

## 7510 USE OF SCHOOL FACILITIES

It is the policy of the Board of Education to encourage the use of school facilities by the community whenever they are not being used for school purposes. School activities and school-sponsored activities shall be given precedence in use of all facilities.

The Board authorizes the Superintendent to approve and schedule the use of designated areas of a school facility by those community organizations or groups which have been designated by the Board and for whose activity no admission charge is made. Use is restricted to Monday through Friday (day and evening) and Saturday. The community organizations included in this blanket annual resolution include:

1. All branches of the Municipal Government;
2. Boy Scouts, Girl Scouts, 4-H Club;
3. PTA;
4. Meetings which may be classed as community meetings, of interest to the community as a whole, and publicized in advance as open without admission charge to any resident; and
5. Community youth athletic nonprofit organizations.

The Board reserves the authority to approve the use of designated areas of a school facility by organizations or groups for whose activities an admission charge is made. Such use shall be permitted only when a worthy educational, civic, or charitable purpose will be served. The Board shall not grant permission to use the facilities to any political organization or to any group whose activities are of a political nature. The Board prohibits any individual, organization or group to solicit funds on school property without permission from the Board. (18A:11-1;18A:20-34)

For non-exempt groups, a schedule of rentals is in effect based on the estimated costs of heat, light and janitor service. This schedule of rental fees will be approved annually by the Board of Education. The janitor will be paid time and one-half. The Board of Education may waive or amend the rental charge when assured that all proceeds go to some purpose which is considered of benefit to the public as a whole. Billings shall include all costs involved.

Any group desiring to use school facilities must secure an application for use of school property, which may be secured from the office of the Superintendent or School Business Administrator/Board Secretary. They should present this request in person at the Board of Education meeting.

All groups using the school buildings must provide the Board with a Certificate of Insurance in the same amounts carried by the Board before using the building. The Board may, if a community organization requests, waive this insurance requirement after a review of the application.

The use of school facilities shall not be granted for the advantage of

any commercial or profit-making organization, private social functions, or any purpose which is prohibited by law.

The Board will require the groups using the building to provide monitors to supervise the halls or outside areas.

The area that has been requested/used will be examined carefully before and after use. The applicant must make good promptly for any loss or damage or liability occurring during the applicant's use including additional charges for cleaning and/or maintenance.

Any time the kitchen is used by any organization listed as an exempt group, a person approved by the School Business Administrator/Board Secretary will be in attendance to supervise use of equipment. When dinners are served, a minimum of one cafeteria employee will be assigned to assist with setting up the dinner and a minimum of two will be assigned when serving begins through clean up. The cost of employee(s) shall be paid by the organization.

Emergency Openings of Building - The Board recognizes that the occasion may arise whereby the building needs to open on an emergency or -short notice- situation to accommodate a community need.

Approval for these emergency openings may be granted by the Superintendent or Board President, provided that a true community emergency exists or a worthwhile community purpose is served. The Superintendent, School Business Administrator/Board Secretary or Facilities Manager will arrange for appropriate personnel to open the building.

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

Adopted: 9 February 2004

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