

7510 USE OF SCHOOL FACILITIES

The Board of Education maintains that the public schools are owned and operated by and for the community, and to this end encourages the public use of school facilities for educational, cultural, and civic purposes. Use/rental of school facilities, while not a part of the mission of the Board of Education, is provided as a service to the community in the interest of supporting recreational and cultural activities for the good of its citizens. The Board recognizes this need and makes facilities available on a not-for-profit basis, but the community must recognize that Board of Education funds may not be expended for such non-school related activities:

A. General Procedures and Board Regulations

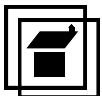
1. Application for use of all school facilities is made to the Facilities Coordinator for approval by the Superintendent or his/her designee pursuant to Board policy.
2. There shall be three categories of organizations requesting use of facilities, and each organization shall be charged the prevailing rate for its respective category as established by the Board. The categories and their respective criteria are:

CLASS "A" any Willingboro Township nonprofit organization whose sole purpose is to advance Willingboro Township or benefit the interest of the schools or youth of Willingboro Township and senior citizens groups.

CLASS "B" any local organization whose sole purpose is for the social, civic, or charitable benefit of Willingboro Township as a community.

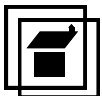
CLASS "C" any organization which does not fall into the above classifications whose purpose is to build up or benefit its own organization or interests.

3. All organizations which charge an admission fee must pay for the use of the facility.
4. All applications for the use of school facilities must be submitted at least two weeks in advance of the date of the activity through the office of the Facilities Coordinator.
5. Payment in full for use of the facility and for a security deposit when required must be made no later than the close of business on the Monday preceding the scheduled activity except for youth-oriented activities operating through the



Township Recreation Department. Recreational groups will be exempt from this provision, and charges for their use of facilities will be submitted to the Recreation Department on a monthly basis with payment due in forty-five days. The Recreation Department will serve as a liaison with these groups for the scheduling of facilities and the collection of fees. Checks issued without available funds will result in denial of use unless immediate cash payment is provided together with reimbursement for any additional costs incurred by the Board.

6. No reservation will be made until the Application for Use of School Facilities is returned and approved by the Superintendent of Schools or his/her designee.
7. Application to use school property must be sponsored by an established local organization for use by the people of Willingboro Township. As such, no school activity may be advertised outside of the Willingboro Township community. This provision specifically precludes advertising on radio and television stations or in newspapers.
8. Non-residents are permitted to attend activities in the schools, each as a guest of a resident on a one-for-one basis. Proper identification at the door may be required.
9. The Board reserves the right to deny approval for facilities use for activities when the Board believes this permission to conduct such an activity will place the safety of pupils, staff, members of the community, or participants in jeopardy or which may place the Board in a position of bearing inordinate liability. Such activities which shall be denied include those for which the sponsors are, in the judgment of the Board, unable to certify the presence of adequate security.
10. Requests for dances will be considered only if sponsored by a school club or organization or by an organization whose sole purpose is to support the school such as PTA's and Booster Clubs.
11. Organizations requesting use of facilities may indicate a preference for the specific facility they wish to use, but assignment to a specific location once the request has been approved shall rest with the Board. The Board reserves the right to deny use of certain restricted areas, and, particularly, does not permit use of facilities which contain equipment which is costly and sensitive to vandalism such as computers and musical instruments or areas which may pose a safety hazard such as shops.



12. Organizations whose activities extend beyond the time specified in the request shall be charged for each additional half hour or fraction thereof at the applicable rate. In no case may an activity extend beyond 10:30 p.m. consistent with this policy.
13. Members of the Board of Education staff may not perform any activities beyond normal custodial and security functions. Facilities are rented as is, and organizations may make their own arrangements for special needs. No services for relocating furniture and equipment are available from the Board.
14. Each facilities use request shall carry the name of at least one responsible party who shall be present at the site throughout the activity and who shall be available to the Board Security Officer and shall cooperate fully with direction provided to the Security Officer. Failure to do so could result in denial by the Board of future requests for use of facilities by that organization.

B. Availability of Facilities

The school shall have precedence in the use of all school facilities. Facilities may be rented only when not needed for school purposes and under such circumstances that the renting will not interfere in any way with the school program or operation. No use of school buildings will be granted during school hours or during the summer months when buildings are undergoing major cleaning.

C. Board Control of and Responsibility for Facilities

1. School facilities are rented solely by the Board of Education which may withdraw for just cause permission which has been previously granted.
2. No grant of permission to use school property shall carry with it any right to exclude members of the Board of Education/School Administration or their representatives from the property. Any member of the Board/School Administration or their representatives shall have full and free access at all times to any part of the building.
3. School personnel are present as representatives of the school for purposes of security, inspection, and observation. Services of these personnel are not at the disposal of the sponsor. Fees or gratuities are not to be paid to any member of the Board of Education staff. Only the Board of Education may pay employees for services involving the use of school facilities.



4. No one is permitted in any building unless a Board employed custodian is on duty or without the proper authorization.
- D. Responsibility of Sponsors
1. The sponsor is responsible for the proper care and use of all school property. The sponsor shall be the first person admitted and the last person to leave, and shall be in attendance at all times during the occupancy of the building. It is the responsibility of the sponsor to see that the premises are vacated promptly as specified on the permit.
 2. All organizations must complete their activities on or before 10:30 p.m. Organizations which violate this provision will be fined in the amount of double the hourly rate in effect which must be paid prior to any future use. Subsequent violations will jeopardize the organization's future use of facilities.
 3. The sponsor is responsible for maintaining proper order on the part of all participants and for restricting the premises to the organization's invitees. The Board reserves the right to establish standards for supervision of activities, including requiring police presence and additional school personnel, the cost of which shall be borne by the activity sponsor.
 4. The Board of Education, the school, or its employees are not responsible for damage or loss to any items left on school property. The sponsor assumes all liability for all claims resulting from accident, theft, or other cause.
 5. The applicant shall submit, two weeks prior to the date on which the activity is to take place, a certificate of insurance for liability in the face amount established by the Board with the Willingboro Township Board of Education named as co-insured. Special events and activities involving large groups may require additional insurance coverage as determined by the Superintendent of Schools or his/her designee.
 6. 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 departments

7. Only the dates, times and facilities listed in the request are included. Organizations requiring the use of additional time for set-up, rehearsals, etc., must include such time in their application and, such time will be included as hours charged to the organization. The applicant will receive only the facilities requested on the form, and responsibility for reasonable care of the facilities during the activity is required. Responsibility for maintaining cleanliness during the activity and for damage to the building, furniture, or equipment is the liability of the sponsoring organization;; and organizations which violate this procedure may be denied future Use of the facilities. The designated sponsor of the activity will be required to inspect the premises with an employee of the Board both before and after the activity and to sign off on a building condition report
8. The capacities of selected areas are indicated on the application. Tickets may be sold in advance only, and the number of tickets available must not exceed the capacity of the facility.
9. Gymnasium
 - a. Street shoes are not permitted on the gym floor.
 - b. All rules of safety are to be observed.
 - c. Children must be supervised both in the gym and in the locker room at all times.
 - d. Food and beverages are not permitted in the gym.

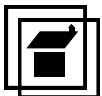
The person signing the application represents that he/she is a local resident and is authorized to make such commitments on behalf of the organization.



11. The applicant will represent that the facilities requested will not be utilized by any person, group, or organization which advocates the overthrow or subversion of the government of the United States or any activity related to or designed to accomplish such an objective; and the applicant will further represent that it has not engaged any speaker to appear before it who advocates any of the aforementioned objectives. No organization may sublet facilities to another organization once permission is granted.
12. Food and beverages are permitted only in the cafeteria or multi-purpose room. and organizations are required to provide clean up following activities in which food is served. Food and/or beverages are never allowed in the high school auditorium. Failure to do so will jeopardize future use of the facilities by the organization.
13. Organizations which require indemnification disclosures must list the Board as well as the organization as being held harmless.

E. General Information

1. All activities shall be canceled for emergencies such as inclement weather at the discretion of the Board with no further obligation to the sponsoring organization.
2. No alterations are permitted to buildings or electrical systems.
3. Smoking is prohibited by law in all school facilities. It is the responsibility of the sponsoring organization to indicate that smoking is prohibited in the school facilities on all printed programs and advertising and to enforce the "no smoking" rule.
4. The use or presence of intoxicating drinks is prohibited from all buildings and grounds. It is the responsibility of the sponsor to see that this regulation is strictly enforced.
5. There shall be no gambling in any of the Willingboro Township school facilities.
6. Permission to sell or display anything must be requested in writing to the appropriate representative of the Board of Education at the time the request to use the facility is made.
7. The sponsor or sponsoring organization is responsible for all fees and taxes including but not limited to assessment, social security, and payroll taxes.
8. The sponsoring organization is responsible to the community to assure that all funds collected and disbursed as part of an activity held on school district property are in keeping with the stated purpose of the event



POLICY

WILLINGBORO TOWNSHIP BOARD OF EDUCATION

PROPERTY
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Use of School Facilities

9. The Board of Education will grant the full use of the non-classroom spaces but does not provide the use of school furniture or other accessories beyond usual seating.
10. The use of the facilities by a religious group for instructional and/or religious purposes must be restricted to temporary and emergency basis, and the group must show definite effort and progress in obtaining and/or providing its own facilities as quickly as possible. At no time may any group disseminate religious-oriented materials to pupils.

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

Adopted: 10 September 2007

Revised: 27 April 2015

