

Use of School Facilities

Eligibility and Facilities Available

A. Eligible Organizations

GROUP A

1. All Board of Education (Board) sponsored organizations
2. School organizations other than those sponsored by the board, when approved by the superintendent.
3. Elected municipal, county, state and federal organizations, or their appointed sub-groups.
4. Non-profit groups, including educational, recreational, religious and/or charitable with offices or service units resident in the Kittatinny region.

GROUP B

1. Programs sponsored by colleges and universities
2. Non-profit groups, including educational, recreational, religious and/or charitable with offices or service units outside the Kittatinny region.

GROUP C

All groups not identified above

B. Facilities available

1. **School Building**

All classrooms and special service units will be available for community use.

2. **School Grounds**

School grounds are available for community use with the following stipulations and restrictions.

a. **Motorized vehicles**

The Kittatinny Regional Board bans all snowmobiles and mini-bikes. Any other motorized vehicles will be allowed on school grounds only in areas reserved for parking.

b. **Athletic Fields**

Athletic fields for scheduled and organized athletic events will be permitted only with the written approval of the superintendent or supervisor of building and grounds.

c. **Swimming Pool**

Kittatinny Regional Board authorizes the use of the pool by residents of the region when it is opened for community use. Non-resident groups may use the pool at the discretion of the Board and upon proper application to the superintendent or supervisor of building and grounds.

d. **Other Facilities**

Other facilities will be available upon application to the superintendent or supervisor of building and grounds.

Use of School Facilities

Procedures

In all cases except those expressly exempted by the board and groups A and B where use of the district facilities or grounds results in a profit for a private individual or organization, established operational fees will be paid to the Board.

A. Application and Approval

1. General

- a. **Application for use of school facilities must be made through superintendent's office.**
- b. **School groups shall have precedence in use of all school facilities. Facilities and grounds may be used only when not needed for school purposes and under circumstances that the use will not interfere in any way with the regular day school program.**
- c. **School facilities are rented solely by the Board. The board expressly reserves to itself the right to change the rules and regulations and rental charges at any time and to revoke, for cause, permission previously granted.**
- d. No grant or permission to use school facilities or grounds carries with it any right to exclude members of the Board or board representatives from the property. Any member of the Board or board representatives shall have full and free access at all times to any part of the building or grounds.
- e. **No one is permitted on the premises under these regulations unless a licensed custodian is on duty. The licensed custodian is present as a representative of the school for purposes of security, inspection and observation. He/she has the authority to eject unruly persons. His/her services are not at the disposal of the sponsor unless so directed by the superintendent.**
- f. **A representative of the organization using the facility shall be the first person admitted and the last person to leave, and shall be in attendance at all times during the occupancy of the building. It is the responsibility of the sponsor to see that premises are vacated promptly as specified on permit.**

2. Specifically

- a. **A request for use of school facilities on the official application form must be made to the superintendent at least two weeks prior to the date requested for use.**
- b. **The application form must be filled out in full by the representative of the sponsoring organization. If a fee is involved, a check made out to Kittatinny Regional Board must accompany the completed application, prior to the use of the facility. Organizations using the building on a fee basis several times during the year may remit on a monthly or semi-**

Use of School Facilities

annual basis.

- c. **The sponsoring organization is responsible for maintaining proper order on the part of all participants and spectators.**

- d. **The sponsoring organization assumes liability for all claims resulting from accident, theft, damage to facilities or any-other cause; The board requires that all using groups take out sufficient insurance to protect them against any contingency.**

- e. Only times, dates and facilities listed on the application are included in any approval. All rehearsals, decorations, special rooms, services or equipment to be used must be listed on the application.

- f. There must be no nailing to floors, walls or fixtures, no paint dropped on any part of the building, and the building and equipment must not be marked or defaced in any manner. Any damage that may occur will be charged to the sponsoring group.

- g. All performances must conform to the laws of the state of New Jersey and rules and regulations of the Board.
- h. Pianos are not to be moved, except by permission of the superintendent.
- i. The sponsoring organization is responsible for police/fire protection whenever crowds demand that such personnel be present, or when made a prerequisite for approval by the superintendent of schools.
- j. The sponsoring organization is responsible for removing from the facility/grounds any material or equipment which it may have introduced to the facility/grounds, and for the removal of any debris resulting from its occupancy and use of facility/grounds.

Use of School Facilities

- k. If any rules and regulations now or hereafter established by the Board are broken or property is damaged through carelessness/neglect, the Board may decline to accept further applications or terminate existing approvals for use of its facilities, from a specific or all applicants.
- l. A save harmless clause covering the Kittatinny Regional Board will be signed by an authorized representative of all **B** and **C** groups using the facilities/grounds of this school district.

B. Hours

All activities held under these regulations will begin no earlier than 8:00 a.m. and the building must be cleared by 10:30 p.m, except as expressly exempted or otherwise restricted by provisions of this policy which deal with specific activities or affairs.

C. Fees

1. **A fee rate for the use of facilities will be approved periodically by the Board.**

2. **Schedule of Charges**

- a. All charges must be paid upon the approval of the application.
- b. Refund in full will be made if a cancellation occurs for any reason except that any obligations and/or disbursements which may have been incurred by the board will be subtracted from the original amount paid upon approval of the application.

3. **Reduced Rates**

Continuing use on a weekly or monthly basis of the same facility or facilities by a single group for any non-profit purpose and for which there is o charge for admission, tickets collected and no denial of admission to any member of the public, may upon request to the superintendent of schools have rental costs reduced for all succeeding uses during any single school year.

4. **Gratuities for School Personnel**

All school personnel serving will be paid by the Board through a regular schedule of employment, overtime, or extra work assignments. Gratuities by using groups to school personnel are, therefore, not required or desired.

D. Smoking in School Buildings

There will be no smoking at any time in any area of the school facilities used by pupils, except where expressly permitted by board action.

E. Association Meetings

Employee association meetings may be held in the facilities of the school but only at times that do not interfere with the normal operation of the school. The courtesy of a request to the principal for the use of the facilities will be expected.

Use of School Facilities

The superintendent shall develop and distribute to the faculty and community users of school facilities the regulations implementing this policy.

Adopted/Revised: 10/23/1986, 4/14/11