

## R 7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the buildings and facilities of the public schools should be available to the citizens of the community to the greatest possible extent consistent with the most effective use of school facilities for school purposes and the educational program, State statutes, and the responsibility of the Board for the maintenance of the buildings and facilities.

Regulations for the use of school facilities by outside persons and groups shall be established by the Superintendent of Schools and approved by the Board of Education. These regulations shall be printed on the district's "Application for Use of School Facilities," and shall apply to all users issued permits for use of school facilities.

In accordance with New Jersey State Statute, no use of the schools shall be granted which will in any way interfere with the most effective use of school facilities for school purposes. Activities that are part of the educational program take precedence over activities sponsored by non-school organizations.

The Board recognizes that the demand for use of some facilities exceeds availability. The Board also recognizes that overuse -- use beyond the capacity of limited maintenance resources to restore -- can lead to permanent damage to facilities. Therefore, the Superintendent of Schools shall establish and the Board shall approve classifications of users to serve as priority guidelines in granting permits for use of facilities as well as appropriate restrictions on use.

### Classifications of Users

#### Class A (Priority User)

- Groups and organizations directly affiliated with the Ridgewood Public Schools, Ridgewood students and staff, as approved by the School Business Administrator/Board Secretary.

#### Class B

- Nonprofit organizations whose primary purpose is to serve youth on a community-wide basis.
- Village government and other officially approved recreation activities sponsored by groups of the Village government.
- Not-for-profit groups that sponsor fund raising events wherein the entire proceeds, less expenses, go to assist Ridgewood Public School students.

Not-for-Profit Status - Groups qualifying as Class B users seeking to avoid rental fees (other than government or organizations recognized by the Ridgewood Fields Policy) are required to provide evidence of compliance with not-for-profit federal tax regulations. Copies of current Internal Revenue

# REGULATION

# RIDGEWOOD BOARD OF EDUCATION

PROPERTY  
R 7510/page 2 of 7  
Use of School Facilities

Service filings (Form 990) serves as documentation of this status. Groups that have recently sought federal not-for-profit status and have not yet filed an initial Form 990, may provide other evidence of registration to the Business Administrator. Groups that are unable to provide not-for-profit documentation may still rent the facilities as Class C organizations at the District's published rates if they comply with all other regulations.

All Groups using District facilities (regardless whether they are Class B or Class C organizations) must submit documentation of their not-for-profit status if they indicate in their advertising that donations received are tax-deductible charitable gifts.

**TRANSITIONAL PROVISIONS:** The evidence of not-for-profit status is effective for all events after January 1, 2020.

## Class C

- Community, civic, social, educational, cultural, recreation, professional groups, and any other groups not specifically referenced herein.

## Charges

### Class A

No charge

### Class B

Groups will assume the cost of any custodians, assigned faculty advisor, lighting crew, and any other fees incurred by the school district as a result of their use of the auditorium.

### Class C

Rental fee and groups will also assume the cost of custodians, assigned faculty advisor, lighting crew, and any other fees incurred by the school district as a result of their use of facilities.

- Facilities not Available to Outside Groups:  
The Frederick J. Stokely Little Theatre, the Murray Colosimo Campus Center, the television studio, the music rooms, the computer labs, and any other space the administration deems necessary at Ridgewood High School are for student use only and are not available to any other groups. Super Science Saturday, will be grandfathered. Charges: Charges are based on classification of user as defined above.
- Custodial Overtime:  
N.J.A.C. 34:7-1 requires that a custodian who has a Black Seal License be on duty whenever a building is in use. If a facility is to be used outside of normally scheduled working hours, a custodian will be assigned on an overtime basis and the cost will be billed to the using group.

Groups using facilities outside of normally scheduled working hours will be billed for the custodian's overtime plus 10% to cover heat, light, administrative costs, and other expenses resulting from such use.

- Payment of Fees:

Rental fees will be billed after the use of facilities and are payable within thirty days. Payment in advance may be required at the discretion of the Assistant Business Administrator.

- Liability Insurance:

Certificate of Insurance must be produced prior to the issuance of the permit. The certificate of insurance must name the Ridgewood Board of Education as the named insured.

The Superintendent of Schools shall review and update the schedule of fees which will be approved by the Board each year at the Reorganization Meeting.

Outside sports organizations that use the facilities must provide a Statement of Compliance with the Ridgewood Board of Education's policy(ies) for management of concussions and other head injuries, including Policy No. 2431.4, and shall represent all of its coaches (head and assistant coaches) have received a copy of such policy(ies) and have successfully completed a course in concussion awareness, such as the Centers for Disease Control and Prevention's "Heads-Up: Concussion in Youth Sports" or the National Federation of State High School Association's "Concussion in Sports: What You Need to Know." The organizations shall provide copies of the coaches' certificates of completion of the appropriate concussion awareness course(s) upon request.

## A. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Business Administrator.
2. Application for use of school facilities must be submitted to the Business Administrator not less than 30 working days before the date of requested use. A use that requires the approval of the Board must be submitted not less than 60 working days prior to a regular Board meeting.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be an agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates,

and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.

5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

## B. Approval

1. The Business Administrator of his/her designee will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
  - a. For use in the instructional or co-curricular program,
  - b. For maintenance, repair, or capital improvement, or
  - c. For use by another organization.
2. If the facility is not available for use, the Business Administrator or his/her designee will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets standards set by Policy No. 7510 and these regulations, the Business Administrator will note his/her approval on the application form and will record the classification of the applicant organization and will grant final approval or refer to the Board requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:
  - a. School facilities are available for use on weekdays, including school vacations. School facilities may be available for use on Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial coverage.
  - b. School facilities are available for use only during the hours approved on the application. If applicable, the user pays an overtime fee regardless of the user's classification. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
  - c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.

- d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
  5. The Business Administrator, in consultation with the Field Committee, will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.
  6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
  7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
  8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
  9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
  10. Permission to use school facilities is not transferable.
  11. The organization representative must inform the Business Administrator or his/her designee of any canceled use request as soon as he/she is aware of the cancellation.
  12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.
- C. Rules for the Use of School Facilities
1. Users of school facilities will be bound by the law.
    - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
    - b. The use must not exceed the established capacity of the facility used.

- c. The use must not involve gambling or games of chance.
  - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
  - e. Smoking is prohibited in accordance with Policy No. 7434.
  - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
- a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
  - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
  - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user unless permission is granted by the Business Administrator to store the materials at the facility. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
  - d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
  - e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
  - f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designated.

- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
  - h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. Use of the cafeteria kitchen and cafeteria utensils requires the presence of a school district designee. The employee will be compensated by the school district and the user will be charged by the school district.
  - i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
  - j. No school keys shall be issued to a user.
  - k. No animal shall be allowed on school premises without prior approval.
  - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
  - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones and office equipment.
  - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Uses Must be Property Supervised
- a. A school custodian must be on duty the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.
  - b. The user of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
  - c. The user must assume full responsibility for the conduct of all participants in the

- use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- d. The user must, in consultation with the principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
  - e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.
- D. Provision of Training on School Safety and Security
1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education 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.
  2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
  3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.
    - a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.