Person	\$ 5,000.00
vi.	Fire Damage Liability	\$ 300,000.00
 - b. The Applicant/Organization is required to name Brielle Board of Education, 605 Union Lane, Brielle, NJ 08730 as Additional Insured on the Applicant's/Organization's Commercial General Liability Policy.
 - c. An Original Certificate of Insurance that meets or exceeds the aforementioned noted requirements shall be provided to the Brielle Board of Education no later than two weeks prior to the event. ***Failure to provide this information in a timely manner may result in the cancellation of the event by the Board of Education.***
8. The Board of Education assumes no responsibility for property left on the premises before, during, or after use of school facilities.

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9. No alcoholic beverages shall be brought into or consumed on school grounds.
10. Smoking/Vaping is prohibited anywhere on school grounds.
11. School building must be vacated by 10:00pm unless special permission is granted by the Board of Education.
12. Security for events **must** be provided by the Brielle Police Department at the applicant's expense. Private security firms are NOT allowed in the building. If you require security for your event you must contact the Brielle Police Department at 732.528.5050.
13. The person designated as responsible for this activity **must be present throughout the period of time the facility is being used**, from pre-use inspection and opening through post-use inspection and closing. For events involving audience areas, this responsibility includes providing adult supervision of that area as well as corridors, locker rooms, bathrooms, etc.
14. If you are holding the same activity on more than one occasion (i.e. Club meetings, rehearsals, etc.), please put **all dates for the same activity on one building use form. Do not complete a separate form for each date.**
15. School-related activities will **always** have priority over requests made by outside or non-school groups.
16. Fees will be assessed according to the classification of the user and the fee schedule as noted below:

CLASSIFICATION OF ORGANIZATIONS

CLASS I	CLASS II	CLASS III
PTO Brielle Education Foundation Brielle Recreation Mid-Monmouth Basketball Boy Scouts/Girl Scouts Girl Scouts/Brownies	Manasquan Soccer Teams Manasquan-Brielle Little League Mid-Monmouth Basketball Tournaments AAU Basketball AAU Baseball – NJ Shoreboys/Marlins AAU Softball USABL Baseball Teams Sports or Other Summer Camps Taekwondo Exhibitions Dance and Other Recitals	Men's Basketball Summer Sports Other Camps or Activities Summer Taekwondo exhibitions Summer Dance Recitals Other Recitals

FEE SCHEDULES

INDOOR USE	CLASS I*	CLASS II	CLASS III
Events during regular hours	No Charge	Not applicable	Not applicable
All Purpose Room	\$10.00 per hour	\$20.00 per hour	\$30 per hour
Gymnasium	\$10.00 per hour	\$20.00 per hour	\$30 per hour
Classroom	No charge	\$10.00 per hour	\$20.00 per hour

OUTDOOR USE	CLASS I*	CLASS II	CLASS III
Baseball Field	No Charge	Overtime for lining fields	Overtime for lining fields
Softball Field	No Charge	Overtime for lining fields	Overtime for lining fields

OVERTIME CHARGE**	SATURDAY	AFTER CUSTODIAL HOURS	SUNDAY
Class I, II, and III	\$45.00 per hour	\$45.00 per hour	\$55.00 per hour

***Note: Class I Organizations may have the room usage fee waived for in-kind services or reimbursement of District expenditures, i.e. floor refinishing. Such waiver will be part of the agreement upon application to the use of the facilities.**

****Note: Camps, recitals, activities using facilities during the summer are subject to overtime charges. All summer camps, recitals, activities will be considered Class III (with the exception of Brielle Recreation)**

DO NOT ADVERTISE OR POST AN EVENT IN ANY LOCATION UNTIL ALL APPROVALS ARE COMPLETED.
PROMOTIONAL FLYERS MUST BE APPROVED BY THE DISRICT

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APPLICATION FOR THE USE OF SCHOOL FACILITIES – OUTSIDE ORGANIZATIONS

Today's Date: _____ Organization: _____

Is your organization? Non-profit For Profit Date(s) Requested: _____

Age Range of Group Members _____ Residence Location of Members _____

Facility Requested: All Purpose Room Stage East Side Reading Theater Gym Media Center Kitchen

Classroom(s) _____ Baseball Field Softball Field T-Ball Field Exterior Bathrooms

Type and Purpose of Activity: _____

Number of Attendees Expected: _____ Ratio of Supervision/attendees: _____ How many chaperones? _____

Is this a Fundraising Event? No Yes Will there be an admission charge? No Yes Amount: _____

Proceeds of admission will be used for: _____

Arrival/Set up Time: _____ Activity Start Time: _____ Activity Finish Time: _____ **Building closes at 10:00pm**

Will this event be advertised? Please attach flyer, poster, etc. to this application for approval.

Facility Use will require (**Must attach a diagram**): Room setup: _____

Equipment needs: _____

Technology needs please specify: _____

Other needs: _____

I agree on behalf of the above indicated organization that all members and guests will observe the regulations as set forth in Brielle Board of Education Policy 7510 and the Regulations associated with said Policy. The Brielle Board of Education carries insurance covering its legal liability. The Board of Education requires that the lessee complete and file a **Certificate of Insurance** in accordance with **Item 7. Insurance Requirements**.

Hold Harmless Agreement

The applicant shall covenant for themselves, their executors, administrators and assigns that they will keep and save harmless, the Brielle Board of Education, their successors and assigns, from any and all liability for anything arising from or out of the occupancy of the applicant, their executors, administrators, or assigns, of servants, or agents from any loss or damage arising from any fault or negligence by the applicant, their executors/administrators, or assigns, or failure on their part to comply with any covenant, condition or obligation contained in the application or whether such loss or damage be caused by the failure of the Brielle Board of Education, their successors or assigns to perform any covenant contained herein to be performed by said Board of Education, their successors or assigns.

Applicant (Please print): _____ Phone No: _____

Address: _____

Signature: _____ Email: _____

FOR OFFICE USE ONLY:

I approve this activity. The requested date(s) are not in conflict with any other events in my school.

This activity is **NOT** approved for the reasons given below:

Administrator: _____ Date: _____

Business Administrator: _____ Date: _____

Processed by: _____ Date: _____

SUBMIT COMPLETED APPLICATION TO THE SUPERINTENDENT'S OFFICE