

7510 USE OF SCHOOL FACILITIES

The Deal Board of Education believes that the use of school facilities of this district should be encouraged for community purposes, provided that such use does not interfere with the educational program of the school.

The school building shall be available when not needed for school purposes and under such circumstances that the use will not interfere in any way with the school program. All requests for the use of facilities shall be made to the Board Secretary. Use of the school facilities shall be free to resident groups such as scouts, church groups, etc., for non-secular purposes and to borough service organizations. Groups not so indicated shall be decided on an individual basis.

Organizations desiring to use school facilities will first check the availability of the facilities for the date required with the school building Administrator.

Application is then to be made on the regular Board of Education form obtainable from the Business office. Applications, when completed, shall be returned to the building Business Office.

The organizations shall be responsible for all Damage claims to school property.

Organizations are responsible for reimbursing the school district for all expenses incurred for cleanup of the areas used. Failure to comply with the rules and regulations of the Deal School District will result in the denial of the use of the district facilities for future occasions.

Other than weekends, For non-school related activities, outdoor fields can only be used weekdays during the month of July and no more than (4) Four Week Days in any given week.

The use of the building and grounds by authorized groups shall be for no longer than a two-hour period on any given day unless otherwise approved by the Board. Use of the building on any given evening shall be approved for the following time periods:

5:00 p.m. to 9:00 p.m.

Classroom are only available weekdays from 5 pm -9 pm, unless otherwise approved by the board of education. Applications for use of the facilities shall be submitted to the office a minimum of thirty (30) days prior to the requested date for the use of facilities.

At least one of the individuals who sign the application for use of the school facilities must be present when the group is using the facilities and shall be responsible for the behavior of the group and the spectators and the safeguarding of the school properties.



POLICY

DEAL BOARD OF EDUCATION

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Groups shall be required to provide the school administration with a current certificate of insurance along with the application for use of the building and grounds. This certificate of liability/comprehensive coverage shall be for a minimum of \$1,000,000. The requirement for a certificate of insurance shall not apply to school-related activities approved by the Board.

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 Deal Board of Education may review all requests and it is imperative that the facilities be left in a clean condition. A minimum use fee may be charged. All use of facilities shall be paid in full 5 Days before use of facilities.

See Fee Schedule – Daily Rates:

<u>AREA</u>	<u>FOR PROFIT FULL DAY</u>	<u>FOR PROFIT ½ DAY</u> <u>(Under and Up to 4 Hours)</u>	<u>NON-PROFIT FULL DAY</u>	<u>NON-PROFIT ½ DAY</u> <u>(Under and Up to 4 Hours)</u>
Soft Ball Fields	\$475.00	\$295.00	\$275.00	\$225.00
Soccer Field	\$450.00	\$295.00	\$275.00	\$225.00
Basketball Courts (Outside)	\$400.00	\$275.00	\$275.00	\$200.00
Gym	\$425.00	\$295.00	\$250.00	\$200.00
Cafeteria	\$325.00	\$250.00	\$250.00	\$200.00
Library	\$300.00	\$240.00	\$270.00	\$200.00
Classroom	\$175.00 per classroom	\$100.00 per class room	\$135.00	\$60.00

Custodial Weekend Hourly rate is \$40.00 Per Hour

TYPES OF ACTIVITIES PROHIBITED:

Smoking is prohibited in all areas of the all school buildings and grounds. NO alcoholic beverages may be sold or consumed in a school facility or on school property. No one may enter the building unless admitted by a member of the school staff



School facilities are not available on Holidays or when schools are closed due to inclement weather.

Use of Facilities Notification and Permits.

The application, once approved by the Board of Education, The Business office shall constitute a Written Permit authorizing the requisitioner for use of the facilities.

A copy of the Written Authorization/permit is sent to the applicant, a copy is retained by the Board of Education.

All permits shall be revocable and shall not be considered as a lease, and the Board of Education, or its authorized agent, may reject any application or cancel any permit.

Authorization/permits shall be available for inspection at all times during facility use by authorized representatives of the Board.

Authorization/Permits issued for any continuing, extensive yearly programs shall be subject to suspension in the event that the allocated space is required for school use or other use deemed necessary by the Board or its authorized agent. Every attempt shall be made to avoid or minimize such suspension.

Should the holder of a permit wish to cancel a reserved date, the Superintendent/building principal or designee must be notified at least Seven (7) business days prior to the time of the meeting or performance. Otherwise all charges will be applicable.

The individual making application will be designated as the responsible person and the organization will be held responsible for any liability, property or material damage.

Only those areas designated in the application may be used.

RULES GOVERNING YOUTH ACTIVITIES:

Appropriate supervision ratios must be maintained. The Board of Education reserves the right to dictate specific adult- youth supervision ratio



Adult supervisors shall be familiar with policies and regulations of the Deal Board of Education governing facility use. No Youth activity shall be permitted unless properly supervised by authorized persons. Future facility use may be denied if proper adult supervision is not provided.

Responsibility extends to the land and building in which the particular activity is located. Supervision is not limited to activity participants. Supervision extends to outsiders who may have to be removed from the building.

Traffic control shall be maintained and limited to the facility authorized.

Activity shall be limited to authorized areas. Roaming shall not be allowed. Entrance and exits shall be controlled.

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 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.

Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.



- c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
- a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
 - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
 - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
 - d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
 - e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
 - f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.



- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
 - h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
 - i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
 - j. No school keys shall be issued to a user.
 - k. No animal shall be allowed on school premises without prior approval.
 - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
 - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
 - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Uses Must be Properly Supervised.
- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.



- b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.

D. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. At the request of the Superintendent, Principal, or Business Administrator, user shall provide a written security plan to the District for the proposed use. The written security plan must be approved by the administration prior to the commencement of the use. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Superintendent, Principal, or Business Administrator, or fails to adhere to the written security plan, the Superintendent, Principal, or Business Administrator may recommend that permission to use the facility be withdrawn.

- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

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.

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