

7510 USE OF SCHOOL FACILITIES

- A. The Board of Education recognizes the importance of properly supervised leisure time activities as a function of utmost importance in our schools and community. We hereby adopt a policy of making available to properly organized groups the facilities of the school under the jurisdiction of the Board of Education at such times as the use of these facilities for outside groups in no way interferes with school functions.
1. Nonprofit making organizations run by Township of Franklin residents and other organizations which provide services deemed by the Board of Education to be in the best interest of the pupils may use the facilities with Board approval of the type of activity. Regular custodial service will be supplied, but when extra custodial service is necessary, the cost of same must be paid by the requesting organization. Payment must be made to the Board of Education, at the established rate, within thirty calendar days of the use of the facility. The Board reserves the right to require payment prior to the use of the facility.
 2. The Superintendent of Schools and the School Business Administrator/ Board Secretary shall implement this policy. All requests shall be acted upon in order of request.
 - a. All requests for use of school facilities shall be filed on the proper application form.
 - b. All non school-related groups must include proof of insurance coverage with their application for the use of school facilities. The Township of Franklin Board of Education must be named as an additional insured party on such insurance policy, except the Township of Franklin, which is excluded from this provision. A minimum of one million dollars liability insurance coverage is required for consideration of the use of school facilities.
 - c. In all instances, one or more regular employees of the Board must be present to supervise the use of school facilities.
 - d. No permit shall be issued for the use of a school if the purpose or the result of such use is private profit to any individual or individuals.



POLICY

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- e. In the event the Superintendent or School Business Administrator/Board Secretary deems it advisable, any application may be submitted to the Board of Education for action.
- f. Smoking is not permitted in school buildings nor on school grounds.
- g. The Superintendent, School Business Administrator/Board Secretary or Board of Education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused. Prior to the refusal to grant the use of a school building, the Superintendent and/or the School Business Administrator/Board Secretary shall confer with the Board President an/or the Property Committee Chairperson.
- h. The approved dates, times and facilities are to be strictly adhered to. Failure to comply with the approved schedule will be cause for permission to be rescinded.
- i. Permits issued to non-school related groups will be on a temporary basis. Permits issued for weekend use will be reviewed every four months. The Superintendent, School Business Administrator/Board Secretary or Board of Education may refuse to grant continued use of the school building whenever in their judgment there is good reason why permission should be refused. Use of the school name and picture shall not be used by non-school related groups on their website or publications.

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

Adopted: 23 September 2009



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A. General Rules and Regulations

1. The use of school property for school purposes has priority over any other applications.
2. The Board of Education reserves the right to cancel or revoke permits at any time.
3. School properties will be used only for enterprises sponsored by local organizations. Applications must be signed by regularly elected or appointed officers of the organization, who shall be responsible citizens of the district.
4. No facilities may be used unless a permit is issued. Applications for a permit must be presented in triplicate to the School Business Administrator/Board Secretary on forms provided. Applications are deemed granted when signed by the School Business Administrator/Board Secretary. A copy of the permit will be given to the person or group granted the use.
5. Permits do not allow the use of facilities, equipment, supplies, apparatus or tools not specified in the permit. The permit does not allow rehearsals or use of other rooms except as specified in the application.
6. Permit holders shall confer with the Superintendent of Schools or School Business Administrator/Board Secretary to obtain permission to bring materials into school facilities. The Board of Education assumes no liability for damage to property of others.
7. Materials, furnishings or rubbish must not be left after the use of a school building. If such things are not removed within twelve hours, the applicant will be required to pay the cost of removal. Under no circumstances will the time be extended for the convenience of the applicant.
8. The granting of the permit carries with it the express understanding that the organization shall sell only the number of tickets equivalent to the seating capacity of the all purpose room, gymnasium or classroom to be used.



REGULATION

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9. School pianos shall not be moved without permission from the School Business Administrator/Board Secretary. Scenery and pianos may not be moved into a building during school hours.
10. All school property is conditionally approved for use upon the good behavior of the user. If any rules or regulations are broken or property damaged through carelessness or neglect, future applications for rental or use may be rejected. The lessee will be responsible for the preservation of order and liable for any damage to, or loss of, district or other property that may result from said use.
11. No public function shall continue after 10:30 p.m. unless permission has been granted by the School Business Administrator/Board Secretary.
12. Smoking and drinking during any such activity in any part of the school building or on school grounds is absolutely prohibited.
13. The Board of Education carries insurance covering its legal liability. The Board assumes no liability for any lessee.
14. All township ordinances and the rules of the police and fire departments regarding public assemblies must be strictly complied with.
15. No raffle or bingo games or other forms of gambling shall be permitted in the school buildings or on school grounds.
16. For weekends and holidays, all lessees must pay the Board at the established annual hourly rate for custodial services.

B. Rental Fees for Use of Facilities

1. Any group or organization which has had any difficulty during meetings or activities, either in this district or any other district, may, at the discretion of the Board of Education, be required to furnish a bond in the amount of \$5,000 supplied by a surety company.



- a. This will be determined by the Board of Education at the time application is received and acted upon.
 - b. The Board reserves the right to refuse the use of school facilities to any group.
2. Class A - All School and School-related Activities
 - a. All school classes.
 - b. All school organizations.
 - c. Board of Education and its related activities.
 - d. Employee associations.
 - e. PTA.
 - f. Community Council.
3. Class B - Nonprofit Youth and Public Service Organizations
 - a. Boy and Girl Scouts.
 - b. Drum and Bugle Corps organized within the district.
 - c. 4H Clubs.
 - d. Youth organizations.
 - e. Civic organizations.

Issued: 23 September 2009



TOWNSHIP OF FRANKLIN BOARD OF EDUCATION	EXHIBIT 7510
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APPLICATION FOR USE OF SCHOOL FACILITIES

Date _____

APPLICATION is hereby made to the Board of Education, Township of Franklin, Gloucester County, for the use of the following facilities at _____.

	To Be Used for		Hours
Facilities	Purpose of	Dates	From To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

It is hereby understood and agreed that, if this application is granted, the undersigned will assume responsibility for the payment of the rental charge, if applicable, within thirty (30) calendar days of the use of the facility; for the preservation of order and liability for any damage to, or loss of, property that may result from this use; and for the due observation of all regulations of the Board of Education.

We hereby pledge that we or the organization we represent in the application do not advocate overthrowing the government of the USA or the government of New Jersey by force, violence, or any unlawful means.

The above indicated dates, times, and facilities requested are to be strictly adhered to. Failure to comply with the approved schedule will be cause for permission to be rescinded.

_____ Name of Organization	_____ Signature of Executive Officer
_____ Mailing Address	_____ Type/Print Name of Executive Officer
_____ City/State/Zip	_____ Insurance Carrier
_____ Telephone	<u>Attach a copy of the Certificate of Insurance</u>

EXHIBIT 7510

TO BE FILLED OUT BY SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

Application Approved

Application Not Approved

School Business Administrator/Board Secretary

Date

Please address this application:

School Business Administrator/Board Secretary

Township of Franklin Board of Education

3228 Coles Mill Road

Franklinville, NJ 08322

Signature of Executive Officer confirms that all provisions of Board of Education Policy Number 7510 "Use of School Facilities" were read, understood, and agreed.

11/09