

POLICY

Board of Education

Bernards Township

File Code: 7510

USE OF SCHOOL FACILITIES BY OUTSIDE ORGANIZATIONS

It is the policy of this Board of Education that when the school facilities are not required for school purposes they should, under appropriate circumstances, be made available to members of the community for school related, youth serving, civil, cultural or charitable activities. It is understood that the use of school facilities is a privilege, and that violation of any terms of the facility use contract may result in a rescission of approval for use. To this end, the Board will permit the use of school facilities upon and subject to the following conditions:

1. Groups or individuals must submit written applications to the Superintendent or designee a minimum of 14 days prior to the first date of use whenever possible.
2. Applicants must assume full and complete responsibility for the facilities during the time they are in use for a reasonable period before and after use. There should be no cost to the District in making the facilities available; applicants must pay a cost-related fee for the space and equipment used and the labor costs to prepare, operate, and clean up the facility after the event. The applicant must agree to use the services of persons or companies which have been approved by the Superintendent. The Superintendent will recommend a fee schedule to the Board and, upon adoption, will make this schedule available to applicants.
3. Applicant must indemnify the District and maintain insurance sufficient to be certain that no liability or loss will attach to the District.
4. Applicant shall provide responsible supervision over its event.
5. Applicant shall agree to abide by the District's rules of conduct. This includes those rules concerning alcohol, drugs, smoking, obscene or disruptive conduct.

Use shall only be permitted when there will be no disruption to regular school activities including maintenance or construction. Use shall only be permitted between the hours of 8:00 A.M. and 10:00 P.M., unless approved by the Superintendent.

The Superintendent or designee may, with the approval of the Board of Education, waive all or part of the user fees.

The decision to grant, deny or rescind an application is the responsibility of the Superintendent or designee. Each application shall be considered on its own merits and conflicting applications shall be considered on their own merits and in the following order: school programs, community activities, private use.

POLICY - Continued

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Applications will be due on February 1 for spring use, August 1 for fall use, and October 1 for winter use. Decisions on each season's use will not be made prior to the due dates. Requests for facility use made after those dates will be granted as facilities are available. A written appeal from the Superintendent's or designee's decision may be made to the Board of Education and will be considered at the next regularly scheduled meeting of the Board.

Applicants who are permitted to use the facilities shall enter into a written contract with the District which will specify the rights and obligations of the parties.

The Superintendent shall develop guidelines to implement this policy.

ADOPTED: May 24, 2004