

# 7510

## 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. The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the schools district. For the purpose of this policy, "school facilities" also includes school grounds. However, such community use must always respect the rights of others, particularly the rights of those residents whose properties adjoin or are close to school properties.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the school and the operations of the school;
2. Uses and organizations indirectly related to the school;
3. Departments or agencies of municipal government;
4. Other governmental agencies;

The use of school facilities shall not be granted for any purpose which is prohibited by law.

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.

In the event the Superintendent deems it advisable, any application may be submitted to the Board of Education for action.

The Superintendent and/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.

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

Use of school equipment in conjunction with the use of school facilities must be specifically requested via the District's webpage application 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 any school's kitchen area and any equipment contained therein can not be used by any community group. Lumberton Township School and Lumberton Township Recreational groups are excluded from this restriction. Lumberton Township School personnel, PTA, and Lumberton Township groups who are granted permission to use the District's kitchen facilities, must have authorized food service personnel present throughout the entire time the kitchen, and its equipment, are in use. Please refer to the District's Biohazard Policy (#8506 School Lunch Program Biosecurity Plan) for additional information.

Any community organizations formed for charitable, civic, or education purposes group will not be granted the use of school district facilities more than one (1) weekend per month unless a custodian can not be obtained to work the requested date. If a custodian can not be obtained to work the requested date, another available date will be provided to the outside organization.

All building users are directed to visit the district's website ([www.lumberton.k12.nj.us](http://www.lumberton.k12.nj.us)) which contains a copy of Policy and Regulations 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. 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 if the youth sports team organization provides the school district 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.

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.

Use of district equipment on the premises by non-school 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 basketballs in the gym. No district equipment shall be removed from the premises for use by non-district personnel. No equipment or property belonging to outside groups may be stored on the school grounds or inside school facilities. Any

equipment/property brought in must be taken away when the group leaves the building at the conclusion of that date.

The Board shall require that all users of school facilities comply with the 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.

#### Basic Usage Fee

1. Type I – An organization whose sole purpose is to advance or benefit its own interest or organization, whether an admission fee is charged or not:

Auditorium _____	\$400/six (6) hour session
Rehearsal _____	\$150/four (4) hour session
Additional Related Areas _____	\$ 70/six (6) hour session
Classroom/Music Rooms _____	\$ 60/six (6) hour session

#### Multiple Sessions:

Two (2) Consecutive Sessions _____	\$600
Three (3) Consecutive Sessions _____	\$750
Four (4) or More Consecutive Sessions _____	\$300/session

Full Gymnasium _____	\$200/four (4) hour session
Half of Gymnasium _____	\$100/four (4) hour session

#### Multiple Sessions:

Two (2) Consecutive Sessions _____	\$350
Three (3) Consecutive Sessions _____	\$550
Four (4) or More Consecutive Sessions _____	\$150/session

2. Type II – A non-profit, non-commercial organization whose basic purpose is to benefit the community, from outside the immediate area, shall be charged one-half (1/2) of the rates specified in Type I.
3. Type III – A Lumberton Township non-profit, non-commercial organization whose sole purpose is to advance or benefit the interest of the Lumberton Township School District and/or the community, whether an admission is charged or not, shall not be charged a basic usage fee.

Other Related Fees

These fees will be charged to Type I, II, and III when requested or required by the Lumberton Township Board of Education or its agent.

Auditorium Manager _____	\$25/hour
Technical Support _____	\$25/hour
Ushers/Ticket Personnel _____	\$ 9/hour
Parking Attendants _____	\$ 9/hour
Custodial/hour _____	\$40/hour

Billable custodial hours shall be requested by the group or organization or required by the Lumberton Township Board of Education or its agent.

Payment of Fees/Deposit:

1. A deposit of one-half (1/2) of the total basic usage fee must be received within two working days after an organization has received notice that their application has been approved. No organization shall be permitted to use the auditorium until the Lumberton Township Board of Education has received the deposit.
2. The basic usage fee shall be paid in full prior to the actual date of the usage of the auditorium. Charges for other fees (i.e., auditorium manager, technical support, custodians, etc.) shall be billed to the organization, based on utilization, immediately after the conclusion of the activities and must be received within thirty (30) days of billing. Organizations that fail to make payments of the required fees shall jeopardize their future use of the facility.
3. Payment of deposits, basic usage fees and other fees must be in the form of a cashier's check, certified check or money order, made payable to the Lumberton Township Board of Education.
4. A cancellation fee of \$50.00 for each date canceled will be charged, if cancellation is made after formal approval has been received.

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. These regulations are available on the reservation page and must be agreed to pursuant to making a building use reservation. Permission to use school facilities shall be granted only to the 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 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: 12 April 2001

Revised: 26 February 2004

Revised: 28 October 2004

Revised: 12 July 2007

Revised: 28 February 2008

Revised: 26 January 2012

Revised: 22 March 2012

Revised: 27 September 2012