

## 7510 USE OF SCHOOL FACILITIES

[See **POLICY ALERT No. 196**]

### 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 through our online Facilities Reservation scheduling and has been approved by the Business Administrator. 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:

1. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Departments and agencies of the municipal government;
4. Governmental agencies;
5. Community organizations formed for charitable, civic, social, or educational purposes in Monroe Township;
6. Community religious groups in Monroe Township;
7. Private groups and organizations in Monroe Township;



8. Individual resident use;
9. Organizations/individuals outside of Monroe Township.

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

Each user shall furnish a Certificate of Liability Insurance to the Monroe Township Board of Education naming the Board as an additional insured with limits 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 through the online application system and may be granted in accordance with Regulation 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 approve annually 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.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional services required by the use.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the



amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

3. In accordance with the provisions of N.J.S.A. 18A:40-41a and Board Policy 5300, all youth sports team organizations shall ensure that an automated external defibrillator ("AED"), as defined in N.J.S.A. 2A:62A-24, is accessible when an athletic event or team practice is taking place on school district property. The AED shall be within reasonable proximity of the school athletic field or gymnasium, as applicable. The youth sports team organization shall further ensure that:
  - a. The person using the AED has successfully completed and holds a current certification from the American Red Cross, American Heart Association, or other training program recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and use of an AED; or
  - b. The person using the AED is licensed by the Department of Health and Senior Services as a Paramedic, Emergency Medical Technician (EMT)-D, or a First Responder-D.

Each youth sports team organization shall test and maintain the AED, which will be used on school district property, according to the manufacturer's operational guidelines. Following use of the AED, the person using the AED must request emergency medical assistance from the appropriate first aid/rescue squad as soon as practicable. The youth sports team organization must also provide a statement of compliance with the requirements set forth above regarding the accessibility, use and maintenance of AEDs.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.



The Superintendent shall develop regulations for the use of school facilities; such regulations shall be available on the district website. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

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

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Revised: March 18, 2019

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## R 7510 USE OF SCHOOL FACILITIES

### A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II or III users as follows:

1. Class I users will be given priority for the use of school facilities over other Class II and III users and may use school district facilities without payment of an application fee or charge for custodial, security and service (fuel, water, and electricity) costs. Class I users include the following organizations:
  - Student co-curricular and athletic use;
  - School groups;
  - Monroe Education Foundation, school-parent related organizations;
  - Community scouting and related groups;
  - Police/fire;
  - Municipal Recreation and/or other groups defined by the Superintendent;
  - MTEA union meetings as per Collective Negotiations Agreement;
  - Cultural Arts Commission;
  - Mighty Oaks Players.
2. Class II users may use school district facilities with payment of an application fee and will be charged custodial, security, and service costs. Class II users include the following Monroe Township organizations and individuals:
  - Non-profit groups not included in Class I
  - Religious organizations;
  - Other cultural groups;
  - Senior communities;
  - For profit groups;
  - Individual resident use.
3. Class III users may use school district facilities with payment of an application fee and will be charged custodial, security and service



costs. Class III users include the following outside of district organizations and individuals:

- Non-profit groups;
  - For profit groups;
  - Individuals.
4. No other organizations or individuals except those delineated above, will be permitted to use school facilities.

B. Application Procedures

1. All applications must be submitted through our online Facilities Reservation scheduling which is available on the District website. Applications will not be approved by any other means.
2. Application for use of school facilities must be submitted to the Use of Building Coordinator not less than two weeks before the date of the requested use. A use that requires the approval of the Board must be submitted not less than two weeks prior to a regular Board meeting and not less than two weeks before the date of the requested use.
3. The application must be submitted by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or set up time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.



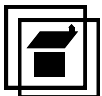
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### C. Approval

1. The Use of Building Coordinator will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
  - a. For use in the instructional or co-curricular program,
  - b. For maintenance, repair, or capital improvement, or
  - c. For use by another applicant,
  - d. Approval will be withheld if outstanding fees are owed to the District.
2. If the facility is not available for use, the Use of Building Coordinator will so inform the applicant and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Use of Building Coordinator will approve the application and forward the application to the Business Administrator for final approval or for referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:
  - a. School facilities are available for use only on weekdays, including school vacations.
    - School facilities may be available for use Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial coverage. Please see the schedule for rate increase for weekends and holidays.



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- b. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
  - c. In accordance with Policy No. 7510, the use of school facilities will not be granted for partisan political activity or any purpose that is prohibited by law.
5. The Use of Building Coordinator will determine the classification (I, II or III) of the applicant and the fees and costs, if any, to be charged for the use of the facility. The fee schedule is available on the district website and should be reviewed by the applicant.
6. In the event of a conflict between requesting applicants within the same class, the request received earlier by the district will be honored first.
7. The requestor will receive an electronic notification of each approved or disapproved application.
8. The Regulation Guide is available for review on the district website. The representative's application will signify notice of those rules and the applicant's agreement to be bound by those rules. Applicant will be required to verify that they have read the Use of School Facilities Guide and reviewed the fee schedule available on the district website.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any applicant whose representative has willfully made a misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the applicant.
10. Permission to use school facilities is not transferable.
11. The applicant must inform the Use of Building Coordinator of any canceled use request as soon as he/she is aware of the cancellation. An applicant's failure to inform the Use of Building





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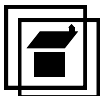
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Coordinator of a canceled use at least 48 hours in advance of the scheduled time of the use may result in imposition of user fee, and custodial, security and service costs.

12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.
13. Event requests submitted for the following school year may not be processed until school schedules are finalized.

#### D. Insurance and Indemnification

1. The representative of an organization/individual granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The applicant must sign the Hold Harmless Agreement of the Board of Education which states that it will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish a Certificate of Liability Insurance in the amount of One million dollars combined single limit. The Board of Education (not the school) must be named as an additional insured. The Certificate of Insurance must be issued to the organization/individual as the named insured. Request will not be approved prior to the Board of Education's receipt of the required Certificate of Insurance.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence,

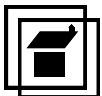


insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
  - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
  - b. The use must not exceed the established capacity of the facility used.
  - c. The use must not involve gambling or games of chance. For purposes of this regulation, the terms "gambling" and "games of chance" shall not include the following:
    - 50/50 Raffles
    - Ice Cream Bingos
    - Booster Club Raffles
    - Tricky Tray Raffles/auctions
    - Raffle Baskets (age appropriate)
    - Carnival Games
    - Other Fundraisers, with prior written approval by the Superintendent of Schools, in his/her sole discretion
  - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.



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- e. Smoking is prohibited in accordance with Policy No. 7434.
  - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
- a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
  - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
  - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
  - d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
  - e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.



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- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The food must be either commercially prepared by a licensed business or store bought. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume any district supplies. Kitchen facilities are not available for public use.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
- j. No school keys or employee personal phone numbers shall be issued to a user.
- k. No animal shall be allowed on school premises without prior approval.
- l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, computers, and office equipment.



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- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Uses Must be Properly Supervised.
- a. A minimum of two (2) school custodians must be on duty during the entire time a use occurs, including one hour before and one hour after the event for which a fee will be charged, if applicable. The custodians are present for the purpose of ensuring the security and proper functioning of the facility and of enforcing these regulations. The custodians are paid by the Board and may not accept gratuities from users. If the custodians are needed to perform extra services as an accommodation for the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district. Additional custodians may be required based upon the size and/or length of an event, to be determined by the Use of Building Coordinator.
  - b. A minimum of one (1) security officer must be on duty during the entire time a use occurs, including one half hour before and one half hour after the event. The security officer is present for the purpose of ensuring the security of the event and of enforcing these regulations. The security officer is paid by the Board and may not accept gratuities from users. If the security officer is needed to perform extra services as an accommodation for the user, the user may be charged an additional fee and the security officer will be compensated accordingly by the district. Additional security officers may be required based upon the size of the event, to be determined by the Use of Building Coordinator.
  - c. The use of certain school facilities (such as the auditorium stage) require the services of our outside vendor trained in the use of the facility. The user will be charged an additional fee and the outside vendor will be compensated accordingly by the district.



- d. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. If your group involves children, you must have an adult supervisor on the premises at all times. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- e. Propping open of exterior doors is strictly prohibited.
- f. The user must, in consultation with the Use of Building Coordinator, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Use of Building Coordinator, the Use of Building Coordinator may recommend that permission to use the facility be withdrawn.
- g. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason;
- h. All school buildings and parking lots must be vacated by 10:00 pm on school nights.

## F. Fee Schedule

1. Class I users will not be charged a fee or costs for the use of schools, but will be responsible for outside vendor fees, if applicable.
2. Class II and III users will be charged the following fees/costs:



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- a. An application fee for each request as per the fee schedule. A change fee will be charged for each change made after the request has been submitted, as per the fee schedule.
  - b. Custodial costs for the specific services of school employees rendered pursuant to paragraph E.3.a. will be charged as per the fee schedule.
  - c. Security costs for the specific services of school employees rendered pursuant to paragraph E.3.b. will be charged as per the fee schedule.
  - d. Any fees for outside vendors pursuant to paragraph E.3.c., as applicable.
  - e. Service costs as per the fee schedule.
  - f. Touring fees, as applicable, as per the custodial fee schedule, with a minimum charge of one (1) hour.
3. An itemized bill for the use of school facilities will be prepared based on the approved schedule. The bill will be sent to the representative of the applicant and payment will be requested in advance of the use.
  4. The itemized invoice is due within 30 days of receipt. If payment is not received, any pending scheduled event will be cancelled until payment is received. Additionally, the applicant will be disabled until payment is received.
  5. Additional fees may apply for energy costs and personnel depending upon use needs as per the fee schedule.

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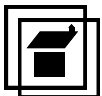
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