

POLICY

RANDOLPH BOARD OF EDUCATION

PROPERTY

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Use of School Facilities

7510 USE OF SCHOOL FACILITIES

The Board recognizes that the schools and the property of schools are entrusted to them by the citizens of the community. The Board also recognizes that these same schools and property are available for the use of its people. However, this use is based on prudent management, judicious permission, and economical operation. The right to authorize use of school facilities shall be retained by the Board and the Board may revoke the previous granting of the use of school facilities. Such use will be determined by district policy and will be only at such times as the facilities required are free from school activities. School sponsored activities shall have first priority.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor the purposes they represent.

I. General Procedures and Board Regulations

- A. All organizations or groups must make application directly with the Board Secretary and will complete a request for use of facilities application. A schedule of fees for rental of facilities, will be available at the Office of the Board Secretary.
- B. Use of our facilities requires submission of a certificate of insurance. The certificate must include the minimum limits and language indicated on the application.
- C. All specialized school equipment must be operated by school employees.
- D. The Board and school administration must have access to the building, grounds, and facilities being used by the organization.
- E. The organization using the facilities must provide sufficient adults to supervise the activity; designate a person in charge; return all property in good order or pay damages; be present before, during, and after the activity; maintain proper order on the part of all spectators and participants; and see that premises are vacated as soon as the affair is over.



~~There must be adult supervision until all students attending the event have vacated the school property.~~

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- ~~F. The use of tobacco products is prohibited in all school buildings and on school grounds.~~
 - ~~G. Alcoholic beverages and illegal drugs are prohibited on school grounds.~~
 - ~~H. The building may not be altered in any manner. No furniture or equipment may be moved without permission of the building principal.~~
 - ~~I. A custodian must be present in the building. No one is permitted in the building unless a custodian is in the building.~~
 - ~~J. The use of cooking facilities must be arranged through the district food services director. The use of private stoves is prohibited in school buildings.~~
 - ~~K. School cafeteria kitchen equipment may be used only if at least one cafeteria person is present.~~
 - ~~L. Organizations may not directly give fees or gratuities to any school employee while the school property is being used. All costs are included in the fee charged by the district.~~
 - ~~M. Payment is made directly to the Randolph Township Board of Education.~~
 - ~~N. Use of building facilities is deemed a privilege; abuse of this privilege will result in termination of approval at any time. The Board reserves the right to refuse permission to any applicant to use the school facilities.~~
- ~~II. Charges For Use Of Buildings, Equipment~~
- ~~A. Rental Charges~~
 - ~~1. Rent free status will be granted for the following:~~
 - ~~a. Events of the Randolph Township Schools or Randolph Town Council.~~

~~b. Events and meetings of the PTA/PTSA.~~

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~~c. Events or performances where admission is charged and proceeds are to be used for the benefit of the public schools of Randolph Township.~~

~~d. Service clubs that include as a component of their functions a clearly identified benefit to the students and/or public schools of Randolph Township (i.e.: scholarships, volunteer activities, program support).~~

~~e. Public functions of general educational or public interest given or sponsored by an organization when no admission is charged or no tickets are required.~~

~~f. Outside vendors selected by the district to provide approved wellness services to district employees when use of the district facilities is for meetings and/or classes in which participation is exclusively limited to staff members and their adult dependents covered through Randolph Township School District health plan(s).~~

~~2. Rental charges as established by the Board will be required in all other cases. The schedule of fees may be altered from time to time by the Board.~~

~~B. Service and Utility Charges~~

~~1. The service and utility charges shall be the estimated operational cost of the use of the facility as determined and fixed from time to time by the Board. The total service charge shall include but not be limited to the cost of utilities.~~

~~2. Service and utility charges will not be required for organizations that have been granted rent free status.~~

~~3. Services and utility charges will be required as follows:~~

- a. ~~Rehearsals where the public is not admitted with the exception of the organizations that qualify for rent free status.~~

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- b. ~~PTA/PTSA events where admission is charged and the proceeds are not to be donated to or used in the interest of the public schools.~~
- e. ~~Events sponsored by the following organizations whether with or without admission charges and when proceeds are to be used by the organization only for its own benefits~~
- ~~(1) Patriotic associations (Red Cross, War Veterans, etc.).~~
 - ~~(2) Regularly organized clubs and associations and non-profit schools.~~
 - ~~(3) Service clubs and religious organizations.~~
- c. ~~Personnel Charges - All organizations will be charged all costs for any personnel providing service specifically for the scheduled events.~~

III. ~~Use of High School Athletic Fields~~

- A. ~~Request for use of athletic fields must be made to the Athletic Director of schools at least thirty (30) days prior to the date of the function.~~
- B. ~~Rent Free - There will not be any charges for groups which are part of the school curricular or co-curricular programs.~~
- C. ~~Payment of Operational Costs - School related groups will pay operational costs including, but not limited to, custodians, utilities, equipment, police, ticket takers, and a scoreboard operator.~~
- ~~A school related group is an organization of non-school personnel involved in activities associated in some way with the activities of the Randolph Schools. The following are examples of school related groups: booster's organizations, PTA/PTSA, and such other organizations designated by the superintendent as school related.~~
- D. ~~Rental - All other groups or organizations will pay the field use rental fee, plus operational costs of, but not~~

~~limited to, custodians, police, utilities, equipment,
ticket takers, and scoreboard operator.~~

~~Adopted: 28 February 2007~~

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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.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Chief of Buildings, except that the Board, through its administration staff, reserves the right to withdraw permission after it has been granted.

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;
6. Community religious groups;

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. All activities must terminate by 10:00 p.m.

All security procedures established by the Randolph Board of Education must be adhered to and is the responsibility of the

user. The Board of Education reserves the right to require additional security measures as it deems necessary.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing. 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. No item of equipment may be used except by a Board of Education staff member or by a qualified operator approved by the board.

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 programs, athletic programs and district service organization shall be without cost.
2. Use of the district's buildings and/or grounds by the following organizations shall be without cost except that the user shall be responsible for additional staff services required by their use, any fees charged by a law enforcement agency in connection with the use and any additional utility costs generated by the user.
 - a. Randolph Board of Education recognized booster clubs, and service clubs
 - b. Randolph Township
 - c. PTA, PTSA and PEC
 - d. Randolph Scouting Organizations
3. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use, any fees charged by a law enforcement agency in connection with the use and any utility costs generated by the user.
4. The district reserves the right to close its buildings to use as it deems appropriate. Any request for access by any group during these periods will be subject to all applicable costs as determined by the board.

The Superintendent 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.

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

Adopted: 28 February 2007
Revised: