

POLICY

BOARD OF EDUCATION MOUNT OLIVE TOWNSHIP

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Use of School Facilities

7510 USE OF SCHOOL FACILITIES

The Board of Education recognizes that the citizens of the Township of Mount Olive entrust the school facilities to them. The Board of Education recognizes that these same schools and property are available for the use by all citizens of Mount Olive. The use of all school facilities is based on prudent management, judicious permission, safety, and economical operation. The Board of Education of the Township of Mount Olive believes the facilities of the district should be made available for community and for limited commercial purposes, provided that such use does not interfere with the primary educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" shall also include school grounds.

The Board of Education may permit the use of school facilities when such permission has been requested in writing, an interview process has taken place, and the Superintendent or designee has approved it. The Board of Education reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds to be needed for a school district purpose or due to a school closing due to weather or other emergency.

The following are some of the criteria that will be applied when considering whether to grant permission to use school facilities:

- Usage is primarily for the purpose of educating the students of Mount Olive.
- Usage is granted primarily for academic purposes. Graduations, awards ceremonies, informative parent meetings, school drama productions, etc., will be given priority in scheduling after-school hours.
- Fundraising activities for any group will be treated as to the availability of the date.



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

1. Groups directly related to the schools and the operation of the schools, including pupil and teacher groups;
2. Organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Departments and agencies of Mount Olive Township and other community organizations formed for educational, charitable, civic, recreational, or social purposes, including community church groups, where such organizations have at least fifty percent Mount Olive Township resident membership;
4. Community businesses when the requested use of facilities is for educational, charitable, or civic purpose;
5. Other organizations and uses.

Potential users will be notified of the status of their application within two weeks of their written request. Once the calendar dates have been established, only with rare exceptions, will a group who in good faith deposited monies, have its scheduled activity cancelled due to a school related activity.

The Board of Education of the Township of Mount Olive does not necessarily endorse or approve the activity of any group or organization that rents or uses the school facilities. Renting school facilities will generate needed revenue to the school district. The Board will not grant permission to any group, or for any purpose, that is prohibited by law.



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The Board of Education of the Township of Mount Olive may permit the use of its facilities provided that the organization presents evidence of liability insurance in accordance with the policy limits and recommendation of the Board's insurance agent. All organizations will pay for any damage to the facilities, provide proper supervision, and pay the agreed upon fees for usage (if applicable), custodians, and, if necessary, security, sound and lighting, and cafeteria employee salaries including overtime. The Board may waive the requirements of this paragraph on a case-by-case basis.

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.

The use of school equipment, i.e. projectors, microphones, etc. may be granted with special permission so long as the user agrees to pay a usage fee and be liable for any damage. Users of school equipment must accept liability for any damage or loss to such equipment that occurs while in their use, regardless of any assignment of negligence.

Each organization petitioning the use of the school facility will first get permission from the building principal or designee. Each organization using the facilities will have a contact person sign a contract that clearly sets guidelines for usage by the organization. Each organization will meet with the Superintendent or designee to review the contract and individual school guidelines. Organizations will secure a date with a non-refundable deposit. The Board of Education will review data about an organization that has not complied with the contract to prohibit such group from using the facilities in the future.



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A calendar will be developed by the 30th of June each year for facility usage. Any changes to the calendar usage after the publication of the District Calendar will be handled in a judicious manner by the Superintendent of Schools or designee.

The Board of Education will annually review and approve a fee schedule for facility usage and may modify it during the year should energy costs or salary increases warrant. The Superintendent or designee may waive a fee or part thereof it, should circumstances warrant; the decision of the Superintendent or designee shall be final.

Activities directly related to educational programs and district operations shall be without cost to the user. Activities such as fundraising that incur law enforcement, sound/lighting, custodial or maintenance fees will be charged if necessary to absorb non-budgeted fees. All commercial organizations or persons granted the use of school facilities will sign a contract and a hold harmless agreement, make appropriate deposits and finalize the bill within a week of the scheduled event.

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.



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For the purpose 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 contact 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 in writing to be bound by this policy and sign the appropriate hold harmless agreement, contract and other prescribed forms.

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

Adopted: 29 June 1998

Revised: 18 December 2000
27 March 2006
04 June 2012
16 November 2020

