

POLICY

LACEY TOWNSHIP BOARD OF EDUCATION

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RECORDING BOARD MEETINGS

0168 RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this Bylaw.

Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the Board Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the Board Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.

The Board Secretary shall provide each Board member with a copy of the minutes prior to Board approval.

The Board of Education may make a video recording of each Board meeting as an administrative aid. The video recording shall be retained for at least forty-five days (45) or until either summary or verbatim transcripts have been approved as minutes, whichever is longer, after which time they may be erased only if permission is granted by the New Jersey Department of State, Division of Archives and Record Management. All such recordings will be erased or destroyed in compliance with laws and rules for the destruction of public records.

The recording may not be able to be destroyed if a subject matter, vote, or Board action on the recording is the subject of litigation. The district will notify the New Jersey Division of Archives and Records Management when requesting permission that a recording be destroyed if the recording includes subject matter in litigation, or the district will not request permission to destroy such recording if the subject matter is in litigation.



Recording by the Public

A member of the public may record the proceedings of a public meeting of the Board provided the audio or video recording process complies with reasonable guidelines as outlined in this Bylaw. These guidelines are adopted to ensure the recording of the public meeting does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

The Board will permit the use of audio or video recording devices by members of the public to record public meetings.

Prior notice to audio or video record a public meeting is not required provided the person operates the recording device while sitting in the area designated by the Board for public seating. The recording of a meeting from this area shall not obstruct or distract any member of the public from observing and listening to the proceedings of the meeting. If the recording is obstructing the view or is distracting to members of the public, the presiding officer or designee will require the person recording the meeting to relocate to another area of the meeting room.

In the event a member of the public wants or needs to audio or video record a public meeting from an area other than the area designated for public seating, the person shall provide notice of such request to the Board Secretary in advance of the meeting. The Board Secretary or designee shall review the recording guidelines outlined in this Bylaw with the person requesting to record the meeting.

Any member of the public wanting to use a recording device from an area other than the area designated for public seating must be located and operated from inconspicuous locations in the meeting room as determined by the presiding officer or designee. Prior to the meeting, the presiding officer or designee will determine the location of each recording device so each video recording device can record the meeting with an unobstructed view and each audio recording device can record a meeting so the speakers and meeting proceedings can be properly recorded. The location of any recording device operated from an area other than the area designated for public seating will be in an area of the meeting room that is not distracting or obtrusive to Board members, members of the public, or the orderly operation of the meeting. Any recording device used outside the area designated for public seating shall be located within a similar distance from the Board as the public seating area. The presiding officer or designee shall determine when the number of recording devices used outside the



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area designated for public seating interferes with the conduct of a Board meeting and may order that an interfering recording device be removed or relocated.

Additional lighting shall not be used unless approved by the presiding officer or designee prior to the meeting.

The presiding officer or designee shall determine if a recording device interferes with the conduct of a Board meeting and may order that an interfering device be relocated.

N.J.S.A. 10:4-14

Adopted: June 20, 2016



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7410 MAINTENANCE AND REPAIR (M)

The Board of Education recognizes the fixed assets of the school district represent a significant investment of this community and maintenance is a prime concern to the Board.

The school district is required to develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26-20.5. A “comprehensive maintenance plan” means a school district’s multi-year maintenance plan covering required maintenance activities for each school facility in the school district adopted pursuant to N.J.A.C. 6A:26.

Required maintenance activities include those activities outlined in N.J.A.C. 6A:26-20.3. The school district shall determine the required maintenance activities to reasonably maintain each school facility in the school district, and shall report the activities in its annual comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

In accordance with N.J.A.C. 6A:26-20.4(a), expenditures for required maintenance activities set forth in N.J.A.C. 6A:26-20.3 shall qualify as investments in maintenance for purposes of calculating the required maintenance expenditure in N.J.A.C. 6A:26-20.4(d) and (e), the annual required maintenance budget amount pursuant to N.J.A.C. 6A:26-20.8, and the maintenance factor (M) in N.J.S.A. 18A:7G-9. Expenditures that qualify as required maintenance shall be in accordance with the provisions of N.J.A.C. 6A:26-20.4.

The school district’s comprehensive maintenance plan shall be submitted to the Executive County Superintendent by a Board of Education resolution every school year, pursuant N.J.A.C. 6A:26-20.5(a)1.

The required annual maintenance budget amount as reported in its comprehensive maintenance plan shall be included in the district’s annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26-20.8(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26-20.8(b). The Executive County Superintendent shall not approve the school district’s budget that does not comply with the provisions of N.J.A.C. 6A:26-20.1 et seq.



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Maintenance and Repair

Commencing September 1, 2002, no person shall be employed by the Board of Education as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, unless the person is a certified educational facilities manager pursuant to N.J.S.A. 18A:17-49 and 18A:17-50.

___ Maintenance and repair requests and repairs shall be processed in accordance with the procedures as outlined in Regulation 7410.

X Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.

N.J.S.A. 18A:7G-9; 18A:17-49; 18A:17-50; 18A:18A-43; 18A:21-1
N.J.A.C. 6A:23A-6.9; 6A:26-1.1 et seq.; 6A:26-20.3; 6A:26-20.4; 6A:26-20.5;
6A:26-20.6; 6A:26-20.8

Adopted: November 21, 2005



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MAINTENANCE AND REPAIR (M)

R 7410 MAINTENANCE AND REPAIR (M)

A. Inspection

1. The head custodian shall inspect the facility daily for proper functioning and cleanliness in critical areas.
2. The Principal with the head custodian shall make a monthly inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.
3. Safety inspections of the facility will be made in accordance with Regulation No. 7430.
4. Health and sanitary inspections of the facility will be made in accordance with Regulation No. 7420.

B. Reports

1. Reports of each inspection required in paragraph A1 and paragraph A2 will be made on the prescribed district form to the Head Custodian.
2. Repairs required between inspections may be reported to the Head Custodian by any staff member on the applicable district form. Whenever possible, only one request will be made on each form.
3. The Head Custodian will report to the School Business Administrator/Board Secretary those repairs to be performed by the district staff and those that require the services of an outside contractor.

C. Repairs by District Staff

1. Any teaching staff member may prepare, on the prescribed form, a work order request for repairs and/or maintenance. All work order requests will be submitted to School Business Administrator/Board Secretary.
2. The School Business Administrator/Board Secretary will assign a priority to those work orders to be performed by district staff. The priority code will be:



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- a. Emergency, for work that must be done immediately,
 - b. High Priority, for work that affects health or safety,
 - c. Normal Priority, for work that affects neither health nor safety, and
 - d. Low Priority, for work that can be completed during the summer months or whenever staff is available.
 3. Work scheduled to be performed by the district staff shall be entered on a work order form unless an emergency exists in which case the form may be filed after the repair has been made.
 4. The work order form shall include the following information:
 - a. Location of repair,
 - b. Work to be performed,
 - c. Scheduled date of completion, and
 - d. Signature of the School Business Administrator/Board Secretary or Head Custodian.
 5. When the work is completed, the work order form will be signed by the requestor and filed as required.
 6. The Head Custodian's denial of a work order request or alleged mistake in priority assignment may be appealed to the School Business Administrator/Board Secretary.
- D. Repairs by Outside Contractors
1. When it appears to be necessary to utilize outside contracting services to effect a repair, the Principal, head custodian, and any other interested staff member will confer in the preparation of a job specification.
 2. The Head Custodian shall prepare a purchase requisition for submission to the School Business Administrator/Board Secretary that indicates:



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- a. The recommended vendor(s),
 - b. The work required and its location,
 - c. The reason why the work cannot be done by district staff, and
 - d. The estimated cost as obtained from at least three contractors.
3. The Head Custodian shall be responsible for supervising the conduct of the work.

E. Replacements and Improvements

1. The School Business Administrator/Board Secretary will prepare a replacement schedule that lists all district equipment. Annual recommendations will be made in the budget to maintain the schedule of replacements.
2. Replacements required but not scheduled shall be submitted to the Principal or the School Business Administrator/Board Secretary by the end of September on a budget request form for consideration in the next annual budget.
3. A comprehensive district maintenance plan shall be prepared every five years in accordance with N.J.A.C. 6:8-4.9(a)7 in order to meet facility needs and comply with law.
4. Recommended improvements not included in the comprehensive plan will be presented to the Principal in the form of a report describing the need and the affect it will have on the educational program or the costs of operation.

Adopted: November 21, 2005



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Facilities Maintenance, Repair Scheduling, and

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Apr 22

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R 7410.01 FACILITIES MAINTENANCE, REPAIR SCHEDULING, AND ACCOUNTING

A school district with three or more district buildings shall have an automated work order system for prioritizing, performing, and recording all maintenance and repair requests for all district buildings and grounds in accordance with the provisions of N.J.A.C. 6A:23A-6.9.

A. Standard Operating Procedure (SOP) For Work Order System

1. The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2. Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff, the work order system shall include the following information for a request for work before work begins:
 - a. The name of the person making the request;
 - b. The date of the request;
 - c. The appropriate approval(s) as established by SOP;
 - d. The date of approval(s);
 - e. The location of work requested;
 - f. The priority level (for example, urgent, high, average, low);



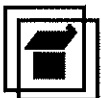
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Facilities Maintenance, Repair Scheduling, and
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- g. The scheduled date(s) of service;
 - h. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation, and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
 - i. A description of the work requested;
 - j. A projection of the materials and supplies needed for the work;
 - k. The estimated labor hours needed to complete task;
 - l. The name of the work order assigner; and
 - m. The name of the employee(s) working on the order.
3. The work order system shall include the following close-out information for each request for work:
- a. The actual hours worked by date for each assigned staff member;
 - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 - c. The aggregate cost of labor by regular, over-time, and total;
 - d. The actual materials and supplies needed to complete the work order;
 - e. Actual cost of materials and supplies; and
 - f. The name of the employee responsible for attesting that the job was completed satisfactorily.



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4. Except when prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
5. If, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of a collective bargaining agreement for maintenance workers and/or custodians.
6. The School Business Administrator/Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Adopted: March 15, 2010



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LACEY TOWNSHIP BOARD OF EDUCATION

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SCHOOL DISTRICT SECURITY (M)

7440 SCHOOL DISTRICT SECURITY (M)

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

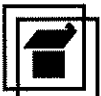
The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.



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Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly. Staff members will sign in upon entry and sign out upon exiting to monitor building access and employee location in the event of an emergency.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;
18A:41-13; 18A:41-14
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted: November 21, 2005
Revised: March 19, 2018
Revised: March 18, 2019
Revised: December 16, 2019
Revised: January 21, 2021



POLICY

LACEY TOWNSHIP BOARD OF EDUCATION

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7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, 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 when such permission has been requested through the district’s official online application program and has been approved by the Board of Education. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose, due to a school closing due to weather or other emergency, or due to school maintenance and/or construction.

Authorization for use of school facilities shall not be considered as endorsement or approval of the activity, person, group, or organization nor the purposes they represent.

The use of school facilities shall not be granted for the advantage of any commercial or partisan political activity, private social functions, or any purpose that is prohibited by law.

Insurance

Each organization shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each organization shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user’s access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities.



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Priorities Governing Use of School Facilities

Priority A:

Lacey Township School District organizations, clubs, performing arts, and athletic events.

Priority B:

Programs conducted by the Lacey Township Parks and Recreation Departments, youth groups and leagues, as well as non-profit and for-profit organizations whose membership and leadership consists predominantly (as used throughout this policy predominately shall mean 95% or higher) of residents of Lacey Township. This priority will be granted only after verification of the group's membership residence. Groups in this priority, not run directly by the municipality, shall submit a tentative roster of participants and leaders to demonstrate that the membership is predominantly district residents. Evidence of non-profit status must be shown by some official documentation.

Priority C:

All non-profit activities conducted by Lacey Township Civic and Service groups (e.g. community organization meetings of a civic or service nature, or church sponsored activities, etc.). The indicators of this priority are public good and local civic groups. This priority will be granted only after verification of the group's official non-profit status with the IRS. Evidence of non-profit status must be shown by some official documentation.

Priority D: All other organizations.

The Superintendent or designee is the only person who may change an organization's priority ranking. Persons or groups with a higher number designation may be displaced by persons or groups with a lower number designation. Exceptions to the priority criteria will be made on a case by case basis by the Superintendent.



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The Superintendent's decisions with regard to the above policy may be appealed to the Board of Education.

Fee Schedule

Fees for the use of school facilities shall be paid at least 48 hours prior to the event, and shall be based on three factors: (1) the priority of the activity, (2) a rental range determined by the priority, and (3) the personnel/supervision cost.

1. Priority A and B activities will not be charged a facility use fee. However, where overtime applies, custodial and/or food services will be charged at a rate of \$50 per hour. Also, camps that are held indoors.
2. Priority C activities will be charged for facility use, plus additional costs which will be incurred by the Board of Education for the use. In addition, where overtime applies custodial and/or food services fees will be charged at a rate of \$50 per hour.
3. Priority D activities will be charged for facility use. In addition, where overtime applies custodial and/or food service fees will be charged at a rate of \$50 per hour.

Cancellation Policy

Should an organization wish to cancel a reserved date, the school must be advised no later than forty-eight hours preceding the meeting or performance. If no notice is received by the Principal or his designee and the organization fails to appear within one hour after the scheduled time for the meeting, the organization must



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pay the fee and the regular charge for extra services of each custodian employed for the time the building is kept open.

Regulation

The Board of Education shall develop regulations and procedures for implementation of this Policy. Such regulations shall be distributed to every organization and every applicant for the use of school facilities.

Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: November 21, 2005

Revised: July 22, 2013

Revised: March 13, 2017



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R 7510 USE OF SCHOOL FACILITIES

Application Process

Organizations desiring to use school facilities will make applications through the district's website located under the Community portion of said website. The process for the use of school facilities is as follows:

1. Each organization must create a user account.
2. For each request, the organization must search the website to determine the availability of the desired facility.
3. The school calendar will be arranged during the month of September. No reservations for the use of school facilities during that school year will be scheduled before October 1.
4. The organization must complete the online application – providing all required information – including uploading all required documents (including proof of liability insurance information as outlined below). Requesters may only request up to two months in advance. Requesters may not block out all facilities for any extended length of time. The Board of Education has full discretion to modify or deny requests.
5. Once submitted, each completed application is automatically routed to the building principal or designee for review. Applications seeking use of athletic facilities at either the High School or the Middle School are also routed to the Athletic Director who reviews the application for scheduling conflicts with district athletics events.
 - a. Approved applications are designated as “Approved-Inactive” and the organization will receive email notification.



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- b. Rejected applications are designated as “Denied” and the organization will receive email notification, along with a reason.
- 6. Each day the Business Office logs on to the program to search for “Approved-Inactive” applications and prepares those applications for approval by the Board of Education.
- 7. After each Board of Education meeting, the Business Office will designate as “Approved-Active” all applications approved by the Board of Education. The organization will receive email notification.
- 8. Requests need to be approved by the Head of the organization requesting use.

Guidelines for Review and Approval

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

Priority A: Lacey Township School District organizations, clubs, performing arts, and athletic events

Priority B: Lacey Township Parks and Recreation Departments, Youth Groups, Camps, and Leagues, as well as non-profit and for-profit organizations whose membership and leadership consists predominantly, 95% or higher, Lacey Residents.

Priority C: Lacey Township Civic and Service Groups, Community Organizations with a non-profit status.



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Priority D: All Other Organizations

In the event of a scheduling conflict, the Business Administrator or designee may at any time prior to 48 hours before an event provide notice to an organization that its application for use of facilities has been withdrawn in favor of a higher priority organization.

The Superintendent or designee is the only person who may change an organization's priority ranking. Persons or groups with a higher number designation may be displaced by persons or groups with a lower number designation. Exceptions to the priority criteria will be made on a case by case basis by the Superintendent.

In the event the Business Administrator deems it advisable, any application may be submitted to the Board of Education for action. The Business Administrator or designee, or Board of Education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal unless so ordered by a court of competent jurisdiction.

In the event of an emergency school closing, school maintenance and/or construction all scheduled activities by community groups will be automatically canceled.

Insurance

The Board shall, in all instances, require a certificate of insurance to be filed with the application. The limits of the policy shall be \$1,000,000 bodily injury and property damage combined single limit of liability, which is equal to the Board's coverage. The Board of Education shall be named as an "additional insured" on all certificates of insurance.



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In addition, each application must be accompanied by a completed Hold Harmless Agreement.

Certificate of Insurance and Hold Harmless Agreement must be uploaded to the request prior to school level approval.

The school district shall also provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of 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 that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy 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.

Legal Liability

Organizations shall be financially liable for damage to school facilities, as well as for proper supervision as required by the school district administration. All materials brought into school buildings or on to school grounds must be specifically mentioned on the application form. No firearms, volatile explosives, or highly inflammable materials shall be brought into the buildings.

Should a legal issue arise from the use of any school facility, the organization will be responsible for reimbursement of any legal expenses incurred by the district.

Failure to comply with the rules and regulations of the Lacey Township School District will result in the denial of the use of the district facilities for future occasions.



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Security

The organization shall be required to provide adequate security to ensure protection for all used areas. School personnel can be hired at the prevailing hourly rate.

Custodians

Custodians are charged with the responsibility of protecting and maintaining school property and organizations shall heed the request of custodians for the enforcement of the Board's regulations.

Use of School Equipment

The organization requesting the use of school facilities shall be required to include a list of equipment required at the time of application. The 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 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. Removal of school equipment from school property for personal use is prohibited. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

Types of Activities Prohibited / Restrictions

1. Activities that discriminate as defined by State/Federal mandates.
2. Uses which interfere in any way with school sessions with the official activities of the school.
3. Uses which are contrary to the laws of the United States or any political subdivision thereof.



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4. Uses where insufficient provisions are made for supervision, fire, and police protection to uphold rules and regulations, law and order, etc. The applicant is required to restrict attendance to the seating capacity of the facility being used and other rules and regulation pertaining to public assemblies.
5. Uses where the applicant does not assume full responsibility for the preservation of order and for liability for any damage or loss of school property, for personal injury, and for strict observation of all regulations of the Lacey Township School District.
6. Only that part of the school building specifically requested and approved shall be available to the user. Further, it shall be the responsibility of the applicant to restrict and limit persons in attendance to only those areas of the building approved on the application.
7. Refreshments
 - a. No alcoholic beverages shall be brought into or consumed in or on school buildings or grounds.
 - b. Refreshments may be served only in the area designated by the school Principal.
 - c. Refreshments not consumed must be removed from the premises.
 - d. Sales of all refreshments shall be subject to any prior leases or agreements entered into by the Board of Education.
8. Use of Gym/Auditorium

When using the gymnasiums, all participants shall be required to use sneakers or basketball shoes. If the gymnasiums are requested for activities (other than athletics) requiring special equipment or



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materials that might damage the playing surface, a review must be held at the time of application with the Principal or his designee.

9. Use of Kitchen Areas

The use of kitchen areas and kitchen equipment will not be permitted without supervision of a district food services employee for whose time the organization will be charged.

10. Use of Fields and Gymnasiums

The Board of Education understands the use of Board of Education fields/gyms may be approved for use for Township recreation purposes. The Board of Education, consistent with the Township Ordinance Section 261-36, may require that the use of the fields/gyms be approved when the requesting organization certify the requested use be for Lacey residents.

11. Carnivals

The Board of Education will not permit use of school buildings or grounds for purposes of conducting carnivals of any kind.

12. Holidays

School facilities will not be available for use by rental groups on: Independence Day, Labor Day, Thanksgiving recess, Christmas recess, Presidents' weekend, Easter recess, and Memorial Day.



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13. Signage

No signs, banners, pennants, placards, or similar items of advertisement are to be placed in the schools without the express consent of the school Principal or his designee.

14. Posters, Exhibits, etc.

Exhibits, posters, or other material shall not be displayed on school property without the approval of the building Principal or his designee.

15. Smoking

As per State law and Board policy, smoking is prohibited in any part of the building or on district property and school grounds.

16. Drug, Substance and Alcohol Abuse

As per State law and Board policy, the Board of Education prohibits the unlawful possession, use, consumption, manufacture, sale, transfer, or distribution of any drug and/or alcohol and/or drug paraphernalia on school premises.

Rubbish Removal

Whenever materials, equipment, furnishings, or rubbish are left after the use of a school building by persons, the party to whom the permit is issued will be required to pay the cost of removal of same. Organizations are responsible for reimbursing the school district for all expenses incurred for clean-up of the areas used.



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Special Rules Governing Youth Activities

For the purpose of this Policy, a "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.

1. Definitions:

"Youth" - Persons of minor age having not yet reached eighteen years or a pupil in elementary or secondary school.

"Physical Activity" - Activities having diversified groups, such as participants and spectators.

"Sedate Activities" - Activities of single groups non-segregated and limited to one area.

"Outsiders" - Persons not connected to activity and not otherwise authorized to be on premises.

"School Property" - Land, buildings, equipment, supplies, and materials belonging to the Board of Education.

2. Supervision Ratio:

An adult-youth supervision ratio shall be provided as follows:

Physical Activities: One adult for every six youths participating. One adult for every fifteen youths present as spectators. Adult spectators may be used as supervisors. When more than ten youths are involved, one additional supervisor shall be charged to control non-participants and outsider activity.



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Sedate Activity: One adult for every fifteen youths. When more than fifteen youths are involved, one additional supervisor shall be assigned to control non-participants and outsider activity.

Supervision ratios must be maintained. Approval for ratio change must be obtained from the Business Administrator or designee.

3. Adult Supervision:

Adult supervisors shall be familiar with policies and regulations of the Lacey Township Board of Education governing facility use.

Responsibility extends to the land and building in which the particular activity is located. Supervision is not limited to activity participants. Supervision extends to outsiders who may have to be removed from the building.

Traffic control shall be maintained and limited to the facility authorized.

Equipment usage shall be limited to authorized items as per approved application.

4. Responsibility:

Organizations must be familiar with responsibilities and shall particularly note the following:

- a. Control must be exercised at all times including pre-assembly and dismissal periods.
- b. Control includes all youths (participants and outsiders) on or in school property.



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- c. Activity shall be limited to authorized areas. Roaming shall not be allowed. Entrance and exits shall be controlled.
- d. Equipment usage shall be limited to authorized issues. Classrooms, desk contents, room libraries, displays, and equipment shall not be disturbed.
- e. Area lighting, equipment storage, blackboards, tack boards, and furniture arrangements shall not be changed without special permission from the Principal or designee.
- f. Unless otherwise noted, area cleanliness and furniture placement shall be the responsibility of the organization.
- g. No youth activity shall be permitted unless properly supervised by authorized persons.
- h. Organizations must abide by all Local and State Fire Regulations.

Fee Schedule and Procedure

Fees for the use of school facilities shall be paid at least 48 hours prior to the event, and shall be based on three factors: (1) the priority of the activity, (2) a rental range determined by the priority, and (3) the personnel/supervision cost.

- 1. Priority A and B activities will not be charged a facility use fee. However, where overtime applies, custodial and/or food service fees will be charged at a rate of \$50 per hour. Also, camps that are held indoors.
- 2. Priority C activities will be charged a facility use fee based on the table below, plus additional costs which will be incurred by the Board of Education for the use. In addition, where overtime applies, custodial and/or food service fees will be charged at a rate of \$50 per hour.



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3. Priority D activities will be charged for facility use. In addition, where overtime applies custodial and/or food service fees will be charged at a rate of \$50 per hour.

Building	Area	Facility Use Daily Rates			
		Priority A	Priority B	Priority C (Full Day / Half Day)	Priority D
High School	Auditorium	No Charge	No Charge	\$160 / \$80	\$300
	Cafeteria w/ Kitchen	No Charge	No Charge	\$80 / \$40	\$320
	Cafeteria w/o Kitchen	No Charge	No Charge	\$40 / \$20	\$160
	Classrooms (each)	No Charge	No Charge	\$40 / \$20	\$80
	Grounds	No Charge	No Charge	\$40 / \$20	\$100
	Gymnasium	No Charge	No Charge	\$160 / \$80	\$300
	Other	No Charge	No Charge	TBD	TBD
Middle School	Auditorium	No Charge	No Charge	\$160 / \$80	\$300
	Cafeteria w/ Kitchen	No Charge	No Charge	\$80 / \$40	\$320
	Cafeteria w/o Kitchen	No Charge	No Charge	\$40 / \$20	\$160
	Classrooms (each)	No Charge	No Charge	\$40 / \$20	\$80
	Grounds	No Charge	No Charge	\$40 / \$20	\$100
	Gymnasium	No Charge	No Charge	\$160 / \$80	\$300
	Other	No Charge	No Charge	TBD	TBD
Mill Pond School	Auditorium	No Charge	No Charge	\$160 / \$80	\$300
	Cafeteria w/ Kitchen	No Charge	No Charge	\$80 / \$40	\$320
	Cafeteria w/o Kitchen	No Charge	No Charge	\$40 / \$20	\$160
	Classrooms (each)	No Charge	No Charge	\$40 / \$20	\$80
	Grounds	No Charge	No Charge	\$40 / \$20	\$100
	Gymnasium	No Charge	No Charge	\$160 / \$80	\$300
	Other	No Charge	No Charge	TBD	TBD
Cedar Creek School	Auditorium	No Charge	No Charge	\$160 / \$80	\$300
	Cafeteria w/ Kitchen	No Charge	No Charge	\$80 / \$40	\$320
	Cafeteria w/o Kitchen	No Charge	No Charge	\$40 / \$20	\$160



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	Classrooms (each)	No Charge	No Charge	\$40 / \$20	\$80
	Grounds	No Charge	No Charge	\$40 / \$20	\$100
	Gymnasium	No Charge	No Charge	\$160 / \$80	\$300
	Other	No Charge	No Charge	TBD	TBD
Forked River School	Auditorium	No Charge	No Charge	\$160 / \$80	\$300
	Cafeteria w/ Kitchen	No Charge	No Charge	\$80 / \$40	\$320
	Cafeteria w/o Kitchen	No Charge	No Charge	\$40 / \$20	\$160
	Classrooms (each)	No Charge	No Charge	\$40 / \$20	\$80
	Grounds	No Charge	No Charge	\$40 / \$20	\$100
	Gymnasium	No Charge	No Charge	\$160 / \$80	\$300
	Other	No Charge	No Charge	TBD	TBD
Lanoka Harbor School	Auditorium	No Charge	No Charge	\$160 / \$80	\$300
	Cafeteria w/ Kitchen	No Charge	No Charge	\$80 / \$40	\$320
	Cafeteria w/o Kitchen	No Charge	No Charge	\$40 / \$20	\$160
	Classrooms (each)	No Charge	No Charge	\$40 / \$20	\$80
	Grounds	No Charge	No Charge	\$40 / \$20	\$100
	Gymnasium	No Charge	No Charge	\$160 / \$80	\$300
	Other	No Charge	No Charge	TBD	TBD
Custodial Overtime	Rate is \$50 per hour.				
Food Service Staff	Rate is \$50 per hour.				
Camps	Indoor	N/A	\$100	N/A	N/A

One hundred percent of the Facility Use fee shall be paid at least forty-eight hours in advance of usage. If not paid, approval shall be revoked by the Business Administrator. The above stated fees do not include the required bond and insurance.

A fifteen percent payroll tax and administrative charge will be added to all salaries that are reimbursed by any group. This fee is designed to recover costs incurred by the Board of Education.

Failure to Pay

Failure to remit payment to the Lacey Township School District for services rendered will result in debt collection. The vendor will, in addition to agree upon use of facility fees, be held responsible for all legal and collection fees incurred.



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Cancellation Policy

Should an organization wish to cancel a reserved date, the school must be advised no later than forty-eight hours preceding the meeting or performance. If no notice is received by the Principal or his designee and the organization fails to appear within one hour after the scheduled time for the meeting, the organization must pay the fee and the regular charge for extra services of each custodian employed for the time the building is kept open.

Adopted: March 13, 2017

