

POLICY ————— PEQUANNOCK TOWNSHIP

BOARD OF EDUCATION

PROPERTY

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7510 – USE OF SCHOOL FACILITIES

The Board of Education believes that 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 program of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

The Superintendent or his/her designee will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent or designee. 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.

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

- Class 1: Pequannock School Groups
- Class 2: Pequannock non-profit groups for the benefit of Pequannock children
- Class 3: Pequannock for-profit groups for benefit of Pequannock children
- Class 4: Pequannock for-profit groups
- Class 5: Any other entity organized for athletic, cultural, civic, educational, recreational or social purposes.

USE FEES (Does not include service charges/fees which apply to all groups)

Class 1 and 2: No Fee

Class 3 and 4: As per schedule

Class 5: As per schedule

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function.

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

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Service Charges/Fees

The costs of custodial services (see service charges/fees schedule), including overtime, required as a result of the facilities' use will be borne solely by the organization incurring those costs in any of the five categories identified above including any and all costs associated with post clean-up. Hours worked or a set fee will be levied on all groups using school facilities. Custodial service will be required for all occasions when buildings are used and may also be required for fields. A cafeteria employee will be required for use of the kitchens. Municipal Police may be required at the discretion of the Superintendent and/or his/her delegate. Other service, such as audio-visual operation or other school attendant may be required or requested for an additional cost. The Board reserves the right to determine whether school district security personnel will be required during use of the facilities. Hours worked or a set fee will be levied on all groups using school facilities.

Each user shall present evidence of valid organizational liability insurance to the limit 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 existing safety or dangerous conditions. In the event such conditions 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.

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 and use by Pequannock School Groups – Class 1 and Pequannock non-profit groups for the benefit of Pequannock Children – Class 2 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 law enforcement agency in connection with the use.
2. All other organization or persons granted the use of school facilities shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

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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 purposes 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 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 contract information in accordance with the provisions of N.J.S.A. 18A:41-7.

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.

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

Adopted: 24 January 2000

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