

Stafford Township Board of Education Policy

PROPERTY
7510.1

Use of the Stafford Township Arts Center Facilities

7510.1 USE OF THE STAFFORD TOWNSHIP ARTS CENTER FACILITIES

The primary goal as set by the Board of Education is to utilize the Stafford Township Arts Center (STAC), as a revenue generating center, which shall produce income to sustain building management and provide financial relief to the Stafford Township School District and to provide sufficient revenues to cover overhead costs as well as provide relief to the Stafford Township School District budget. Serve as a school auditorium for Stafford Township School District students and events. The Stafford Township Board of Education recognizes the value in having a state-of-the-art Performing Arts Center on campus to serve the community and surrounding areas. Therefore, the Stafford Township Board of Education is willing to open the STAC as a limited open forum for community use, in accordance with this Policy and corresponding Regulation, when the STAC is not being used by the Stafford Township School District. This does not preclude the premises from being utilized to supplement district wide events.

Application for Use

The Use of STAC Facilities application is an agreement between the user and the Stafford Township Board of Education. A user's completion of the application and its signature thereupon is a certification that they understand and are voluntarily entering into an agreement with the Stafford Township Board of Education. The terms of the agreement are as set forth in this policy, in Regulation 7510.1 and in the application itself. The terms cannot be modified except as mutually agreed by both parties in writing. If the user does not wish to enter into an agreement with the Stafford Township Board of Education, they should not apply to use the facility.

The STAC Manager shall review application for use and approve and recommend the use of STAC facilities to the School Business Administrator and Superintendent in accordance with the procedures set forth in Regulation 7510.1. The Board reserves the right to withdraw permission after it has been granted for any reason in accordance with this policy and its corresponding regulation, as well as any other reason in accordance with applicable law.

Box Office

The Stafford Township Board of Education is committed to entering into contract with non-profits, competitions and other level use. In addition, the board will seek out entering into performance agreements that will generate ticket revenues.

Groups are permitted to contract ticket sales for private events through the box office. There will be a per ticket charge for this service. STAC manager will be responsible to set up through TIX.com ticketing system. STAC manager will be responsible to sell tickets through STACNJ.com website and phone sales. STAC manager will submit purchase order for the group to be paid for their ticket sales

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after their event. STAC manager will be responsible to print out any tickets that are sold.

Tickets sold through the box office for events contracted by the Stafford Township Board of Education will be sold via TIX.STACNJ.com, telephone, and in person at the box office. Tickets can be sold by cash, check, or credit card. All monies collected by cash or check will be stored in the box office safe until deposit can be made. The box office hours are event based.

Group Use

In prioritizing competing requests for the use of STAC facilities and for the purposes of establishing facility use charges, the business administrator in conjunction with the STAC manager will establish the prioritizing of use. Request for use shall be prioritized on availability, competing shall be determined and scheduled by event and revenue projection. The superintendent and the Board of Education shall make considerations at its discretion for use.

Permission to use the facilities must be made in writing on an application, and any application request for use of outside premises, for outdoor activities shall follow policy and regulation provided by the Stafford Township School District, in accordance with the procedures set forth in Regulation 7510.1. Permission to use the facility is non-transferrable and only extends to the organization and event specifically approved on the application, as well as any joint sponsors or partners for the event as long as they are specifically noted on the application.

Type of Use

First and foremost, all users must remember that the STAC is a school facility. Therefore, STAC users are expected to treat the facility with the utmost respect and care. In addition, in light of the fact that this is a school facility, there are certain restrictions on use of the facility. In addition to as set forth herein below, specific rules and restrictions for use of the STAC are set forth in Regulation 7510.1.

Such regulations shall be distributed to every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree in writing to be bound by these regulations.

Use Must:

1. Be appropriate for an auditorium type facility set up (if not, other school facilities can and may be utilized);
2. Comply with all applicable statutes, regulations, licensing/permits, municipal ordinances, rules of the Board of Health, Fire Department, and Police Department;

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3. Comply with all other policies, rules, regulations and procedures set forth by the Stafford Township Board of Education or the Stafford Township School District, whether in effect at the time of application for use or as reasonably set forth thereafter;
4. STAC usage shall not be a regular designated "home" for a particular organization.
5. Comply with all licensing/permits and permissions to sell tickets to an event through STAC box office.

Use Must Not:

1. Create a public nuisance;
2. Be of an obscene nature or involve obscene content or involve content that is not appropriate to the age of the audience without appropriate restrictions on tickets and enforcement at the door;
3. Involve any acts of a criminal nature or any acts otherwise prohibited by law;
4. Involve any unreasonably dangerous activities (i.e., activities that have a high probability or substantial likelihood of causing harm or injury to the participants);
5. Involve activities that have a high probability or substantial likelihood of causing harm or destruction to the facilities;
6. Involve or permit alcohol, tobacco, drugs or weapons to be on premises; unless permits are approved.
7. Exceed the established capacity of the facility;
8. Be for any purpose prohibited by law or likely to result in rioting or disturbance of the peace.

Insurance and Equipment

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by Regulation 7510.1.

The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.

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The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.

Use of school equipment in conjunction with the use of school facilities, beyond what is specifically set forth in the Use of STAC application, must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, no item of equipment may be used except by a qualified operator.

In accordance with N.J.S.A. §18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization or other organization that uses school facilities or operates on school grounds if the youth sports team organization or other organization provides the school district proof of insurance in the amount as set forth herein; insuring the youth sports team organization or other organization against liability for any bodily injury suffered by a person. By signing the Use of STAC Facilities Application, the organization is providing a statement of assurance that it is in compliance with N.J.S.A. 18A:40-41 et seq. regarding the prevention and treatment of sports-related concussions and head injuries.

For the purpose of this policy, "Youth Sports Team Organization" means one or more sports teams organized pursuant to a non-profit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department. Other organizations include dance teams, cheerleading and any or all other groups involved in competitions or performances requiring physical activity.

Fees/Costs

The Board shall review annually a schedule of fees for the use of STAC based upon the guidelines set forth in Regulation 7510.1. Payment of fees shall be in accordance with Regulation 7510.1 and the Use of STAC Facilities application.

Cancellation

The cancellation procedures and requirements are as set forth in Regulation 7510.1.

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

Adopted: 15 November 2011, 11 October 2012, 25 September 2013, 26 June 2014, 22 September 2014, 21 January 2016, 10 May 2021, 7 June 2021