

REGULATION

POINT PLEASANT SCHOOLS

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Use of School Facilities

R 7510 USE OF SCHOOL FACILITIES

In order for an application to be considered for approval, all applications must be submitted with all required information as follows:

Facility Request Use Time	Facility Application Submission Deadline
Fall (September/October/November)	May - June 1
Winter (December/January/February)	August 1 - September 1
Spring/Summer (March/April/May/June/July/August)	November - December 1

Requests for facility usage will not be accepted before the stated submission dates. If applications are received after the deadline, consideration shall be made only after all applications submitted timely are assigned requested times.

1. Any organization desiring to use school facilities shall complete an Application for Use of School Facilities obtainable from the Board Secretary. Any individual requesting such use must provide identification, which includes a valid New Jersey driver's license.
2. The approval of usage for one area of the buildings or grounds confers no privilege for the use of any other facilities except those stated in the application.
3. An approved application is not transferable, but may be cancelled in advance of the event by notifying the office of the Board Secretary.
4. Special permission must be obtained for decorating, installing scenery, moving furniture, etc. No school equipment or furniture is to be moved without prior approval.
5. Special school facilities (cafeterias, stage equipment, etc.) will require the presence of school employees especially trained in their use. Such cost will be added to the regular fee.
6. Any request to use district equipment or furniture must be on the facilities application. School equipment, i.e. motion picture projectors, amplifiers, musical instruments, etc., will not be loaned or rented for use outside of school location. Information on qualified operator of any such requested equipment must be detailed with application and permission must be granted prior to use.



7. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the Board of Education prior to receiving approval.
8. Scenery, decoration, or equipment provided by the applicant must be removed from school premises promptly upon completion of the performance. If there is any delay, such items will be removed by the Board of Education at the expense of the applicant.
9. A school custodian is required to be on duty during the hours of usage by the applicant. Evening affairs shall terminate by 10:00 pm unless special arrangements have been made previously.
10. The prohibition of smoking in instructional buildings extends to the parking lots, fields and any and all areas in which pupils may assemble for instructional purposes, including, but not limited to, outdoor facilities such as football stadiums, soccer fields, and any place or location where pupils may congregate for instructional purposes. The organization that rents the building is responsible for the enforcement of this rule and for the conduct of its patrons or guests.
11. Possession and/or consumption of any alcoholic beverage or controlled dangerous substance on Board of Education property is strictly prohibited. Violators shall be subject to arrest.
12. Commercial General Liability insurance in the amount of \$1,000,000 combined single limits and \$2,000,000 General Aggregate. This insurance will apply the General Aggregate separately to this use of facilities, include the Board of Education as an Additional Insured, include Contractual Liability which will respond to this agreement and be provided by an insurance company with an A.M. Best rating of at least A-VII.
13. The organization will indemnify, save harmless the Board of Education, its administration, employees and agents totally for any injury, action or law, damage or claim of any nature whatsoever arising directly or collaterally from the use of facilities, including any injury, action or law, damage or claim of any nature, unless the sole fault of the Board of Education, its administration, employees or agents.



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14. Fees for use of facilities shall be established by the Board of Education. In addition, the Board reserves the right to assess costs for additional clean-up and/or damages if facility is not left in condition it was found, including but not limited to additional garbage pickups, use of lights, etc.
15. The Board of Education, or its authorized representatives, shall have free access to the premises at all times.
16. The using organization shall police the area upon completion of the activity. All trash and other debris must be properly disposed of. A custodial charge for cleanup may be assessed if the building is not left in the same condition as when it was received.

The Board reserves the right to assign personnel to ensure safe and efficient operations of its buildings and grounds.

All rental fees, police, custodial and kitchen worker costs, if applicable, must be paid in three days prior to the event.

Adopted: October 27, 2008
 May 26, 2009

