

Policy

USE OF SCHOOL FACILITIES

The Spring Lake school 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 shall not be granted for the advantage of any commercial or profit-making organization, 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.

Smoking is prohibited at all times in any district building or on school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

The building 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 of 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.

USE OF SCHOOL FACILITIES (continued)

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.

Political Activity

As used in this section, "school property" shall mean a building or buildings used for school operations.

Candidates for elective public office, holders of elected public office or their agent or representative are prohibited from soliciting campaign contributions on school property. No person shall make contributions, directly or indirectly, to or on behalf of any candidate for elective public office, or the candidate committee or joint candidates committee of any such candidate, while on school property.

This shall not apply to persons or groups reserving or renting school property for a nongovernmental purpose as a meeting location.

Any person in violation of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than \$5000, for each violation.

Adopted:	April 10, 1973
Revised:	November 15, 1983; May 19, 1992; January 18, 1994; May 1995; December 17, 2003; February 28, 2005; August 22, 2005
NJSBA Review/Update:	January 2012, February 2012
First Reading:	March 26, 2012
Readopted:	April 30, 2012
Readopted:	May 20, 2013

Key Words

Use of School Facilities, Use of School Equipment, District Facilities, Facilities Equipment

Legal References: N.J.S.A. 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
N.J.S.A. 19:44A-19.1 Solicitation on state owned property prohibited; certain circumstances
N.J.S.A. 26:3D-55 et seq. New Jersey Smoke-Free Air Act
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.A.C. 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)

USE OF SCHOOL FACILITIES (continued)

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

Possible

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

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

Regulation

USE OF SCHOOL FACILITIES

The facilities of the H. W. Mountz School are to be used by the following Spring Lake organizations upon terms and conditions hereinafter set forth:

- A. Parent/teacher organizations;
- B. Mayor, council, and duly appointed agencies;
- C. Spring Lake community groups;
- D. All of the above will be at the discretion of the superintendent and board of education.

Procedures

- A. All requests for the use of school facilities shall be made in writing at the office of the superintendent. He shall determine whether the desired facilities are available. If the facilities are available and the request complies with board policy, the superintendent shall schedule the use of the facilities and inform the applicant. If a question arises concerning any application, the board of education shall be consulted for approval. The applicant will be informed if the facilities are not available.

The superintendent shall determine the need for additional custodial personnel, if any, and shall authorize the necessary overtime, if required.

All monies due the board of education for custodial services shall be paid directly to the board. The superintendent and custodial personnel shall not receive or make payment of any monies.

- B. The use of the facilities must be for community benefit and not for the personal gain of any specific individual(s). All applicants must submit an application and evidence of insurance at the time of application. If an insurance certificate is not presented, then the application process will not proceed.
- C. Any damage to buildings, grounds or equipment of H. W. Mountz School, resulting in any way from the use of the facilities, shall be the responsibility of the persons and/or organizations set forth above, who are granted the use of the facilities. Said persons and/or organizations shall agree to indemnify and hold the Spring Lake board of education harmless for any such damage. It is further understood and agreed that any such persons and/or organizations shall, if requested immediately tender the amount of any insurance deductible maintained by the board of education to insure against such loss. Said payment shall in no way be construed to absolve the user of the facilities of any additional liability. Please see Application and Agreement for Use of School Facilities.
- D. All equipment of H. W. Mountz School shall be under the supervision and control of the board of education or its representatives and may not be used without the approval of the superintendent/board of education.
- E. The persons and organizations granted the use of the facilities shall be responsible for enforcing rules of good conduct on the part of persons using school facilities. Non-compliance will result in forfeiture of future use of buildings by the persons or organizations responsible. **SMOKING IS PROHIBITED.**
- F. All decorations must be approved by the superintendent. Decorations must be taken down after the event.
- G. Alcoholic beverages may not be served or consumed on school premises.
- H. The serving of refreshments shall be restricted to an area outside the gymnasium designated by the superintendent.

USE OF SCHOOL FACILITIES (regulation continued)

- I. Sneakers or gym shoes only shall be worn when the gym is being used for any athletic program.
- J. All groups or organizations using school facilities shall at the discretion of the superintendent be responsible for janitorial expense in the following instances:
 - 1. Any time when a janitor is not regularly scheduled for duty;
 - 2. In such instances that the superintendent shall determine the necessity of additional janitorial staff due to the size and/or type of program to be conducted.
- K. Each member of the janitorial staff rendering such services shall be assigned a minimum of two hours. The applicants shall be billed for such services.
- L. The use of school facilities on Sundays will not be permitted as a general rule. The use of any school facility by a community organization or agency shall adjourn not later than 9:30 PM for indoor activities and dusk for outdoor activities.
- M. Organizations or groups requesting the use of buildings or facilities for the purpose of sponsoring youth activities must guarantee that such activities will be adequately supervised. Before the use shall be granted, the requesting organization or group must agree to provide adequate supervision for juveniles participating in the activity. The superintendent shall determine the adequacy of the supervision and will require the name(s) of the individual(s) responsible for said supervision.
- N. In addition to the supervisors of the students, a second adult may be needed to allow entrance into the school and program. All external school doors may be required to be closed and locked.
- O. Those individuals supervising the event on premises must have the Application and Agreement for use of School Facilities in their possession. Not having this form may result in the organization being asked to leave the premises.
- P. All groups must confine activities to the area(s) assigned. Individuals or groups found wandering away from the assigned area will result in a cancellation of the group's privileges. The sponsoring group(s) should submit a roster of participants (students only) or have a list readily available on the day of the activity.
- Q. The use of the outside scoreboard will be limited to H. W. Mountz School games and activities only.
- R. The outdoor facilities will not be equipped with lights on the playing fields or an amplification or sound system, and no exterior structure can be erected (i.e. dugouts).
- S. Use of outdoor facilities by the general public are restricted to use between 8:30AM and dusk on non-school days and 3:00PM and dusk on school days.
- T. Organizations must get approval of the superintendent to sell food at events.
- U. Groups requesting the use of the building or facilities for the purpose of sponsoring a team or activity will be given preference for facilities in the following priority: Mountz Teams and Clubs, School Connected Organizations, Spring Lake Boro, Organizations with the majority of its members being residents of Spring Lake, Organizations without the majority of its members being residents of Spring Lake. No individual or personal use will be approved.
- V. Groups requesting the use of the building or facilities for the purpose of sponsoring a team must submit a team roster with the application.
- W. Organizations with teams affiliated with Mountz School, e.g. varsity, booster club, may charge tournament fees and admission fees when they use the school gymnasium for a tournament fund raising endeavor.

Adopted:

April 10, 1973

USE OF SCHOOL FACILITIES (regulation continued)

Revised:	November 15, 1983; May 19, 1992; January 18, 1994; May 1995; December 17, 2003; February 28, 2005; August 22, 2005
NJSBA Review/Update:	January 2012
First Reading:	March 26, 2012
Readopted:	April 30, 2012
Readopted:	May 20, 2013
Readopted:	June 23, 2014

Form

APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES

Organization: _____

Date of this Request: _____ Facility Requested: _____

Number of Persons Using the Facility: _____ Date and Time of Use: _____

Purpose: _____

I have read the Spring Lake Board of Education policy and regulation 1330 Use of School Facilities and agree to comply fully with said policy. It is understood and agreed that any damage to buildings, grounds or equipment of H. W. Mountz School, resulting in any way from the use of the facilities, shall be the responsibility of the persons and/or organizations set forth above, who are granted the use of the facilities. Said persons and/or organizations shall agree to indemnify and hold the Spring Lake Board of Education harmless for any such damage. It is further understood and agreed that any such persons and/or organizations shall, if requested, immediately tender the amount of insurance deductible maintained by the Board of Education to insure against such loss. Said payment shall in no way be construed to absolve the user of the facilities of any additional liability.

Organization _____

Adult in Charge _____

Address _____

Telephone _____

Cell Phone _____

This application is hereby approved except as follows: _____

Custodian requirements are as follows: _____

Date _____

Chief School Administrator Signature _____

Submit certificate of insurance prior to beginning the program to verify coverage of the group and to name the Board of Education as additional insured.

Certificate of insurance valid through: _____ received: _____ Yes _____ No

Certificate endorses the SLBOE as additional insured for the activity: _____ Yes _____ No

Team Roster _____ Not Needed _____ Yes _____ No

SLBOE Meeting: _____ Approved: _____ Yes _____ No

***THIS FORM MUST BE SUBMITTED THE MONDAY PRIOR TO THE SCHEDULED BOE MEETING FOR APPROVAL
THIS FORM MUST BE IN THE SUPERVISOR'S POSSESSION DURING USE OF SCHOOL FACILITIES***

Form

MOUNTZ GYMNASIUM REGULATIONS

Every group must adhere to the following rules when using the H. W. Mountz Elementary School gymnasium. Failing to comply with these rules might jeopardize usage of the gym in the future.

1. NO FOOD OR DRINKS may be taken or consumed inside the gym.
2. The gym must be swept and trash must be picked up at the conclusion of the scheduled event.
3. Proper sneakers/gym footwear must be worn by all participants.
4. The group or the organization that requested to use the gym is responsible for any damage to the school's equipment. Any such incident must be reported to the school's administration no later than the morning of the next working day (the person may be asked to provide a written report of the incident).
5. Mountz School will not be responsible for any damages that occurred during another group's activities.
6. The group/organization is responsible for any required custodial fees.
7. The group/organization is also responsible for its spectators, coaches, visitors, and participants' behavior during that time - both in the gymnasium and the school areas immediately adjacent to the gym.
8. SMOKING IS PROHIBITED ON SCHOOL GROUNDS.
9. When any of the buildings and grounds of the Mountz School are utilized, the school and local laws shall be observed. Specifically, there shall be no cursing or abuse or use of violent or abusive language or use of any such other language so as to provoke a breach of the peace. Any violation, or suspected violation, may result in an immediate revocation of permission to use the school property.

I have read the above-listed regulations regarding usage of the gymnasium at Mountz School. I agree to abide by these regulations and realize that noncompliance will result in my inability to use these facilities in the future.

Signature

Date

First Reading:	August 22, 2005
First Reading:	March 26, 2012
Readopted:	April 30, 2012
Readopted:	May 20, 2013

Form

MOUNTZ OUTDOOR RECREATIONAL FACILITY REGULATIONS

Every group must adhere to the following rules when using the H. W. Mountz Elementary School outdoor facilities. Failing to comply with these rules might jeopardize usage of the facilities in the future.

1. The outdoor area in use must be cleaned up and trash must be picked up at the conclusion of the scheduled event.
2. The group or the organization that requested to use the outdoor facility is responsible for any damage to the school's equipment. Any such incident must be reported to the school's administration no later than the morning of the next working day (the person may be asked to provide a written report of the incident).
3. Mountz School will not be responsible for any damages that occurred during another group's activities.
4. The group/organization is responsible for any required custodial fees.
5. The group/organization is also responsible for its spectators, coaches, visitors, and participants' behavior during that time.
6. When any of the buildings and grounds of the Mountz School are utilized, the school and local laws shall be observed. Specifically, there shall be no cursing or abuse or use of violent or abusive language or use of any such other language so as to provoke a breach of the peace. Any violation, or suspected violation, may result in an immediate revocation of permission to use the school property.
7. School facilities may only be used during the days and times approved by the Board of Education on the Application and Agreement for Use of School Facilities. Use of Sundays is prohibited.
8. Smoking is prohibited on school grounds.

I have read the above-listed regulations regarding usage of the outdoor facility at Mountz School. I agree to abide by these regulations and realize that noncompliance will result in my inability to use these facilities in the future.

Signature

Date

First Reading:	August 22, 2005
First Reading:	March 26, 2012
Readopted:	April 30, 2012
Readopted:	May 20, 2013