
COMMUNITY USE OF SCHOOL FACILITIES

The facilities of the public schools may be used by Woodbridge Township School District school groups, including parent-teacher groups, at no rental fee, and by other groups organized for community benefit, including Woodbridge Township Recreation and Woodbridge Township youth-sponsored sports groups, at no rental fee. Other organizations may use the facilities upon payment of the rental fee established by the Board of Education in the "Schedule of Rental Charges." No rentals shall be approved that will in any way conflict with the program and best interests of the Woodbridge Township School District. Requests for use of facilities for tournaments and leagues will be negotiated separately.

- A. All requests for the use of school facilities shall be made in writing at the office of the building principal or administrator in charge of the desired facilities. The building principal shall determine whether the desired facilities are available as noted in the "Building Availability Record Book."
- B. All applicants shall complete four copies of the request form and submit them to the building principal for approval. If the facilities are available and the request complies with Board policy, the building principal shall schedule the use of the facilities and forward the necessary copies to the offices noted on the form of the applicant. This application will be forwarded to the appropriate Woodbridge Township officials.
- C. If facilities are not available, the applicant shall be informed, as well as the Office of the Business Administrator/Board Secretary, through the proper distribution of the request form. A copy of all request forms shall be submitted to the Office of the Business Administrator/Board Secretary, whether the request is approved or not.
- D. The Office of the Business Administrator/Board Secretary, shall review all approved and disapproved applications to determine adherence to Board policy, and rescind building decisions if in conflict with policy, and shall give final approval for authorization.
- E. Applications for reservations of building must be in the office of the building principal at least ten days prior to the first reservation date. The associated fee must be paid in full one week prior to the first requested date.
- F. Cancellations must be received in the office of the building principal at least 48 hours prior to requested use of the building for a full refund.
- G. All organizations must follow rules for athletic fields (attached).
- H. Additional costs for site managers, lights, clocks, scoreboards and custodians shall be paid by the person or organization using the facilities. The school district will determine if a Site Manager is needed and fee will be covered by applicant.
- I. The schools will reserve the right to allow team/parent groups to sell concessions at the events. The organization or person using the facility may not sell concessions if the team/school parent group chooses to sell.
- J. All persons or organizations granted the use of any of the facilities of the Woodbridge Township School District shall show evidence that they are properly covered by insurance up to the indemnification of \$1,000,000.00 and that certification of same, holding the Woodbridge Township Board of Education harmless, shall be received in the Office of the Business Administrator/Board Secretary in advance of the event. Indemnification form follows this regulation.
- K. Where deemed appropriate, police and/or first aid squads will be required and paid for by the renting organization. The principal, Board of Education, and/or Woodbridge Township officials will make the determination.

- L. Organizations or groups requesting the rental or use of buildings or facilities for the purpose of sponsoring youth activities must guarantee that such activities will be adequately supervised. Before the use shall be granted, the requesting organization or group must agree to provide adequate supervision for juveniles participating in the activity. The principal, Board of Education, and/or Woodbridge Township Municipal Office shall determine the adequacy of the supervision.
- M. The persons or organizations granted the use of the facilities shall be responsible for enforcing rules of good conduct on the part of persons using school facilities. Non-compliance will result in forfeiture of future use of buildings and/or loss of security deposit by the persons or organizations responsible.
- N. Any damage to the buildings and/or grounds resulting from the use of the facilities shall be the responsibility of the persons and organizations granted the use of the facilities. An additional fee will be assessed for damages as determined by the district administration.
- O. Persons or organizations granted use of the facilities will not be permitted to use Woodbridge Township School District equipment located at the facilities.
- P. In the best interests of the pupils and the schools, the kitchen facilities of the cafeterias of all schools cannot be used by outside agencies and/or organizations. School dishes, silverware, kitchen utensils and kitchen equipment are not available for use by any group.
- Q. Refreshments shall be restricted to the area designated by the principal, Board of Education, and/or Woodbridge Township officials will make the determination.
- R. Alcoholic beverages may not be served or consumed on school premises at any time. Violation of this policy is also in violation of Chapter III, Section 2 of the Revised Ordinances of the Township of Woodbridge.
- S. All decorations must be approved by the building principal. Decorations must be made of non-flammable materials.
- T. Schedule of rental charges attached.

ORGANIZATIONS:

TIER I*

Woodbridge Township community or youth organizations – Pop Warner, Woodbridge Recreation, Little Leagues, Woodbridge Community Players, etc.; and Government entities.

TIER II*

Private organizations with Township participants (80% Woodbridge residents minimum). The District reserves the right to verify the organization's roster for proof of residency.

TIER III*

Private organizations without Township participants.

TIER IV

Private organizations with adult Township participants (80% Woodbridge residents minimum). The District reserves the right to verify the organization's roster for proof of residency.

TIER V

Private organizations without adult Township participants.

*Separate rate for tournaments and leagues.

QUESTIONS CONCERNING FACILITY RENTALS SHOULD BE DIRECTED TO:

MR. BRIAN WOLFERMAN

BUSINESS ADMINISTRATOR/BOARD SECRETARY

732-602-8536

SCHEDULE OF RENTAL CHARGES*

| | TIER I | TIER II | TIER III | TIER IV | TIER V |
|--|---|--|--|--|--|
| PER CLASSROOM | 0 | \$150/4 hrs. +25/hr. | \$200/4 hrs. \$40/hr. | \$250/4 hrs. \$55/hr. | \$500/4 hrs. \$110/hr. |
| ELEMENTARY - ALL PURPOSE ROOM | 0 | \$150/4 hrs. +25/hr. | \$200/4 hrs. \$40/hr. | \$250/4 hrs. \$55/hr. | \$500/4 hrs. \$110/hr. |
| HIGH SCHOOL - AUDITORIUM | 0 | \$700/4 hrs. +100/hr. | \$1,000/4hrs. +\$150/hr. | \$1,300/4hrs. +200/hr. | \$2,600/4hrs. +\$400/hr. |
| HIGH SCHOOL – GYM | 0 | \$700/4 hrs. +100/hr. | \$1,000/4hrs. +\$150/hr. | \$1,300/4hrs. +200/hr. | \$2,600/4hrs. +\$400/hr. |
| HIGH SCHOOL - CAFETERIA | 0 | \$500/4 hrs. +100/hr. | \$800/4 hrs. +120/hr. | \$1,100/4hrs. +140/hr. | \$2,200/4hrs. +280/hr. |
| MIDDLE SCHOOL - AUDITORIUM | 0 | \$600/4 hrs. +100/hr. | \$1,000/4hrs. \$150/hr. | \$1,400/4hrs. +\$200/hr. | \$2,800/4hrs. +\$400/hr. |
| *Woodbridge Middle School - Auditorium | 0 | \$700/4 hrs. +100/hr. | \$1,200/4hrs. \$150/hr. | \$1,700/4hrs. +\$200/h4. | \$2,200/4hrs. +\$400/hr. |
| MIDDLE SCHOOL – GYM | 0 | \$600/4 hrs. +100/hr. | \$1,000/4hrs. +150/hr. | \$1,400/4hrs. +\$200/hr. | \$2,800/4hrs. +\$400/hr. |
| MIDDLE SCHOOL - CAFETERIA | 0 | \$500/4 hrs. \$100/hr. | \$800/4 hrs. +120/hr. | \$1,100/4hrs. +140/hr. | \$2,200/4hrs. +280/hr. |
| GRASS FIELD– Football/Baseball/Softball/Soccer | 0 | \$150 (1 - 6 hrs.) \$300 (7-14 hrs.) | \$300 (1 - 6 hrs.) \$600 (7-14 hrs.) | \$300 (1 - 6 hrs.) \$600 (7-14 hrs.) | \$ 500 (1 - 6 hrs.) \$1000 (7-14 hrs.) |
| TURF FIELD Football/Baseball/Softball/Soccer | 0 | \$200 (1 - 6 hrs.) \$400 (7-14 hrs.) | \$400 (1 - 6 hrs.) \$800 (7-14 hrs.) | \$400 (1 - 6 hrs.) \$800 (7-14 hrs.) | \$400 (1 - 6 hrs.) \$800 (7-14 hrs.) |
| CRICKET FIELDS** TENNIS COURTS*** | 0 | \$100** (1-6 hrs/day max) \$200*** (7-14 hrs/day max) | \$200** (1-6 hrs/day max) \$400*** (7-14 hrs/day max) | \$200** (1-6 hrs/day max) \$400*** (7-14 hrs/day max) | \$200** (1-6 hrs/day max) \$400*** (7-14 hrs/day max) |
| ADDITIONAL FEES | | | | | |
| SITE MANAGERS (Mandatory) | 0 | +\$35/hr. | +\$35/hr. | +\$35/hr. | +\$35/hr. |
| LIGHTS | 0 | +\$25/hr. | +\$25/hr. | +\$25/hr. | +\$25/hr. |
| CLOCK/SCOREBOARD | 0 | +\$25/hr. | +\$25/hr. | +\$25/hr. | +\$25/hr. |
| CUSTODIANS (if necessary) | 0 | 0 | Hourly Contracted Rate | 0 | Hourly Contracted Rate |
| SECURITY | For every 75 attendees, a Woodbridge Township Police Officer is required. | | | | |

***ANY ACTIVITIES MUST BE COMPLETED BY 9:30 p.m. Gates will be locked at 10 p.m. UNLESS OTHERWISE SPECIFIED**

Stadium costs do not include the following:

Use of stadium clock = additional \$25 per hour
 Use of stadium lights = additional \$25 per hour
 Site Manger = additional \$35 per hour

Lighting Systems/Dimmer Panels

Organizations wishing to use the lighting system and dimmer panel at the senior high school auditoriums will be required to pay an additional fee for lighting technicians who will be on hand in the event there is an electrical problem.

- U. A non-school sponsored organization interested in using a district facility will be required to provide a \$1,000.00 security deposit in the form of bank check or money order. This deposit will be returned to the organization after the activity has been completed, provided the building has been left in the same condition in which it was found prior to the organization's event. Should the damage exceed the security deposit, the district may pursue legal action to recuperate damages.
- V. Religious organizations using school facilities for the purpose of conducting religious services are required to pay for all rental fees.
- W. All monies due to the Board of Education for rental fees shall be made payable to the Board of Education and forwarded to the Office of the Business Administrator/Board Secretary. Building principals shall not receive or make payment of any monies.

Adopted: 07/10

Readopted: 11/14, 08/16, 12/16, 8/17, 11/17

(NOTE: Rules for Athletic Fields and Accompanying Indemnification Agreement follows this Regulation.)



WOODBIDGE TOWNSHIP SCHOOL DISTRICT

P. O. Box 428, School Street
Woodbridge, New Jersey 07095
732-750-3200

RULES FOR ATHLETIC FIELDS:

1. No metal spikes on turf fields.
2. No gum chewing on turf fields.
3. No sunflower seeds on turf fields.
4. No vehicles on turf fields.
5. All teams are responsible for putting trash in trash cans.
6. No alcohol or smoking on school property at any time. Violation of this rule is also in violation of Chapter III, Section 2 of the Revised Ordinances of the Township of Woodbridge.
7. All other Woodbridge Township School District Policies and Regulations as well as Woodbridge Township ordinances apply
8. The Woodbridge Township School District reserves the right to cancel event due to weather or other unanticipated circumstances.

QUESTIONS CONCERNING FACILITY RENTALS SHOULD BE DIRECTED TO:

MR. BRIAN WOLFERMAN
BUSINESS ADMINISTRATOR/BOARD SECRETARY
732-602-8536



WOODBIDGE TOWNSHIP SCHOOL DISTRICT

APPLICATION AND AGREEMENT FOR USE OF BUILDING AND/OR SCHOOL FACILITIES

Number _____

**CUSTODIAL FEES NOT INCLUDED IN RENTAL FEE: CONTACT MARIANNE HORTA AT
(732) 634-4500 ext. 6456 FOR ALL CUSTODIAL FEES ASSOCIATED WITH THIS RENTAL**

Any organization given permission to use the food concession stand must obtain a retail food license from the Health Dept.
Note: The renting organization agrees to indemnify and hold harmless the Woodbridge Township Board of Education and its agents, servants, and employees from any liability or obligation which might be incurred, including any alleged liability, for granting permission for use of any premises of the Woodbridge Township Board of Education.
 A Certificate of Insurance for \$1,000,000.00 naming the Woodbridge Township Board of Education and Woodbridge Township as additional insured is required by you in advance of this event.

Name of Requestor: _____ Phone No. _____ Date of Request _____

Organization _____ Address: _____

School and Facility Requested: _____ Email: _____

Facility Requested (circle one): Athletic Field Auditorium Cafeteria Classroom Gymnasium

Lights _____ Curtains _____ Admission amount charged: _____ Number of Persons Expected: _____

Explain purpose of activity _____ Event Time: _____ to _____

| Month | Dates | Time | Month | Dates | Time |
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| <p>APPROVED:</p> <p>Date _____</p> <p>_____ Signature of Principal</p> <p>DISAPPROVED:</p> <p>Reason: _____</p> <p>_____ Signature of Principal</p> <p>If not approved by Principal, application shall be reviewed by the Board Secretary's Office to verify reason for disapproval.</p> | <p>Cost to Organization \$ _____</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Note: Check should be submitted before approval is final. Checks should be made payable to the Woodbridge Township Board of Education and forwarded to the Board Secretary's Office.</p> </div> <p>Signed: _____</p> <p>Address: _____</p> <p>Organization: _____</p> <p>Telephone: _____</p> |
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| <p>Schools must distribute approved applications as follows:</p> <p>Original: Organization</p> <p>Copies: School File</p> <p> Office of Buildings & Grounds</p> <p> Fire Official</p> <p> Purchasing Dept. Town Hall</p> <p> Municipal Clerk Town Hall (Athletic Fields Only)</p> <p>Woodbridge/Sewaren Port Reading Keasbey Avenel Fords Hopelawn Iselin Colonia</p> | <p>Please note: Fire official <u>MUST</u> be advised of all building reservations prior to event.</p> <p>Fire Official notified: _____ (Please circle district)</p> <p style="text-align: right;">Date</p> |
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****Automated External Defibrillators (AEDs) are available inside all Woodbridge Township Board of Education buildings****
 Information on AED locations is available at the schools.