

GLASSBORO PUBLIC SCHOOLS  
GLASSBORO, NEW JERSEY

TO: Mark Silverstein  
FROM: Walter S. Pudelko  
DATE: August 19, 2015  
RE: Agenda Item for August 19, 2015 Operations Agenda



First Reading – Board Policies

The following Board Policies are being submitted to the Board for a First Reading:

1. Policy 7510 – Use of School Facilities
2. Regulation 7510 – Use of School Facilities

WSP/b

Attachments

## 7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Business Administrator, **Principal, Assistant Principal, and Supervisor of Buildings and Grounds**. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

- A. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
- B. Uses and organizations indirectly related to the schools, including the P.T.A.;
- C. Departments and agencies of the municipal government;
- D. Governmental agencies;
- E. Community organizations formed for charitable, civic, social, or educational purposes;
- F. Private groups and organizations;

The use of school facilities will not be granted for the advantage of any partisan political activity, or any private social function.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.



Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The Board shall establish a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use, any fees charged by a law enforcement agency in connection with the use, **and any direct cost incurred due to the use of the facility.**
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree in writing to be bound by these regulations granted by the school district.

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

Revised: May 23, 2012



## R 7510 USE OF SCHOOL FACILITIES

### A. Reservations

Requests for use of school facilities are to be submitted to the School Business Administrator/Board Secretary. He/She may request a list of participants, including addresses, be included with the written request or subsequent to the request being submitted. Applicants must purchase liability and property damage insurance coverage for protection against suits arising from the activity. All accidents and incidents are to be reported to the School Business Administrator/Board Secretary within twenty-four hours of occurrence.

Upon receipt of approval and no less than **three (3) weeks** prior to the event, a minimum of fifty percent of the total fee and anticipated additional expenses are to be paid to the School Business Administrator/Board Secretary, **and the balance to be paid three (3) days prior to the event or the event will be cancelled.**

Building use will adhere to the established school calendar and buildings will be closed during district-approved holidays. Use of facilities will not be permitted to interfere with maintenance, custodial, or other building processes. All activities are to end no later than 11:00 p.m. unless prior approval and appropriate payments have been resolved with the Business Administrator.

Use of facilities by commercial profit making organizations is generally prohibited, however may be granted on a specific event basis. The Board of Education reserves the right to cancel or revoke permits at any time.

### B. Cancellation of Reservations

Building use is automatically cancelled when facilities are closed by school officials due to emergency situations, i.e., storms, fire, flood, mechanical failures, etc. Should the person/organization requesting the facility cancel less than three days before the event, fifty percent of the anticipated building fee will be charged to cover operational costs.

### C. Custodial Requirements

An authorized Glassboro School District custodian or maintenance employee must be present when a building is being used. The custodian



or maintenance employee will see that the building is open and all necessary systems are operational, cleaned, and closed. When building use occurs beyond normal working hours for custodial and maintenance staff, a charge will be assessed to cover the additional expense.

D. Equipment

Use of stage lighting and school owned audio visual (specifically television and high-tech materials) shall be operated by school authorized personnel paid at an established hourly rate as determined by the School Business Administrator/Board Secretary. All equipment and furniture shall be returned to the position/area from which it was obtained. Special decorations, scenery or furniture shall be installed only with the permission of the school authorities and are to be removed immediately at the conclusion of the activity unless other arrangements are made with school authorities. Pianos are not to be used without specific permission of the school authorities. Pianos must be professionally moved, and restored to their original condition upon completion of the activity. Tuning will be determined by school officials and charged to the organization using the piano.

E. Food Service

Kitchen areas are not to be used without a member of the Food Service Department (or designee) present and compensated at a pre-determined rate with the School Business Administrator/Board Secretary. All food must be consumed within the cafeterias and refuse properly placed in containers.

F. Gymnasium

Appropriate sneakers only are to be worn on the gymnasium floors.

G. Health and Safety Regulations

Smoking in school buildings or on school grounds is prohibited by law and violators will be prosecuted. Organizations and individuals granted use of facility permission are to supervise/enforce this regulation or risk losing their use of the facilities. No alcoholic beverages or controlled



dangerous substances are permitted on school grounds. Organizations and individuals granted use of facility permission are to supervise/enforce this or risk losing their use of the facilities. No gambling or games of chance are permitted on school grounds. Organizations and individuals granted use of facility permission are to supervise/enforce this regulation or risk losing their use of facilities. When police coverage is necessary, or may be required by the School Business Administrator/Board Secretary, it **will be scheduled by the School Business Administrator**. Organizations and individuals granted use of facility permission are to supervise/enforce this regulation or risk losing their use of the facilities. Any organization using the school facility shall control seating within the capacity of the facility being used. A minimum of one adult per every twenty persons under the age of twenty-one is required.

- H. A Certificate of Insurance with minimum liability of \$1,000,000 naming Glassboro Public Schools as co-insurer must be presented to the Board Secretary prior to date of scheduled event.

Facility Use: Types of Organizations

Priority 1 (fee charged as necessary to cover reasonable expenses beyond normal operations) – Glassboro School District related organizations and Glassboro youth organizations, such as parent-teacher groups, school booster clubs, school organizations and clubs, scouts, YMCA, YWCA, and affiliated organizations at the State, regional or national level, when no fee or admission is being charged by the organization.

Priority 2 (fee charged as necessary to cover reasonable expenses beyond normal operations) – Glassboro Park and Recreation Commission and Borough related governmental organizations when no fee or admission is being charged by the organization.

Priority 3 (fee charged as necessary to cover reasonable expenses beyond normal operations) – Glassboro non-profit organizations such as churches, veteran's groups, senior citizen organizations, women's clubs, fraternal, social service and civic organizations, police and fire organizations when no admission or fee is charged except to cover reasonable expenses incurred unless entire proceeds are donated to a specific school or community purpose.



# REGULATION

## GLASSBORO BOARD OF EDUCATION

PROPERTY  
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USE OF SCHOOL FACILITIES

Priority 4 (fee charged unless waived by the School Business Administrator/Board Secretary or the Superintendent) – Any political, fraternal, or charitable or social service organization which is not

predominantly Glassboro residents or any organization that is not charitable, non-profit, or not primarily Glassboro residents.

Revised: May 23, 2012

