

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: SCHOOL BUILDING RENTAL

The facilities of the Cranford School District exist to support all aspects of the educational program and to serve the needs of the students and citizens of Cranford.

Use of the school plant by organizations outside the school system adds to the cost of operating and maintaining the school plant. It shall be the policy of the Board of Education to classify applicants for the use of school facilities into different categories based on the type of activities, purposes and relationship to the school system, and to the community, and to pass along to organizations in some of the categories a portion of the extra cost involved in their use of school facilities.

The Administration will prepare a Use of Facilities Report for each Regular Monthly Meeting of the Board. The report will show the name of the organization(s), the date(s) involved, and the school facility requested.

All organizations must furnish, upon request, a Certificate of Liability Insurance in the amount of \$1,000,000 for each event, covering the entire period when the school facility will be in use, and naming the Cranford Board of Education as additional insured.

“Cranford-based” organizations shall include all entities with membership of at least 50% Cranford residents. Such entities shall, upon request, provide adequate substantiation of their status which may include the provision of an affidavit or certification, or other form of proof acceptable to the Board from one of the officers or directors of the organization attesting that at least 50% of its members are town residents.

“Nonprofit” organizations shall include all entities properly organized and operating in compliance with the New Jersey Nonprofit Corporation Act, N.J.S.A. 15A:1-1 et seq. Such entities shall, upon request, provide adequate substantiation of their nonprofit status which may include the provision of: (a) a filed copy of the Certificate of Incorporation; (b) a copy of the most recently filed Charitable Registration Statement, Form CRI-200; (c) most recently filed IRS Tax Form 990; (d) a “determination letter” from the IRS identifying their Federal tax status; (e) a valid exempt organization certificate, Form ST-5 from the New Jersey Division of Taxation, or other form of proof acceptable to the Board.

Rental of all school property shall come under the following classifications:

A. NONPROFIT CRANFORD BASED ORGANIZATIONS

These organizations shall be exempt from the fee schedule unless there are extenuating circumstances whereby additional costs are incurred by the Board of Education. The Cranford Board of Education reserves the right to charge these additional costs to the organization. This classification includes the Board of Education functions, school activities, Municipal Government entities, Booster Club, Boy Scouts, Girl Scouts, school oriented groups such as the Parent-Teacher Council (PTC) and PTAs. This classification also includes Cranford religious, cultural, fraternal, civic, and veteran groups that do not charge admission to their functions. It is the intent of the Board of Education to extend the use of school facilities and properties to these groups for public functions.

B. FOR PROFIT CRANFORD BASED ORGANIZATIONS

This classification includes Cranford based business organizations, theater groups, and dance schools. This classification also includes sports camps run by Cranford coaches or non-Cranford coaches.

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C. NONPROFIT OUTSIDE ORGANIZATIONS

This classification includes non Cranford religious, cultural, fraternal, civic, and veteran groups that do not charge admission to their functions. It is the intent of the Board of Education to extend the use of school facilities and properties to these groups for public functions.

D. FOR PROFIT OUTSIDE ORGANIZATIONS

This classification includes business organizations, professional theater groups and, in general, all groups outside that charge an admission fee and are not "Cranford Based Organizations."

All organizations applying for the use of Board of Education facilities shall comply with the local law enforcement agency rules and regulations, the Uniform Fire Safety Code, and Cranford Fire Department requirements. All necessary permits for the activity are the responsibility of the user.

The Cranford Board of Education reserves the right to waive or reduce fees for organizations based on the involvement of Cranford students.

All revenues derived from building rentals will be tracked through an account in compliance with Generally Accepted Accounting Principles.

The School Business Administrator will determine the number of building service personnel needed for each activity based upon the number of participants, the specific rooms or areas requested, and the school building requested.

SCHEDULE OF RENTAL CHARGES FOR SCHOOL BUILDINGS

NONPROFIT CRANFORD BASED ORGANIZATIONS

Exempt from fees unless there are additional costs to the Board of Education

Custodial Fees

\$45.00 per hour per custodian (minimum of three hours)

Rental Fees

\$15.00 per hour per classroom

\$50.00 per hour for the use of Orange Avenue, Hillside Avenue, or Cranford High School Gymnasium.

\$75.00 per hour Auditorium rental fee for Hillside Avenue and Orange Avenue

\$125.00 per hour Auditorium rental fee for Cranford High School.

\$100.00 per hour (minimum of two hours) for use of Kitchen or Cafeteria

\$50.00 per hour (minimum of two hours) for use of Kitchen or Cafeteria if rented with Gym or Auditorium*

Lighting and Sound Services

\$25.00 per hour per supervisor

\$ 8.25 per hour per student operator

FOR PROFIT CRANFORD BASED ORGANIZATIONS

Custodial Fees

\$45.00 per hour per custodian (minimum of three hours)

(continued)

SCHEDULE OF RENTAL CHARGES FOR SCHOOL BUILDINGSRental Fees

\$ 30.00 per hour per classroom

\$100.00 per hour for use of Gymnasium

\$150.00 per hour for use of Orange Avenue or Hillside Avenue School Auditorium

\$250.00 per hour for use of Cranford High School Auditorium

\$100.00 per hour (minimum of two hours) for use of Kitchen or Cafeteria

\$ 50.00 per hour (minimum of two hours) for use of Kitchen or Cafeteria if rented with Gym or Auditorium

Lighting and Sound Services

\$25.00 per hour per supervisor

\$ 8.25 per hour per student operator

NON PROFIT OUTSIDE ORGANIZATIONSCustodial Fees

\$30.00 per hour per custodian (minimum of three hours)

Rental Fees

\$ 45.00 per hour per classroom

\$100.00 per hour for use of Gymnasium

\$150.00 per hour for use of Orange Avenue or Hillside Avenue Auditorium

\$250.00 per hour for use of Cranford High School Auditorium

\$100.00 per hour (minimum of two hours) for use of Kitchen or Cafeteria

\$ 50.00 per hour (minimum of two hours) for use of Kitchen or Cafeteria if rented with Gym or Auditorium*

Lighting and Sound Services

\$25.00 per hour per supervisor

\$ 8.25 per hour student operator

FOR PROFIT OUTSIDE ORGANIZATIONSCustodial Fees

\$45.00 per hour per custodian (minimum of three hours)

Rental Fees

\$ 50.00 per hour per classroom

\$200.00 per hour for use of the Gymnasium

\$250.00 per hour for use of Orange Avenue or Hillside Avenue School Auditorium

\$400.00 per hour for use of Cranford High School Auditorium

\$150.00 per hour (minimum of two hours) for use of Kitchen or Cafeteria

\$ 75.00 per hour (minimum of two hours) for use of Kitchen or Cafeteria if rented with Gym or Auditorium*

Lighting and Sound Services

\$25.00 per hour per supervisor

\$ 8.25 per hour per student operator

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SCHEDULE OF RENTAL CHARGES FOR SCHOOL BUILDINGS

*When Kitchen facilities are to be used, a Food Service Company employee must be present, and any related charges incurred by the Cranford Board of Education will be added to the billing statement for that organization.

Rehearsal Time:

Rental of school facilities for rehearsal time shall be based upon the classified status of the applicant. The rental fee shall be one-half (½) the scheduled amount plus the regular charge for service personnel necessary.

The reduced rate is for one rehearsal only. Additional rehearsals for the same activity will be charged the standard rental fee.

Air Conditioning Surcharge (Cranford High School Auditorium)

When the Cranford High School Auditorium is used, a \$50.00 per hour surcharge will be added to the billing statement for that organization based upon the hours requested and the required pre-cooling period as necessary.

Schedule of Rental Charges for Sports Camps

A \$10 per participant fee for one week sports camps using district facilities based upon a team roster which will be submitted to the Athletic Director. The Athletic Director will then inform the camp director of the total participant fee.

Additional Fee

Failure of an organization to satisfactorily meet all of the requirements of this policy, the conditions of its Application for Use of School Facilities and/or Municipal or State ordinances, regulations, statutes or codes shall require at a minimum an additional fee of 20% of the total rental fee for the event in violation and each subsequent use of the District facilities and may result in a forfeiture of any subsequent use of District facilities.

Possible

Cross References:

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| 1330 | Approval of Building and Grounds Use |
| 1330.1 | Alcoholic Beverages - Bringing or Possession on Grounds |
| 3270.1 | School Facility Scheduling |
| 3270.2 | Approval of Building and Grounds Use |

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| Adopted: | December 19, 1972 |
| Revised: | November 21, 1983 |
| Revised: | September 26, 1988 |
| Revised: | June 25, 1992 |
| Revised: | June 26, 1995 |
| Revised: | December 9, 1996 |
| Revised: | March 27, 2000 |
| Revised: | June 28, 2004 |
| Revised: | January 23, 2006 |
| Revised: | October 22, 2007 |