

7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational, co-curricular and extra-curricular programs of the school district. The Board also recognizes the need to protect the facilities from use beyond the capacity of limited maintenance resources to repair and restore.

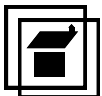
For the purpose of this policy, “school facilities” also includes school grounds.

The Board 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, for example when such school facilities or school grounds will be needed for a school district purpose or due to a weather or other emergency school closing. The Board also reserves the right to withdraw permission at any time for non-compliance with District policies and regulations.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every applicant for the use of school facilities. Permission to use school facilities shall be granted only to applicants who 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.

School functions, athletics, and co-curricular or extra-curricular activities shall have first priority over any and all non-school uses. No permit shall be issued for the use of school facilities which shall conflict with the priority of users set forth in this policy unless specific approval is granted by the Superintendent or designee. In the event of a conflict between requesting applicants within the same group, the request received earlier will be honored first. The Superintendent or designee will consider facilities use and the applicant’s priority as listed below when making decisions.

- A. In weighing competing requests for the use of school facilities, the Board will give priority to the following applicants, in the descending order given:
1. Applicants directly related to the schools and the operations of the schools, including student and teacher groups;



2. Applicants indirectly related to the schools, for example, Board sanctioned parent/teacher organizations, the Wall Foundation for Educational Excellence (WFEE), and the Crimson Knights Foundation (CKF);
3. District employee or student supported charitable organizations;
4. Departments and agencies of the municipal government including Wall Township Recreation Programs;
5. Wall Township Community based organizations formed for charitable, civic, social, educational, recreational, or athletic purposes;
6. Government agencies;
7. Community church groups;
8. Private groups and organizations;
9. All others.

In order to ensure equitable participation by the community, any facility use application for a period of time in excess of four (4) months will be forwarded to the Board for consideration and discussion for approval or denial.

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

Authorization for use of school facilities shall not be considered as an endorsement or approval of any activity, applicant, individual, group, organization or the purposes they represent. The Board assumes no responsibility for the prices of admission, taxes, or fees associated with the applicant's activity or event.

B. Insurance

Each applicant shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations and provide a Certificate of Insurance naming the District as an additional insured.

Each applicant must provide the names, addresses, and other requested information of all outside companies/vendors that will participate and/or provide



their services during the requested facility use including evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations and a Certificate of Insurance naming the District as an additional insured.

The applicant will hold the Wall Township Board of Education harmless from claims arising out of the permitted use of school facilities or during the user's occupancy. In addition, the applicant shall agree to hold the Board harmless from liability for injury or damage to any person, or property of any person who may be attending or participating in the function or activity for which permission has been granted.

C. Safety

Each applicant shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety issues or dangerous conditions. In the event such conditions exist, the district may cancel or modify the applicant's access to the school facility until such conditions are addressed. Applicants shall be financially liable for damage to the facilities and for appropriate supervision as required by the school district administration.

Sports organizations and other applicants, who will conduct athletic activities or events, must provide a Statement of Compliance with the Wall Township Board of Education's policies and regulations for management of concussions and other head injuries, including Policy and Regulation 2431.4, and shall attest that all head coaches and assistant coaches have received a copy of such policies and regulations and have successfully completed a course in concussion awareness, such as the Centers for Disease Control and Prevention's "Heads-Up: Concussion in Youth Sports" or the National Federation of State High School Association's "Concussion in Sports: What You Need to Know." The applicant shall provide copies of the coaches' certificates of completion of the appropriate concussion awareness courses.

D. Equipment

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 7520. The applicants using 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. Each Applicant who uses school facilities shall provide personnel of sufficient number and training to safely and properly operate



all systems, machinery and equipment involved in the use of those facilities. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration. Sound and lighting for the Eva Applegate Theatre shall only be operated by the Wall Township High School Auditorium Sound Advisor/Lighting Coordinator at the rate noted in Regulation 7510.

E. Security

The Board recognizes the need to secure our facilities for the safety and welfare of the students and staff.

School Safety Officer (SSO) fees shall be assessed for indoor facility use at the Board approved rate as assigned in Regulation 7510. If the Superintendent or designee determines that additional security is required, the applicant will be responsible for arrangements and costs. The additional security details must be approved by the Superintendent or designee.

Doors are prohibited from being propped open and shall be kept locked at all times.

F. Building and Field Care

As per N.J.A.C. 34:7-1, it is required that a custodian who has a Black Seal License be on duty whenever a building is in use. If a facility is to be used outside of normally scheduled working hours, a custodian will be assigned at an overtime rate and the cost will be billed to the applicant. Custodial fees shall be assessed at the Board approved rate as assigned in Regulation 7510.

The Superintendent or designee reserves the right to require the presence of a school employee to provide field supervision during the time when a playing field is in use. A fee will be assessed for such field supervisor at the Board approved rate as assigned in Regulation 7510.

Applicants will be charged additional fees for excessive clean-up and/or for damages sustained.

G. Fees and Payment

The Board shall approve annually a schedule of fees for the use of school as assigned in regulation 7510.



All applicants granted the use of school facilities shall pay in advance the scheduled fee and the cost of any additional personnel services required.

Payment must be received prior to the issuance of a Facility Use Permit.

The Superintendent, reserves the right to waive fees upon Board notification.

A representative of the applicant must have a copy of the approved Facility Use Permit in their possession at the time of the event and must show it to any representative or employee of the District upon request.

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

Adopted: 15 September 2009
Revised: 10 July 2012
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