

LYNDHURST BOARD OF EDUCATION
Lyndhurst, N.J. 07071
Policy

File Code: 1330

USE OF SCHOOL FACILITIES

The district facilities belong to the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules--providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education--allows the community to benefit more broadly from the use of its own property.

The board will permit the use of school facilities when such permission has been requested in writing and has been approved by the chief school administrator for:

- A. Uses and groups directly related to the school and the operations of the school;
- B. Uses and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic or educational purposes.

The use of school facilities may be granted for the advantage of any commercial or profitmaking organization on a case by case basis and subject to posted fees. The use of school facilities shall not be granted for private social functions, or any purpose which is prohibited by law.

In the event the chief school administrator deems it advisable, any application may be submitted to the board of education for action.



The chief school administrator or board of education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

Smoking is prohibited at all times in any district building. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and policy regulations. Food and drinks are not permitted in the high school gym and auditorium.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item or equipment may be used except by a qualified operator.

Use of district equipment on the premises by nonschool personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. No district equipment shall be removed from the premises for use by nondistrict personnel.

The board shall require that all users of school facilities comply with policies of this board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Date: January 10, 1984

Revised: April 4, 1995

Revised: March 19, 2008

<u>Legal References:</u>	<u>N.J.S.A.</u> 2C:33-16	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:20-34	Use of schoolhouse and grounds for various purposes
	<u>N.J.S.A.</u> 26:3D-55 <u>et seq.</u>	New Jersey Smoke-Free Air Act
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:26-12.2(a)4	Policies and procedures for school facility operation

20 U.S.C.A. 4071 – 4074 – Equal Access Act

GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)

Boy Scouts of America v. Dale, 120 S.Ct. 2446 (2000)

Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)

Possible

<u>Cross References:</u>	*1230	School-connected organizations
	*3514	Equipment
	*3515	Smoking prohibition
	*6145	Extracurricular activities

*Indicates policy is included in the Critical Policy Reference Manual.

RULES AND REGULATIONS GOVERNING USE OF BOARD OF EDUCATION FACILITIES

1. Primary use of all facilities will be and must be for educational programs that is school planned activities, events and programs.
2. The Lyndhurst Board of Education has final decision on use of all facilities.
3. NOTE: Only that part of building specifically mentioned in permit is to be used.
4. Lease holder must assume responsibility for the preservation of order in buildings and liability for any damage to or loss of school property.
5. The Board or its representatives shall have free access to all parts of school buildings at all times.
6. The right is reserved by the Board to revoke this permit at any time.
7. The permit does not include the use of any equipment owned by the schools, such as spot lights, flood lights, moving picture apparatus, band instruments, etc., unless specifically approved by the Board of Education.
8. Smoking, expectorating, use of obscene, vulgar and profane language and all forms of rowdyism shall be prohibited.
9. The number of persons allowed in the building, or tickets sold, shall not exceed the seating capacity of part or parts rented.
10. All township ordinances and rules of police and fire departments regarding public assemblies, must be strictly complied with.
11. All meetings, entertainments or dances must cease not later than 11:30 P.M.
12. Scenery and equipment may be installed on the approval of the Secretary but must be removed from the building within 24 hours after use.
13. Classrooms will not be rented for public use, during school hours, and other parts of the buildings will be rented only when no interference with school work is assured.
14. Reservations for school use must be made through the office of the Secretary of the Board of Education and the proper form completed.
15. Applications must be submitted at least three weeks in advance of date requested and approved by the Board of Education.
16. The building will not be available during school hours, except when approved by the Board of Education.
17. The service of building custodians does not include the erecting or dismantling of equipment unless said equipment is the property of the Board of Education.
18. A fee will be charged all organizations when they use school facilities as described on the reverse side.
19. In all elementary schools, free premises must be vacated by 4:45 P.M.
20. In the High School free premises must be vacated by 11:30 P.M.
21. The High School gym will not be used for Card Parties.
22. The High School field is to be used only for Inter-Township (Municipalities) League play only.
23. All permits are subject to change due to an Act of God and/or if facilities are needed for school purposes.
24. The High School field will be closed for maintenance from March 1 to September 1. Matera Field will be closed for maintenance from July 1 to September 1.
25. No vehicles will be permitted on any field except for maintenance and emergencies.

APPLICATION TO USE SCHOOL FACILITIES

TO THE BOARD OF EDUCATION OF THE TOWNSHIP OF LYNDHURST, N.J.

Date of Application _____
Name of Organization _____
Name of Contact Person _____
Phone # of Contact Person _____
Building Desired _____
Part of Building Desired _____
Equipment Desired _____
Date Desired _____
For What Purpose _____
TOTAL # ATTENDING _____

of Chaperones _____
Between What Hours _____
Will Admission be Charged _____
Will Attendance be Limited to Membership? _____
How Many Rehearsals? _____
Date of Rehearsals _____
Fee Herewith _____

Signature of Applicant

Address

Accepted _____

R.&R. Committee

Secretary

..... Date

FEEES FOR RENTAL OF SCHOOL FACILITIES

Rules and Regulations

All applications by outside agencies for rental shall be made upon this form, furnished by the Board, and shall be accompanied by the full rental fee as per the following schedule:

1. All buildings are no fee for the first two dates requested, per school year, for nonprofit organizations. Beginning with the third date requested, the fee is \$50 per hour or part thereof, per room, per day.

The following are exempt from the above noted fee:

- A. Activities sponsored by the Lyndhurst Board of Commissioners or its departments.
- B. Lyndhurst Boy and Girl Scout Organizations.
- C. Lyndhurst Veterans Organizations.
- D. Parent-Teacher Association.
- E. Lyndhurst High School support organizations (ex. Band Parents, Hall of Fame, Booster Club, etc.).

2. Organizations that are for profit (ie. businesses) will be charged, beginning with the first date requested \$50 per hour or part thereof, per room, per day. Under special circumstances, the Board may waive this fee in lieu of other considerations.

The Lyndhurst Board of Education reserves the right to change this fee schedule without prior notice.

Rented only subject to the rules and regulations as specified on the reverse side.

3. The complete application must be filed in with the Secretary. After the use of the facility is granted by the Board, the original will be retained by the Board. The duplicate will be forwarded to the custodian of the building and a triplicate will be duly signed and forwarded to the applicant. After usage of the facility the custodian in charge will file his report.
4. The use of fields may be granted with or without a Fee. The Fee will be determined by the Board of Education on a case by case basis.