

**Wayne Township Public Schools
Wayne, New Jersey**

**Standard Operating Procedure:
Use of Facilities Permits and Fees**

Subject: Permit Fees

Effective Date: Sept 1, 2013

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Approved by: Dr. Raymond Gonzalez

- I. **Purpose:** To establish procedures for permit fees based on the use of school facilities, (also known as the “permits” process), for the Wayne Township Public Schools.
- II. **Authority:** Business Administrator and Director of Facilities Management

Reference Wayne Township Public Schools Policies & Regulations:
 - a. Policy # 7510 – Use of School Facilities
 - b. Regulation # 7510 – Use of School Facilities
 - c. Regulation # 7510 Adden – Use of School Facilities Addendum
- III. **Terms and Conditions for Permits:** This SOP applies to all groups who submit applications for facility use.
- IV. **Reporting Procedures:** Director of Facilities and Business Administrator
- V. **Approval Process:** Business Administrator
- VI. **Consequences:** To avoid the use of facilities without required documents and when required,, a security deposit.
- VII. **Dissemination:** All staff who are responsible at some level for the use of facilities.

The following procedures shall be followed by all personnel when processing a permit for the use of school facilities:

- a. The Use of Facilities Application form, along with a copy of all policies, regulations and prices shall be given to the applicant to read, fill out completely and legibly, and return.
- b. When the Application form is received, the permit clerk will verify the completeness of the application and whether it has been signed. The clerk will also verify the receipt of the following required documents:
 1. Hold Harmless Agreement

2. A current certificate of liability insurance with \$1,000,000 of general liability, naming the Wayne Board of Education, 50 Nellis Drive, Wayne, NJ 07470, as the certificate holder.
- c. The permit clerk will review the Application and documents and if necessary, determine the appropriate fees to be collected. After confirming the fee with the Director of Facilities or his designee, the permit clerk shall communicate to the applicant the exact amount of the fee to be submitted by the applicant.
- d. For permits requiring a deposit fee, the application must submit a check for \$1,000 made payable to the Wayne Township Board of Education.
- e. The permit clerk will send a copy of the permit and the \$1,000 deposit check to the Business Office to the attention of the Assistant to the Assistant Business Administrator.
- f. The permit clerk will send the permit application to the appropriate school Principal for approval and signature.
- g. After the Principal has approved/signed the permit application, the permit clerk will send the application to the Director of Facilities Management for approval, signature.
- h. The approved permit application will be sent to the applicant, completing the permit application process.
- i. When the last date of use listed on the permit occurs, the permit clerk will
 1. Verify with the school Administrator that no damage was done to the facility
 2. Notify the Assistant to the Assistant Business Administrator of the additional amount to be collected, or the amount to be refunded, for the permit.
- j. The Assistant to the Assistant Business Administrator will prepare the invoice and send it to the permit applicant for collection of any additional permit fees.
- k. If a refund is authorized, the Assistant to the Assistant Business Administrator will prepare a purchase requisition, process the refund check and send to the permit applicant.