
USE OF SCHOOL FACILITIES

1. Non-profit organizations are defined as organizations registered with the Internal Revenue Service as 501(c)3 organizations.
2. When facilities shall be utilized by an organization not directly affiliated with the school district, the Superintendent shall require the applicant to secure police protection when the use of such facility is expected to result in 150 or more participants. The number of police officers shall be at the discretion of the Superintendent. In all cases, the cost of such protection shall be borne by the applicant. Upon the recommendation of the Superintendent, this requirement may be waived by the Board of Education through a recorded majority vote of those members present at a duly convened meeting when the type of event and/or past experience with the applicant warrants such a waiver.
3. Applicants will secure from the Superintendent's Office a form to be completed by the applicant.
4. Completed applications must be filed in the Superintendent's Office not later than one week prior to regular Board meetings preceding usage.
5. Unfortunate results connected with past use of buildings facilities by outside organizations have made it necessary for the Board to adopt and enforce the requirement that all rooms or facilities must be left by the organization or group using same in proper condition suitable for educational usage. Failure to leave facilities in this suitable and proper condition will result in a cancellation of usage to the organization.
6. There shall be no smoking on school property or in any part of the buildings.
7. No intoxicating liquors shall be permitted in any guise on school premises, nor shall any one possessing liquors be allowed on said premises.
8. Putting up decorations or scenery or moving pianos or other furniture is prohibited unless special permission is granted. No open flames are permitted at any time.
9. Under no circumstances shall scenery or other property be stored in the auditorium.
10. Nothing shall be sold, given or exhibited or displayed without permission which is available at the discretion of the Superintendent on written application. The applicant is held responsible for the preservation of order in accordance with standards acceptable to the school authorities.

USE OF SCHOOL FACILITIES (continued)

11. School-connected organizations, as defined in Board Policy 1230, may be permitted to advertise on Board of Education property for fundraising purposes. Requests for such permission must be made in writing to the Superintendent, who will review all such requests and then make the appropriate recommendations to the Board of Education. The Board will then be required to formally approve or deny such requests through a Board resolution. The following guidelines shall be observed with regard to any fundraising advertisements displayed on Board of Education property as a result of school-connected organizations' fundraising activities:
 - A. All advertisements shall be posted for a specific time and duration, as determined by the authorizing resolution of the Board.
 - B. All advertisements must be submitted to the Superintendent for his/her final approval prior to being displayed.
 - C. Upon the conclusion of the authorized period for fundraising advertising, the school-connected organization shall provide a written accounting of the amount of money raised as a result of the advertisements.
 - D. All revenue raised from such advertising activities must be used to benefit Sayreville Public School students.
 - E. Upon the conclusion of the authorized period for advertisements, the school-connected organization shall complete a form provided by the Superintendent. This form shall require a written accounting of the amount raised through advertisements and an explanation of how such funds were used for the benefit of students in the Sayreville Public Schools. This form must be submitted to the Superintendent by the school-connected organization within 30 days of the end of the authorized advertisement period.
12. The Board of Education does not provide the use of school furniture or other accessories, and the Board assumes no responsibility for properties left on the premises by the applicant.
13. All electrical equipment and arrangements shall be in charge and control of the Board of Education or its representatives.
14. Kitchen facilities and/or use of the equipment therein shall be in charge and control of and supervised by the Board of Education or its representatives.
15. The applicant(s) is responsible for any and all damages caused to school property during the time of usage, or as a result thereof, and must pay to the Board of Education within thirty days the full amount of any such damages in an amount to be determined by the Board of Education. The decision of the Board of Education as to the amount is final.
16. School authorities, including members of the Board of Education, reserve the right to have free access to and to inspect school properties at any time during applicant's building usage.
17. The right to revoke a permit at any time is reserved by the school authorities.
18. No reservation will be made until this application is returned and approved by the Superintendent or Board of Education.
19. Premises are made available with the understanding that "tipping" of custodians or other

USE OF SCHOOL FACILITIES (continued)

- school personnel is not permitted. Only the Board of Education may pay employees for services involving the use of school facilities.
20. No organization will be allowed the use of any part of the building during school hours, unless specifically authorized by the Superintendent, and then only in cases where such use will not interfere with the regular school program.
 21. Only said room or rooms, proper entrances and exits, and the necessary and usual hallways for ingress or egress, permitted to them, shall be used by the applicants or any people accompanying them.
 22. All building use must terminate by 10:30 p.m. except by special permission.
 23. Generally, no school-owned equipment will be available to any outside organization using the building facilities under these rules. Exceptions will be limited and subject to prior written approval of the Superintendent.
 24. Permits are subject to cancellation by the Superintendent or Board of Education.
 25. Reservations are not transferable.
 26. There will be no activities on holidays, snow days or any other emergency which may arise.
 27. Applications for building use filed by profit-making organizations will be acted upon by the Superintendent and the Board of Education.
 28. Generally, the use of open flames (such as candles) by external parties and groups not affiliated with the Sayreville Board of Education is prohibited. Exceptions may be granted on a case by case basis upon written appeal to the Superintendent of Schools only if such use is for a brief ceremonial purpose and restricted to no more than twelve candles secured in a candelabra or other similar non-flammable stationary device. The Superintendent shall confer with the appropriate members of the Borough Fire Department and the Board's insurance carrier prior to granting an exception to this regulation.
 29. Applications for building use or the use of school buses shall be accompanied by a Certificate of Insurance from an insurance company certified to conduct business in the State of New Jersey by the New Jersey Department of Banking and Insurance (DOBI) naming the Sayreville Board of Education as additional insured. Any costs of such insurance coverage shall be borne by the applicant. Parent groups directly affiliated with a school or a school activity (such as PTOs or sports booster organizations) shall be exempt from the requirements of this section.

USE OF SCHOOL FACILITIES (continued)

Possible

<u>Cross References:</u>	1230	School-connected organizations
	1330	Use of School Facilities
	3514	Equipment
	3515	Smoking prohibition
	6145	Extracurricular activities

Key Words

Use of School Facilities, Use of School Equipment, District Facilities, Facilities Equipment

Date Adopted: 08/23/2005

Date Revised: 06/22/2010, 09/06/2011, 10/15/2013, 02/24/2015

Rationale: Past experience has indicated that this provision is required to protect both the safety of the public and board property.