

District Policy

7510 - USE OF SCHOOL FACILITIES (M)

Section: PropertyDate Created: March 1991Date Edited: November 2020

The Board of Education believes that the school facilities and grounds of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools or facility maintenance needs.

The educational program and facility/grounds maintenance shall have priority over all activities except military emergencies or disaster relief.

The Board will permit the use of school facilities and grounds when such permission has been requested in writing and has been approved by the Superintendent's designee. The Board, through its designee, reserves the right to withdraw permission after it has been granted.

Application for Use of School Buildings

1. All groups, users, and organizations wishing to use district facilities after the instructional day must submit a formal application. Formal application on the prescribed form and an original certificate of insurance naming Evesham Township Board of Education as insured, must be filed with the Manager of Buildings and Grounds thirty (30) days prior to the date of requested use. Where it is clearly indicated that the thirty (30) day requirement could not have been met, this requirement may be waived by the Superintendent or designee.
2. The Superintendent or his/her designee shall consider each application and approve those that are in conformance with the terms of this policy.

General Rules for Use of School Buildings

All applicants for use of school facilities must comply with the following rules:

1. When an unscheduled school closing occurs for any reason, all school use activities will be cancelled.
2. Any group given permission to use the facilities must agree to abide by the rules and regulations of the Board. Failure to comply with these rules and regulations will result in the loss of rights for future use. Further, the group must stay within the prescribed limits of the buildings as specified and must agree to pay any damages resulting from the marking of defacing of property or accidental breakage occurring during use.
3. Organizations renting school facilities must accept full responsibility for the administration of their program, the conduct of those attending the function, and

the care of the school property. Adequate police protection must be provided by the organization to handle traffic or other problems.

4. Building Rental Fees and the cost of custodial services shall be paid by the user at the rate Established by the Board in the Facilities Use Fee Schedule. Fees shall be paid directly to the Board of Education.
5. The use of school facilities will not be granted for any purpose that is prohibited by law.
6. Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. No district equipment shall be removed from the premises for use by non-district personnel.

Application for Use of School Grounds/Athletic Fields

1. All groups, users, and organizations wishing to use district grounds/athletic fields after the instructional day must submit a formal application. Formal application on the prescribed form and an original certificate of insurance naming Evesham Township Board of Education as insured, must be filed with the Manager of Buildings and Grounds thirty (30) days prior to the date of requested use. Where it is clearly indicated that the thirty (30) day requirement could not have been met, this requirement may be waived by the Superintendent or designee.
2. The Superintendent or his/her designee shall consider each application and approve those that are in conformance with the terms of this policy.

General Rules for Use of School Grounds/Athletic Fields

All applicants for use of school grounds/athletic fields must comply with the following rules:

1. When an unscheduled school closing occurs for any reason, all school use activities will be cancelled.
2. Any group given permission to use the school grounds/athletic fields must agree to abide by the rules and regulations of the Board. Failure to comply with these rules and regulations will result in the loss of rights for future use. Further, the group must stay within the prescribed limits of the school grounds/athletic fields as specified and must agree to pay any damages resulting from the marking of defacing of property or accidental breakage occurring during use.
3. Organizations renting school facilities must accept full responsibility for the administration of their program, the conduct of those attending the function, and the care of the school property. Adequate police protection must be provided by the organization to handle traffic or other problems.

4. Properly approved and insured groups given permission to sublet school athletic fields to other organizations, are responsible for ensuring that the sub lessee abides by all rules and regulations of the Board described herein.
5. Building Rental Fees and/or the cost of custodial services shall be paid by the user at the rate Established by the Board in the Facilities Use Fee Schedule. Fees shall be paid directly to the Board of Education.
6. The use of school grounds/athletic fields will not be granted for any purpose that is prohibited by law.
7. Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the school grounds/athletic fields being used, i.e., the goal posts, backstop, or basketball baskets. No district equipment shall be removed from the premises for use by non-district personnel.

Insurance

1. Each user shall present an original certificate of insurance as organizational liability insurance to the limit prescribed by district regulations. Evesham Township Board of Education must be named on the certificate of insurance.
2. Users shall be financially liable for damage to the facilities and for proper chaperonage.
3. The Board is not responsible for injury to persons or damage to personal property.

Vehicles

1. Vehicles, other than those required for maintenance of the area as indicated on the Facilities Use Application, are not permitted on any portion of the field or grass area for any reason. (Exception: vehicle(s) may be brought to the spot when an injury necessitates emergency measures.)
2. Parking is limited to areas designated as parking areas, i.e., blacktop surfaced areas around the building.
3. Violation of this parking policy will cause automatic revocation of the organization's privilege to continue using the facility.

Damages

Users of school facilities, as part of application for use thereof, automatically assume responsibility for all damages to building, equipment and/or grounds and loss of school property that occurs while using said facilities. All such necessary repairs and/or replacements shall be

billed by the School Business Administrator/Board Secretary. Upon receipt of such billing, the organization shall make payment within fifteen (15) days to the School Business Administrator/Board Secretary.

Miscellaneous

1. The Board shall approve annually a schedule of fees for the use of school facilities.
2. The Superintendent shall develop regulations for the use of school grounds/athletic fields; 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.
3. Any person or group having a legitimate interest in the schools of this district may present a request, suggestion, or complaint concerning district personnel, facilities and resources, or the operations of the district. The Board directs the establishment of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment.

When a Board member is confronted with an issue, he/she will withhold comment, commitment and/or opinion and refer the complaint or inquiry to the Superintendent, who shall review the complaint according to established procedures.

Only in those cases where satisfactory adjustment cannot be made by the Superintendent and the staff shall communications and complaints be referred to the Board for resolution.

Any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about personnel should be addressed to the building principal; a complaint about facilities or resources should be addressed to the Superintendent.

The Superintendent shall establish procedures for the hearing of requests and complaints regarding district personnel, facilities, resource materials, and the operation of the school district. Procedures will be governed by the following guidelines:

- a. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.

- b. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education.
 - c. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.
 - d. A reasonable period of time, not to exceed twenty working days, will be permitted for the filing of an appeal in writing at each successive level. A decision at each level of appeal must be rendered in writing no later than thirty working days after the appeal is filed, except that the Board shall have thirty calendar days to make its decision.
4. The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

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19 November 2020

District Regulation

7510 - USE OF SCHOOL FACILITIES (M)

Section: Property Date Created: July 1992 Date Edited: November 2020

While the school board recognizes that the schools are public property, their use for other than strictly school functions must be limited and regulated. The facilities may be used by any group for the promotion of educational growth, for governmental functions, or by other local public organized groups, subject to approval by the Board of Education.

The use of the facilities are primarily for school activities and functions. All other uses are subordinate. Special status is recognized for the function of the PTA.

A. Application For Use

1. Applications for use of school facilities shall be made by the completion and submittal of a school use request form and shall be submitted to the administration office thirty days in advance of date requested for use.
2. The application will be submitted in duplicate to the Board of Education Administration Business Office.
3. All lines on the application will be completed.
4. Incomplete applications will be returned.
5. Discretion shall be used by the Board of Education in deciding which building or area may be assigned, unless otherwise specified in the request.
6. The administration office shall notify all applicants on the status of their requests following action by the Board of Education.

The Board of Education reserves the right to reject any application for use of school facilities.

B. General Rules and Regulations

1. When schools are closed for any reason, all school use activities will be canceled, except that authorized school-age child care programs may operate on a full day basis (7:00 a.m. to 6:00 p.m.) when approved and scheduled by the administration.
2. Any group given permission to use the facilities must agree to abide by the rules and regulations of the Board of Education. Failure to comply with these rules and regulations will result in the loss of rights for future use. Further, the group must stay within the prescribed limits of the buildings as specified and must agree to pay any damages resulting from the marking or defacing of property or accidental breakage occurring during use.
3. Any group charging admission or soliciting funds at a meeting for the purpose of making a profit with the exception of the PTA or other school groups, will pay rental fees established by the Board of Education.
4. Organizations renting school facilities must accept full responsibility for the administration of their program, the conduct of those attending the function, and the care of the school property. Adequate police protection must be provided by the organization to handle traffic or other problems.

5. A custodian with a black seal license must be on duty at all times when a building is being used. For rental functions on off-hours, the custodian shall be a member of the school's janitorial staff assigned specifically for the rental period. That person shall not be the scheduled janitor on duty in the building.
6. If a member of the organization volunteers to clean up the school facility during the work week no janitorial fee will be charged. A clean-up committee must be made available by the using organization to preclude this charge.
7. The Board reserves the right to assign a custodian at the listed hourly rate for non-rental fee applications when considered necessary.
8. Any group using an All-Purpose Room must provide adequate help to assist the custodian on duty in setting up or taking down the furniture, sweeping and cleaning up after each affair. Failure to do so will create or increase the cost of custodial fees.
9. The custodian is responsible for opening the building and for provision of light and heat as needed. The setting up or taking down of any school furniture or equipment is strictly prohibited unless supervised by the custodian in charge. The custodian shall make himself known to the person in charge, perform whatever duties are required, and indicate where he can be found in case of an emergency. He shall remain in the building for the entire period of the function.
10. A cafeteria employee, Board member or other school employee must be on duty when organizations or groups are using full kitchen facilities for the preparation of meals. The school person shall serve in a supervisory capacity to oversee and instruct, if necessary, in the proper operation and cleaning of equipment. Any costs incurred by the Board will be charged to the using organization.

C. Insurance - Liability Insurance Requirements

1. The Board of Education requires all persons, civic groups, clubs, non-profit groups, etc, who use the Evesham Township facilities, to file a valid Certificate of Insurance which shows at least \$300,000 Bodily Injury Liability and at least \$100,000 Property Damage Liability or \$300,000 combined Single Limit Liability.
2. The Board of Education requires all persons, organizations, groups, clubs, non-profit groups, etc., who use the Evesham Township facilities primarily to raise funds for that group or organization and are not actively supporting programs beneficial to the school system, to file a Certificate of Insurance with the Board of Education Business Office. That certificate should show at least \$1,000,000 Bodily Injury Liability and at least \$100,000 Property Damage Liability or \$1,000,000 combined single Limit Liability.

3. The Board of Education holds the right to require the \$1,000,000 limit of liability to any group, persons, organizations, clubs or non-profit groups which, in the opinion of the Board of Education, is holding an event which has the possibility of being dangerous (i.e., fireworks display, etc.)
4. The insurance carrier named under said certificate shall be rated not less than "A" by the A.M. Best Rating Organization.
5. The Board of Education reserves the right to determine whether the group involved comes under the category described in paragraph C.1. or C.2.
6. The Board of Education reserves the right to consider a waiver of insurance requirements for a non-profit civic group who will not use the facility more than six times per year and will use the facility for meeting purposes only.

D. For Private Gain

The use of the school buildings and grounds by an organization operated for private gain, or any other purpose involving private gain, shall be permitted only when:

1. A worthy educational, civic, or charitable purpose will be served.
2. The insurance requirements are met.
3. A substantial group in the community will be served.
4. The activity of the organization is not a duplication of one by a school organization or a local civic organization.

E. Specific Regulations

1. The Administration Building (Marlton No. 1 School) is not available for community use.
2. The use of classrooms is strictly prohibited.
3. The use of school buildings on Sunday, except for religious services, is severely restricted. The use of school grounds on Sunday is restricted to sports and recreational activities unless specific approval for other purposes is granted by the Board of Education.
4. Under no circumstances are school buildings to be kept open later than 11:00 p.m. except by Board of Education approval.
5. No person using the building shall go on, behind, or use the stages unless such action is specified in the request and permission is granted.

6. The public access system and all other school equipment shall not be used except when requested and written permission is given by the Building Principal.
7. When the All Purpose Rooms are used for gym activities, sneakers or gym shoes must be worn.
8. In wall tables, benches or bleacher seats must not be used or pulled down at any time unless permission is granted and a custodian is present to oversee the operation.
9. Discipline must be maintained by those in charge of any group.
10. Cleanliness must be maintained in the rest rooms at all times.
11. Alcoholic beverages on any part of the school property is prohibited.
12. The use of school buildings for raffles, bingo, or any kind of gambling is prohibited.
13. No smoking is allowed at any time in accordance with state law and Board policy.

F. Special Rules and Regulations

Special rules and regulations pertaining to use of school facilities for specialized activities are presented below. These special regulations are in addition to those contained under general rules and regulations.

1. Sports and Recreation

- a. Organizations must provide their own equipment.
- b. The use of basketballs or other sports equipment is restricted to the playing areas.
- c. Balls shall not be thrown in corridors, dressing rooms, or on the stage.
- d. Plans for special activities (dances, etc.) must be approved by the Building Principal.
- e. Decorations must be approved, in advance, by the Building Principal.
- f. Organizations are not permitted to fasten properties to the stage or decorate in any manner which will deface the stage, All Purpose Room or corridors.

2. Public Gatherings

- a. Organizations using the All Purpose Room must notify the school office of the building to be used in advance if special furniture, chairs or tables are needed.

- b. Organizations are not permitted to fasten properties to the stage or decorate in any manner which will deface the stage, All Purpose Room or corridors.

3. Dinner Meetings

- a. Detailed arrangements for all dining activities and decorations are to be approved by the Building Principal.
- b. Organizations using the All Purpose Rooms for dining may not permit smoking.
- c. PTA and outside groups must assume complete responsibility for planning, purchasing, cooking and serving dinners.
- d. All food ordered for dinners served in the school cafeterias by PTA's and other groups must be paid for by the organization or person in charge and never billed to the school district or Board of Education.

4. F.V. Evans Gymnasium

- a. The gymnasium is a specialized facility expressly designed for physical education activities.
- b. Applications for use by non-school groups will be restricted to activities of a similar nature.
- c. Each application will be reviewed by the Board of Education to determine whether the proposed use could be equally served by using one of the All Purpose Rooms.
- d. Persons using the gymnasium will not be allowed to enter the rest of the building nor allowed in the gym office area.
- e. Organizations must provide sufficient, qualified personnel to insure control and adherence to all rules and regulations.
- f. Discipline must be maintained at all times, particularly in the locker room, shower, and rest rooms, to prevent unnecessary roughness and damage to school property.
- g. A custodian must be on duty when the gymnasium is in use.
- h. Custodial duties will be detailed under General Rules and Regulations in this policy.
- i. The hourly rate for this custodian will be in accordance with the schedule of fees.

- j. Organizations must provide their own equipment and must wear sneakers or gym shoes.
- k. The use of basketballs or other sports equipment is restricted to the playing area.
- l. Balls shall not be thrown in dressing rooms, corridors, or office areas.

5. Marlton Middle School Gymnasium

Restricted to the use of Marlton Middle School educational activities and Board approved sports-related activities.

6. Parking Restrictions

- a. Vehicles other than those required for maintenance of the area are not permitted on any portion of the field or grass areas for any reason. (Exception: one vehicle may be brought to the spot when an injury necessitates emergency measures.)
- b. Parking is limited to areas designated as parking areas, i.e., blacktop surfaced areas around the building.
- c. Violation of this parking policy will cause automatic revocation of the organization's privilege to continue using the facility.

7. Rental Fees

- a. Rental fees will be waived for any Public School PTA activity.
- b. Rental fees for the use of school buildings shall be commensurate with the cost of keeping the buildings open, heating, lighting, and wear on equipment.
- c. Additional fees will be charged for custodial and cafeteria help.
- d. The rental fee to be charged any authorized school-age child care program will be separately negotiated between the Board of Education and the provider of such program, depending upon the rooms and facilities utilized in the school-age child care program. At a minimum, the rental fee will be in an amount which equals all of the costs incurred by the Board of Education in allowing such a program to use school facilities, the charges that will be predicted on use from 7:00 a.m. until the start of classes, and from the end of classes until 6:00 p.m.
- e. The fees shall be determined by the number of hours that such help is used.

- f. Rental and personnel service fees shall be billed by the secretary of the Board of Education and shall be made payable to the Board of Education - Evesham Township.
- g. Cancellation of any activity must be made no later than 12:00 p.m. on the day scheduled or the regular rental fee will be charged.
- h. Organizations using schools on off-hours for Evesham Township children's activities will be charged fifty percent of current custodial sees with no charges for rental.

8. Schedule of Fees - As per Board of Education approval for the following school year

G. Provision of Training on School Safety and Security

- 1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.
- 2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
- 3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.
 - a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

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19 November 2020