

## 7510- USE OF SCHOOL FACILITIES

The Elmwood Park Board of Education recognizes that, since the beneficial use of the school buildings and grounds belong to the community, they should be used by community groups at any time that would not interfere with the educational program. For this reason, the Board shall permit community groups to use school facilities upon proper application to the School Business Administrator/Board Secretary subject to review and approval of the Superintendent and the payment of applicable fees.

Any organization or group that has been granted permission to use the school building or grounds shall be fully responsible for any damages to school property. The Board of Education assumes no responsibility to organizations or individuals attending such activities, and requires that these organizations obtain their own liability insurance. The Board of Education requires a certificate of insurance.

Upon the Superintendent's approval, applications shall be submitted to the Board of Education for approval.

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. Users and groups directly related to the schools and the operations of the schools, including pupil and teacher groups and users and organizations indirectly related to the schools, including the P.S.T.O/PTA, and other school parent related organizations;
2. Departments and agencies of the municipal government (e.g., Recreation Department);
3. Community organizations formed for charitable, civic, social, or educational purposes;

4. Governmental agencies;

5. Community church groups;

6. Private groups and organizations;

7. All others

The school facility's use will not be permitted, except by special Board action, if the purpose or result of such use is political, sectarian, or commercial in character.

Each group that receives permission to use school facilities must agree to abide by the rules and regulations developed by the Superintendent. A copy of these rules shall be available at the time of application.

#### Use of School Grounds During Off-School Hours

Any person or persons found to be loitering or causing disturbance, or causing malicious damage shall be deemed to be trespassers and may be prosecuted as such.

The Superintendent will enforce this policy. He/she may designate other administrative, security, or school personnel to take enforcement action. The Superintendent or his/her designee may request the police department's assistance.

#### A. General

1. Buildings are not available on Sundays, holidays or days on which school is not in session except by special permission of the Board of Education.

2. Organizations are required to stay in the section of the building they are renting except for use of toilet facilities.
3. Smoking regulations are to be strictly enforced.
4. Intoxicating beverages are not to be brought onto or consumed on school premises.
5. No photography studios or other commercial group will be permitted to transact business in the auditorium lobby.
6. The time limit for the building's use by organizations shall be from 7:00 p.m. to 11:30 p.m. on nights when school is in session the following day; and 12:00 a.m. on nights preceding a non-school day.
7. Board of Education members, the Superintendent, or the Building Principal shall not be excluded from the property at any time.
8. No community group or organization will be permitted use of any school facility unless a responsible adult is designated to be in charge.
9. No meals are to be served except in the cafeteria at the high school. The sale of food, candy, drinks or other refreshments shall be previously approved by the Board of Education.
10. Admission to the building for the purpose of practicing, decorating, or rearrangement of furniture will not be granted during school hours or during school activities. In general, decorating will not be permitted

except as authorized specifically by the Superintendent and/or Building Principal.

11. Pianos shall be removed from stage to floor or vice versa, only when written permission is given by the Superintendent. If such permission is given, this work shall be done only by those engaged in the business of piano moving and at a cost to the organization renting the school facility. Whenever a piano is felt to need tuning, approval must be granted by the Superintendent. The charges for this tuning to be assumed by the organization in addition to the regular rental fee.
12. Raffles or drawings for chances is prohibited.
13. School equipment such as motion picture projectors, amplifiers, screens, etc., will not be loaned or rented and are not to be used outside of the school building. When used within the school building, only a responsible person designated by the Superintendent or Principal will be allowed to handle such equipment.

#### B. Eligible Organizations

1. The Board of Education shall allow the following organizations from Elmwood Park to use the buildings without charge for meetings. School groups, scout groups and P.T.G. groups have preference. The Board of Education reserves the right to limit the number of groups using the building on the same night.
2. The Board of Recreation shall be permitted to use school facilities only after receiving the Board of Education's permission.
3. The Board of Education may refuse to grant permission for the use of school facilities to any group, when in their judgment, there is good reason

for refusing permission. The Board shall NOT be required to give a reason for such refusal.

4. Authorization for use of school facilities shall not be considered an endorsement of, or approval of the activity, person, group or organization or the purpose they represent.

### C. Application and Granting of Approval

1. All persons or organizations desiring the use of school facilities must complete the "Use of Facilities" form and file the completed form in the office of the School Business Administrator/Board Secretary at least one month in advance of the desired date.

Forms are available in the Principal's office of each school, the office of the School Business Administrator/Board Secretary and the office of the Superintendent.

2. Four copies of the completed form must be submitted by the applicant to the office of the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary's office shall clear all dates with the respective Building Principals before granting any organization the use of the school facilities.

Once it is determined that the facility is available, the School Business Administrator/Board Secretary will secure the signatures of the Plant Engineer and the respective Building Principal. The School Business Administrator/Board Secretary will then notify the Superintendent for approval by the Board of Education, if applicable.

3. The School Business Administrator/Board Secretary's office will maintain a calendar of the approvals for the use of facilities as they are approved.
4. The office of the School Business Administrator/Board Secretary will ensure that all necessary requirements and documentation are received in connection with the Use of Facilities.
5. Upon approval of the use, the School Business Administrator/Board Secretary's office will notify the organization that approval has been granted.

6. An approved copy of the application is then forwarded to the Building Principal, Plant Engineer and to the custodian on duty.
7. The School Business Administrator/Board Secretary's office will follow up on any billing.
8. Organizations planning to use the buildings on a regular schedule need to fill out this form only once, but must indicate all dates of intended use. Any change of dates must be given to the Superintendent at once.

D. Fees

1. When a fee is charged for the use of school facilities it shall be paid at the time of application. In the event that the performance is cancelled, this fee will be returned, provided notice is given in sufficient time so that the Board of Education does not suffer loss of income through the rejection of the request of another organization for the use of the same facilities on the same night.
  - a. If such loss of revenue does occur, the Board of Education shall assess the organization a fee of \$75.00 and return the balance of the rental charge.
  - b. Small group meetings without a special custodian on duty are permissible in those schools with an evening shift custodian on duty. The Principal shall determine when an extra custodian should be called in.
2. Fees for rental of school facilities for fundraising and other purposes other than those provided by the Board of Education:

Four types of services have been established: rental, custodial services, proctor/site supervisor, and police, for the purpose of protecting the Board of Education from incurring unanticipated and extraordinary expenses. Routine use of the facilities, such as meetings of small groups, will continue to be subsidized by the Board.

E. Classification of Groups

1. Class A users will be given priority for the use of school facilities over all other classifications, and users may use school district facilities without payment of any use fee or charge for custodial and service (e.g., fuel, water, electricity) costs. This category of users are approved by the Business Administrator/Board Secretary.

Class A users include the following types of organizations and individuals:  
(e.g.)

School Activities/Athletics

School Clubs

Board of Education

PSTO/PTA Meetings/Activities

Elmwood Park Education Association Meetings/Activities

2. Class B users will be given priority for the use of school facilities over Class C and D classifications and users may use school district facilities without payment of a use fee, but may be charged custodial and service costs.

Class B organization members must be a Elmwood Park resident. The school district reserves the right to request proof of residency from the persons/organizations. Groups must consist of greater than 75% Elmwood Park residents (list/roster of participants may be required for verification).

Class B users include the following type of organizations and individuals: (e.g.)

Community Clubs/Organizations (e.g. Church Groups)

Elmwood Park Recreation Department

Elmwood Park Youth Athletic Organizations (e.g. Little League)

Elmwood Park Youth Programs (e.g. Junior Police, Junior Firefighter)

Non-Profit Civic Organizations (e.g. Boy/Girl Scouts)

Adult Teams/Leagues

3. Class C groups – Organized sports clubs/leagues whose primary participants (50%-75%) are residents of Elmwood Park, or organized adult sports or recreation groups whose primary participants (50%-75%) are residents of Elmwood Park (list/roster of participants may be required for verification).

Class C users include the following type of organizations and individuals: (e.g.)

Adult Teams/League comprised of residents (50%-75%)

Youth Athletic Organizations comprised of residents (50%-75%)

4. Class D groups – profit-making organizations.

Class D users include the following type organizations and individuals: (e.g.)

Dance Studios

Non-Public Schools

Community Businesses/Vendors

Select Sports Programs consisting of less than 50% of Elmwood Park residents as team members (non-profit or profit).



Youth teams, groups, or organizations will take precedence over adult teams, groups, or organizations within the same class.

F. Definitions of activities and charges

1. Meetings

a. Class A groups

Costs for meetings of less than thirty people will usually be underwritten by the Board of Education, except in those cases where special arrangements (furniture, lighting, etc.) are required.

b. Class B groups

Costs for meetings of less than thirty people will usually be underwritten by the Board of Education, except in those cases where special arrangements (furniture, lighting, etc.) are required.

c. Group B may be charged for larger meetings requiring custodial services.

d. Class C and D groups

Pay all applicable fees as listed below in G.

2. Other Activities

	Group A	Group B	Group C & D
“Other Event”	No Fee	No Fee	Subject to fees
Dances	No Fee	No Fee	Subject to fees
Banquets	No Fee	No Fee	Subject to fees
Fund Raisers	No Fee	No Fee	Subject to fees
Athletic Events	No Fee	No Fee	Subject to fees

G. Fees (rental, custodial, proctor)

Building/Grounds Area	Group A	Group B	Group C	Group D
H.S. Auditorium Performance	No Fee *	No Fee *	\$150.00/ hour- minimum of 5 hours required	\$200.00/ hour- minimum of 5 hours required
H.S. Auditorium Rehearsal	No Fee *	No Fee *	\$75.00/ hour- minimum of 3 hours required	\$100.00/hour minimum of 3 hours required
Cafeteria	No Fee *	No Fee *	\$75.00/ hour- minimum of 4 hours required	\$100.00/hour minimum of 4 hours required
Kitchen	No Fee *	No Fee *	\$75.00/ hour- minimum of 4 hours required	\$100.00/hour minimum of 4 hours required
Gymnasiums	No Fee *	No Fee *	\$100.00/ hour- minimum of 4 hours required	\$125.00/hour minimum of 4 hours required
Media Center	No Fee *	No Fee *	\$75.00/ hour- minimum of 4 hours required	\$100.00/hour minimum of 4 hours required
Classrooms	No Fee *	No Fee *	\$25.00/hour- minimum of 3 hours required	\$50.00/hour- minimum of 3 hours required
Athletic Fields/Grounds	No Fee *	No Fee *	\$150.00 per field, per season, each use	\$200.00 per field, per season, each use

			\$200.00 if lights needed	\$250.00 if lights needed
Tennis Courts	No Fee *	No Fee *	\$25.00/hour	\$50.00/hour

\* There will be no fee if scheduled event is during normal custodial hours. See #2 and #3 below.

2. Custodial services--Class A, B, C, and D Groups as applicable  
 Cleaning and related services charged @ actual rate.  
 Black Seal licensed boiler operator charged @ actual rate.  
 Kitchen personnel services charged @ actual rate.
3. Proctors/Site Managers --Class A, B, C, and D groups as applicable  
 Proctors/Site Managers will be charged @ \$55.00/hour  
 Stage crew as required by proctor at prevailing hourly wage per crew member.

H. Liability

1. Any organization or group that has been granted permission to use the school building or grounds shall be fully responsible for any damages to school property. The Board of Education assumes responsibility to such organizations or individuals attending activities, and requires that these organizations obtain their own liability insurance. The Board of Education may require a certificate of insurance or a special guarantee or bond against loss.
2. Any organization which has been granted the use of a school facility shall assume responsibility for the conduct of persons while they are in or about the building and grounds, shall enforce the Board's rules and regulations, as outlined herein, and shall provide whatever police help and other forms of protection and supervision which are necessary to enforce these regulations.

3. All school functions that are attended by minors must be properly chaperoned.
4. The Elmwood Park Board of Education reserves the right to reject any and all applications or to cancel the privilege of any organization using the facility.

#### I. School Playgrounds

1. The school playgrounds shall be closed at dusk each evening unless some approved function is underway. This precaution will be taken for the children's safety and to protect the school buildings and equipment against vandalism and malicious mischief.

#### J. Tennis Courts

1. Tennis courts are to be reserved for pupil use from 7:00 a.m. to 5:00 p.m. every school day.
2. Tennis courts to be available for community use from 5:00 p.m. to dark every weekday and all day on Saturday, Sunday and holidays.
3. Residents of the community are to be restricted to use of the courts for one hour at a time only.
4. No school children are to be allowed on the courts after 5:00 p.m. if adults wish to use the courts.
5. Organized school activities shall have priority over all other use of the tennis courts.
6. Regular tennis shoes shall be used on the courts at all times.

## K. Field Lighting Rules

### A. General.

It is recognized that there is a need for lighted fields use in order to accommodate practices and games for all users. In all cases, the BOE intend that fields be lighted only to the minimum level necessary to ensure the safety and security of participants and spectators using the fields. The field lighting guidelines set forth in this policy are outlined below.

All Elmwood Park Board of Education properties with field lights have a 9:00 pm lights out time limit for all outdoor facilities unless otherwise specified by the use of facilities request. Lights will only be turned on if being used by the school or outside group that has filed a use of facilities request and has been granted permission to use the field.

- The school administration reserves the right to alter these times if necessary.

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

Adopted: 9/26/17