

7510 USE OF SCHOOL FACILITIES

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with the school program. Use of school facilities by members of the faculty and staff shall be encouraged. All arrangements shall be subject to the provisions which follow:

Granting of Approval

The School Business Administrator/Board Secretary is authorized to approve and schedule the use of the school facilities by non-school organizations for whose activity no admission charge is made in accordance with the rules and regulations governing the use of school facilities.

The Board reserves to itself power to approve the use of school facilities by non-school organizations for whose activities an admission charge is made under the rules and regulations governing the use of school facilities.

Outside of Building

School equipment may be lent to responsible community groups within the district for a worthy educational, civic, or charitable purpose when:

1. The groups borrowing the equipment agree to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession;
2. The equipment is not unusually expensive nor subject to easy damage;
3. The equipment is in good condition;
4. The group will provide a competent operator for any machines lent.

On Sundays

School equipment, grounds, and buildings may be made available for use by community groups on Sundays only when such use is in the interest of district residents generally and only when such use will not interfere with the religious education efforts of local institutions.



General Procedures and Board Regulations

1. Written application for a written permit to use school facilities shall be made with the School Business Administrator/Board Secretary.
2. The School Business Administrator/Board Secretary will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups, and a schedule will be sent to the administrative staff, curriculum administrators, school secretaries, and building custodians.
3. The Board shall approve all universal fees for fee-use of district facilities.
4. Sponsoring organizations shall provide sufficient competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.
5. Alcoholic beverages will not be permitted in school facilities or on school property at any time, and smoking will not be allowed on school property.
6. All applicants for use of district facilities shall hold the Caldwell-West Caldwell School District free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the School Business Administrator/Board Secretary and approved by the Board, and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
7. Any and all use of the district facilities shall be totally free from obscure and controversial purposes and purposes of a disruptive nature. Should an objection be lodged against a specific use of district facilities by any group, such objection is only valid if it is made in writing to the Board of Education and bears the signature of the individual and/or group of individuals lodging the complaint. At such time as such valid complaint is lodged, the following shall apply:
 - Use of the facilities by the applicant shall be suspended temporarily to allow the applicant to meet with the Board and all concerned parties for the purposes of a hearing. The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of use and the pending hearing.



- Within ten days of temporary suspension, the School Business Administrator/Board Secretary, the Board, the complainant, and the applicant shall convene at a specified time and location to determine the validity or non-validity of the complaint. The Board shall be the deciding authority, and the Board's decision shall be final.
8. 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 N.J.S.A. 18A:40-41.5, 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.

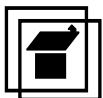
For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

Religious Organizations

Should a religious organization wish to use school facilities for a not-for-profit activity other than instructional and/or religious nature, it will be treated as any other civic and/or not-for-profit district organization.

Gymnasiums

Under certain conditions, the Grover Cleveland Middle School and the James Caldwell High School gymnasiums may be used for dances, recreation, and other activities not related to the athletic or physical education program.



These conditions are:

1. No groups not connected with the school may use this facility for dances, receptions, or other similar activities.
2. School organizations may use the gymnasium for school dances.
3. All clean-up activities must be completed within twenty-four hours of the time the activity takes place. This includes returning equipment to its proper place.
4. No nails, tacks, staples or similar items may be used on painted walls.
5. No pupils shall be allowed in the gym at any time unless a faculty member is present.
6. No refreshments shall be served in the gym.
7. There shall be no removal of permanent fixtures.
8. Recreational activities by school organizations may be permitted provided participants are in proper attire and wearing appropriate sneakers.

The Board of Education subscribes to the notion that the public schools are owned and operated by and for its citizens and that the schools become an integral part of the community in terms of its intellectual and social expression and development. To this end, the Board encourages the public use of school facilities.

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.

The right to authorize use of school facilities shall be retained by the Board and/or Superintendent and/or School Business Administrator/Board Secretary. Such use will be determined by the district policy and will be only at such times as the facilities required are free from district curricular and extracurricular activities. Priority for use of all school fields and facilities shall be:

1. School programs and activities;
2. The school program of any other school;



POLICY

CALDWELL-WEST CALDWELL BOARD OF EDUCATION

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Use of School Facilities

3. School related activities such as teacher associations and educational organization meetings;
4. Home and School Association meetings and activities;
5. Recreation Commission of the Townships of Caldwell and West Caldwell. Recreational activities for school-age children will take precedence over recreational activities for all others;
6. Boy and Girl Scout activities;
7. Other local charitable and non-profit organizations;
8. All other activities, commercial or otherwise.

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

Adopted: 10 December 2012

