

Regulation

USE OF SCHOOL FACILITIES

The Stillwater Township Board of Education recognizes the capital investment the community has in its school building and facilities and believes that such facilities should be used for legitimate community purposes. The principal shall approve all requests for the use of school facilities and maintain the schedule of all events, groups, dates and times that the school facilities shall be used.

Priorities to be Considered:

- A. The requirements of the school program shall receive primary consideration in the assignment of school facilities.
- B. School-related organizations such as the parent-teacher society shall be given priority over non-school related organizations.
- C. Groups using facilities weekly will occasionally have to be asked to give way to groups which only use them once or twice a year for special occasions.
- D. Local civic, cultural, religious and educational community organizations shall be given consideration over groups from outside the school district. Youth groups will be given priority over adult groups.
- E. In general, groups from outside the school district or those desiring to use the school facilities for financial profit shall be discouraged from making application for facility use.

Charges:

- A. No charge will be made for the use of school facilities by recognized teacher or school personnel groups or student organizations unless special circumstances would deem it appropriate to do so.
- B. Tax supported and non-profit groups may use the building at no charge on any weekday provided there is a regularly scheduled staff custodian in the building. If the proposed facility use is outside the normal working hours of the school custodian, the organization shall be required to pay the fee for necessary custodial services.
- C. All payments for custodial services, if any, will be made directly to the board of education.
- D. The board may refuse further use of the facilities to any group which violates the privilege.

Guidelines for Use:

- A. Individuals or organizations desiring to use school facilities shall file an application for such use with the principal. The application, signed by a responsible party, shall indicate the time, type and location of the facilities desired, the purpose of the activity and the organizations or group requesting such use.
- B. The principal will give a copy of appropriate district regulations to the responsible party with the approved application. Applications can be obtained from the school office.
- C. All users shall be required to present evidence of adequate appropriate insurance, appropriate being defined as a minimum of \$1,000,000.00 in liability coverage. The board of education shall be listed as an additional insured.

USE OF SCHOOL FACILITIES (regulation continued)

- D. All appropriate security measures must be addressed.
- E. Use of all alcoholic beverages and illegal, controlled dangerous substances are prohibited in the building and on school grounds.
- F. Smoking is prohibited in the building and on school grounds according to state law and board of education policy.
- G. Request for use of school equipment must accompany facility request. Only a person approved by the principal may operate the equipment.
- H. Food and drink are not allowed in the gym.
- I. User must clean up the area after use and report any damage. The building must be left in order.
- J. The applicant will be responsible for any damage to school facilities, supplies, and equipment. Damages should be reported to the Chief School Administrator at the earliest possible time.
- K. All facility use shall comply with state and local fire, health, safety, and policy regulations and Board Policy 1330.

Supervision of Children at After School Activities

- A. Children must be supervised at all times and never left alone (includes hallways and bathrooms).
- B. It is strongly recommended that at least two adults be present to supervise all activities. This will allow adequate coverage in the event of an emergency.
- C. Children are to be limited to the area(s) and equipment specified on the approved application for their activity.
- D. The supervising adults should ensure that reasonable and safe conduct is maintained during the entire activity until all participants have left school property.

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