

POLICY

— East Rutherford Board of Education

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Use of School Facilities

7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools. Use may be granted over the summer months, or during times that the school is in recess if such use does not interfere with the cleaning and maintenance schedules.

The Board **may** permit the use of school facilities when such permission has been requested in writing (Building Use Request form) and has been approved by the Superintendent or designee. The Board shall approve all facilities use requests, for uses and/or groups unrelated to the schools and/or the operation of the schools, approved by the Superintendent or designee, and the Board reserves the right to withdraw permission after approval has been granted by the Superintendent.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.A.;
3. Departments and agencies of municipal government;
4. Governmental agencies generally;
5. Community organizations formed for charitable, civic, social, or educational purposes.

The use of school facilities will not be granted for the advantage of any partisan political activity, private social function, or any purpose that is prohibited by law.

The Board shall require that all users of school facilities comply with the policies of this Board and the rules and regulations of the district, as well as with state and local health, fire, safety and police regulations. Smoking is prohibited at all times **on any district property**. No one may bring alcoholic beverages onto school property at any time for any purpose.

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations. Users shall be financially liable for damage to the facilities and for proper chaperonage.

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In general, school facilities will be available between the hours of **6:30 p.m. and 9:30 pm.**, Monday through Friday. **With prior approval, exceptions to these times may be granted.**

The Board shall require the presence of a Special Police Officer during the use of the facility. Assignment of a S.P.O. will be arranged through the East Rutherford Police Department. No program participant will be permitted access to the facility until a Special Police Officer is present.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used. (e.g. stage lights in the auditorium, basketball nets in the gym). 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. No district equipment shall be removed from the premises for use by non-district personnel.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee(s) and the cost(s) of any additional staff services (such as any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use).

The Superintendent or designee shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and 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.

Authorization for use of school facilities shall not be considered as the Board's endorsement or approval of the activity, person, group, or organization or the purposes they represent.

Cross reference: Policy Guide Nos. 5842, 9190, 9191, 9210, 9310

Adopted: 25 June 2000

Revised: 28 October 2010
