

# POLICY

## HIGHLAND PARK BOARD OF EDUCATION

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### 7510 USE OF SCHOOL FACILITIES

In Highland Park, our public school buildings are among the few facilities available for public gatherings. They should be made available to the public to the extent supportable by the district.

Our schools are first and foremost for the use of our students and faculty. Use by others is encouraged but is secondary to the needs of the district and must be done in accordance with strict rules for proper use.

The Board does not actively seek income from Highland Park residents and groups using our buildings for non-commercial purposes, but any costs incurred by the district for such use must be covered by the users.

The Board will seek to generate income by the use of the district's buildings where appropriate. The district is not in the business of event hosting and does not seek to actively compete with organizations that are.

#### Group Classification and Fee Structure

Organizations and individuals seeking the use of facilities are grouped into the following categories:

- A. Highland Park district schools, parent teacher organizations, and the Highland Park Educational Foundation
- B. Highland Park Borough and Borough-sponsored groups
- C. Highland Park-based non-profit groups and organizations (Groups or organizations with membership or enrollment will be considered Highland Park based if 51% or more of their members or enrollees are Highland Park residents. Charitable organizations will be considered Highland Park based if they are located in Highland Park and if 51% or more of their charitable activities are conducted in Highland Park.)
- D. All others

Fees shall be charged by group as follows (specific room rates are set by the Business Administrator, with Board approval):

- A. None
- B. Incremental costs (see below)
- C. Incremental costs + 50% of full room rate (fixed or hourly)
- D. Incremental costs + full room rate (fixed or hourly)

Incremental costs are any additional costs incurred by the district because of the use of the facility. These can include, but are not limited to, custodial overtime, security costs (if required), technology services, food services, and energy costs associated with heating or cooling the building at a time that it would not normally be heated or cooled.

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Incremental costs are determined by the Business Administrator for each usage application.

### Application Requirements

1. Permission to use school facilities must be requested in writing, using the form provided at the district website or from the Office of the Business Administrator. Final permission is determined by the Business Administrator. Application must be made at least three weeks prior to the proposed facilities use.
2. Proof of insurance must be provided with the request application form for facilities use. Coverage of \$1,000,000 is required, naming the Highland Park Board of Education as additionally insured.
3. Non-Profit groups must provide proof of their non-profit status with their applications.
4. The Board reserves the right to require that groups verify that their membership meets the definition of a Highland Park-based group (51% or more members are Highland Park residents or, for charitable organizations, that 51% or more of their activities are conducted in Highland Park) as a condition for receiving discounted room rates.
5. For groups in categories C and D, a security deposit payable to the Highland Park Board of Education must be provided at the time of application. The amount of the deposit is determined by the Business Administrator.

### Rules and Guidelines

1. Groups using school facilities must conform to law and district policies. The Board reserves the right to prohibit use of school facilities accordingly.
2. Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing. Where rules so specify, no item of equipment may be used except by a qualified operator. No school equipment is to be moved, altered, adapted or adjusted without the approval of the building custodian. Refer to Policy 7520 for further guidelines.
3. Any organization or individual using school property shall be responsible for the behavior of persons attending the event and shall pay for all breakage or loss of equipment and damage to buildings, grounds, or equipment.
4. A school custodian designated by the Facilities Director must be on duty at all times when the building is in use.
5. The Business Administrator will report all requests for use of school facilities outside of normal school hours to the Borough fire marshal. All non-school groups and individuals must register with the fire marshal when requesting use of school facilities.

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6. No political or promotional signs, posters, leaflets, or other materials may be posted or distributed outside the rooms being used or outside of their approved time period for usage.
7. See Policy 7435 regarding the policy on alcohol use on school premises and Policy 7434 regarding the policy on smoking on school premises.
8. Buildings are to be vacated by 11:00 p.m. unless a special exception has been made by the Board.
9. Applications for repeated use are limited to periods of one year. Groups may re-apply for authorization at the expiration of the one-year period.
10. The Business Administrator may turn down requests for facilities use for given dates and times to ensure that facilities and staff are not overburdened. The Business Administrator may also turn down requests if he/she believes that adequate security cannot be provided. He/she may also cancel planned facility usage by an outside group if the facility is needed for school programs. It is highly preferable, though not required, that the Business Administrator provide notice of cancellation at least thirty days in advance of the event.
11. The Business Administrator may refer any facilities usage requests for consideration by the Finance Committee or the full Board before approving a facilities usage request.

The Board 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 in accordance with the provisions of N.J.S.A. 18A:41-7.

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

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