

## 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



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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.



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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

