

# POLICY

## 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 the children. Prudent use and management of school facilities and grounds, providing that such use does not interfere with the educational and co-curricular programs of the school district, allows the community to benefit more broadly from the use of its own property. For the purpose of this policy, “school facilities” also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Facilities Manager except that the Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of facilities, the Board will give priority in the order below. Within each class, priority will be based on the percentage of Colts Neck participants, number of pupils in the activity, and the date of the application.

Class A        Uses and groups directly related to the pupils or staff of the schools.

Examples:     Student Council, school clubs, dances, and such use as may incidentally be required by the Colts Neck Township Education Association; Colts Neck PTO, and Colts Neck Friends of Different Learners (“FODL”) and district-operated before and after care program.

Class B        Uses and organizations indirectly related to the pupils or staff of the Colts Neck Township schools, community charitable, civic, municipal, social or educational organizations formed for the youth of Colts Neck, but not directly related to organized religion as stipulated in the Federal and State constitutions.

Examples:     Colts Neck Township Recreation Programs and Colts Neck Sports Foundation, Boy/Girl Scouts, American Youth Football/Cheer, and/or programs involving the youth of Colts Neck. This will also



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include groups with intent to organize and facilitate charitable events to benefit students and families of Colts Neck.

**Class C** Uses and organizations indirectly related to adults of the Colts Neck Township schools, community charitable, civic, municipal, social, or educational organizations formed for adults of Colts Neck, but not directly related to organized religion as stipulated in the Federal and State constitutions and other community organizations formed for the adults of Colts Neck.

Examples: Colts Neck Township Recreation Programs, Colts Neck Sports Foundation programs formed for adults of Colts Neck, Colts Neck Seniors, municipal recreation and education for religious organizations, fraternal organizations.

**Class D** Departments or agencies of the local municipal government, county government, state government, and federal government.

Examples: Colts Neck Township committees, Monmouth County Elections Board, Taxpayers' Association, committees formed for the elections of public officials.

**Class E** Other groups, including profit-making, community political groups, at the discretion of the Board after objective and careful consideration, mindful of all rules pertaining to nepotism and bipartisanship.

The use of school facilities will not be granted for any purpose that 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.



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If a conflict arises regarding the use of school facilities (e.g., gymnasiums) then the School Business Administrator/Board Secretary may convene a meeting between representatives from the organizations to resolve the problem. If a conflict cannot be resolved, the issue will be referred to the Superintendent for action. An appeal of the Superintendent's decision will be referred to the Board. Any application for use of school facilities may be refused by the Board.

The Board shall require that all users of school facilities comply with all Board policies and the rules and regulations of the district. Smoking is prohibited at all times in any district building or on school grounds. Alcoholic beverages shall not be brought onto any school property. All approvals granted under this policy must 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 when the programs interfere with district needs and maintenance schedules.

The School Business Administrator/Board Secretary shall develop procedures for granting permission to use school facilities and shall promulgate regulations for such use which shall include:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district rules and provide such policy coverage as is necessary.
- B. Each user shall present a copy of the organization's charter and/or bylaws together with an accounting of all registered participants noting their legal residence. The resident information will be used to evaluate the level of participation of Colts Neck Township pupils.
- C. 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 users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Equipment may be used with permission by an operator approved by the district. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration. No district equipment shall be removed



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from the premises unless approved by the School Business Administrator/Board Secretary. The Facilities Manager will maintain a record of all equipment use.

- D. Users shall be financially liable for damage to the facilities and equipment.
- E. Proper supervision must be provided during all use of equipment and facilities.
- F. Time limits shall be specified.
- G. Fees will be assessed to Classes B, C, D, and E for building utility usage.
- H. Classes B, C, D, and E will be subject to the following additional charges on those occasions when schools are closed or when the kitchen staff are not present that day.
  - 1. Custodial coverage for an additional one hour before and one hour after the event.
  - 2. Use of any kitchen facilities will require a contracted food service kitchen employee to supervise the activity at the then existing contract rate.
- I. Hours of additional heating and cooling must be requested on the application.

## Fees

The use of school facilities by groups described in priority categories A and B on page 1 of this policy shall be exempt from paying fees Monday through Friday.

The use of school facilities by groups described in priority categories C, D and E on page 2 of this policy shall be exempt from paying fees Monday through Friday during the hours of 7:00 A.M. - 6:00 P.M. Fees will be assessed for usage after hours as described in the Fee Schedule as part of Regulation 7510.

Any group utilizing district facilities for the provision of a service awarded by the district or to fulfill an agreement that includes a payment to the district based on the use, is exempt from the fees associated with this policy.



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All users of school facilities shall incur fees in accordance with the fee schedule as part of Regulation 7510. If the use causes additional expenses to be incurred by the district, fees will apply in accordance with the aforementioned fee schedule.

Users of indoor school facilities must provide written notification of their intention to cancel the facility at least forty-eight (48) hours prior to the scheduled usage. Failure to provide timely notification will result in charges being assessed in accordance with the estimated total costs at time of application. Users must adhere to the purpose for building usage identified when applied for. A new application must be submitted for any change in purpose for use.

Users may be required to pay a deposit for activities involving large groups or activities that may result in clean-up or damage. A clean-up fee shall be assessed when users do not leave facilities and/or grounds in clean condition. Users shall be financially liable for damage to school facilities. All users will be equally assessed custodial and/or repair fees (unless the offender is clearly discernible) for clean-up and/or damage to the school facilities.

The School Business Administrator/Board Secretary or his/her designee shall determine the number of district personnel required for each use request. The number of personnel determination will be in accordance with existing employee contracts and operational requirements.

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.

The school district shall provide a copy of Policy and Regulation 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 \$1,000,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.



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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.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district’s school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

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. Permission to use school facilities shall be granted only to 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; **18A:41-7**

Adopted: 6 May 2009  
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