< Prev Next >

To Regulation

Search District Policies

District Policies TOC

District Policy

7510 - USE OF SCHOOL FACILITIES

Section: Property
Date Created: October 2013
Date Edited: October 2013

The Board of Education recognizes that school facilities are public property and as such should be made available for use by community based groups which provide educational, cultural, social, or athletic services or events. However, the Board also recognizes that the primary purpose of school facilities is to support the educational and co-curricular programs of the school district and as such, cannot permit non-school activities to interfere with that purpose. For the purpose of this policy, "school facilities" also includes school grounds.

Request for the use of any Board facility shall be made to the Superintendent or his/her designated representative who shall authorize such use. The Superintendent has the authority to waive the facility use fee.

Groups or organizations leasing school facilities shall be fully responsible for any destructing of school property resulting from the group or organization's use. The Board shall assume liability toward any person in attendance.

All individuals and organizations using school property must obtain liability insurance and file a copy of insurance with the Board of Education.

Groups or organizations leasing the facilities shall have properly certified persons supervising the activities.

In keeping with Board policy pertaining generally to the use of public school facilities on Sundays and holidays, no organization shall be permitted Sunday or holiday use of its recreational or meeting facilities except in very unusual circumstances. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

Grouping

A. Burlington County school districts and municipal governing bodies.

B. Civic community based organizations, community based recreational groups, New Jersey colleges and universities, community based non-profit organizations based in Burlington County. All groups who wish to qualify under this category must be approved by the Board of Education and must have a roster of members, sixty percent of whom must be residents of Burlington County. Copies of rosters must be submitted and will be verified.

C. Non-community based organizations, recreational groups, and non-profit organizations are those groups which cannot establish a direct link with Burlington County. The presence of one or more local residents with a group or organization does not qualify the group. (All other agencies or for profits groups within or outside of the district shall be included in this category.)

The use of school facilities shall not be granted for:

1. The advantage of any commercial or profit-making organization.
2. Partisan political activity.
3. Private social functions.
4. Any purpose which is prohibited by law.

The Board further recognizes that unrestricted use of the facilities can cause major damage to buildings, fields, and courts. Therefore, it reserves the right to prohibit, rescind, or change the use of its facilities, without notice, to insure that proper care and maintenance can be accomplished. The Board and/or its agents reserve the right to suspend or prohibit any use of facilities regardless of prior approval for use.

A. General Regulations Concerning Use of Facilities

1. Alcoholic beverages in any form are not to be brought onto, served, or consumed on or in school buildings or grounds. Revocation of permission to use and/or immediate ejection from the facilities may result.
2. Cafeteria rental does not include the kitchen or its equipment or meals and refreshments. All dinners or meals must be arranged through the Culinary Arts Department.
3. Under no circumstances are refreshments to be served or carried into the auditorium, gymnasium, or other parts of the building. The cafeteria is rented for this purpose and, in special instances, a specific area may be used.
4. Smoking is absolutely prohibited on school grounds.
5. Animals are not permitted in the buildings without express approval of the Superintendent with the exception of service dogs.
6. No food or drinks are permitted in the Auditorium or classrooms.
7. All activities must be terminated by 11:00 p.m.
8. Facilities will not be available:

   a. Indoor:

(1) When school is in session;

(2) When facility is being used by the school;

(3) Sundays except as approved by the Board;

(4) During school closings.

*****

b. Outdoor:

(1) When school is in session;

(2) When facility is being used for school sponsored functions;

(3) During period December 1 through March 15;

(4) Dusk to dawn.

9. Facilities cannot be used for any purposes prohibited by law or that may result in loss of funds to the district.

B. Priorities of Use

All school sponsored activities have first priority and take precedence over all other organizations and functions. The priority for use is listed herein in order of priority.

1. Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;

2. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;

3. Departments and agencies of the municipal government;

4. Governmental agencies;

5. Community organizations formed for charitable, civic, social, or educational purposes;

6. Community political organizations;

7. Community church groups;

8. Private groups and organizations;

9. (other).

C. Application Deadlines

All applications must be filed at least sixty days in advance of intended use.

D. Supervision

Each requesting organization is responsible for proper supervision of all activities, participants, spectators, and facilities. Participants are not to be left unattended at any time.

E. Insurance

1. Each requesting organization must provide satisfactory evidence of insurance protection of participants, and the public.

2. The Board is not responsible for injury to persons, loss of or damage to personal property.

3. Groups or organizations leasing Board facilities must provide proof of adequate liability and medical insurance in the amount of $1,000,000/$1,000,000 before the date of your function.

F. Maintenance of Fields, Etc.

Proper maintenance is of utmost importance. Organizations failing to abide by this policy will immediately be denied further use of facilities.

1. Fields and play areas will not be reduced or enlarged to facilitate a program not commensurate to the dimensions of the existing high school program, i.e.: base lines changed; pitching mound moved, lowered, or raised; base paths shortened; goals moved; etc.

2. Fields and play areas are to be maintained by the organizations, i.e., raked, batter's box and pitching mound filled level; base lines placed, etc. All trash must be picked up and disposed of.

3. Activities will not take place if an authorized agent of the Board designates ground conditions are not suitable. If high school games are not played because of inclement weather, red flags will be present indicating that no outside use will be permitted.

4. Damage to Board property will be corrected at the cost of the organization.

G. General Rules - Use of Facilities

1. Organizations granted use of facilities may not, under any circumstances, permit the use of said facility to any other organization in lieu of their use of said facility.

2. In granting permission for the use of school facilities it is agreed that shows determined by the Board or its agent not to be in the best interest of the school, will not be permitted or held.

3. Additional facilities, such as coat rooms, lavatories, changing rooms, ticket booths, etc., must be included in initial request.

4. Aisles and doorways must be kept open at all times and free of any objects (including standees).

5. Operation and use of stage sound and lighting equipment will be permitted only by authorized school personnel employed for that specific purpose. (See fee section for rates).

6. The fire alarm is a special set of bells used only for fire drills or in case of fire. If the fire alarm is sounded evacuate the building via the nearest exist using directions on fire exit plans posted at each doorway.

7. The use of decorations in any area must have prior approval of the Director of Facilities at each school. In general, these materials must be non-flammable. At no time may materials or equipment be stapled, pinned, pasted, or otherwise attached to stage curtains, walls, or painted surfaces. The use of cellophane tape is specifically prohibited. Any tape used on the stage surface must be vinyl.

8. Refreshments or Meals - to be served only in the cafeteria, and/or stipulated areas which may be rented for that purpose. Revocation of permission to use, or ejection from the facilities may result for violation of this regulation.

9. Storage of any items for approved function will not be stored at our facility at any time with the exception of the stage area if Auditorium is being rented for your function.

10. 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. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

H. Parking

1. Vehicles are not permitted on any portion of the field area for any reason. Exception: one vehicle may be brought to the spot when an injury of a participant necessitates emergency measures.

2. Parking is limited to areas designated as parking lots, i.e., black top surfaced area around the buildings. No parking permitted in driveway.

3. Violation of the Parking Policy will cause automatic revocation of the organization's privilege to continue using the facility.

4. When necessary, adequate police protection and other forms of security must be provided to handle traffic and associated problems. Applicant will be responsible for reserving police/security and payment will be made directly to them.

5. Public use of facilities involving use of school equipment (such as shop equipment), shall not be authorized except in rare instances, and then only with the express approval of the Superintendent.

7. If the day and/or adult school is closed for an emergency including inclement weather, the school's identification number for emergency closing is:

   Day School - 674
   Adult School - 2674

   If the school is closed for an emergency, including inclement weather, all use of facilities are canceled.

I. Approval/Authority

It is the responsibility of the Director of Facilities at each school, along with other appropriate personnel, to receive and review all requests for use of facilities under the stated polices, and then forward to the Superintendent's office for approval of the school Board. The Board of Education reserves the right to deny facilities use permission. Each organization will be informed in writing of the decision.

J. Schedule of Fees

The schedule of fees shall be in accordance with Regulation 7510.

K. Payment of Fees/Deposit

1. A deposit of one-half of the total estimated fee, including all charges, must be received within five working days after an organization has received notice that their application has been approved. The remaining fifty percent of the estimated charges must be received within two weeks of the proposed event. No organization shall be permitted to use the auditorium or have access to the auditorium unless and until the estimate of charges has been received by the Board of Education.

2. Payment of deposits, basic usage fees and other fees must be in the form of a cashiers check, certified check or money order, made payable to the Special Services School District and the Vocational School District of the County of Burlington.

3. A cancellation fee for each date canceled will be charged, if cancellation is made after formal approval has been received by the Board.

   Any additional charges are due ten days after final billing. Any overcharges will be refunded in a timely fashion.

L. Fire Code Permit Application

Any rentals that have an attendance of one hundred or more people must fill out and submit a facility permit through the Burlington County Public Safety Office. The permit is available on their website at co.burlington.nj.us (to Public Safety then Fire Marshall and click on the icon to the right. Because of required signatures of the applicant and any sketches that may be required, you must print and fill out the information, then either scan and e-mail back or fax it). They will email back to the applicant a copy so they are aware of what is required of them prior to the event day. Any questions can be addressed to Fire Marshall, 609-702-7158 ext. 3952.

M. The school district shall provide a copy of Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of New Jersey Statute, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than $50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

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

Adopted: 31 October 2013