R 7510 USE OF SCHOOL FACILITIES

A. Classification of Users

Organizations and individuals using school facilities will be classified as Group A., Group B and Group C.

1. Group A: Non Profit - School activities and PTA activities

2. Group B: Non Profit - Green Township Community & Municipal Youth Groups, Civic Groups, Recreational Sports Groups and GTSC

3. Group C: Profit making Groups / Private Groups - Other Recreational & Private Groups

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the front office.

2. Application for use of school facilities must be submitted to the school not less than 14 working days before the date of the requested use.

3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.

4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.

5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The CSA or designee will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled

   a. For use in the instructional or co-curricular program,

   b. For maintenance, repair, or capital improvement, or

c. For use by another organization.

2. If the facility is not available for use, the CSA or designee will so inform the representative of the organization and may suggest alternative dates, times, or facilities.

3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the CSA or designee will note his/her approval on the application form and will record the classification of the applicant organization.

4. Standards for approval include the following limitations on use:

   a. School facilities are available for use only on weekdays and Saturdays. School facilities are not available for use on Sundays, and other public holidays or when school is not in session. Exclusion will be the summer recreation program.

   b. School facilities are available for use only during the hours of 3:00 p.m. and 9:30 p.m. Permission may be granted for extra time by the CSA or designee. School facilities are not available for use during the school day.

   c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.

   d. In accordance with Policy No. 7510, the use of school facilities may not be granted for the advantage of any commercial or profit-making organization.

5. The CSA or designee will determine the classification (I or II) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. That information will be entered on the application form.

6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.

7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.

8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.

9. The CSA or designee reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization

whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.

10. Permission to use school facilities is not transferable.

11. The organization representative must inform the main office of any canceled use request as soon as he/she is aware of the cancellation.

12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.

2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save 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.

3. The user shall furnish evidence of the purchase of liability insurance in the amount of $1,000,000.00 Combined Coverage.

E. 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, unless proper licenses and /or permits are attached to application.

d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances are 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 will be used with care and left in an orderly and neat condition.

b. The user must obtain the CSA or designee's permission to bring 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.

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 more than 24 hours after the use 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 obtain the CSA or designee's permission to use, move, or tune a district piano. A piano may be moved only by a competent and experienced commercial mover 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. There will be no tape put on floors or helium balloons used.

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 obtain the CSA or designee 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 the approval of the CSA or designee.

j. No school keys shall be issued to a user.

k. No animal shall be allowed on school premises without the approval of the CSA or designee.

l. The custodial staff is responsible for examining the facility immediately after the use and informing 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. Users may make use of public telephones.

n. No vehicles of any type shall be operated in any area that is not designed for such vehicles.

3. Uses Must be Properly Supervised.

a. The organization will have a plan of who will be present during the event for the entire time.

b. The use of certain school facilities (such as kitchen and auditorium stage) requires 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.

d. The user must, in consultation with the CSA or designee, 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. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the CSA or designee, may recommend that permission to use the facility be withdrawn. The need for extended security will be at the purview of the CSA based upon the size and type of event. The fees associated with security may be waived by the CSA

with the approval of the BOE.

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.

4. The point of contact person will be provided with access to the building via a custodian. The entry point for gym usage will be the corner stairs with the Gymnasium Entrance sign. All other entry points will be locked unless otherwise opened by a custodian. The point of contact must remain at the assigned entry door or establish a designee to be the door monitor should the need arise to let in additional people throughout the event. In this way, the exterior doors will always remain in the locked position with the building secured. Propping the door open will not be permitted at any time. Should an organization be found to violate this procedure, the facility use may be revoked.

F. Fee Schedule

1. There will be a registration form along with a fee, $50 per hour, which will be sent to the township recreation department for the sporting event. The roster of names, facility use agreement, and proof of insurance will be sent to the Green Township Committee, including the plan that the organization has as to its officers and person responsible for the sporting event for approval. Extra custodial time, if needed, will be the responsibility of the organization having the event. The cost will be determined by the CSA or designee.

2. The business administrator will prepare an itemized bill for the use of school facilities based on the approved application form. The bill will be sent to the representative of the applicant organization at least 7 working days in advance of the use and is payable immediately.

3. Payment must be received by the business administrator before the scheduled use. Permission will be withdrawn from any use that is not paid in advance, except as expressly exempted by the CSA or designee.

Building Usage Rates Effective November 16, 2017

Group A	
Group B	
Group C	$50 per hour

Issued: 16 July 2008
Revised and Board Approved: 21 September 2011
Revised & Adopted: 15 November 2017
Revised & Adopted: 2/18/26