

Regulation

USE OF SCHOOL FACILITIES

The facilities may be used by the following user classifications:

- Class 1: Users in groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
- Class 2: Users and organizations indirectly related to the schools, including the PTO and youth athletic associations;
- Class 3: Departments and agencies of municipal government;
- Class 4: Governmental agencies generally;
- Class 5: Community organizations formed for charitable, civic, social, or educational purposes;
- Class 6: Other private groups and organizations including community political organizations and community church groups.

Application Procedures

The application procedure is as follows:

- A. Application must be made in writing and on the form supplied by the district. The form is available in the office of the school business administrator;
- B. Application for use of school facilities must be submitted to the school business administrator not less than three (3) weeks before the date of the requested use. A use that requires the approval of the board must be submitted not less than one (1) week prior to a regular board meeting and not less than three (3) weeks prior to requested use;
- C. The application must be signed by an adult representative of the requesting organization, who will be considered by the board to be the agent of the organization;
- D. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use;
- E. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal or practice time or the use of rooms or buildings not expressly requested;
- F. The application must include all the equipment and supplies that the applicant wishes to include in the use.

Approval

Application for use of school facility shall be approved according to the following procedures:

- A. The school business administrator will review each application and the school secretary will check the school calendar to determine if the facility requested is available;
- B. If the facility is not available, the school secretary/principal will so inform the representative of the

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requesting agency and may suggest alternate dates or times;

- C. If the facility is available, and the applicant meets the standards set by policy and these regulations, the school business administrator will note approval on the application form and will record the classification of the applicant organization;
- D. Requests from organizations in classification I will not need board approval. Requests from organizations in all other classifications will be referred to the board for final approval;
- E. Standards for approval include the following:
 - 1. School facilities are available for use on weekdays from 6 PM to 10 PM provided a custodian is available;
 - 2. School facilities are available for use on Saturdays from 9 AM to 11 PM provided a custodian is available; School facilities are not available on days when school is closed due to weather or other emergency;
 - 3. The use of school facilities will generally not be granted for observations or celebrations that are essentially private in nature or for meetings of small groups that may easily convene in privately owned homes;
 - 4. In accordance with policy, the use of school facilities will not be granted of any commercial or profit-making organization, partisan political activity, private social function, religious service, or private or parochial school without payment of established rental fees;
- F. The school business administrator will determine the classification of the applicant and assess appropriate fees;
- G. In the event of a conflict between requesting organizations in the same classification the request received first will be honored;
- H. A copy of each approved or disapproved application will be given to the organization's agent;
- I. The application form shall include a copy of the rules governing the use of school facilities and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by them;
- J. The board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been given and after use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of the school facilities. Such withdrawal of permission may constitute grounds for denying a future application;
- K. Permission to use school facilities is not transferable;
- L. The organization representative or agent must inform the school business administrator of any cancelled request for use as soon as possible but in no case later than 12:00 noon on the day of use or, in the case of a morning usage, no later than 4:00 PM the previous day. Failure to comply with the cancellation requirements may result in the assessment of fees for use.

Insurance and Indemnification

The representative of an organization granted permission to use school facilities 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. The organization and/or its representative will hold the board harmless from claims arising out of the permitted use of the school facility or during the users 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.

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The user shall furnish evidence of the purchase of liability insurance in the amount of:

Bodily Injury: \$1,000,000.00 each person
 \$1,000,000.00 each accident
 \$1,000,000.00 aggregate

Property Damage: \$1,000,000.00 each accident

Rules for Use of Facilities

The following rules shall apply to any individual or group who is granted approval to use school facilities:

- A. Users of school facilities will be bound by law:
- B. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, fire department and police department regarding public assemblies;
- C. The use must not exceed the established capacity of the facility used. No standing room will be allowed. Overflows of spectators will be cleared by authorities if necessary;
- D. The use must not involve gambling or games of chance;
- E. The use, possession, and or distribution of alcohol and/or controlled substances are absolutely prohibited;
- F. Smoking is prohibited by law on school property;
- G. School facilities cannot be used for any purpose which may be likely to result in rioting; disturbance of the peace, damage to property, or for the purpose of defaming others;
- H. The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition;
- I. The user must obtain the school business administrator's permission to bring equipment, decorations, or materials to the school facility;
- J. No equipment, decorations, or materials may be attached to the facility being used in any manner that will result in permanent or irreparable damage to the facility. All materials so used must be flameproof or fire retardant;
- K. Any material used or debris generated by the usage must be promptly removed by the user upon completion of the usage. Any material not removed or debris cleared in a timely manner will be taken care of by the district at the users expense. The board assumes no liability for any damage to equipment or material resulting from the board's having to remove said items;
- L. The user must obtain the school business administrator's permission to move or tune a district's piano and only a competent, experienced mover may move a piano. Any piano so moved is to be returned to its original location upon completion of the use at the user's expense;
- M. Users of the gymnasium must insure that all participants wear proper footgear to prevent damage to the floor;
- N. No school facility may be used for a purpose which is inappropriate for that facility;
- O. Lighting equipment, ventilation systems, and thermostatic controls may be operated by district personnel only;

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- P. The user must obtain the school business administrator's permission to prepare, serve, and consume food and beverages on school premises. Such permission is confined to the area for which the approval is given;
- Q. The user is solely responsible for any and all liability arising from the applicant's sale or distribution of food, candy, beverages, etc.;
- R. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the school business administrator;
- S. No school keys shall be issued to a user;
- T. No animal shall be allowed on school premises without the approval of the school business administrator;
- U. The school business administrator or designee is responsible for examining the facility immediately before and after the usage and informing the user of any loss or damage that must be corrected;
- V. Permission to use school facilities extends only to the facility requested. Users are not permitted to use district equipment not specifically included in the request including copiers and telephones;
- W. No vehicles shall be operated in any area not designed for such vehicles;

Supervision of Users

The school business administrator shall be responsible for assigning a member of the custodial staff to be on duty the entire time the usage occurs. The custodian's presence is to insure the securing and proper functioning of the facility and for enforcing the rules of usage.

The user must assume full responsibility for the conduct of all participants.

All municipal services required by the district as a condition of use must be arranged and paid for by the user and proof of these arrangements provided to the school business administrator before the use begins or approval will be withdrawn.

Fee Schedule

The following fees and charges shall apply to individuals or groups granted permission to use school facilities:

- A. Classification 1-5 users will not be charged a fee for the use of school facilities except that special charges for the services of school employees will be billed if a custodian is not normally on duty during the time of the usage;
- B. Classification 6 users will be charged a facility fee in addition to the special charges for the specific services of school employees;
- C. Custodial costs will be in accordance with the current employee agreement;
- D. The user will pay the district for custodial services upon completion of activity;
- E. All fees in connection in the rental of school facilities are payable directly to the board of education. The board reserves the right to waive rental fees as appropriate or to reduce the established fees to a token amount as appropriate;
- F. Facilities fee for each use:

CLS	Multipurpose Room	\$200.00
EHCCS	Cafeteria/Gym	\$200.00

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CLSIEHCCS	Library Media Center/	
	Computer Lab	\$100.00
CLSIEHCCS	Classroom	\$75.00

- G. A refundable deposit of \$100.00, to insure proper clean-up and care of equipment will be required of all users and will be returned on the completion of the usage and following the inspection of the premises. If the inspection results in a determination that damage has occurred; the school business administrator shall withhold the appropriate amount from the deposit to make the necessary repairs;
- H. Payment and refundable deposit must be received by the board five (5) days before the scheduled use;
- I. Permission will be withdrawn from any user who does not pay in advance except as expressly exempted by policy and regulation.

Adopted:	August 11, 2004
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