



Facility Use Policy
&
Process for RSchool for Reserving Space

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District Policy

7510 - USE OF SCHOOL FACILITIES

The Board, as trustees of the public and their interests in the education of their children and the use of properties by them, holds that the philosophy and goals of this school district as developed by the community shall apply in this policy regarding use of school facilities, athletic fields, and grounds. The Board feels the spirit and intent of the educational philosophy shall apply so that no child shall be denied consideration on the basis of his/her race, age, creed, color, or religious beliefs. If the Board feels the spirit and intent of this policy is being abused, they will deny the privilege of the use of district facilities, athletic fields, and grounds. The residents of the district are a total community made up of diverse groups working toward common goals. One of these goals is respect and understanding of individual rights, needs, and beliefs. The Board shall require that all uses of school property comply with this policy of nondiscrimination and all other policies, rules, and regulations of this district.

The Board believes that the school facilities, athletic fields, and grounds of this district may be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The Board may authorize the use of school facilities, athletic fields, and grounds when such permission has been requested in writing and a permit has been issued by the Board of Education. The Board considers the use of its facilities, athletic fields, and grounds to be a privilege and not a right. If the privilege is abused or the rules violated, the privilege can be denied or revoked.

The Board of Education may deny a permit to any group or organization which has less than fifty percent of its members as residents of Scotch Plains and/or Fanwood. Approval for the use of school facilities, athletic fields, and grounds shall be granted in the following priority order:

School sponsored groups

1. Users and organizations whose activities are directly related to the schools, including such groups as PTA and Booster Clubs;
2. Departments or agencies of municipal governments, including the Recreation Commission;
3. District related athletic camps; and
4. Other community organizations.

Requests for approval of activities shall be in accordance with a seasonal schedule.

All decisions regarding resolution of conflicts shall be the responsibility of the School Business Administrator/Board Secretary in conjunction with the appropriate Building Principal and/or Assistant Principal/Athletics determining seasonal facilities, athletic field, and ground scheduling.

School facilities may be utilized only when a custodian with a boiler license is on duty. Therefore, school buildings may only be used by athletic teams and other organizations during school holidays if this coincides with the calendar utilized by twelve-month employees. Charges will be necessary for those hours requiring custodial coverage not provided as part of the normal work schedule. If admission is charged for the event, the rental fee schedule shall be paid.

The Board carries insurance covering its legal liability. The Board requires that the user complete the Facility Use Application and file a certificate of insurance, naming the Scotch Plains-Fanwood Board of Education as an additional insured. The minimum amount of casualty insurance coverage will be \$1,000,000 for commercial auto liability, \$1,000,000 per occurrence and \$2,000,000 general aggregate for commercial general liability.

Use of school equipment, in conjunction with the use of school facilities, athletic fields, and grounds, must be specifically requested in writing and may be granted when the use of facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment while it is in his/her use. Where rules so specify, no item or equipment may be used, except by a qualified operator.

The Board shall approve a schedule of fees for the use of school facilities, athletic fields, and grounds.

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

Adopted: 28 June 2012

Revised: 18 October 2018

Additional Facility Use Guidance

In this guide, we will review how to approve a Requestor, the approval routing process and how to confirm the fees in a permit are correct.

Before you begin reading through the directions, below is additional facility use guidance:

1. Principals are responsible for approving all usage requests in their buildings; however, if additional guidance is needed, please contact Christopher Jones, Business Administrator or Lynn Hatter, Supervising Accountant.
2. All outside groups requesting space should comply with our Board approved Terms & Conditions (T&C) which can be found on the homepage of rSchool:
<https://fs-scotchplains.rschoolday.com/authentication/credential/login/>
3. Any exceptions to our T&C must be reviewed by the Business Office. Due to the volume of in-district activities that use our space we are unlikely to approve any group that is not compliant.
4. All outside groups must have the proper insurance as reflected in the T&C. The entity name and address on the Certificate of Insurance (COI) must match the group requesting the space. We cannot accept any homeowner's insurance policy in lieu of liability insurance.
5. Any costs incurred by the district due to an outside group using our space will be passed along to the group. Examples of this would be custodial fees, security charges and lighting and sound supervisor. Any group that requires a custodian to clean up after their use will be charged for time spent.
6. Any group using our performance spaces will have to pay for the districts lighting and sound supervisor to be onsite if they are using our equipment. We do not allow outside groups, even if they state they know how, to touch the equipment.
7. We do not store any equipment or supplies for an outside group. We are limited on space and cannot accept responsibility for any damages that could incur.
8. Bounce houses & inflatable play spaces are prohibited on school grounds per our insurance carrier and are not to be used or allowed by outside groups.

Becoming a Requester

Anyone requesting to use space is required to become a requester. Staff should check the box on the top left that says “I am requesting as a School Staff Member”; others should fill out the information as requested.

To prevent confusion please refrain from providing information to any group over the phone. We are only approving usage via electronic permit. A verbal confirmation does not reserve space.

To become a Requester, go to

<https://fs-scotchplains.rschoolday.com/requester/new/signuprequestmain>

From there, click the ‘**Become a Requester**’ button to register.

SCOTCH PLAINS-FANWOOD BUILDING RESERVATION SYSTEM

FACILITIES REQUEST SYSTEM

[View the Facilities Calendar](#)

The Public and District Staff can make online Facilities Requests from this page. First, you need to register to Become a Requester. Once approved, you can make Facilities Requests by logging in here. This will also let you see your previous requests, view permits, and make payments securely via credit card if applicable.

Bluegrass High School can still cater paper requests, but we prioritize requests submitted online. Thanks!

If you have any questions, please contact:
contact_facilitiesupport@bhs.k12.us

Click to Become a Requester or Sign in with Google

Scotch Plains-Fanwood Board of Education

Username:

Password:

[Login](#)

[Reset Password](#)

[Become a Requester](#)

[Sign in with Google](#)

You have been logged out.

Clicking the ‘Become a Requester’ button will take you to the Facilities Requester Registration Form. Fill in the form with the necessary information.

Becoming a requestor does not guarantee use of space.

[Click Here for a Video Tutorial](#)

Scotch Plains-Fanwood High School Facilities Requester Registration Form

☐ I am requesting as a School Staff Member

Your Organization Name & Info

Organization/Client Name: *
Connor Michaelson

Address: *
1237 Main St Petter St

City: *
Minneapolis

State: *
Minnesota

Zip: *
12345

Do you have Liability Insurance?:
☒ Yes ☐ No

If so, Insurance Expiration Date:
02/09/2024

Liability Insurance Provider:
Unity

Upload Insurance Policy

insurance-contract.p... x

Attach File

Do you pay sales tax?
☒ Yes ☐ No

Tax Exempt #:

Contact Person - Your Name

First Name: *
Connor

Last Name: *
Michaelson

Address (ONLY if different):
1237 Main St Petter St

City:
Minneapolis

State:
Minnesota

Zip:
12345

Office Phone:
(789) 590-8875

Home Phone:
(134) 236-6679

Mobile Phone:
(134) 667-8900

Office Fax:

Email Address: *
connormich@gmail.com

Desired Pin Number * (for Signing Agreements)
290498

Desired Login Information:

User Name:
ConnorM

Password:

Retype Password:

☐ I'm not a robot

Human verification is required

Back to Login **Save & Continue to Request Screen**

Click to continue to the next tab

NOTE: The Scotch Plains-Fanwood School District requires the approval of Registration Forms before a Requester can submit a Facilities Request. Clients will be notified when you are approved as a Requester and can make Facilities Requests. We have added a requirement that outside groups provide their COI to complete the Requester process.

After a requestor has been approved, they become a “client”. The requestor approval can be completed by any staff member with administrative rights. Once you see a client enter a request for space and **before approving** the request you should review their client settings by going to the Setup Tab, drop-down clients and search or page forward to the client.

The screenshot shows the 'Facilities Scheduler' client setup form. The browser address bar shows 'fs-scotchplains.rschoolday.com/client/setup/edit/id/155/fromClientList/1/prevmvalue//prevs...'. The form includes the following fields and options:

- Requester Type:** Radio buttons for 'Outside Client' (selected), 'Inside Client/Department', and 'Staff'.
- Client Name:** Text field with 'Boy Scouts Patriots Path Council'.
- Client Type:** Dropdown menu with 'Non-Profit' selected.
- Price Tier:** Dropdown menu with 'Non Profit' selected.
- Address1:** Text field with 'Saddle Road'.
- Address2:** Text field.
- City:** Text field with 'Cedar Knolls'.
- State, Zip:** Dropdown menu with 'New Jersey' and text field with '07927'.
- Website:** Text field.
- Insurance Expiration Date:** Text field with '03/01/2023' and a 'Clear' button.
- Liability Insurance Provider:** Text field.
- Insurance Certificate:** Section with 'Upload' button and two verified certificates: 'Scotch Plains Fanwood... 09/20/2022' and 'Boys Scouts of America... 09/25/2019'.
- Attach File:** Section with 'Statement of Assurance...'. There is a link 'Set Request Setting per Locations'.
- Other Information:** A collapsed section indicated by a right-pointing arrow.
- Tax Exempt #:** Text field.
- For sending facilities agreements electronically:** Link 'Edit custom agreement language'.
- Payment term:** Dropdown menu with 'Net 30' selected.
- Allow Requests from this client to override Facilities Request Date Restrictions:** Unchecked checkbox.
- Setup reminder on permits:** Checked checkbox, with a dropdown menu set to '2' days before the event.

Before space can be approved, please confirm:

Is the requestor type correct?

Staff: Only full-time employees of the school district

Inside Client/Department: Only used for district run programs – ie. Interact Club, Student Council, DOSS, etc.

Outside Client: All other groups including PTA, PAL, SP Recreation, Scouts

Check the client type and the price tier for accuracy (when in doubt please contact the Business Office for guidance).

Confirm the Liability Insurance has been uploaded and is current. If you have reviewed it, you can select verify for the policy. If you are unsure, please contact the Business Office for assistance. ***No usage request for an outside client should be approved without the client providing their Certificate of Insurance (COI).***

Review the routing approval Set-Up – standard should be to use client routing, then location.

For any athletics clients, Ryan Miller should be added to the client routing set-up.

Once the above is correct you can review the request for space and begin the approval routing process.

Routing Status

The Routing Status is a list of the approvers that the administrator assigned to approve facility bookings. It shows the approvers, and to which point of the approval process the request is.

To do this, go to Request tab.

Facilities Calendar | Scheduling | Facilities Set-up Report | Reports | Request | Setup | Data | Archive | Help | Blocked Users

You have 1 new requester registration forms. [Click here](#) to view/approve.

Facility Request for: Filter By: Approver: Date Range:

Price Tier: Building:

☒ Show New ☒ Show In-Process ☐ Show Approved ☐ Show Denied ☐ Show Resubmitted

Submit Date	Client Name	Building	Location	Location Type	Event Date	Status	Edit/View	Delete
1/6/2023 @ 7:42am	Connor Requester: Connor Michaelson Activity: (Friendly Basketball Game)	Bluegrass High School	Main Gym	Gym	MULTIPLE	New	<input type="button" value="View"/>	<input type="checkbox"/>
1/6/2023 @ 7:24am	Connor Requester: Connor Michaelson Activity: (University Fair)	Bluegrass High School	MUL				<input type="button" value="View"/>	

Click **View** to Show the Details of the request

Facility Request for Connor
1237 Main St Petter St , Minneapolis, MN 12345
Insurance Expiration Date: 1/19/2024

Submitted by: **Connor Michaelson** on 1/06/2023 @ 7:24 am
Office: (555) 555-5555
Mobile: (555) 555-5555
Email: zawc@gmail.com

Comments:

[Select Custom Comments](#)

Routing Status:	#	Name	Email	Sent	Date Marked	Action	Comments	Override Approver
1	Karl Hernan	karher@gmail.com	1/6/2023 @ 7:32am	1/6/2023 @ 7:33am	Approved	--		Master Admin Master Admin
2	Max Kin	maxin@gmail.com	1/6/2023 @ 7:33am	--	--	--		

Review your routing process:
☒ skip all other approval stages
☐ continue to next approval stage

☐ Include routing status when printing
☐ Show Notification Screen for Location and Other Needs Personnel

Name of Activity: **University Fair**

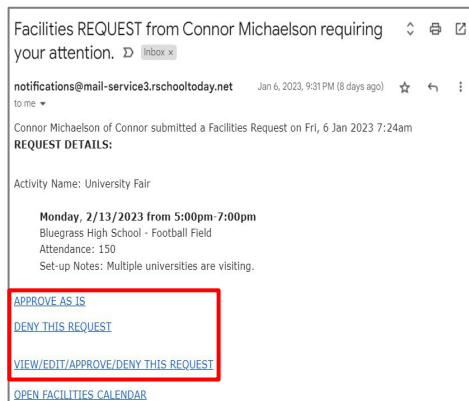
Activity Date	Time	Setup Teardown	Type	Notes	Attendance	Delete
Mon 2/13/2023	5:00pm - 7:00pm	----- -----	Sports Field	Bluegrass High School - Football Field	Select	Multiple universities are... 150 <input type="checkbox"/>
Mon 2/13/2023	5:00pm - 7:00pm	----- -----	Gym	Bluegrass High School - Main Gym	Select	Multiple universities are... 150 <input type="checkbox"/>
Tue 2/14/2023	5:00pm - 7:00pm	----- -----	Sports Field	Bluegrass High School - Football Field	Select	Multiple universities are... 150 <input type="checkbox"/>
Tue 2/14/2023	5:00pm - 7:00pm	----- -----	Gym	Bluegrass High School - Main Gym	Select	Multiple universities are... 150 <input type="checkbox"/>
Wed 2/15/2023	5:00pm - 7:00pm	----- -----	Sports Field	Bluegrass High School - Football Field	Select	Multiple universities are... 150 <input type="checkbox"/>

[Other Information](#)

An example of multiple approver showing who has approved and who has not

Note: The final approver can still deny the requests even if the previous approvers approved them. Do not override all other approvers when performing your approval; this creates communication issues.

The Approvers can also view/approve/deny requests from the email notification received once a Facility Request is submitted. Below is an example of the email notification:



There are two ways to set up the Routing Status, first is through the Set up> Clients.

1. Selects Routing Approval Set-up

2. Choose the approver/s from the dropdown (optional)

3. Save Changes

Second is in the Set up> Locations> Notifications/Approval tab.

The screenshot shows the 'Locations' management interface. On the left, a list of locations includes 'BlueGrass Elementary', 'BlueGrass High School', 'Classroom 10A', 'Classroom 101', 'Football Field', 'Main Auditorium', 'Main Gym', and 'Math Lab'. A callout points to 'Math Lab' with the text 'Click on a Building/Location'. The main panel shows the 'Notifications/Approvals' tab for 'Math Lab'. It contains two options: 'OPTION 1 - Single Approver' and 'OPTION 2 - Multiple Approval Stages'. A callout points to 'OPTION 1' with the text '1. Selects if Single/Multiple Approver then assign their names'. The 'Email Notifications' section on the right allows adding email addresses and selecting a reminder. A callout points to the 'Save Changes' button with the text '2. Save Changes'.

Note: The clients routing approval set up overrides the location routing approval set up. If the Client Routing set-up is empty, this means that the location routing approval will be followed.

During the approval process please review the date(s)/times being requested; if applicable select Extra Charges and add anything missing in the permit. If selecting:

***Custodial Time** – Email Marianne Von Oehsen, Secretary to the Director of Buildings & Grounds, to confirm coverage for any after- hours event or if additional custodians are needed for setup or cleanup.

***Lighting & Sound Supervisor** – Put in a tech ticket using the subject line “Lighting and Sound Supervisor”. In the text include the date(s) and hours needed and any contact information for the client. Any outside group using any theater space requires an SPF employee on-site who is trained to use the equipment.

***Security** – must be arranged via Jobs4Blue.

**These services should be confirmed as available prior to the final approval*

When denying a request please include the reasoning in the comments. Common reasons to deny usage are conflict with space, group is not in compliance with our terms & conditions, unable to confirm custodial or security coverage.

Reviewing the Permit

Add More Locations and Times for a Date

There might be instances that you need to add a location(s) for a date in the permit (additional classrooms, hallway, etc.). You can do this by using the Add More Locations and Times for a Date. Start by clicking Add More Locations and Times for a Date located below the Show Notification Screen check box.

Facilities Details:

Screen: 1 • 2 • 3 • 4 • 5

Buttons: Back, Save & Exit, Save & Continue, Add Permit Fee, Invite, Fill Down All, Clear Grouping

Activity Name	Date	Cancel	Times	Set-Up & Teardown	Location	Other Needs	Extra \$\$	Set-Up Notes	Room Layout	Attendance	Public View	Delete
Shareholder Meeting	Mon 1/23/2023	<input type="checkbox"/>	5:00pm 8:00pm	Select	BlueGrass Elementary - Gym	Select	Select	Please, set up with company...	Select	Select	Select	<input type="checkbox"/>
Shareholder Meeting	Tue 1/24/2023	<input type="checkbox"/>	5:00pm 8:00pm	Select	BlueGrass Elementary - Gym	Select	Select	Please, set up with company...	Select	Select	Select	<input type="checkbox"/>
Shareholder Meeting	Wed 1/25/2023	<input type="checkbox"/>	5:00pm 8:00pm	Select	BlueGrass Elementary - Gym	Select	Select	Please, set up with company...	Select	Select	Select	<input type="checkbox"/>
Shareholder Meeting	Fri 1/27/2023	<input type="checkbox"/>	7:00pm 10:00pm	Select	Bluegrass High School - Main Gym	Select	Select	Please, set up with company...	Select	Select	Select	<input type="checkbox"/>
Shareholder Meeting	Mon 2/20/2023	<input type="checkbox"/>	7:00pm 10:00pm	Select	Bluegrass High School - Main Gym	Select	Select	Please, set up with company...	Select	Select	Select	<input type="checkbox"/>
Shareholder Meeting	Tue 2/21/2023	<input type="checkbox"/>	7:00pm 10:00pm	Select	Bluegrass High School - Main Gym	Select	Select	Please, set up with company...	Select	Select	Select	<input type="checkbox"/>
Shareholder Meeting	Wed 2/22/2023	<input type="checkbox"/>	7:00pm 10:00pm	Select	Bluegrass High School - Main Gym	Select	Select	Please, set up with company...	Select	Select	Select	<input type="checkbox"/>

☐ Show as Revised in the Permit

Show Notification Screen ☒

Add More Locations & Times for a Date

Buttons: Back, Cancel Selected Dates, Delete Selected Dates, Save & Exit, Save & Continue, Save & Jump to ...

REMINER: Manually refreshing or leaving this screen without saving will cause you to lose any unsaved changes.

Add More Listings for a date:

Which Date: --All--

How Many Additional Listings:

Buttons: Back, Save & Continue

Select Date and how many listings you want to add, and click **Save & Continue**

Choose the date on which you need to book multiple locations and input the # of listings you need to add for that date. Save and Continue.

Adding Extra Charges

To start adding extra charges, while in screen number 3 of the Permit click on the Select button under the column Extra \$\$\$. This step is necessary for any group that is incurring fees. For example – needing custodians for cleanup, setup or to be present at a time when your building is normally closed. Security Fees need to be added if it is required. **If this step is not completed the client is unaware of needing to pay for their use and the Business Office will not see the permit on the list to invoice.**

Click **Select** to add Extra Charges

Click off the box to add extra charge

Extra Charges

Select	Extra Charge	Type	Apply to:
<input type="checkbox"/>	Application Fee	Flat	<input type="radio"/> Space Rental Time <input type="radio"/> Setup & Teardown <input checked="" type="radio"/> Both
<input type="checkbox"/>	Catering Service	Hourly	<input type="radio"/> Space Rental Time <input type="radio"/> Setup & Teardown <input checked="" type="radio"/> Both
<input type="checkbox"/>	Cleaning Fee	Hourly	<input type="radio"/> Space Rental Time <input type="radio"/> Setup & Teardown <input checked="" type="radio"/> Both
<input type="checkbox"/>	Damage Fee	Flat	<input type="radio"/> Space Rental Time <input type="radio"/> Setup & Teardown <input checked="" type="radio"/> Both
<input type="checkbox"/>	Equipment Fee	Hourly	<input type="radio"/> Space Rental Time <input type="radio"/> Setup & Teardown <input checked="" type="radio"/> Both
<input type="checkbox"/>	Microphone	Hourly	<input type="radio"/> Space Rental Time <input type="radio"/> Setup & Teardown <input checked="" type="radio"/> Both
<input type="checkbox"/>	Reservation Fee	Flat	<input type="radio"/> Space Rental Time <input type="radio"/> Setup & Teardown <input checked="" type="radio"/> Both

Back Save & Continue

You can decide where to apply the extra

Adding Setup Notes, Attendance and Public View in the Activity Scheduler

When clicking on the Select button under the Set Up Notes column, you will find these 3 items show in one pop-up window.

Tentative Charges

Compute Charges

The Invoice screen (Screen 4) shows you the payment details and a table of the charges you have set up. Remember that this screen is skipped if you choose to **Bypass Invoice Screen, STEP 4 on Screen 1**.

Alice Brown: Shareholder Meeting - Permit 2301-0003

Screen: 1 2 3 4 5

Reset Price Tier for this permit: Clubs Price Tier default

Rate Type: ☒ Hourly ☐ Daily

General Fee	Application Fee	Reservation Fee

Date	Time	Location	Detail	Use Type	Units	Rate	Subtotal
Mon 1/23/2023	5:00pm - 8:00pm	BlueGrass Elementary - Gym	Shareholder Meeting	Edit	3.00	\$ 95.00	\$ 285.00
Mon 1/23/2023	4:30pm - 5:00pm	BlueGrass Elementary - Gym	Setup	Edit	0.50	\$ 0.00	\$ 0.00
Mon 1/23/2023	8:00pm - 8:25pm	BlueGrass Elementary - Gym	Teardown	Edit	0.42	\$ 0.00	\$ 0.00
Mon 1/23/2023	5:00pm - 8:00pm	BlueGrass Elementary - Gym	Mic (2)	Edit	6.00	\$ 20.00	\$ 120.00
Mon 1/23/2023	5:00pm - 8:00pm	BlueGrass Elementary - Gym	Tables (7)	Edit	21.00	\$ 0.00	\$ 0.00
Mon 1/23/2023	4:30pm - 5:00pm	Elementary School - Gym A	Setup	Edit	0.50	\$ 0.00	\$ 0.00
Mon 1/23/2023	8:00pm - 8:25pm	Elementary School - Gym A	Teardown	Edit	0.42	\$ 0.00	\$ 0.00
Mon 1/23/2023	5:00pm - 8:00pm	Elementary School - Gym A	Mic (2)	Edit	6.00	\$ 20.00	\$ 120.00
Mon 1/23/2023	5:00pm - 8:00pm	Elementary School - Gym A	Chairs (7)	Edit	21.00	\$ 0.00	\$ 0.00
Mon 1/23/2023	5:00pm - 8:00pm	Elementary School - Gym A	Cleaning Fee	Edit	3.92	\$ 75.00	\$ 294.00
Wed 2/22/2023	7:00pm - 10:00pm	Bluegrass High School - Main Gym	Shareholder Meeting	Edit	3.00	\$ 95.00	\$ 285.00
Wed 2/22/2023	6:30pm - 7:00pm	Bluegrass High School - Main Gym	Setup	Edit	0.50	\$ 0.00	\$ 0.00
Wed 2/22/2023	10:00pm - 10:30pm	Bluegrass High School - Main Gym	Teardown	Edit	0.50	\$ 0.00	\$ 0.00
Wed 2/22/2023	7:00pm - 10:00pm	Bluegrass High School - Main Gym	Mic (2)	Edit	6.00	\$ 20.00	\$ 120.00
Wed 2/22/2023	7:00pm - 10:00pm	Bluegrass High School - Main Gym	Tables (7)	Edit	21.00	\$ 1.00	\$ 21.00
Wed 2/22/2023	7:00pm - 10:00pm	Bluegrass High School - Main Gym	Cleaning Fee	Edit	4.00	\$ 75.00	\$ 300.00

Invoice Now Total: \$ 1.545

Initial Deposit: \$ 0.00

Total Deposit to date: \$ 0.00

Estimated Remainder Due: \$ 1.545

Treat this initial deposit as: ☒ Tied to this permit ☐ A Credit on the Account

1. The **Rate Type** is indicated in the upper right part of the window. You can toggle between Hourly and Daily rates.
2. You can set for this specific permit the Client Type or Client Price Tier.
3. You will also see the date/s and time/s, and the location/s you have chosen for this event.
4. The charges are listed in a table. Across each event date on the list are columns for their **Account Detail, Use Type, Units, Rate** and **Subtotal**.

To reset rates to default values, click **Reset**.

Please make sure that any fees that need to be charged are appearing; do not make/keep each line zero if a fee is applicable. All clients should be setup with the appropriate rate schedule **except for nonprofits using space during hours when the building is typically closed**. In these situations, we do charge for custodial time and security, if applicable. If the fees do not appear the permit will not show on the reports as needing to be invoiced and the client will not be made aware to expect a fee.

Checking the Total

Facilities Calendar
Scheduling
Facilities Set-up Report
Reports
Request
Setup
Data
Archive
Help
Blocked Users

Back to Activity Listing

Alice Brown: Shareholder Meeting - Permit 2301-0003

Screen: 1 2 3 4 5

Tentative Charges:

Reset Price Tier for this permit Clubs Price Tier default

Rate Type: Hourly Daily

Date	General Fee	Rate	Subtotal
Fri 1/6/2023	Application Fee	\$ 50.00	\$ 50.00
Fri 1/6/2023	Reservation Fee	\$ 0.00	\$ 0.00
Total :		\$ 50.00	

Date	Time	Location	Detail	Use Type ▼	Units	Rate	Subtotal
Mon 1/23/2023	5:00pm - 8:00pm	BlueGrass Elementary - Gym	Shareholder Meeting	Edit	3.00	\$ 9.50	\$ 28.50
Mon 1/23/2023	4:30pm - 5:00pm	BlueGrass Elementary - Gym	Setup	Edit	0.50	\$ 0.00	\$ 0.00
Mon 1/23/2023	8:00pm - 8:25pm	BlueGrass Elementary - Gym	Teardown	Edit	0.42	\$ 0.00	\$ 0.00
Mon 1/23/2023	5:00pm - 8:00pm	BlueGrass Elementary - Gym	Mic (2)	Edit	6.00	\$ 20.00	\$ 120.00
Mon 1/23/2023	5:00pm - 8:00pm	BlueGrass Elementary - Gym	Tables (7)	Edit	21.00	\$ 0.00	\$ 0.00
Mon 1/23/2023	4:30pm - 5:00pm	Elementary School - Gym A	Setup	Edit	0.50	\$ 0.00	\$ 0.00
Mon 1/23/2023	8:00pm - 8:25pm	Elementary School - Gym A	Teardown	Edit	0.42	\$ 0.00	\$ 0.00
Mon 1/23/2023	5:00pm - 8:00pm	Elementary School - Gym A	Mic (2)	Edit	6.00	\$ 20.00	\$ 120.00
Mon 1/23/2023	5:00pm - 8:00pm	Elementary School - Gym A	Chairs (7)	Edit	21.00	\$ 0.00	\$ 0.00
Mon 1/23/2023	5:00pm - 8:00pm	Elementary School - Gym A	Cleaning Fee	Edit	3.92	\$ 75.00	\$ 294.00
Wed 2/22/2023	7:00pm - 10:00pm	Bluegrass High School - Main Gym	Shareholder Meeting	Edit	3.00	\$ 95.00	\$ 285.00
Wed 2/22/2023	6:30pm - 7:00pm	Bluegrass High School - Main Gym	Setup	Edit	0.50	\$ 0.00	\$ 0.00
Wed 2/22/2023	10:00pm - 10:30pm	Bluegrass High School - Main Gym	Teardown	Edit	0.50	\$ 0.00	\$ 0.00
Wed 2/22/2023	7:00pm - 10:00pm	Bluegrass High School - Main Gym	Mic (2)	Edit	6.00	\$ 20.00	\$ 120.00
Wed 2/22/2023	7:00pm - 10:00pm	Bluegrass High School - Main Gym	Tables (7)	Edit	21.00	\$ 1.00	\$ 21.00
Wed 2/22/2023	7:00pm - 10:00pm	Bluegrass High School - Main Gym	Cleaning Fee	Edit	4.00	\$ 75.00	\$ 300.00

a
☐ Invoice Now
Total : \$ 1,288.5

Initial Deposit : \$ 0.00
Total Deposit to date : \$ 0.00
Estimated Remainder Due : \$ 1,288.5

c


Back Save & Go to Agreement Save & Exit

Treat this initial deposit as : Tied to this permit A Credit on the Account

If everything appears to be correct, you may click on Save & Go to Agreement (c) to proceed to Screen 5 (Contract), or Save & Exit, if you are not ready to create the Contract yet. Otherwise, click on "Back" without saving the changes you made on this screen (if any). **The invoices will not be sent by the schools. The business office will handle this task.**

Emailing the Permit

Email the permit to the contact person listed for the client. Use the Send Email button to send the attached contract to the intended recipients. There will be two attachments with the contract, Terms and Conditions and Statement of Assurance, please keep both attachments in the email.


Summary	Facilities Rental: \$ 855.00 Other Needs: \$ 381.00 Extra Charges: \$ 888.00	Estimated Total Charges: \$ 776.00 Balance Due: \$ 776.00 Total Amount Paid: \$ 0.00 Remaining Balance Due: \$ 776.00
Set-Up Notes: 01/23/23, 02/22/23: Please use Company Colors (Blue and Red) (Revised 1-9-2023)		
Other Conditions: This is the new contract language for this department.		
<div style="text-align: center;">Save Comments Delete Comments</div> <p>The undersigned is the <Setup this client settings> of Alice Brown, the organization requesting use of the Bluegrass Highschool facilities as noted in this contract. I have the authority to legally bind this organization and hereby obligate the organization to provide liability insurance coverage in the amount of at least \$500,000 and to indemnify the school district and hold it harmless from any liability arising from our use of the school district property. Our organization will be responsible for any and all damages to the school district property arising from our use. The organization has familiarized itself with the Facilities Use Policy of the District and agrees to comply with all conditions of that policy. The organization accepts that the school district may have to preempt our scheduled use of district facilities in which case we understand the district will give as much advance notice as possible and that any money we have paid for use of the facilities will be refunded.</p> <div style="display: flex; justify-content: space-between;"><div style="text-align: center;"> _____ Signature David Smith Bluegrass Highschool</div><div style="text-align: center;">Add/Edit Admin Attachments Add/Edit Request Attachments</div><div style="text-align: center;"> _____ Signature Alice Brown</div></div> <div style="text-align: center; margin-top: 10px;">Save & Send Agreement Electronically Save, Print & Date Stamp for Mailing Save & Exit Print Agreement Print Badge Email This Permit</div>		

TO:


REPLY TO:






CC:

Subject:

 Contract Agreement,  Policies,  Rules

Message:

B **I** **U** **S** |    | Font | Size | **A** |

   |   |   |  

Here is a copy of the Facilities Permit for [client] [activity name]

CLICK HERE to view the permit.

If the contract does not open when you click the link above, please use this link below to open the contract:

Statement of Assurance

The Statement of Assurance should be completed, returned, and added as an attachment to the client. This is a required form for all Outside Clients and failure to complete the form can result in cancellation of any forthcoming permits.

Scotch Plains-Fanwood Public Schools Statement of Assurance School Safety and Security Training

This Statement of Assurance must be submitted annually prior to facility use.

In accordance with N.J.S.A. 18A:41-7 and Regulation 7510 - Community Use of School Facilities, the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.

It is the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in the school building where the youth program is located.

Certification

I, _____ being the representative of _____,
(Print Name) (Print Name of Organization)

who provides youth programs in Scotch Plains - Fanwood Public Schools district buildings, do hereby certify that, pursuant to N.J.S.A. 18A:41-7 and Regulation 7510 - Community Use of Facilities, that the program employees and volunteers of our programs have been trained on school security and emergency procedures as provided by the Board in the school building where the youth programs are located.

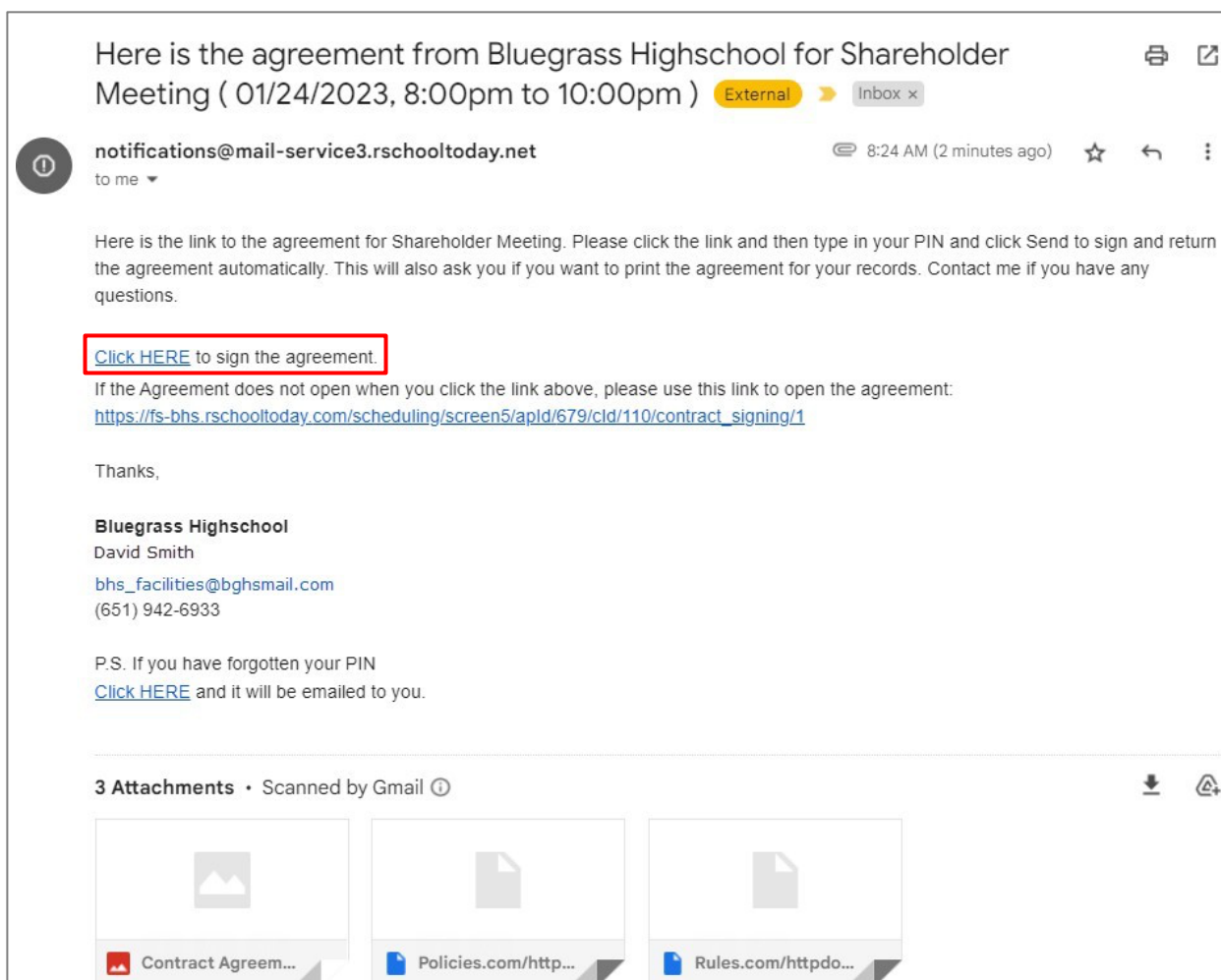
Signed: _____ Date: _____

512 Cedar Street
Scotch Plains, NJ. 07076

Phone: 908-232-6161
Fax: 908-889-0258


How a Client Approves an Agreement

After a facility request is completed, the requester will receive the contract by email. Here is an example of the contract sent by email:



When you click on **Click Here**, the following window automatically opens:

Permit # 2301-0006



Facilities Agreement

Last Edited:

From: Scotch Plains - Fanwood Schools
2024 Carson Street
Afton, MN 55001

Contact/Billing Person: Alice Brown
Mobile Phone: (555) 555-5555
Email: alice.brown@gmail.com

EVENT NAME: Shareholder Meeting
To: Alice Brown

Date	General Fees	Units	Rate	Subtotal
1/12/2023	Application Fee	1.00	\$ 50.00	\$ 50.00
1/12/2023	Reservation Fee	1.00	\$ 0.00	\$ 0.00


Date/Time	Location/Activity/Detail	Units	Rate	Subtotal
Tue 1/24/2023	BlueGrass Elementary - Gym			
7:30pm - 8:00pm	Setup	0.50	\$ 0.00	\$ 0.00
8:00pm - 10:00pm	Shareholder Meeting	2.00	\$ 95.00	\$ 190.00
8:00pm - 10:00pm	Mic (2)	4.00	\$ 20.00	\$ 80.00
8:00pm - 10:00pm	Tables (7)	14.00	\$ 0.00	\$ 0.00
8:00pm - 10:00pm	Cleaning Fee	3.00	\$ 75.00	\$ 225.00
10:00pm - 10:30pm	Teardown	0.50	\$ 0.00	\$ 0.00

Summary	Facilities Rental:	\$ 190.00	Estimated Total Charges:	\$ 545.00
	Other Needs:	\$ 80.00	Balance Due:	\$ 545.00
	Extra Charges:	\$ 225.00	Total Amount Paid:	\$ 0.00
			Remaining Balance Due:	\$ 545.00

Set-Up Notes:
01/24/23:
Please use Company's colors. Blue and Red

Other Conditions:
This is the new contract language for this department.

The undersigned is the <Not set> of Alice Brown, the organization requesting use of the Scotch Plains - Fanwood SD facilities as noted in this contract. I have the authority to legally bind this organization and hereby obligate the organization to provide liability insurance coverage in the amount of at least \$500,000 and to indemnify the school district and hold it harmless from any liability arising from our use of the school district property. Our organization will be responsible for any and all damages to the school district property arising from our use. The organization has familiarized itself with the Facilities Use Policy of the District and agrees to comply with all conditions of that policy. The organization accepts that the district facilities in which case we understand the district will give as much advance notice as possible and that any money we have paid for use of the facilities is non-refundable.


Signature
David Smith
Scotch Plains - Fanwood Schools

Type in your PIN to
serve as your
signature

Attachments:
[Contract Agreement](#)
[Policies](#)
[Rules](#)

Type your PIN # here as your electronic signature

XXXXXXXXXX

XXXXXXXXXX my PIN #

Signature
Alice Brown

[Print this agreement for mailing](#) [Click to approve and return the agreement](#) [Close](#)

Enter your PIN number (Contact the Facilities Scheduler administrator if you haven't gotten one) and click on Click to approve and return the agreement.

After that, you will be asked if you want to print a contract for your records. Click OK if you want to proceed with the printing or click cancel if you don't want to print it:

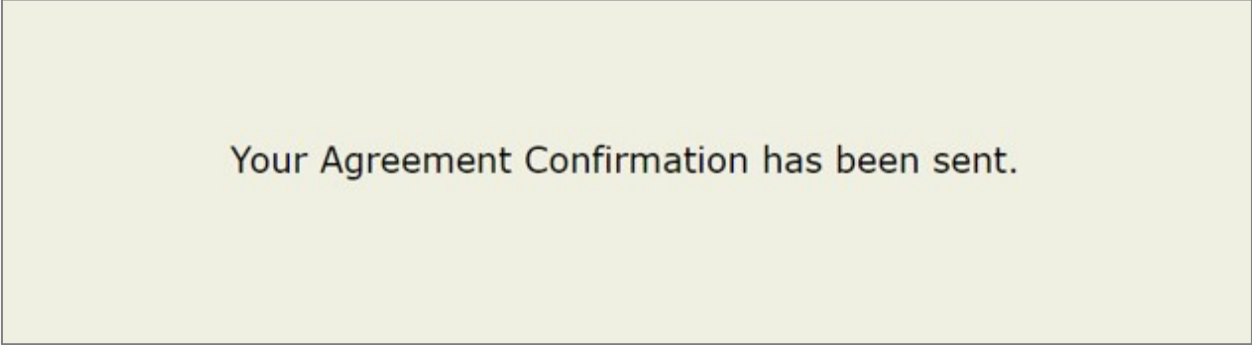
fs-gre.rschooltoday.com says

Do you want to print a copy for your records?

OK

Cancel

Right after you make your choice (OK or Cancel), the following window will open:



Your Agreement Confirmation has been sent.

After the use has been approved each building is responsible to communicate to their custodian the events taking place. This can be done by having your custodian log into rSchool and review the calendar or by printing a daily or weekly calendar for them. Some buildings are using the notifications in the location setup to have an email sent to the custodian in advance of an event as a reminder. This process can be determined by what works best for each building.

After a rental has concluded

All invoices will be sent to clients after their event takes place to ensure we capture all costs. If there is something that needs to be added to the permit after the fact (additional time or custodial needs) please let the business office know.

For any outside clients please follow up with the custodial staff that was present and confirm that the space was left in a clean and acceptable condition.

If you have any questions or need help with rSchool please contact Lynn Hatter in the Business Office for assistance.

District Policy

Please review the below District Policy's as they relate to facility use. They can be found on the District website under BOE; Board Policys

7440 - SCHOOL DISTRICT SECURITY (M)

7510 - USE OF SCHOOL FACILITIES

7513 - RECREATIONAL USE OF PLAYGROUNDS

Facility Use Rental Rates

SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS

FACILITY USAGE RENTAL CHARGES

Groups and organizations using the Scotch Plains-Fanwood school facilities shall be billed by the Board of Education. If you have any questions regarding fees, please contact the School Business Administrator at (908) 232-6161, ext. 41301.

When schools are not normally covered by custodial services, or when additional custodial services are required, a charge (as stated below) shall be made and shall include an additional one-half hour before and one hour after actual occupancy, for purposes of opening and closing. When additional staff, such as stage crew, cafeteria staff, etc., is determined to be necessary, additional charges shall be billed. If heating or air conditioning the facility is necessary as determined by the building principal or the Director of Buildings and Grounds, an hourly charge shall be billed.

The Board reserves the right to modify charges for non Scotch Plains-Fanwood groups.

<u>Senior High School</u>	<u>Per Hour Rate</u>	<u>Park Middle School</u>	<u>Per Hour Rate</u>
New gymnasium	\$ 120.00	Auditorium	\$ 150.00
Old gymnasium	\$ 120.00	Main gymnasium	\$ 100.00
Auditorium	\$ 150.00	Auxiliary gymnasium	\$ 100.00
Cafeteria	\$ 100.00	Cafeteria	\$ 100.00
Multipurpose Room	\$ 100.00	Maximum charge per room	\$ 500.00 per day
Dance Studio	\$ 80.00		
Maximum charge per room	\$ 500.00 per day		
		<u>Terrill Middle School</u>	<u>Per Hour Rate</u>
<u>Elementary Schools</u>		Auditorium	\$ 150.00
Multipurpose Rooms	\$ 100.00	Gymnasium	\$ 100.00
Maximum charge per room	\$ 500.00 per day	Multi-Purpose Room	\$ 100.00
		Cafeteria	\$ 100.00
		Maximum charge per room	\$ 500.00 per day
<u>All Schools</u>			
Classrooms	\$ 80.00 per day		

The rental fee does not include the following additional HOURLY charges:

Custodians	Rate per contract
Lighting and Sound Supervisor	Rate per contract
Student stage assistants	Rate per contract
Cafeteria employees	Rate per contract
Faculty advisor	Rate per contract
Heat/Air Conditioning	\$ 50.00 per hour, plus one hour

Athletic Facilities

Turf Field (1)	\$ 400.00 per 4-hr session	Max \$ 600.00 per day
Baseball Fields	\$ 40.00 per hour	Max \$ 200.00 per day
Softball Fields	\$ 40.00 per hour	Max \$ 200.00 per day
Other Athletic Fields	\$ 40.00 per hour	Max \$ 200.00 per day

District related summer camps for SPF students will receive a 60% rate reduction for facility use.

Athletic fields will be lined in accordance with the school schedules. Any organization requesting the lining of a field at any other time will pay a fee of \$ 200.00.

Board Approved January 24, 2019