

7510. USE OF SCHOOL FACILITIES

A. Application

- The use of school facilities for non-school purposes shall not preempt or disturb the educational program of this district. In all cases scheduled instruction and co-curricular events have priority over nonschool events.
- Application forms shall be secured from the district’s website. Completed applications shall be returned to the Board office. Each application shall require that the applicant agree to:
 - Provide evidence of the purchase of organizational liability insurance, both bodily injury and property damage, in an amount satisfactory to the Board of Education. The Board assumes no responsibility for bodily injury or for damage to or loss of any personal property. Minimum requirements are

Bodily Injury	\$ 50,000/person (claims) \$100,000/accident (claims)
Property Damage	\$100,000
 - Provide evidence, upon request, that the organization is nonprofit;
 - Comply with all rules and regulations of the district;
 - Maintain order during the use of the school and restore the facility to its prior condition immediately following the use.
 - The approved organization cannot approve or grant permission to any other organization for facilities use (i.e. food vendor, fund raiser, etc.)
- The use of public school facilities by religious groups, upon annual application, for services and educational instruction during nonschool hours is not encouraged. However, such use will be considered by the Board on a nondiscriminatory temporary basis, provided that each applicant:
 - Certifies in writing that it is currently or will imminently seek its own permanent quarters;
 - Uses the school facilities on a temporary basis only;
 - Fully reimburses the Board for all administrative, custodial, utilities, heating, and maintenance costs;
 - Fully complies with all other Board rules and regulations.
- Applicants must be residents of the Borough of High Bridge.
- Applications shall be submitted for Board consideration ten (10) days prior to its next regular meeting. The office of the Superintendent shall act as a clearing house for reserving and checking dates. The Secretary of the Board shall notify the group of the action of the Board with a statement of a fee, if any, to be paid if approval is granted.
- Paid admission and/or donation to any function must be cleared by the Board and should be to defray expenses or be for a general or specific charitable purpose.
- A deposit may be required for users where charges are to be incurred. The charges will be deducted from the deposit and any excess returned. Likewise, any shortage will be billed.
- Whenever the custodian is not on regular duty or if special services are needed for any reason, they are to be paid by the applicant at a rate determined by the Board. The Board will issue a bill for their services.

B. Supervision

- The custodian on duty shall be in complete charge of the school facilities being used and shall be on the premises one-half hour before the scheduled time of use and shall remain on the premises until all persons have vacated the building. The custodian will at no time permit the use of any room or item not specified in the application.
- Smoking shall not be allowed in any building or on school grounds at any time.
- There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds.
- Special decorations, scenery, or furniture shall be installed only with the permission of the building authorities, and must be removed at the conclusion of the program.
- Pianos may be moved from one level to another in the building only upon arrival of the building administrator. They shall be moved by professional piano movers and returned to their original place and tuned with the costs being absorbed by the organization.
- All electrical and mechanical equipment arrangements shall be under the control of the school custodial staff at all times.
- School equipment, such as motion picture projectors, amplifying equipment, musical instruments, etc., will not be loaned or rented.
- Police and parking will be the responsibility of the applicant.
- The unpaved school grounds are not to be used as a parking lot, nor may the grounds be used for any racing or any unlawful activity. Vehicles powered by motor, but not licensed, are not permitted.
- School facilities shall not be crowded with more persons than allowed by local policy and the fire department.
- The Board reserves the right to approve or deny an application for use of school facilities and/or buildings.
- Any and all violations of these policies and rules by any group or organization shall be reported in detail by the building administrator to the Board which shall take such action as it may deem necessary.

C. Rental Fees

1. The Board offers the use of its facilities on days school is in session without charge to school organizations and other designated organizations of High Bridge Borough. This includes specified facilities, utilities, and custodians. After 9:00 p.m., however, a fee will be charged to cover overtime pay for custodians.
2. During the periods of winter and spring breaks building usage is prohibited. On days school is not in session and an employee is required to be in attendance, a fee will be charged to cover overtime pay for hours in excess of the custodians' regular hours at a rate of 1 ½ times the regular hourly rate. All required fees are payable to the High Bridge Board of Education.
3. When an organization and/or group (nonpublic or nonborough) does not qualify for rent-free use of facilities, the rental fee for a four hour period shall be:

All purpose Room at Elementary School	\$80.00
Gym/Auditorium at Middle School	\$80.00
Cafeteria at Middle School	\$80.00
Rehearsal in a facility	\$10.00
Individual Classroom	\$10.00
Outside Facility	\$10.00

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