

# POLICY

## BOARD OF EDUCATION FRANKLIN BOROUGH

PROPERTY  
7510/Page 1 of 3  
Use of School Facilities  
Sept 03  
Feb 12

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Board of Education. 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. Further, the Board authorizes the Superintendent to schedule facility usage by community groups that have been previously approved by the Board providing written application and insurance papers have been submitted. Any new groups applying to use the facilities or any group that has not used the facilities within the past 24 months or any profit-making group must be approved by the Board of Education.

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

Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;

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 H.S.A. (Home & School Association)
3. Departments and agencies of the municipal government;
4. Community organizations formed for charitable, civic, social, or educational purposes;
5. Community political organizations;
6. Community church groups;

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration. All activities must terminate by 10:00 p.m.

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. 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.

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 except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.

# POLICY

## BOARD OF EDUCATION FRANKLIN BOROUGH

PROPERTY  
7510/Page 2 of 3  
Use of School Facilities  
Sept 03  
Feb 12

2. 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.

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.

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 to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district and the Facility Use Agreement (attached).

### SCHEDULE OF CHARGES FOR USE OF SCHOOL FACILITIES

#### A. Rent Free:

1. For all school activities
2. For all Home & School Association meetings and activities
3. For all affairs and performances, approved by the Board of Education, where admission is charged and all net proceeds are to be used for the benefit of the Franklin Public School.
4. For all local, Borough of Franklin, Governmental, and non-profit community organizations where admission is charged and all net proceeds are to be used for the benefit of the organization or are otherwise in the interest of education.
5. For any public function, which, in the opinion of the Board of Education is of a general educational nature or which is in the furtherance of the public interest given or sponsored by an organization within the Borough of Franklin for which no admission is charged, collection taken, or no tickets are required, and is open to the general public.
6. Custodial supervision in the building is required at all times for any of the above rent-free activities and/or functions. It is the responsibility of any organization who has received approval by the Board to pay the cost of all custodial overtime that may be required. Such payment is to be made directly to the Board no later than 10 days following the activity and/or function.

# POLICY

## BOARD OF EDUCATION FRANKLIN BOROUGH

PROPERTY  
7510/Page 3 of 3  
Use of School Facilities  
Sept 03  
Feb 12

### B. Service Charge

All facilities require a service charge except organizations as listed above, Rent Free, Section A.

All outside organizations who receive approval from the Board to use the facilities will be required to pay a service charge as per the Schedule of Charges, Section C.

### C. Schedule of Charges per Diem

<u>Location</u>	<u>Service Charge</u>
Auditorium	\$300
Large Gymnasium	\$300
Regular Classroom	\$100
Cafeteria and Kitchen	\$250

NOTE: All other areas in the school not listed in the above Schedule of Charges per Diem will be levied a service charge on an individual basis by the Board.

### D. Custodial Charges

Custodial supervision in the building is required at all times during any after-school activity and/or function. It is the responsibility of any organization who has received approval by the Board to pay the cost of all custodial overtime that may be required.

### E. Payment Procedure

All anticipated charges will be remitted to the Business Administrator/Board Secretary two weeks prior to the event. Payment shall be paid in the form of certified check or money order. If payment is not received the facility will not be made available. The custodial charges will be calculated using the highest per hour rate at double time. Any overpayment will be refunded with 30 days after the event.

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

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

Date Adopted: 4/9/84

Date Revised: 10/20/86, 5/15/95, 7/15/99, 12/16/99, 9/18/03, 2/27/12