

# Stafford Township Board of Education Regulation

PROPERTY  
R7510.1  
Use of STAC Facilities

## R 7510.1 USE OF STAC FACILITIES

### A. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the manager in charge of STAC. This application includes a schedule of fees/costs and packages.
2. Application for use of school facilities must be submitted to the School Business Administrator. Applications will not be accepted before July 1st for the coming school year (September 1 through June 30) and will only be accepted/reviewed in accordance with Section B herein. For summer usage (July 1 through August 31<sup>st</sup>), contact the School Business Administrator.
3. Application must be submitted at least sixty (60) days in advance of the desired usage/event.
4. The application must be signed by an Executive, Officer, or other Official/Representative (authorized to act on behalf of the organization) of the requesting organization, who will be considered by the Board to be the agent of the organization.
5. The application must include all the areas, equipment, etc. that the applicant wishes to use; complete date and time of the event, including set up and break down time; and any other information requested by the Stafford Township Board of Education. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
6. An organization can schedule up to three (3) events at a time. The organization cannot schedule/request use for a fourth event until the three (3) previously scheduled events have been completed. This rule is designed to help fulfill the restriction that the facility is not intended to be the "home" for any one particular organization and to help to ensure that a variety of permitted organizations have the opportunity to use the facility. For the purposes of this policy and regulation, "event" is defined as a one show/performance/meeting or a multi-day run of a show/performance held on consecutive days.
7. An application will not be considered complete and submitted unless and until all of the information requested is completed and provided to the Stafford Township School Board of Education's satisfaction.

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## B. Priority of Use

1. As set forth in Policy 7510.1, the purpose of STAC is to serve as a school auditorium for the Stafford Township School District students and events. Accordingly, absolute priority will be given, at all times, to Stafford Township School District events. To this end, the Stafford Township School District will set a calendar of events on or before June 30th for the immediately upcoming school year.
2. Thereafter, the Board of Education will open up an initial usage application request period to the levels/classes of users and priority level established in Policy 7510.1, as follows:
  - a. Level/Class I users: July 1<sup>st</sup> through July 15<sup>th</sup>
  - b. Level/Class II users: July 16<sup>th</sup> through July 30<sup>th</sup>
  - c. Level/Class III users: August 1<sup>st</sup> through August 15<sup>th</sup>
  - d. Level/Class IV users: August 1<sup>st</sup> through August 15<sup>th</sup>

Within each Level/Class, usage shall be approved on a first-come/first-serve basis.

3. Once the initial usage application request period has passed, organizations can still request use; however, such use shall only be granted in accordance with the priority level set forth herein, only in Policy 7510.1, and on a first-come/first-serve basis within each Level/Class of user.
4. Special consideration will be made for Level/Class IV users, Non-Community Based For-Profit Organizations, Dance Competitions only. The Board of Education will open up an initial usage application request period on July 1.

## C. Approval

1. The School Business Administrator will review each application and check the STAC calendar to determine whether the facility requested is available at the date and time requested. In other words, the School Business Administrator will check to ensure that the facility has not been scheduled before submitting to the superintendent for approval:
  - a. For use by the Stafford Township School District, or
  - b. For use by another organization with priority as set forth in Section B above.
2. If the facility is not available for use, the School Business Administrator will so inform the representative of the organization and may suggest

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alternative dates, or times. If there are scheduling conflicts involving school use or a school-related group use, the School Business Administrator can resolve these conflicts.

3. If the facility is available for use, School Business Administrator will review the application for compliance with the requirements set forth herein and in Policy 7510.1. If the application/organization is in compliance, the School Business Administrator will note his/her approval and forward for Board approval as appropriate.
5. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
6. Standards for approval include the limitations/guidelines/restrictions on use as set forth in Policy 7510.1 and herein.
6. The representative's signature on the application form will signify notice of the rules set forth herein and in Policy 7510.1 as well as the organization's agreement to be bound by those rules.
7. The application will include a schedule of fees/costs that the organization can use to calculate its anticipated usage fees and costs. If the organization has any specific questions, they can contact the School Business Administrator. Other terms regarding fees/costs and payment thereof are as set forth in section G herein.

## D. Cancellation

1. In addition to as otherwise set forth herein and in Policy 7510.1, the Stafford Township Board of Education may withdraw approval or cancel usage as follows:
  - a. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced, for failure to comply with the rules set forth herein and in Policy 7510.1, specifically including but not limited to the following: permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Any withdrawal of permission may also constitute grounds for denying a future application made by the organization. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same.

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- b. The Stafford Township Board of Education reserves the right to withdraw approval/cancel usage if the user fails to perform any obligations set forth herein or is in violation of any federal/state/local law. The organization agrees to hold the Board harmless against same.
  - c. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same. The Stafford Township School District will attempt to reschedule the show. In the event that the show cannot be rescheduled, the Business Administrator will evaluate fees paid and determine if any refund can be given.
2. The user may cancel this agreement at least sixty (60) days in advance of the usage/event by providing written notification to the School Business Administrator (notification occurs upon School Business Administrator's receipt of written notification). If cancellation is effectively made at least sixty (60) days in advance of the usage/event, the user's amount paid up to that point will be returned, less any charges already incurred as a direct result of preparation for the event. If cancellation is not effectively made at least sixty (60) days in advance of the usage/event, the Stafford Township Board of Education shall be entitled to retain any amounts already paid and seek payment of any costs incurred by the STAC in preparation for the event.
- a. In the case of the user's cancellation, the user agrees to make a reasonable amount of public announcements, at the user's expense, concerning the cancellation. Such announcement shall include but shall not be limited to radio stations, print media, and all other media in which the event was advertised.
  - b. In the case of dance competitions, any fees refunded will be in accordance with Section G – Cost/Fee Schedule.

## E. Insurance

- 1. The user shall furnish evidence of the purchase of liability insurance in the amount of
  - a. \$1,000,000 per person,
  - b. \$1,000,000 per accident or event, and

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c. \$1,000,000 property damage;

and listing the Stafford Township Board of Education as an additional insured.

2. The evidence of the insurance coverage must show that the insurance coverage will be in effect at the time of the scheduled event, otherwise the coverage will be deemed insufficient and the usage will not be approved.
  3. In accordance with 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 or other organization that uses school facilities or operates on school grounds if the youth sports team organization or other organization provides the school district proof of insurance in the amount as set forth herein; insuring the youth sports team organization or other organization against liability for any bodily injury suffered by a person. By signing the Use of STAC Facilities Application, the organization is providing a statement of assurance that it is in compliance with N.J.S.A. 18A:40-41 et seq. regarding the prevention and treatment of sports-related concussions and head injuries, if required.
  4. For the purpose of this policy, "Youth Sports Team Organization" means one or more sports teams organized pursuant to a non-profit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department. Other organizations include dance teams, cheerleading and any other or all other groups involved in competitions or performances requiring physical activity.
- F. Specific Event Rules for the Use of STAC
1. In addition to the rules and restrictions specifically set forth in Policy 7510.1, users of school facilities will be bound by the following rules for the use of STAC:
    - a. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
    - b. Smoking is prohibited in accordance with Policy No. 7434.
    - c. The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition.

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- d. The user must obtain the manager in charge of STAC and the School Business Administrator's written permission to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property. The user must clean up after usage and leave the facility in the condition which they found it. This specifically includes but is not limited to strobe lights, which may require special warnings. Please note that smoke/fog machines and lasers/pyrotechnics are not permitted as this type of equipment causes specific heightened concerns because of fire hazards/restrictions.
- e. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than forty-eight (48) hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting/sound/technical equipment located in STAC and belonging to the Board (not including approved equipment belonging to the organization), ventilation systems, and thermostatic controls may be operated only by an employee of the district or a technician specifically approved by the manager in charge of STAC.
- h. No gum, candy, food or drink inside the Theatre.
- i. No signs, posters, advertisements, or other displays may be placed in STAC without the written approval of the School Business Administrator. In addition, such approved signs, posters, advertisements or other displays must be promptly removed at the end of the event.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without the written approval of the manager in charge of STAC and the School Business Administrator.

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- l. The manager in charge of STAC is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected. The organization will be billed accordingly.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles.
- o. Uses must be Properly Supervised.
  - i. A school custodian must be on duty during the entire time of use, at the cost of the user. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is directed by the manager in charge of STAC to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.
  - ii. The use of certain school facilities (such as the concessions area and the box office) require the services of school employees trained in the use of the facility. The user will be charged an additional costs and the school employee will be compensated accordingly by the district.
  - iii. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity.
  - iv. The user must have an authorized official organization representative at the event.

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- v. The user must, in consultation with the School Business Administrator, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the School Business Administrator, the School Business Administrator may recommend that permission to use the facility be withdrawn.
- vi. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.
- p. The user is responsible for obtaining any and all copyrights, licenses, etc. for performances, shows, events. The user specifically agrees to indemnify and hold the Board of Education harmless in accordance with the indemnification and hold harmless provisions set forth in Policy 7510.1 for failure to obtain necessary copyrights, licenses, etc.
- q. No videotaping, recording, or broadcasting (whether over radio, television, internet, or otherwise) of the scheduled performance without the express, written permission of the School Business Administrator.
- r. The user must follow all security protocols and requirements set forth by the Stafford Township School District. This includes but is not limited to the requirement that the STAC doors remain locked at all times after school hours. Therefore, a representative from your group must be designated to meet the custodian 15 minutes in advance of your event start time to open the facility doors. In addition, the representative must notify the custodian when your group leaves the facility.
- s. The user must also follow all reasonable rules and requirements established by the School Business Administrator as necessary and appropriate for orderly and appropriate use and maintenance of the facility.

## G. Cost/Fee Schedule



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1. Level/Class I users will be charged for custodial costs, as set forth in the fee schedule attached to Regulation 7510, and any special charges/costs set forth herein. Level/Class I users will not be charged any other fees/costs.
2. Level/Class II users will be charged the costs in accordance with the fee schedule in Regulation 7510.1.
3. Level/Class III users will be charged the costs in accordance with the fee schedule in Regulation 7510.1.
4. Level/Class IV users will be charged the cost in accordance with the fee schedule in Regulation 7510.1.
5. The application will include a schedule of fees/costs/packages that the organization can use to calculate its anticipated usage fees and costs. Calculation of exact costs in an invoice will be provided by the School Business Administrator.
6. A 50% deposit will be required within thirty (30) days of receipt of the approval letter from the Business Administrator. The remaining 50% will be due thirty (30) days prior to the first event date. All organizations must pay fees associated with the appropriate applications. If fees are not paid, the district has the right to cancel the scheduled event, as well as prohibit future bookings. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same. In addition, the Stafford Township Board of Education will seek repayment of costs incurred to that point. Additional charges incurred due to unanticipated event needs, will be billed via separate invoice after the event. Fees paid shall only be refunded in accordance with the cancellation provisions herein.
  - a. In the case of dance competitions, a non-refundable deposit of \$3,000.00 will be required with the event application. 25% of the fee balance will be due one hundred and fifty (150) days prior to the first event date. The remaining 75% will be due sixty (60) days prior to the first event date. All organizations must pay fees associated with the appropriate applications. If fees are not paid, the district has the right to cancel the scheduled event, as well as prohibit future bookings. The Board and its agents are not responsible for any loss of expenses or profits incurred due to the withdrawal of permission/use. The organization agrees to hold the Board harmless against same. In addition, the Stafford Township Board of Education will seek repayment of costs incurred to that point. Additional charges

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incurred due to unanticipated event needs, will be billed via separate invoice after the event. Fees paid shall only be refunded in accordance with the cancellation provisions herein.

7. In addition to the fees/costs on the schedule and as set forth herein, the user/organization will be charged for any damage to the school facilities resulting from actual use as well as any costs for extra cleaning (over and above the custodian's normal routine) resulting from the condition in which the user/organization left the facilities.
8. Fees:
  - a. Level/Class II
    - i. Non-Profit Musical Theater Group Use Package: This includes use by groups, such as community theater companies which hold a non-profit status and plan to use the facility under the guidelines for proper non-profit use. \$2,087.50
    - ii. Non-Profit Group Use Package: This includes other use by non-profit groups who plan to use the facility under guidelines for proper non-profit use. \$1,612.50
  - b. Levels/Classes III & IV
    - i. Basic Rental Package: This can include any approved use such as speakers, lectures, meetings, award ceremonies, graduations. Up to 4 hours - \$925. 5 to 8 hours - \$1,600. 9 to 12 hours - \$2,700
    - ii. Performance Rental Package: This can include any of the following categories, concerts (vocal- instrumental), comedy, musical theater, cabaret style performances. \$2,075
    - iii. Dance Recital Rental Package: This can include any dance recital being presented by a local, community, and dance school/academy. \$3,250
  - c. Level/Class IV
    - i. Dance Competition Rental Package: This includes all regional and national dance competitions. \$6,100

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## 9. Additional Equipment/Services:

|   |                                      |
|---|--------------------------------------|
| Wireless Handheld Microphone(s) w/ Stand  | \$10                                 |
| Wired Microphone with cable   | \$10                                 |
| Wireless Body Packs (without headset)<br>\$75 for 3 performance days (\$10 per rehearsal)   | \$20 per performance                 |
| Headset Elements for Body Packs, "Theater/Countryman" Type  | \$15/performance<br>\$10/rehearsal   |
| Shure WH30 Headset Elements for Body Packs, "Concert" Type  | \$15/performance<br>\$10/rehearsal   |
| Shure Lapel Mic for Bodypack (WL183 or SM93)  | \$5                                  |
| Electric line tie in  | Call for current pricing             |
| All black music chairs  | \$5                                  |
| All black music stands  | \$5                                  |
| Telex Intercom System.<br>(Stations Located SL, SR, Catwalk, and Tech Booth)  | \$75/performance<br>\$50/rehearsal   |
| Piano   | \$300 per day                        |
| Piano tuning required with rental   | \$125                                |
| Podium includes 1 microphone  | \$10                                 |
| Risers  | \$25 per 4'x8' section               |
| Marley Dance Floor includes gaffe tape  | \$250                                |
| Backdrop Hung   | \$50                                 |
| Tables (6' or 8' folding type)  | \$10 each                            |
| Follow Spots (Located on Catwalk) (Max 2 Units)   | \$50 per spotlight                   |
| Spot Operator   | \$25/hr                              |
| In-House PTZ Video Camera on Projection Screens all rentals<br>include video feed (camera or computer) to dressing room and<br>BSR monitors               | \$200/performance<br>\$100/rehearsal |
| Sound Engineer or House Tech  | \$45/hour                            |
| Basic House Lighting (Stage Washes, House Lights, Etc.)   | \$150/performance<br>\$100 rehearsal |
| Lights w/ Refocus<br>Hang must be restored before load out, if not restored a fee<br>will be charged for house technician to refocus at \$25 per<br>hour. | \$250/event                          |
| Lighting Tech   | \$45/hour                            |
| Color Media/Gel and Fixture accessories   | Call for current pricing             |
| Use of Genie/Skyjack Lift by approved operator  | \$50                                 |
| Lift Operator   | \$45/hour                            |
| Security Officer  | Call for current pricing             |
| Equipment rentals arranged  | Cost plus 10%                        |

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## H. Marketing/Promotions

1. The user is solely responsible for marketing their event. The Board of Education will not provide any marketing for events within the STAC that are covered by Policy and Regulation 7510.1.
2. The user may use the STAC logo with specific written approval of the use and placement of the logo by the School Business Administrator.
3. The Stafford Township School District Logo may not be utilized on any non-Stafford Township School District events.
4. The user specifically agrees to include the following disclaimer on any and all flyers, brochures, or other marketing materials for the event: "This event is not a Stafford Township School District sponsored event. Use of the STAC facility should not, in any way, be interpreted as a school district endorsement, sponsorship or approval of this event or the organization hosting the event."

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