

EDISON TOWNSHIP BOARD OF EDUCATION

PARTIAL LISTING OF RULES AND REGULATIONS FOR USE OF SCHOOL BUILDINGS BY ORGANIZATIONS (SEE POLICY #1330 FOR COMPLETE DETAILS.)

1. Organizations who desire to use school buildings are required to complete the Board of Education application form. Application forms are obtainable at the principal's office of any local school or at the Education Center, 312 Pierson Avenue, Edison.
2. Applications must be signed and filled in completely listing all times and dates requested. Any omission or incorrect information will be cause for application to be canceled immediately.
3. Applications and all other documents required as per Policy #1330 should be forwarded thirty (30) to forty-five (45) days (see Policy #1330) in advance of desired date to Addie DeMartini, Edison Township Board of Education, Education Center, 312 Pierson Avenue, Edison, New Jersey 08837, (732) 452-4940. Buildings are in constant demand, and priority is established in the order of receipt of applications.
4. Certificate of Insurance must be on file at least 14 days prior to the event (see Policy #1330).
5. If the application is approved, all charges will be invoiced and mailed to address on the form. **Please attach a self-addressed stamped envelope.**
6. Board of Education and municipal activities will take precedence over the allocation of buildings to outside organizations. The Board of Education reserves the right to cancel any authorization in the interest of need for school purpose.
7. The buildings may not be used by outside organizations when schools are closed for holidays, snow days, days of teacher conferences and the summer break.
8. This approved application must be presented at time of event.
9. Organizations shall establish necessary measures to conform with the following regulation of the Board of Education:
 - A. **SUPERVISION** - Buildings shall be made available ONLY to responsible adult groups that will provide constant and effective supervision of all activities. Concern shall be exercised by the adult sponsors for the behavior of the group, as well as for the protection of the building and its contents.
 - B. **NO SMOKING IN THE SCHOOL BUILDINGS** - Organizations shall inform all members of their staff and all members of the audience of this prohibition and take necessary steps to insure compliance.
 - C. **CUSTODIANS** - Custodians are the representatives of the Board of Education in the care and operation of buildings. They enforce the rules and regulations of the Board of Education for the protection and maintenance of the property of this school district. Organizations shall heed the requests of custodians for the enforcement of Board of Education regulation.
 - D. **CLEAN-UP** - Organizations shall be responsible for cleaning up any litter or refuse left as a direct result of their activities. This includes dishes, garbage, paper, tidiness of rooms, etc. The person in charge of the organization, or his representative shall check with the custodian prior to departure from the building to ascertain whether compliance with the foregoing has occurred.
 - E. **EQUIPMENT** - Special equipment (chairs, tables, rooms, etc.) should be requested on the **original** application.
 - F. **VEHICLES** - Park vehicles in parking areas only. **DO NOT PARK ON LAWN OR IN FIRE ZONE.**
 - G. **COMPLIANCE FAILURE** - Failure to comply with the rules and regulations of the Board of Education will result in the denial of the use of the buildings for future occasions.
 - H. **HEALTH AND SAFETY** - Compliance with the rules and regulations of the Board of Education for proper attire will result in the denial of the use of buildings for future occasions.