



# **FACILITIES USE & PTO GUIDELINES**

**PTOC MEETING**

**SEPTEMBER 12, 2013**

**11:30 a.m.**

**Valley Road Administrative Building**

**Stephanie Kennedy**

**PRINCETON PUBLIC SCHOOLS  
BOARD OF EDUCATION**

**PTO INSURANCE & ACTIVITIES GUIDELINES**

July 1, 2013

These guidelines are in conjunction with and in support of Board policy 9210 (Parent Organizations) and 7510 Use of School Facilities, and are set to memorialize the procedures to be followed to insure the parent leadership has limited liability exposure as they operate their business/purpose. PTOs' leadership regularly changes and the operating procedures may become unknown to incoming leaders. The guidelines herein will be updated annually and shared with each school's PTO to insure the guidelines are known to all. Insurance coverage and liability are important topics for PTO leadership to be aware of and the guidelines will assist with these concerns. While the Board's insurance will cover PTO volunteers and some activities or events there are scenarios where PTOs or others will require separate insurance. In these instances the PTO or other will *not* be covered under the Board's policies. **PTOs should be set up as a 501c3 non-profit organization and carry insurance in its own name to protect officers as well as volunteers.**

Board insurance automatically includes PTOs as long as they are operating under the guidelines and permission given to them by the Board. Suggested is an annual formalization of approved activities accomplished by the PTOs' through written submission to the Business Administrator by May 15 of the planned school year. PTOs at the start of the school year will be notified of the approved list for that year. The Board's Business Administrator has the authority to decide what is or is not considered an "authorized" insured activity. "Authorized" ~ PTO would have the district's General Liability protection as Additional Insured Coverage status. "PTO Sponsored" would require that the PTOs have its own coverage and/or other's insurance as appropriate.

The Board's insurance policies cover: 'Authorized'

- ~Events and activities staffed entirely by PTO members ~ a list of recognized insurance protected 'events & activities' are duly approved and authorized annually by the Business Administrator, and approved by the Board.
- ~Unpaid PTO volunteer members are covered when participating in an approved event or activity
- ~Events and activities previously approved by the Business Administrator that are held *on* Board property

The following criteria are to be met before an event or activity is covered by Board insurance:

- \*PTO events and activities are defined as an event or activity that is; 1) run by the PTO members on a volunteer basis, 2) is open to all children who are among the targeted group (Father/Daughter Dance, Mother/Son Lunch etc.), and 3) there is no or minimal cost due from the child's parent/guardian so that no child is excluded due to inability to pay. (minimal cost is defined as < \$20.00 per child)
- \*PTO unpaid member/s are required to be present and involved in the activity held on district property.
- \*PTO should *not* assume the school administrator will be present to oversee a program, therefore not requiring PTO member involvement, outside the regular school day.
- \*PTO member is required to provide constant oversight of child safety so that all children are accounted for at all times and are delivered safely to families at the end of the program, outside the regular school day.

Occasional Events & Activities that 'May be Authorized' under Board insurance

A PTO event may be covered if it is a one-time visiting event. When the event brings an outside company on the premises, then a Certificate of Insurance must be submitted evidencing the following insurance is held by the company: General Liability, Workers' Compensation (when the company has more than one employee), and Automobile (exposure including vehicle loading and unloading) coverage. The certificate is to name Princeton Public Schools and the associated PTO as "additionally insured" under General Liability and accompanied by the Policy Endorsement and must be submitted to the Business Office and approved prior to the event. Examples include visiting/residencies, bounce houses, reptile man, mobile zoos, or any event where a recognized company "presents" something during an assembly or the like. Generally these are activities held during regular school hours when the administrator is present; therefore PTO representation may not be necessary.

Occasions where Board insurance does NOT offer protection to PTOs: 'PTO Sponsored'

*PTO Sponsored* Events:

- \*Any activity where a company comes on district property and charges a fee to participants for a service or program whether it operates as a for profit or not for profit company, (even if the fee is paid directly to a PTO)
- \*Any activity where an individual has a business, and charges a fee to participants for a service or program whether they operate their business as a for profit or not for profit entity,
- \*Any activity offered by a company or individual that is offered to other students as well as PPS students where a fee is

charged to the participant

\*Any activity where a PTO pays an individual directly for ongoing classes or programs offered *after* school hours

Individuals or companies falling into this category are **NOT** covered by the district's insurance.

Any activity in this category that the PTO intends to sponsor requires approval by the district through the Facilities Use process. **These individuals/companies MUST request to hold their activity through the standard district Facilities Use process, meet the appropriate requirements, and pay the related fees.** A PTO can direct an individual/company to the district website to find the necessary documents under [www.princetonk12.org](http://www.princetonk12.org) on the 'District' then 'Facilities' tabs where a link referenced as 'Use of Buildings' can be found. Any such District approved and PTO Sponsored individual/company will be charged the Community Use rates.

#### Not Permitted

PTO's are not permitted to authorize, sign contracts or otherwise subcontract with individuals/companies as described in the 'PTO Sponsored' category to use district property or transportation services, without prior district approval.

#### Liability of PTOs

~Failure of a PTO to follow these guidelines and abide by insurance categories as described herein, will put the Board as well as the PTO leadership in jeopardy as liable, should an incident of any kind occur during an activity.

~PTOs are liable for and are not covered by Board insurance during any event where alcoholic beverages are available; separate PTO insurance is required. Alcoholic beverages **MAY NEVER** be served on district property.

~PTOs are liable for and are not covered by Board insurance for events that are held off district property; separate PTO insurance is required.

~PTOs are liable for and are not covered by Board insurance for an activity that is not district-approved; separate PTO insurance is required.

#### **IF A PTO PAYS or HIRES WORKERS, THE PTO MUST CARRY Its OWN WORKERS'**

**COMPENSATION COVERAGE** PTOs may hire PPS staff for after-school club instruction, those instructors would NOT be construed as district employees during that activity and would not be eligible for the district's Workers' Compensation Coverage.

Such instructors would be covered by PTO general liability insurance as the primary and district insurance as secondary and therefore would not be required to carry individual general liability insurance coverage.

**Note:** Paying any individual over \$600 annually for a performance or service is a taxable event and would require the PTO to issue a Form 1099 at year-end. Please consult with PTO's accountant.

#### Additional Information

#### **CHILDREN'S SAFETY MUST BE CONSIDERED AT ALL TIMES**

Proof of Insurance Coverage requirements of outside individuals/companies or PTO for 'Covered', 'May be Covered', & 'PTO Sponsored' events are:

- \$1,000,000 Bodily Injury
- \$1,000,000 Personal Injury
- \$2,000,000 General Policy Aggregate
- \$300,000 Fire Legal Liability
- Workers' Compensation Coverage
- Automobile Coverage

*Endorsement required naming PPS and PTO as additionally insured.*

*Private parent sponsored fund raisers to benefit a PTO e.g. 'party board events' are not covered by board insurance nor are they PTO events. **Party Board 'sign ups' held on district property are covered events.** Any private person/s wishing to host a fund raiser **on Board property must comply with the requirements of Policy 7510.** The Community Use fee schedule shall apply.*

#### Attachments:

Policies Parent Organizations: 9210, Facilities Use: 7510, Gifts, Grants, Donations: 7230  
List of recognized and Board insured PTO events & activities

**PTO ACTIVITIES COVERED BY DISTRICT INSURANCE**

**Effective July 1, 2013**

**Elementary Schools**

Art Shows/Days/Festivals	Halloween Parade
Assemblies	International Nights
Auctions	Jump-a-thons
Author Nights	Kids Night Out
Back-to-School Luncheon/Night	Lego Night
Bake Sales	Library Volunteer Program
Book ~ Magazine/Fairs/Swaps/Weeks	Lunches/Treats for Volunteers & Staff
Box Tops 4 Education	Lost and Found
Car Washes	Mascot Annual Appeals
Career Week	Mini Grants/PEF
Cartridge/Cell Phone Recycling	Movie Nights/Movie Reads Programs
Christmas Gifts Projects	Moving-On Party/Ceremony
*Class/Field Trips	New Families Play dates
Clause Projects	Newsletter
Clothing/Logo Sales	Orientation--New Families and Kindergarten Families
Coffees/PTO/AM/PM/New Parent	Pancake Breakfast
Community Outreach Programs	Party Board SIGN Ups at schools
Computer Club	Pasta Dinner
Concerts	Photo Day
Craft Workshop	Picnics
Do Something Club	PTO Meetings
Evening of the Arts	PTO Volunteers
Family Art Night	Publicity
Family Dance Party	Recitals
Family Fun Night Out	Residencies*
Family Game Night	Room Parents
Family Garage Sale	Rummage Sales
Family Math Night	*Safe House Program
Fifth Grade Sleepover	School Gardens
Field Days	School Plays
Food Drives	Science Club
Fun at One	Science Day/Week/Fair/Expo
Fund-Raisers gift wrap/magazines/etc.	Spirit Day Sale
Games Club	Sports Equipment Drives
Garden Club	Spring Cleanup/Garden Fairs
General PTO Meetings	Spring Shoppes at Johnson Park
Get-Out-the-Vote Parent/Teacher Volleyball Game	Starlight Café
*Gettysburg Trip (Board approved)	Tel-Safe
Go Green Kids Club	TerraCycle Collection
Grand-pal Luncheon	Tiger Ticket Sales
Grocery Receipt Collections	Turkey Trot
Guest Readers	TV Turnoff Week
Halloween Costume Exchange	World Language Club

PTO Guidelines & Board Policy 7510 must be followed in conjunction with approved activities list. Except where marked by (\*), all activities must be held on district property to be covered by district insurance.

**PARTY BOARDS ARE NOT COVERED BY DISTRICT INSURANCE.**

**PTO ACTIVITIES COVERED BY DISTRICT INSURANCE**  
**Effective July 1, 2013**

John Witherspoon

Art Displays in School  
Back-to-School Night  
Bake Sales  
Battle of the Blue & Gold  
Book Fairs  
Charm Bracelet (Zoppini) Sale  
Clothing Drives  
Communications  
Concerts at JW  
Dances held at JW  
Directory  
Jefferson Debates  
Lunchtime Ticket Sales  
New Parents' Coffee/Meetings  
Parent Volunteers  
Photo Day  
Plant Sales  
Princeton Shopping Center Night  
PTO Meetings  
Spirit Day Items (Super Saturday)  
Spirit Wear Sale  
Super Saturday ~ Vendor's separate insurance required  
Talent Show  
Teachers' Breakfasts/Holiday Gifts/Lunches  
Tote Bags

Princeton High School

Alumni Breakfasts  
Artist Presentation  
Back-to-School Nights  
Board of Education Appreciation Musical Event  
Camp Fair  
College Funding Nights  
College Nights  
Faculty-Staff Breakfast/Luncheons  
Gold Key Awards  
Orientation and Tours  
Post-Prom Party held at HS  
Senior Awards Dinner  
Substance Abuse Presentation

PTO Guidelines & Board Policy 7510 must be followed in conjunction with approved activities list. Except where marked by (\*), all activities must be held on district property to be covered by district insurance.

**PARTY BOARDS ARE NOT COVERED BY DISTRICT INSURANCE.**

**PRINCETON PUBLIC SCHOOLS ~ USE OF SCHOOL FACILITIES**  
**COMMUNITY USE FEE SCHEDULE**  
Effective July 1, 2013 – June 30, 2015

**Fees shall be the sum of the appropriate Use Fee, Custodian & Security Charge**

**BUILDING**

**Elementary School**

Classrooms	\$15.00 per use
Multipurpose Rooms	\$30.00 per use
Athletic Fields	\$60.00 per 1/2 day

**Middle School**

Classrooms	\$15.00 per use
Cafeteria	\$30.00 per use
Gymnasium/Locker Rooms	\$75.00 per use
Media Center	\$75.00 per use
Athletic Fields	\$75.00 per 1/2 day use
Auditorium ~ PAC	(see separate fee schedule)
Swimming Pool	(see separate fee schedule)

**High School**

Classrooms	\$15.00 per use
Cafeteria	\$30.00 per use
Gymnasium/Locker Rooms	\$75.00 per use
Media Center	\$75.00 per use
Athletic Fields	\$80.00 per 1/2 day
Tennis Courts	\$20.00 (1court/hour)
Performing Arts Center ~Auditorium	(see separate fee schedule)

**Valley Road Administrative Building**

Conference Room—Large or Small	\$25.00 per use
Athletic Fields	\$75.00 per 1/2 day use

**HOURLY RATES FOR STAFF/CUSTODIAL/SECURITY SERVICE**

Monday - Friday	\$30 per 4 hour block
Weekends, Holidays	\$60.00/custodian/hour – custodians assigned as required
Security Fee may	Cost to be paid by user outside of regular operating hours

**NOTE:**

**Use is NOT considered approved until formal notification from the Business Office has been received by applicant.**

Fees must be paid upon receipt of invoice or NO later than five (5) days after event/s ends.

Proof of insurance as outlined in "Facilities Use Guidelines" must be submitted prior to final approval of application.

A minimum of two custodians will be assigned on weekends and holidays. It will be at the discretion of the District to provide additional staffing if necessary. Costs will be met by the applicant.

School-based organizations, such as PTOs, may be exempt from facilities use and custodial fees.

Special facility use agreements may be generated for regular or repeat users, such as Princeton Recreation, Scouts, Princeton Y.s and Princeton Adult School.

Space is not guaranteed and will be assigned on a first-come, first-served basis, according to Policy 7510.

Community is defined as a nonprofit organization with a physical address in the Municipality of Princeton whose purpose is to provide services to residents of Princeton. A copy of your 501(C)(X) tax exempt status letter or Certificate of Incorporation is required.

References: Policies 7510 (Use of School Facilities) and 9210 (Parent Organizations)

The Board of Education reserves the right to regularly amend fees. Fees are to be paid as invoiced and are non-refundable.

(Revised 6/13)

**PRINCETON PUBLIC SCHOOLS ~ USE OF SCHOOL FACILITIES**  
**NON-COMMUNITY ~ FEE SCHEDULE**  
Effective July 1, 2013 – June 30, 2015

**Fees shall be the sum of the appropriate Use Fee and Custodian Charge**

**BUILDING**

**Elementary School**

Classrooms	\$40.00 per use
Multipurpose Rooms	\$350.00 per use
Athletic Fields	\$350.00 per 1/2 day

**Middle School**

Classrooms	\$40.00 per use
Cafeteria	\$450.00 per use
Gymnasium/Locker Rooms	\$450.00 per use
Media Center	\$450.00 per use
Athletic Fields	\$450.00 per 1/2 day use
Auditorium ~ PAC	(see separate fee schedule)
Swimming Pool	(see separate fee schedule)

**High School**

Classrooms	\$40.00 per use
Cafeteria	\$450.00 per use
Gymnasium/Locker Rooms	\$485.00 per use
Media Center	\$500.00 per use
Athletic Fields	\$250.00 per 1/2 day
Tennis Courts	\$30.00 (1court/hour)
Performing Arts Center ~Auditorium	(see separate fee schedule)

**Valley Road Administrative Building**

Conference Room—Large or Small	\$50.00 per use
Athletic Fields	\$200.00 per 1/2 day use

**HOURLY RATES FOR STAFF/CUSTODIAL SERVICE**

Monday - Friday	\$60.00 per 4 hour block
Weekends, Holidays	\$85.00/custodian/hour – custodians assigned as required
Security Fee may	Cost to be paid by user outside of regular operating hours

**NOTE:**

**Use is NOT considered approved until formal notification from the Business Office has been received by applicant.**  
All invoiced fees must be paid thirty (30) days in advance, prior to use of facilities.  
Proof of insurance as outlined in "Facilities Use Guidelines" must be submitted prior to final approval of application and a valid Certificate of Insurance naming Princeton Public Schools additionally insured must be provided to confirm the booking.  
A minimum of two custodians will be assigned on weekends and holidays. It is at the discretion of the District to provide additional staffing if necessary. Costs will be paid by the applicant.  
Space is not guaranteed and will be assigned on a first-come, first-served basis, according to Policy 7510.  
Non Community user – see Policy 7510 for definition.

References: Policies 7510 (Use of School Facilities) and 9210 (Parent Organizations)  
The Board of Education reserves the right to regularly amend fees. Fees are to be paid as invoiced and are non-refundable.

## 9210 PARENT ORGANIZATIONS

The Board endorses the creation of parents' organizations such as PTO units and Parents Advisory Councils as appropriate means of achieving effective and maximum feasible involvement of parents, and other guardians of pupils in the affairs of our schools. The Board encourages all staff members to become active members of these organizations. The Board expects Principals and all staff members to work closely and in harmony with the officers and directors of all parents organizations in the pursuit of the following goals:

1. To involve parents and school personnel in a cooperative manner to provide activities which will increase the educational opportunities for the children both in school and at home.
2. To improve school-home relationships by enabling parents and school personnel to:
  - a. Define their relationships to each other;
  - b. Define their roles as they pertain to the children served by the schools; and
  - c. Identify family needs and resources, including those of the community, as well as school needs and resources.
3. To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of pupils and more relevant program planning.
4. To develop the skills needed by school personnel and parents/community members to function effectively in a working relationship with each other.

PTO fund-raising and PTO gifts and grants to schools or to school personnel shall be governed by Policy 7230.

The Board encourages PTO fund-raising to occur on a district-wide basis so that all schools can share equally in the benefits of our community's resources.

The Board requires the PTO to follow the District established guidelines for its operations within the schools, as they apply.

Explanatory Note:





# POLICY

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## PRINCETON BOARD OF EDUCATION

COMMUNITY  
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PARENT ORGANIZATIONS

In accordance with New Jersey statutes, monies for the supplies, materials, and equipment used to support the instructional program of the school district must be furnished free of cost, for use by all pupils enrolled in the public schools, and monies to acquire such resources must be appropriated and raised annually in the school district budget.

Revised: 11 June 2013



### 7510 USE OF SCHOOL FACILITIES

The Princeton Board of Education believes that our school buildings and properties, are designed to offer a full educational program to the children of this community, are a vital asset and should be available for use, whenever possible, by the community to encourage and enhance the quality of education and lifelong learning.

As such, school facilities may be made available to users when not being used for school activities. Preference in scheduling will be given to groups directly affiliated with the district, specifically, district-run programs, district parent-teacher organizations, and district-affiliated pupil or family organizations. Use of school facilities by community users should not result in district monies being diverted from pupils to non-district expenses created by users.

The Princeton Board of Education holds the safety and equality of our pupils as paramount. Users must insure the safety of children in their care at all times. The user must also maintain the integrity of the facilities' security. The use of any alcoholic beverages or smoking material is prohibited in or on any school property. These facilities may not be used for any activity that discriminates against individuals or groups. In addition, gambling, vulgar language or harassment of any kind is prohibited. Use of school facilities may be suspended whenever necessary, especially to protect children, school personnel, programs, or property.

The School Business Administrator/Board Secretary shall develop procedures/regulations for the use of school facilities that protect the Board and serve its best interests. Such procedures/regulations shall be distributed to every prospective user of the facilities and every applicant for the use of school facilities. The Business Administrator or designee is authorized to act on behalf of the Board in approving the use of facilities and shall charge fees approved by the Board. The Business Administrator shall establish, and the Board shall regularly approve, a schedule of fees for the use of school facilities.

Fees for facilities use and custodial services shall be based upon the following guidelines

1. The use of school facilities by one of the categories listed below, which is directly related to the educational program and district operations, shall be without cost. Cost of any law enforcement agency shall be paid directly to that agency by the organization.
  - a. District Affiliated: District recognized employee organizations, District run programs,



- b. PTO run events, and other district-affiliated groups. as determined by the Board of Education's Administration.
  - c. Government Agencies or Complementary Organizations: Municipality of Princeton, or other governmental agencies or a complementary organization as determined by the Board of Education's Administration.
2. The Board recognizes a special relationship with organizations that complement the district's mission. The Board will have separate fee agreements with these organizations which address their needs and which are congruent with Board policy. A few such organizations are: Princeton Recreation Department, the YWCA and YMCA (After School Care), Princeton Adult School, and occasionally other recreation programs or service groups serving Princeton resident youth. The Board reserves the right to enter into agreements with other groups as beneficial opportunities may arise. All separate fee agreements proposed to be entered into or renewed pursuant to this subparagraph shall be subject to approval by the Board.
  3. All other users, community, non-community organizations or PTO sponsored groups granted the use of the school facilities and/or grounds shall pay in advance, the fees as approved on the fee schedule and the cost of any services, staff or other cost created by that use.

#### Additional Guidelines:

1. Fees for security coverage, as per fee schedule, may apply during facilities use outside of the regular school hours at all elementary schools as well as the middle and high schools as required.
2. Use of school facilities does not include use of any school equipment, unless specifically approved on the application (applies to PAC rentals). User shall pay fees for the use of equipment and accompanying qualified personnel as determined by the district.
3. Assurance that there will be proper supervision by a qualified and designated individual will be mandatory and indicated on all facilities use applications.



# POLICY

## PRINCETON BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES

4. The name and cell phone number of the person who will be present at, and accepting responsibility for, the use of the facilities must be submitted along with the application.
5. Evidence of user's insurance coverage, at the limits prescribed by the district must be submitted with the application. Applications for use will not be approved if insurance is not secured by user. **The Board of Education provides NO insurance protection to users.**
6. The user must insure the safety of children in their care at all times. The user must maintain the integrity of the facilities security as well as, anticipate the need for assistance of police, fire, or security personnel. The user will be responsible for all costs associated with these services. Failure to secure these services upon recommendation of the Board's representative will cause withdrawal of rental privileges.
7. The Director of Plant Operations or designee must receive all cancellations at least five school days prior to the scheduled use. Refunds of charges will be returned if entire requested time is cancelled. No partial cancellations will be refunded. Failure to notify Director/Designee of cancellation will result in full forfeiture of anticipated custodial charges.
8. Permission to use school facilities shall be granted only to organizations that agree in writing to adhere to this policy and related regulations. *Final* eligibility and approval will be determined by Business Administrator/Board Secretary and/or Director of Plant Operations.
9. In any schedule of fees adopted pursuant to this policy, the term "non-profit organization" shall be limited to corporations or other organizations which have formally qualified for tax exemption under §501(c)(3) of the Internal Revenue Code.
10. Facilities will not be rented to individuals or private groups that do not meet the criteria as set forth in this policy.

### Definitions:

1. PTO Sponsored User: an organization, business, or individual contracted by a PTO to run an activity, event or program for PPS children either during school hours or after school.



# POLICY

## PRINCETON BOARD OF EDUCATION

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USE OF SCHOOL FACILITIES

2. Community - User: a nonprofit organization with a physical address within the boundary of the Municipality of Princeton whose purpose is to provide services to residents of Princeton.
3. Non-Community - User: an organization (non-profit or for profit) that was established and operates outside the geographical area comprised by the boundary of the Municipality of Princeton whose purpose is to provide services to other than Princeton residents, while also serving residents of Princeton
4. Non-profit Organization: an organization which has formally qualified for tax exemption under §501(c)(3) of the Internal Revenue Code.

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

Revised: June 11, 2013

