Merchantville Board of Education 130 South Centre Street Merchantville, NJ 08109	File Code : 1330 Adopted : 09/27/88 Revised : 06/19/2017 Reviewed: : 03/18/2024

USE OF SCHOOL FACILITIES

The district facilities belong to the Merchantville community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules--providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education--allows the community to benefit more broadly from the use of its own property.

The board will permit the use of school facilities when such permission has been requested in writing using the district mandated "Use of Facility Form" and have been approved by the chief school administrator according to the following classifications.

Class A. Groups directly related to the school and the operation of the school, e.g., School Board, student organizations, school athletic teams, PTA and Merchantville alumni organizations.

Class B. Organizations whose primary purpose is to serve the public on a community-wide basis and who do not charge admission to scheduled events, e.g., departments or agencies of the municipal government, Merchantville community organizations formed for charitable, civic, social, athletic or educational purposes. Minimum participation of Merchantville residents shall be 50%,

Class C. Organizations whose primary purpose is to raise funds for the benefit of the Merchantville community, who charge admission to an event and who donate the major portion of the net proceeds to the community or to a specific community project.

Class D. 1. An organization that's primary purposes is to raise money for their own use, who charge a fee to participate and who retain the major portion of the net proceeds.

2. Organizations whose primary purpose is to create an interest, following or support for himself or herself, whether or not an admission fee is charged, e.g., a political party.

Class E. All other organizations or applicants who do not clearly come within the scope of classes A, B, C or D. Each application in this class will be individually considered.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose that is prohibited by law.

In the event the chief school administrator deems it advisable, any application may be submitted to the board of education for action.

The chief school administrator or board of education may refuse to grant the use of a school building and Athletic fields whenever in their judgment there is good reason why permission should be refused.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

The building and grounds shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

Smoking is prohibited at all times in any district building or on school grounds. For purposes of this policy, "smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

Pet animals are not permitted on school district grounds including the athletic fields, except by express permission of the chief school administrator.

All facility use shall comply with state and local fire, health, safety and police regulations.

Insurance. The board shall require that all users of school facilities comply with policies of this board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator.

Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. No district equipment shall be removed from the premises for use by non-district personnel.

Playground. The board shall permit the playgrounds to be used as a recreational area by the community when school is not in session. The board reserves the right to limit the use of playground equipment and the hours when the playground may be used when it is in the interest of the safety of district residents and the integrity of the school facility.

The rules of conduct, which shall govern all persons who use the schools' facilities, shall be published and available to the community. Students and employees of the district who violate these rules will be subject to discipline. Any person who violates board policy may be requested to leave the school premises.

Modifications to Facilities. There will be no changes made to school facilities or fields, e.g., signs (temporary or permanent), electrical wiring, storage lockers, etc. without specific permission from the Board of Education.

Renaming of any facilities after any organization or person is prohibited without specific permission from the Board of Education.

Parking after regular school hours is available in the on-school parking lot, in the large playground near the gym (upon request), and in the public parking lot north of the school. **No parking** is permitted on the athletic field. All local street-parking regulations around the athletic fields must be enforced.

Clean up. Sponsoring groups are responsible for cleanup of the facility used, and for returning the facility used to the condition it was in prior to use, e.g., bathrooms, tables and chairs to be returned, trash picked up and place in assigned area for removal, etc. The user group must assure the district of adequate supervision and security. Continued violations of this restriction could result in termination of the use of facilities agreement.

Custodial fees as listed on the fee schedule will be charged to groups entitled to free use of facilities when such services are required after hours and in the event of any non-customary custodial expense.

Fee Schedule

All rental fees shown are for use of facilities on regular school days until 9:00 PM. If overtime is required, additional custodial fees are $40.00 per hour, even if the organization using the facility would normally be exempt from fees.

Building:

Gymnasium	$75.00 per hour
Locker rooms	$75.00 per event
Auditorium	$75.00 per hour (add'l charge for AV crew and equipment)
Cafeteria	$35.00 per hour
Kitchen	$100.00 per event
Classrooms	$35.00 per hour/per classroom
Library	$35.00 per hour
Custodial Fee	$40.00 per hour*

Athletic Fields:

Football	$300.00 per event up to 5 hours
Track	$75.00 per game
Hockey	$75.00 per game
Soccer	$75.00 per game
Softball	$75.00 per game
Hardball	$75.00 per game
Concession stand	$75.00 per use

Classifications A, B, & C are not charged a rental fee, although they may be required to pay overtime
Custodial fees.

*Any non-customary custodial expenses incurred by the district are the responsibility of the sponsoring group at the rate of $40.00/hr. per custodian.

Classifications D & E are charged rental fees, plus any applicable overtime custodial fees.

The license to use school facilities is extended only to the original licensee and cannot be transferred or used by any other party through loan, sublease or other means.

Key Words

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

Legal References:

N.J.S.A. 2C:33-16	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:20-34	Use of schoolhouse and grounds for various purposes
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.S.A. 19:44A-19.1	Solicitation on state owned property prohibited; certain circumstances
N.J.S.A. 26:3D-55 et seq.	New Jersey Smoke-Free Air Act
N.J.A.C. 6A:26-12.2(a)4	Policies and procedures for school facility operation
20 U.S.C.A. 4071 – 4074 –	Equal Access Act

GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)

Boy Scouts of America v. Dale, 120 S. Ct. 2446 (2000)

Good News Club v. Milford Central School, 121 S. Ct. 2093 (2001)

Possible Cross References:

*1230	School-connected organizations
*3514	Equipment
*3515	Smoking prohibition
*6145	Extracurricular activities

*Indicates policy is included in the Critical Policy Reference Manual.