

STAFFORD TOWNSHIP SCHOOL DISTRICT

Procedure for School Building Use Application and Forms

I. Securing the Application

- A. Any organization requesting the use of school facilities, except use of the Stafford Township Arts Center (see C below), shall make written application on official application forms.
- B. Building Principal/Main Office Secretary shall provide copies of the following to anyone requesting use of school facilities, except use of the Stafford Township Arts Center (see C below):
 - i. Building Use Application with Fee/Cost Schedule and Automated External Defibrillators Notice (under "Forms" section of the Intranet)
 - ii. Policy and Regulation 7510
- C. Groups requesting use of the Stafford Township Arts Center shall be directed to the School Business Administrator.

II. Application Processing and Approval

*Note: No applications will be accepted before July 15th for the coming year.

- A. Once the completed application is returned to the Building Principal/Main Office, the Building Principal shall:
 - i. Review each application;
 - ii. Check the school calendar to determine whether the facility requested is available at the date and time requested;
 - a) If the facility is not available, the Principal shall inform the organization and may suggest alternative dates, times or facilities;
 - b) If the facility is available, the Principal shall continue to step "iii" and "iv" below;
 - iii. Check for valid insurance as set forth in Policy and Regulation 7510;
 - a) If the organization did not attach valid insurance documentation, the organization shall be contacted and the application shall be returned;
 - b) If the organization did attach valid insurance documentation, the Principal shall continue to step "iv" below;
 - c) Note: If the organization's insurance documentation expires during the period of requested use, the application can only be approved for the dates during which the insurance is valid (and same should be noted on their approval letter). They may

complete the application for later dates but those dates cannot be approved until after they provide updated insurance. It is the organization's responsibility to provide the updated insurance. Thereafter, you can provide an approval letter for the remainder of the dates.

- iv. Forward (via interoffice mail) a copy of the completed application and all attachments to the School Business Administrator, for confirmation of insurance coverage and calculating estimated fees.

B. Upon Building Principal approval, the Main Office Secretary shall:

- i. Enter the building use onto the school website calendar
 - a) Do not select "for staff only" or any other options in the "viewer's rights" section. Note: all information on the building calendar will automatically be uploaded to the district calendar by the Director of Special Services as long as no selections are made in the "viewer's rights" section.
- ii. Email event related information
 - a) Send email to: Confidential Secretary – Technology; Director of Facilities or designee; with a cc to the School Business Administrator
 - b) Subject: "Building Use Task Request"
 - c) Email information to include:
 - 1. Event Information: staff member name and organization; building and room number; start time and end time
 - 2. Setup Requirements: custodial and maintenance services; heating/air conditioning needs; technology services (including but not limited to a list of websites if needed, software being used, special setup requirements)
- iii. Application must be approved by the Superintendent.
- iv. Prepare the approval letter to the requesting organization (see attached sample).

C. The School Business Administrator shall review the application and insurance documentation and shall:

- i. Determine applicable fees, if any, for use of the building, in accordance with Policy and Regulation 7510;
- ii. Notify the Building Principal with any notes, questions and/or concerns.

D. After Use:

- i. The Building Principal and the Custodian will review the condition of the facility and determine if any additional fees/costs (over and above the normal

use fees/costs listed on the Fee/Cost Schedule with the Building Use Application) need to be charged and will document same.

- a) The Building Principal shall contact the group to discuss any identified issues/problems.
 - b) The Building Principal shall then notify the School Business Administrator (via email) of additional fees/costs.
- ii. The School Business Administrator will prepare an invoice of applicable fees, both the normal use fees/costs as set forth on the Fee/Cost Schedule of the Building Use Application and any additional fees noted by the Building Principal and Custodian in step (i) above, and will send same to the requesting organization.

Sample Letter

Date

Mr./Mrs. _____

Manahawkin, NJ 08050

Dear Mr. _____:

This letter is to advise you that your application for use of the building at the _____ School has been approved for the dates indicated. I am enclosing a copy of our calendar for the _____ school year. Please be sure to make a note that "in the event of an emergency early dismissal or early closing, or school is closed due to inclement weather, **use of the facility will be canceled.**"

Please be aware that your Certificate of Insurance expires on _____. This does not cover the dates that you requested on your application. While I can approve the dates for which your insurance is valid, I cannot approve the remaining dates until you provide updated insurance. Once you provide your updated insurance, I will provide a second approval letter. Until you receive that letter, you are not approved to use the facility for the remaining dates.

As you are aware from the Building Use Application, certain fees/costs may be associated with your use (as set forth on the Fee/Cost Schedule attached to the application). After your facility use, you will receive an invoice from the School Business Administrator/Business Office. This invoice will include the fees/costs associated with normal use (as described above) as well as any additional fees/costs necessary and appropriate if your use damages the facility or requires additional, specialized cleaning as set forth in Policy and Regulation 7510 (which you also received with the application). Payment will be expected within 30 days of your receipt of the invoice.

Finally, please be reminded that all use must comply with Policy and Regulation 7510, which you received with your application, as well as any other rules and procedures set forth by the District.

If you should have any questions, please do not hesitate to contact me.

Very truly yours,
School Business Administrator