



# MEMORANDUM

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DATE: October 20, 2011

TO: All Facility Users

FROM: Michael R. Petrizzo, CPA  
Business Administrator/Board Secretary

RE: Facility Use Scheduling for July 1, 2011 thru June 30, 2012

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Please read the following list of requirements carefully, since you will be required to submit all of the items listed below:

- 1) The **“Facility Use Permit”** must be completed by **all** user groups/organizations. This form will be required for facility reservations to be entered into our scheduling program. This information is then given to the Buildings & Grounds Department to prepare the facility accordingly. Also upon approval your organization will be sent a copy, which you can keep on file as your proof of reservation.
- 2) Please notice that along with this form is a Hold Harmless Agreement. Please be sure to complete this form and return it along with a copy of your user/groups proof of insurance coverage (“Certificate of Insurance”)
- 3) A complete roster listing all players’ names and home addresses, and a home telephone is required of each league. **Important:**
  - Rosters must be **legible** and **complete**. If they are not, they will be returned to you and play will be postponed until the errors are corrected. You may use the attached “Player Roster” form or a copy of your computer generated roster is also acceptable, as long as all of the aforementioned information is provided.
  - Each team must have a “Coach” or a “Captain.” This person should be noted on the roster, with a home telephone number and or a cell number. This is to enable us to reach a contact person in the event of a discrepancy.
- 4) Also mandatory for **all** leagues is a copy of your league’s **game schedule and practice schedule**. This must show all teams and on what facility/field used each day.

The board recently approved the amended Regulation 1330 (Use of School Facilities), which was adjusted to reflect new security regulations. Please thoroughly review and ensure compliance with Regulation 1330 accordingly.

Attachments: Facility Use Permit  
Hold Harmless Indemnification Agreement  
Player Roster  
Holmdel Township Board of Education Rules & Regulations  
Board Policy & Regulation 1330 (Use of School Facilities)

# Holmdel Township Board of Education

4 Crawford's Corner Road  
Holmdel, New Jersey 07733

## FACILITY USE PERMIT

Phone: 732-946-1813

Date: \_\_\_\_\_

NO REFUNDS FOR RAIN DAYS OR CANCELED GAMES/EVENTS

Name of Applicant/Organization: \_\_\_\_\_

Address \_\_\_\_\_

**HIGH SCHOOL**

**WILLIAM R SATZ**

**INDIAN HILL**

**VILLAGE**

(Circle One)

Field Freshman JV Varsity Roggy Other Location: Auditorium Commons Classroom

Request : \_\_\_\_\_

**Purpose:** SOFTBALL\* BASEBALL\* FOOTBALL\* SOCCER\* BASKETBALL OTHER

(Circle one) \*Please attach game schedule.

Date(s) Requested: **FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

Day(s) & Time(s) of Week: (CIRCLE DAY(S), CIRCLE 'P' (PRACTICE) OR 'G' (GAME) and FILL IN TIME(S))

Monday: P G From \_\_\_\_\_ To \_\_\_\_\_ Friday: P G From \_\_\_\_\_ To \_\_\_\_\_

Tuesday: P G From \_\_\_\_\_ To \_\_\_\_\_ Saturday: P G From \_\_\_\_\_ To \_\_\_\_\_

Wednesday: P G From \_\_\_\_\_ To \_\_\_\_\_ Sunday: P G From \_\_\_\_\_ To \_\_\_\_\_

Thursday: P G From \_\_\_\_\_ To \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list any special request for the facility (note: there may be an additional charge for any extra work or personnel needed).

**Number of Persons expected for this activity :**

1. This permit must be properly signed and filed at the School facility requested. **FACILITY USE PERMIT IS NOT TRANSFERABLE**
2. Applicant shall be responsible for the behavior of all persons participating and/or attending this event(s) under this agreement.
3. Organization shall obtain and produce certificate of insurance absolving Holmdel Township Board of Education, its employees and representatives of all liabilities relative to the use of the requested facility.
4. Your organization is responsible to dispose of all garbage; recycling regulations are strictly enforced. No food or beverages in the gym.
5. No alcoholic beverages permitted.
6. Park in designated areas only. **No vehicles permitted beyond parking lots at any field.** Violators will have permit revoked.
7. The Holmdel Township Board of Education reserves the right to cancel this permit for any date needed for a Board of Education event. Violation of the attached rules and regulations could cause permit to be reevaluated or revoked.

I/We \_\_\_\_\_, as the duly authorized representative(s)  
of \_\_\_\_\_, agree to abide by and comply with all  
Rules and regulations.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Certificate of Insurance: \_\_\_\_\_ Hold Harmless: \_\_\_\_\_

Roster(s): \_\_\_\_\_ Game Schedule(s): \_\_\_\_\_

Comments: \_\_\_\_\_

Holmdel Township Board of Education  
4 Crawfords Corner Rod  
Holmdel New Jersey 07733

HOLMDEL TOWNSHIP BOARD OF EDUCATION  
Hold Harmless Agreement

To the fullest extent permitted by law, \_\_\_\_\_  
(Name of Individual/Group/Organization)  
agrees to defend, pay on behalf of, indemnify and hold harmless the Holmdel Township  
Board of Education , its elected and appointed officials, its agents, employees and  
volunteers and others working on behalf of the Holmdel Township Board of Education  
[the "Indemnitee"] against any and all claims, demands, suits, or loss, including all costs  
connected therewith, and for any damages which may be asserted, claimed or recovered  
against or from Indemnitee, by reason of personal injury, including bodily injury or death  
and/or property damage including loss of use thereof, caused by the acts or omissions of

\_\_\_\_\_ while conducting  
(Name of Individual/Group/Organization)

\_\_\_\_\_  
(Function)

\_\_\_\_\_  
Individual/Group/Organization Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone

## PLAYER ROSTER

DATE :		NAME OF TEAM:	
NAME OF LEAGUE:			
NAME OF COACH:			
HOME PHONE # :		CELL # :	

PLAYER'S NAME	HOME ADDRESS	HOME PHONE #
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

FOR ADMINISTRATION OFFICE USE ONLY

Number of players who live in Holmdel Township \_\_\_\_\_

Number of players who are non-residents \_\_\_\_\_

Total number of players \_\_\_\_\_

Percentage of players who live in Holmdel Township. \_\_\_\_\_

Holmdel Township Board of Education  
4 Crawfords Corner Road  
Holmdel New Jersey 07733

Office of Maintenance & Operations  
Phone: 732-946-1813

Holmdel Board of Education Facilities  
Rules & Regulations

*The following policies apply to all School Facilities*

1. All permit requests must be made a minimum of 3 weeks prior to the requested dates of use, in person or in writing to the Holmdel Township School of Choice.
2. All groups are required to obtain a permit at the Holmdel Township School of Choice.
3. The permit must be filled out completely, signed and filed in the applicable school. The person signing out the permit assumes all responsibility for the use of the facility.
4. Group(s) must have an authorized permit and be on the master schedule.
5. Recycling regulations are strictly enforced. Failure to abide by recycling regulations may result in the revocation of permit.
6. If for any reason the Organization or Person no longer needs the facility, they must notify the Holmdel Township Board of Education **IN WRITING** of any cancellation. **PERMITS ARE NON-TRANSFERABLE.**
7. A Certificate of Insurance for commercial General Liability with a minimum combined single limit of liability of \$1,000,000 each occurrence, \$2,000,000 aggregate is **REQUIRED** from every group or organization using the facility. Holmdel Township Board of Education must be named as additional insured. Renewal must be submitted as it becomes due. **NO ORGANIZATION/GROUP WILL BE ALLOWED TO USE THE FACILITY(S) UNTIL ALL PAPERWORK IS COMPLETED AND ON FILE.** Groups using the facilities without the proper paperwork will not be allowed to use the facility(s) in the future.
8. Use of property shall be limited to that listed on the Facility Use Permit.
9. Property shall not be used for any purpose which is in conflict with the aims and objectives of the Holmdel Township Board of education.
10. No vehicles permitted beyond parking lot. Violation will cause permit to be revoked and violator will be held responsible for any damages sustained.
11. The Holmdel Township Board of Education may cancel or reschedule permits at any time.
12. The Holmdel Township Board of Education may restrict or limit date/time available for facility use due to Board of Education events, maintenance of fields, etc.
13. Every organization/group shall sign such contracts and agreements as shall be required by the Holmdel Township Board of Education and pay the specified rental charges and fees at the time of approval of permit.
14. **No changes or alterations will be made to the properties without the approval of the Director of Buildings & Grounds.** If changes are deemed necessary and approved (the Director will be in charge of authorizing the work), the charges for alterations will be added to the basic rental charges and be the responsibility of the applicant.
15. The Holmdel Township Board of Education may require police protection at an event and, if required, the cost shall be paid by the organization.
16. Parking regulations are strictly enforced.
17. It is expressly understood and agreed that Persons or Organizations receiving approval to use the facilities, shall defend, indemnify, and hold harmless the Holmdel Township Board of Education, its' employees, agents, volunteers and officials from any and all lawsuits, costs, claims, expense, and judgments resulting from use of the Facilities.
18. All National, State Laws, local ordinances and rules of the Police and Fire Departments regarding public assemblies must be strictly complied with. The employees of the Holmdel Township Board of Education or its' representatives shall, at all times, have access to all parts of the facilities). The Holmdel Township Board of Education or its' representatives reserves the right to revoke any permits should action be deemed necessary or desirable and it is determined to be in the best interest of the Holmdel

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Township Board of Education and the public in general. If you do not abide by the laws, rules and ordinances, your permit may be cancelled, you may forfeit your fee, and you may be subject to legal action.

19. Consumption of alcohol and smoking are prohibited on all school property.
20. The facilities/fields must be left in the condition it was found, reasonable wear and tear excluded. **PICK UP ALL TRASH!**
21. Adults must supervise groups consisting of minors (under 18 years of age) at all times. The permit will be issued to the supervising adult only.
22. No dogs allowed on premises.
23. *Refunds and Cancellations* -- a refund or alternative date shall be given only when the cancellation of a permit is the result of actions by the Holmdel Township Board of Education for reasons other than a violation of the policies. No Refunds are given for inclement weather. Every effort will be made to provide an alternate date, but there is no guarantee that it will be accommodated.
24. If applicable, rosters and team schedules must be provided to the Holmdel Township Board of Education
25. Any initial violation of these Policies will result in the cancellation of the next scheduled activity and loss of fees paid by the group in violation. The second violation will result in the loss of the next two scheduled activities and forfeiture of fees paid. A third violation will result in the cancellation of all remaining scheduled activities, forfeiture of all fees paid and loss of reservation privileges for one year.
26. All user groups must comply with Board Policy and Regulation #1330 (Use of school facilities) Holmdel Township Board of Education.

### USE OF SCHOOL FACILITIES

1. An application to use school facilities must be filed in the main office of the school in which the facilities are located a minimum three weeks prior to the date on which the facilities are to be used. Emergencies will be handled on a case by case basis.
2. If the application is in acceptable form and facilities are available, the building principal shall approve and forward applications, which are for acknowledged educational, community or cultural purposes to the Director of Plant Operations and Maintenance to attach the estimated fee. The application will then be forwarded to the Business Administrator for final approval. The Business Administrator shall hold an application for Board action if he/she considers it advisable.  
After the facility use, the applicant will be billed for the actual dates/times of the use as per the attached fee schedule. Failure to pay this billing in a timely basis will jeopardize the approval of any future use of school facilities request by the applicant.
3. **Definitions:**
  - School Group: Any group recognized and sponsored as a school group by the Holmdel Township Public Schools (e.g., Holmdel High School Band, Key Club).
  - School Support Group: A non-profit group organized explicitly to support the Holmdel Township Public Schools (e.g., Primetime, Parent Teacher Support Groups, Holmdel High School Booster Club, Holmdel Creative Arts Association, Holmdel Foundation for Educational Excellence).
  - Non-Profit Holmdel Children's Group: A non-profit Holmdel group that consists of school-aged children (e.g., HYAA, Holmdel Football Association, Holmdel Township Recreation Commission children's activities, scouting groups).
  - Non-Profit Holmdel Group: A non-profit group that is intended to consist only of Holmdel Township residents (e.g., Holmdel Township Recreation Commission adult activities).



## USE OF SCHOOL

## FACILITIES FILE CODE 1330

- Non-Profit Principally Holmdel Group: A non-profit group that is intended to consist of a significant number (100 or more) of Holmdel Township residents or an organization whose membership consists of a significant percentage (50% or more) of Holmdel Township residents or both. (e.g., The Jersey Shore Chinese School).
  - Non-profit Non-Holmdel Group: A non-profit group that is not intended to consist of only Holmdel Township residents (e.g., Monmouth Civic Chorus, New Jersey Youth Orchestra).
4. It is understood that in all cases the regular school activities or organizations of the school shall have first preference when requesting school facilities. Consideration to other organizations shall be granted in the order of the following priority:
- School Groups
  - School Support Groups
  - Non-Profit Holmdel Children's Groups
  - Non-Profit Holmdel Groups
  - Non-Profit Principally Holmdel Groups
  - Non-Profit Non-Holmdel Children's Groups
  - Non-Profit Non-Holmdel Groups
  - For-Profit Groups
5. Any approved application for use of school facilities is a commitment to pay the stated fees unless the sponsoring organization cancels the request in writing at least two weeks before the use date or unless the approval is canceled by the Holmdel Township Public Schools.

## USE OF SCHOOL FACILITIES

FILE CODE 1330

6. Special Requests:
  - Any request by an organization or group not mentioned in the above priority list will be considered as a "Special Request" and the Board will consider the request on its merits.
  - Use of facilities by profit-making, commercial organizations will be permitted in rare instances and only with official action of the Board.
7. Facilities users must pay promptly the charges stated. All fees shall be turned over to the Business Office with the bill attached to the approved application. If payment of such charges is delinquent, further use of facilities may be denied.
8. Any Organization using a school facility must provide to the satisfaction of the Business Administrator a certificate of insurance for comprehensive general liability in the amount of \$1,000,000 and for bodily injury and property damage in the amounts of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. Said certificate of insurance must also name the Holmdel Township Board of Education as an additional insured and be submitted to the Business Office prior to the requested facility usage.
9. It is understood and agreed that the applicant assumes responsibility for restoring facilities to the condition in which they were found and for removal of all materials, equipment and furnishings, which are left after the use of school facilities. Any work needed to be done by the Board of Education in this regard will be billed to users.
10. Only those school facilities specifically requested and approved shall be available for use.
11. Food and beverages shall be permitted only in designated areas of the schools (i.e., cafeterias/all-purpose rooms) and only if the application clearly states that food and/or beverages will be consumed as part of the requested facilities use. Water and sports drinks are permitted in all gymnasiums.
12. Food and beverages shall not be permitted in the High School auditorium.
13. Smoking, gambling and the use of alcoholic beverages and drugs are prohibited on Board of Education property. Violators will be subject to prosecution.
14. For non regular user groups, a copy of the approved application must be available for presentation and review by school personnel and/or the Police Department at the time of facility use. This includes playing fields.

**USE OF SCHOOL FACILITIES**

**FILE CODE 1330**

- 15. The burden of proof as to the residency of members for a group to qualify as a “Holmdel Group” or “Principally Holmdel Group” shall rest with the organization which by November 15<sup>th</sup> of current year or within one month of its registration completion date will provide to the Board of Education an affidavit, attesting to the residency of the group’s membership and a complete membership list including the names, addresses and telephone numbers of the participants. Intent to defraud the Board as to the residency of members will result in the group being denied access to school facilities.
- 16. Groups designated as “Holmdel Groups” or “Principally Holmdel Groups” shall set forth in their bylaws that all residents are eligible to participate in accordance with established criteria. Activities of the groups shall be widely publicized in order to encourage participation.
- 17. Facility users must provide, at their own expense, sufficient fire and police protection at each performance to uphold law and order, when and as recommended by the Business Administrator.
- 18. Sneakers shall be worn therein at all times in the gymnasiums. Any use of items with wheels, indoor cleats, or tap/dance shoes is not permitted on the gym floors. The user group will be billed for repairs by the district for any damage incurred during the time reserved by the user group.

19. **FEE SCHEDULE**

- **School and School Support Groups:** No Charges or Fees
- **Non-Profit Holmdel Groups:** No charges of fees except that on Saturdays, Sundays and Holidays the fees and factors listed for non - profit, non Holmdel groups do apply.

<b><u>Non-Profit Non-Holmdel Groups:</u></b>	Hourly Rate
Classroom, Chorus Room, Band Room, Library	\$ 12.
Gym, All-Purpose Room, HS Commons	\$ 55.
HS Auditorium	\$ 113.
Field (an individual baseball field, soccer field, etc.)	\$ 12.
Roggy Stadium	\$ 110.
Stadium Lights (usage charge)	\$ 55.

Saturdays, Sundays and Holidays: Except for fields and lights the above fees are doubled.

**USE OF SCHOOL FACILITIES**

**FILE CODE 1330**

<b><u>For-Profit Groups:</u></b>	Hourly Rate
Classroom, Chorus Room, Band Room, Library	\$ 24.
Gym, All-Purpose Room, HS Commons	\$ 110.
HS Auditorium	\$ 225.
Field (an individual baseball field, soccer field, etc.)	\$ 24.
Roggy Stadium	\$ 220.
Stadium Lights (usage charge)	\$ 110.

Saturdays, Sundays and Holidays: Except for fields and lights the above fees are doubled.

Regular User Groups - The following regular user groups will be subject to an annual fee approved by the Board of Education at their organization meeting.

100% Holmdel Groups

- Holmdel Youth Athletic Association
- Mid-Monmouth Basketball

Principally Holmdel Groups

- Holmdel Stallions
- Central Jersey Hawks
- Central Jersey Devils
- Jersey Shore Chinese School
- Holmdel Football Association

\*The list of Regular Users and their fee schedule will be approved annually by the Board of Education.

A school year is defined as the official school calendar of the Holmdel Township Board of Education.

## USE OF SCHOOL FACILITIES

FILE CODE 1330

### Special Conditions:

- a. User groups will be billed for custodial fees incurred by the Board of Education arising out of the use of board facilities at the following rates:

Weekdays \$ 44. per hour

Saturdays, Sundays and Holidays \$ 66. per hour

(Except Regular Users)

- b. User Groups' time reservations will also include two hours for preparation and clean-up. (Except Regular Users)
- c. User Groups must leave the premises when the assigned block of time expires. (Applies to all users)
- d. Repeated violations of time restrictions or lack of supervision may jeopardize future use of facilities. (Applies to all users)
- e. All groups with the exception of school and school support groups will be billed for special set up and breakdown i.e., of tents, tables, chairs, etc. at the above rates. (Applies to all users)
- f. Any additional time other than what has been scheduled must be approved by administration. (Applies to all users)
- g. Exceptions to the above fees must be approved by the Board of Education. (Applies to all users)
- h. Regular User Groups are subject to the following fees, as stipulated below.
- Late Booking Fee – All user groups must contact the designated facility use coordinator by the close of business (4 p.m.) at least two (2) business days prior to a requested facility use date. Any request for a new or modified reservation made inside this two (2) day window will be fulfilled, subject to availability, with the assessment of a \$100 late booking fee.
  - Off-Hours Usage Fee – Subject to availability, user groups will be allotted facility usage time during regular custodial hours on Saturdays and Sundays (hours as established by the Director of Plant Operations). Any usage request outside of regular custodial hours will be subject to an off-hours usage fee. A completed facility use request form is required for such bookings.

Failure to pay an assessed fee will result in discipline as outlined in Section 21 "Discipline for Unauthorized Facility Use."

## USE OF SCHOOL FACILITIES

## FILE CODE 1330

20. Upon request, any individual user will be required to provide a suitable form of identification for them self and the organization they represent.

21. Discipline for Unauthorized Facility Use:

As per Board Policy 1330, the Holmdel Township Board of Education permits the use of school facilities by user groups upon Board approval. The Board directs the Superintendent or his/her designee to approve the dates, times, and locations of facility use. By agreeing to facility usage, user groups are subject to the following regulations:

User groups are entitled to facility use only for the specific dates, times, and locations which have been scheduled in advance with the district. Facility use by any user group without a prior approved date/time/location is an unauthorized use

User groups must ensure the principal person (i.e. teacher, coach) in charge of their facility usage voluntarily (1) shows personal identification and (2) discloses the organization of his/her user group upon request of district personnel. Failure to cooperate with an identification request constitutes an unauthorized use.

User groups must comply with all instructions (which may include the closure of a facility) from Board personnel (i.e. Director of Plant Operations, Custodial Staff) at all times during facility use. Failure to follow instructions from Board personnel constitutes an unauthorized use.

There are occasions when the Holmdel Township Board of Education must close facilities due to pending safety issues (of the users) or if damage to the facilities is probable. Cause for facilities closure varies; however, some examples are: inclement weather, unsafe field conditions, special events, maintenance, etc. Every attempt will be made by a representative of the Holmdel Township Board of Education to notify any user groups affected by a facility closure via e-mail no later than 4:00 PM the day of or the day before the closure.

Any individual or group of individuals (and his/her/their respective organization) who violates the above regulations and commits an unauthorized use of Board facilities will be subject to the following disciplinary action:

### **First Offense:**

Written warning and/or suspension of facility use for one week (from time of offense), plus monetary compensation if necessary for facility restoration.

### **Second Offense:**

Suspension of facility use for the remainder of the season, plus monetary compensation if necessary for facility restoration.

**Third Offense:**

Suspension of facility use for one year (from the time of the offense), plus monetary compensation if necessary for facility restoration.

The district reserves the right to assess the severity of the infraction and determine any level of appropriate penalty on a case by case basis. The Board directs the Superintendent or his/her designate to interpret and execute this disciplinary regulation as necessary.

**22. Security**

The following procedures have been implemented to enhance the security at all of our schools. All exterior doors will be closed and locked. Access to the buildings will be via card access only.

Coaches/Volunteers for all of our regular user groups will be issued Access Cards which will be activated for their groups specific time period. We will identify, by number, which exterior doors at each school will be used for recreation activities. It is the responsibility of the user groups to provide a volunteer coach or parent to monitor the door(s) to allow access to the buildings for their respective players and parents. At no time shall any exterior door be propped open or unlocked.

Non regular user groups requesting Facility Use will be issued, upon approval of their request, an Access Card for the time period of the event. They will also be notified which door(s) at the respective school to enter and are also required to have a volunteer at the door(s) to give access to their respective group for the event.

In addition to the enhanced Security procedures the District is also actively involved in an Energy Conservation program which also requires that all interior and exterior doors and windows be closed at all times. This includes but is not limited to gym hallway doors, classroom doors and auditorium doors.

- Date Revised : December 18, 2002
- Date Revised: August 18, 2004
- Date Revised: July 12, 2006
- Date Revised: July 23, 2008
- Date Revised: July 29, 2009
- Date Revised: June 30, 2010
- Date Revised: July 28, 2010
- Date Revised: September 21, 2011

**Schedule of Annual Fees – Use of School Facilities  
2011-2012 School Year**

Regular Users (100% Holmdel Groups)	Annual Fee
Holmdel Youth Athletic Association	\$ 3,180.
Mid-Monmouth Basketball	\$ 1,908.

Regular Users (Principally Holmdel Groups)	Annual Fee
Holmdel Stallions	\$ 6,716.
Central Jersey Hawks	\$ 3,816.
Central Jersey Devils	\$ 1,060.
Jersey Shore Chinese School	\$ 12,529.
Holmdel Football Association	\$ 1,272.