

7510 USE OF SCHOOL FACILITIES

N.J.S.A. 18A:20-34 authorizes Boards of Education to permit the use of school facilities and grounds or athletic fields when not in use for school purposes, for any of the following:

1. The assembly of persons for the purpose of giving and receiving instruction in any branch of education, learning, or the arts, including the science of agriculture, horticulture and floriculture;
2. Public library purposes or stations of public libraries;
3. The holding of such social, civic, and recreational meetings and entertainment and such other purposes as may be approved by the Board;
4. Such meetings, entertainment, and occasions where admission fees are charged as may be approved by the Board;
5. Polling places, holding elections, registration of voters, and holding political meetings; and
6. Child care services provided by the Board of Education; or a Board approved sponsor, or a child care program licensed pursuant to P.L. 1983, c.492 (C.30:5B-1 et seq.), before or after regular school hours, for any school aged child who attends school within the school district.

The Board of Education encourages the responsible use of the school buildings by organized groups of residents whose purpose and intent are to promote programs of an educational, civic or recreational nature for the youth and residents of the community. Fees will be established to cover reasonable operating costs and charged as per the Class of the responsible organization defined below. The Board's primary responsibilities towards its regular student body shall remain paramount in the interpretation and application of the rules established under this policy.

This Board of Education has designated the School Business Administrator/Board Secretary or Director of Facilities Management as having the authority to issue permits for the use of school facilities within the policy and approved financial limits of the Board. Authorized permission to use school facilities and grounds or athletic fields should not be considered as endorsement or approval of the group or organization nor the purpose they represent. The use by such groups should not be construed as a matter of right but a privilege afforded by the Board.



School functions, athletics, and extracurricular activities shall have first priority over any and all non-school uses. No permit shall be issued for the use of school facilities and grounds or athletic fields which shall conflict with the priority of classes as use set forth herein, unless specific such approval is granted by vote of the Board of Education. When two or more groups request simultaneous use of a school facility, preference shall be given to that function which serves best the maximum number of Wayne youth. 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.

The following system of priorities will apply in determining the issuance of facility permits and the charges and costs related thereto:

CLASS I ORGANIZATIONS

Eligibility

This classification shall include all Wayne School District curricular related organizational activities, i.e. in-school activities in conjunction with the regular school program such as school classes, school clubs or groups of pupils or teachers for extra-curricular school activities as well as the PTO.

Fee Structure

No rental fees or custodial fees shall apply.

CLASS II ORGANIZATIONS

Eligibility

This classification shall include Not for Profit groups such as:

- (1) Divisions of the local municipal government
- (2) Regular business meetings of local Community groups formed for charitable, civic, social or educational purposes
- (3) Organizations indirectly related to the schools i.e. Boys and Girls Club, PAL, Wayne Soccer, Wayne Little League
- (4) Community political organizations
- (5) Community church groups



- (6) Educationally oriented associations where the function is on behalf of general education or youth and public welfare i.e. Scout groups

Fee Schedule

- a. No rental fees shall apply if the participants of the group are comprised of 50% or more of Wayne Township residents/students. Group must submit a roster of participants with the application.
- b. Custodial fees shall not apply if the activity is conducted during normal work shifts of the custodial staff on days when school is in session.
- c. On days when school is not in session, groups will be required to reimburse the District for custodial fees as approved by the Board on an annual basis, as well as for damages incurred or heavy clean up after an event.
- d. No security deposit shall apply.
- e. The Administration shall annually review that adequate resources are available to support this policy.
- f. As agreed in the Shared Services Agreement between the Township of Wayne and the Wayne Board of Education dated 4/10/08, the Township shall be entitled to the use of the turf fields, without charge, as follows:
 - (1) On two (2) weekday nights each week, after 6:00 p.m. The designation of these weekday nights shall be mutually agreed upon by the Board and the Township at the beginning of each calendar year.
 - (2) On each Saturday during the year, after the Board's programs have ended.
 - (3) On each Sunday during the year.
 - (4) If lights are required, a District custodian or groundskeeper must be present. Such costs shall be borne by the user pursuant to the Board approved fee schedule.



- g. Permit requester must have a copy of the facilities use permit issued in their possession at the time of the event and must show it to any representative or employee of the District upon request.

CLASS III ORGANIZATIONS

Eligibility

This classification shall include for profit groups including but not limited to:

- (1) Groups outside the Community
- (2) Political rallies or caucuses sponsored by political parties
- (3) Activities sponsored by responsible groups or individuals for profit, either for the group or for the individual such as sports clinics.

Fee Schedule

- a. Rental Fees and Custodial Fees apply as approved by the Board on an annual basis.
- b. A security escrow deposit of \$1,000 is required. The security deposit must be delivered to the Business Office to be placed in an escrow account prior to the issuance of an approved permit. All fees, custodial costs and any costs incurred for repair of damage to buildings or fields as a consequence of use by the group or individual will be deducted from the security deposit as appropriate. The balance of the security deposit will be returned to the sponsor at the end of the event for which it was posted. In the event that the fees and/or costs exceed the amount of the security deposit, payment for such additional costs shall be made by the group within 90 days of receipt of the invoice for such additional fees. The Board reserves the right to increase the amount of the escrow deposit based upon the usage requested.
- c. Permit requestor must have a copy of the facilities use permit issued in their possession at the time of the event and must



show it to any representative or employee of the District upon request.

Security

Requirement for police presence will be at the discretion of the organization with approval by the Business Administrator or designee based on the event. If security is required, the organization shall contract with the Township of Wayne Police Department and provide proper documentation of arrangements made.

However, events that require police presence are as follows:

- Any event at which staff/parent chaperones are not provided.
- Any event which is open to the public with an unknown amount of participants that may not be Wayne Students/Residents with an anticipated crowd of over 125 persons (i.e. tournament, carnival, circus or overnight events).

Restrictions

1. Smoking and the use of smokeless tobacco is prohibited in all district owned buildings, on all school grounds, and in all school vehicles. Violators are subject to penalties as set forth in Board policy.
2. All Board employees are further prohibited from smoking or using smokeless tobacco at all school-sponsored functions off school grounds when they are acting within the scope of their employment.
3. The possession of tobacco and/or product(s) containing tobacco is prohibited in district-owned buildings, on school grounds, and at school-related functions for any person under eighteen years of age.
4. Possession or use of alcohol/drugs (substance abuse) is prohibited at all times on any property or in any buildings owned by the Board of Education and at all school sponsored functions pursuant to Board policy and applicable law.
5. "No Smoking" signs shall be prominently displayed in all school buildings and grounds.
6. Eating, drinking, etc., unless specifically granted and noted on the facility use permit which has been issued, is prohibited.



Insurance

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration. Each user shall sign an Indemnification/Save Harmless agreement in favor of the Board prior to issuance of the facilities use permit.

Equipment

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted only to Class I users 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.

Facility Use Fees

1. The Board shall review annually a schedule of fees for the various classes of use prior to July 1 of each year.

Scheduling

Submittal dates for the seasonal use of the facilities are as follows:

Fall (Sept., Oct. & Nov.)	June 15
Winter (Dec., Jan. & Feb.)	Sept. 15
Spring (March, April & May)	Jan. 15
Summer (June, July & Aug.)	March 15

Cancellation

Any change in or cancellation of event MUST be made to the Facilities Department no less than 24 hours in advance to allow District to make necessary adjustments.



Staffing

Each group which uses school facilities shall provide personnel of sufficient number and training to safely and properly operate all system, machinery and equipment involved in use of those facilities. The Board shall provide all personnel necessary for each group, and when required shall be charged, and shall pay to the Board, a fee in addition to those fees described above which fee shall cover the salary costs and all other costs and expenses incurred by the Board in providing the required personnel.

Sports Related Concussions and Head Injuries

1. 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.
2. 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. The youth sports team organization must provide the school district: 1. 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; 2. 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. 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 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 to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and



POLICY

WAYNE TOWNSHIP BOARD OF EDUCATION

PROPERTY
7510/Page 8 of 8
USE OF SCHOOL FACILITIES

in accordance with the terms outlined in the approval granted by the school district.

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

Adopted: 15 October 2009
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