

MOUNTAINSIDE SCHOOL DISTRICT

BEECHWOOD SCHOOL, 1497 WOODACRES DRIVE, MOUNTAINSIDE, NEW JERSEY 07092
DEERFIELD SCHOOL, 302 CENTRAL AVENUE, MOUNTAINSIDE, NEW JERSEY 07092

Building/Facilities Use Groups/Fees/Checklist

For full details, please refer to [Policy 7510](#)

Groups: Prioritization between organizations shall be on a first come, first served basis with the approval date creating the prioritization status. Priority for use of the field is as follows:

1. **Priority One** – Board of Education and school related programs and activities (including P.T.O., Mountainside Education Foundation, teachers, associations, etc.), and Mountainside youth service related organizations including Boy Scouts, Girl Scouts, Brownies, Cub Scouts, 4-H, etc.).
2. **Priority Two** – Recreation Department programs and activities; other municipal agencies and municipal purposes.
3. **Priority Three** – The following non-profit organizations: Mountainside Softball and Baseball League and Mountainside PAL programs.
4. **Priority Four** – Other non-profit Mountainside organizations (which shall include, by way of example only, non-profit Mountainside sports programs, and non-profit sports programs combining Mountainside and other neighboring Town(s) enrollment in which is open to all Mountainside students) and Mountainside family gatherings.
5. **Priority Five** – Mountainside businesses, non-resident non-profit organizations.
6. **Priority Six** – Private, for profit organizations including sport camps, private ball clubs and teams.

Fees: A \$250.00 refundable security deposit is required for Priorities 4 – 6 ten days before the first event. The following rates are per hour, with a minimum of one hour. Any fraction of an hour will be a minimum of an hour. For example, 1 hour and 25 minutes is 2 hours.

a. Indoor/Outdoor Use (Weekdays during the School Year While School is in Session)

- **Priority Four** - \$25/per hour
- **Priority Five** - \$40/per hour
- **Priority Six** - \$55/per hour

b. Indoor/Outdoor Use (Weekends during the School Year While School is in Session)

- **Priority Four** - \$50/hour, 2 hour minimum
- **Priority Five** - \$75/hour, 2 hour minimum
- **Priority Six** - \$100/hour, 3 hour minimum

Cancellations and No Shows

- **Priority 1-3** – Even though facility use is free, the district incurs additional custodial costs on weekends. We request that the school office be notified 3 days prior to the event for cancellations. No shows without prior notification will be billed for custodial costs.
- **Priority 4-6** – We request all cancellations be made 3 days in advance for a full refund. Refunds will not be provided for no shows.

Building/Facilities Use Checklist & Approval

Name of Organization: _____

Name of Contact: _____

Phone #: _____ Email: _____

I recognize that my organization is in the following Priority Level as outlined in Policy 7510, and I understand the fees required (if any) as marked below:

- ☐ Priority 1 (no fees)
- ☐ Priority 2 (no fees)
- ☐ Priority 3 (no fees)
- ☐ Priority 4
 - ☐ Weekday rate - \$25/per hour
 - ☐ Weekend rate - \$50/hour, 2 hour minimum
- ☐ Priority 5
 - ☐ Weekday rate - \$40/per hour
 - ☐ Weekend rate - \$75/hour, 2 hour minimum
- ☐ Priority 6
 - ☐ Weekday rate - \$55/per hour
 - ☐ Weekend rate - \$100/hour, 3 hour minimum

I have attached or submitted the following required documents as it pertains to my organization:

- ☐ **Certificate of Insurance** - insurance shall contain a clause indemnifying and saving harmless the Mountainside Board of Education, its agents, servants, and employees from any and all liability of whatever nature arising out of this specific use of their premises. The Mountainside Board of Education shall be named as an additional insured under said policy of insurance. See Policy 7510 for full details.
- ☐ **501(c)3 Priority One through Priority Five applicants** - must provide together with submission of their permit application proof of good standing of the applicant corporate or business organization, together with proof of its then current 501(c)3 non-profit status, which status shall be maintained in good standing throughout the period or term or use of school facilities or premises in order for said organization to maintain its Priority status.
- ☐ **Security Deposit:** - I have left a \$250.00 refundable security deposit as required for Priorities 4 – 6 ten days before the first event.

I agree to the terms and conditions of building/facility use per Mountainside Board of Education Policy 7510.

Signature of Applicant: _____ Date: _____

Superintendent's Approval: _____ Date: _____

MOUNTAINSIDE SCHOOL DISTRICT APPLICATION FOR USE OF BUILDINGS AND GROUNDS

Please complete this application, attach a copy of your Certificate of Insurance, and return both to the school's main office. Please keep in mind all applications must be submitted at least 14 days before the facilities are needed. Approvals will be issued in accordance with the attached Mountainside Board of Education Policy 7510, Use of School Facilities, with approval notification to be sent via mail.

Name of Applicant	Name of Organization	# of people	Date Application Submitted

Circle one: Beechwood Deerfield School All Areas Requested (gym, kitchen, bathrooms, etc.)

All equipment/furniture requested (projectors/chairs/tables/etc.)-attach a diagram for special arrangements

Preferred entrance/exit doors	Indicate set up & clean up times (start/end)
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How will you be managing the doors? (office staff or propped doors are not options)

Day(s) of Week for Use / Month/Date/Year / Actual event times (start/end)

Should this application be for a series of activities/events, please list all dates and hours for each:

What are the requested facilities to be used for (e.g. meeting, conference, game, training)? _____

Will there be a fee for admission or donations received? If so, how much per person? What will the fees or donations be used for?

The applicant's signature indicates that he/she agrees to adhere to the provisions detailed in the attached Mountainside Board of Education Policy 7510, Use of School Facilities. Specific to emergency school closings that prompt the cancelation of use of facilities, it is the responsibility of the applicant to contact impacted parties. Availability will be based on the district calendar.

Applicant's Signature	Address	Phone #	Email
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Additional Supervisor(s)	Address	Phone #	Email
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SIGNATURES FOR APPROVALS: (THIS SECTION IS FOR SCHOOL OFFICIALS ONLY)

Sup. of Maint./Custodial Services – Sign & Date

Building Administrator – Sign & Date

School Secretary – Sign & Date

Superintendent – Sign & Date

Indoor Building Use Requirements and Procedures

All outside organizations that are interested in using the indoor facilities at Deerfield or Beechwood schools are expected to follow all use requirements outlined in [BOE Policy 7510](#) as well as any additional guidelines that may need to be implemented due to health and safety concerns. Specifically, this will include the following:

1. **Spectators:** Spectators are welcome to attend as desired. **It is the responsibility of the on-site supervisor/coach to ensure that spectators remain in the designated location (ie, gym, cafeteria, etc..) and that ALL participants and spectators are accounted for and have left the premises at the end of the event.**
2. **Required Training and Statement of Assurance:** It is the responsibility of each outside organization to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located. **Each organization is also responsible to complete the following attestation form to affirm that ALL necessary coaches and leaders have been properly trained and apprised of the District expectations:**

Training Completion Assurance

*This training includes the following:

- a. For ALL Activities: All information contained in this document
 - b. For ALL Activities: [Indoor Safety and Security Information](#)
 - c. For Sports Activities: Policy 2431.4 - [Prevention and Treatment of Sports-Related Concussions and Head Injuries](#)
3. All organizations will be responsible for bringing their own equipment for any practices/games. Materials may not be stored or left on school premises.
 4. Each organization is responsible for cleaning up their space at the end of their use/event
 - a. All areas used should be cleaned of any garbage, water bottles, etc. prior to leaving the building
 5. All groups are restricted to use ONLY areas approved on building use forms. All other building areas will be closed off and unauthorized use may jeopardize the organization's ability to continue use of the building.
 6. The Mountainside School District reserves the right to cancel building use in the event that health and safety circumstances warrant.
 7. In the event that Beechwood or Deerfield schools are closed for any weather, health, or safety reason, all scheduled building use activities will be canceled for the same period of time.