

# **POLICY**

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## **FRANKLIN TOWNSHIP BOARD OF EDUCATION**

**File Code: 1330**

### **USE OF SCHOOL FACILITIES**

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 the property.

Persons or organizations desiring to use school facilities must submit a Facility Use Application Form to the chief school administrator for review before presentation to the board for approval. The following list of users is to be considered:

Class I - Groups directly related to the school and the operations of the school (such as PTA, OEA);

Class II - Organizations indirectly related to the Franklin Township School students (such as youth sports, scouting, recreation);

Local, County, State or Federal Departments or government agencies.

Class III - Franklin Township community organizations formed for charitable, civic, educational purposes;

Outside organizations formed for charitable, civic, educational, or recreational 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.

The board may refuse to grant the use of a school facility whenever in its judgment there is good reason why permission should be refused. The Board shall not be required to give a reason for such refusal. The

building may 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.

Smoking, the possession of or use of alcoholic beverages or controlled dangerous substances, and illegal gambling are prohibited at all times on any school property. All facility users shall comply with state and local fire, health, safety, and police regulations including current drug-free school zone and workplace policy.

The board reserves the right to charge a fee for the use of facilities and/or a fee for additional staffing or policing. The board may also deem it necessary to impose a fee for additional expenses incurred during the usage or for restoring the facility to its original condition.

Use of school equipment in conjunction with the use of the school facilities must be specifically requested in writing and may be granted in accordance with the procedures 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.

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 group shall sign the appropriate application form and receive copies of regulations related to use of facilities and drug-free workplace. Complete applications must be presented to allow for sufficient time for the board to review at regularly scheduled meetings. Each user shall present evidence of the purchase of organizational liability insurance not less than \$1,000,000 and product liability insurance, where applicable, as an absolute pre requisite to use of facilities.

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.

Previously referenced as Policy 707, 712

Date adopted: 5/15/00

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Date reviewed: 4/27/15

Cross reference: Policy 2210



# **REGULATION** **Revised**

## **FRANKLIN TOWNSHIP BOARD OF EDUCATION**

**File Code: 1330R**

### USE OF SCHOOL FACILITIES

In accordance with the policy of the board on the use of school facilities, the following guidelines are promulgated:

No use of the school facilities for a non-school purpose shall preempt or disturb the educational program of this district. In all cases, scheduled instructional and extracurricular events have priority over non-school events. Groups using the facility with permission may be preempted by a school group. An attempt will be made to provide reasonable (48 hours) notice.

The school building shall not be available for use by outside groups when programs interfere with the cleaning and maintenance schedules during holidays, vacation periods, or during the time school is not in session over the summer.

#### **Facilities available for use during the school year are:**

Gymnasium  
Old All Purpose Room  
Kitchen A  
Stage (Productions)  
New All Purpose Room  
~~Kitchen B~~  
Music Room  
~~Classroom A~~  
~~Classroom B~~  
Softball Field  
Baseball Field  
Soccer Field  
*Lacrosse Field/"Solar Fields"*

#### **Staffing of the Building:**

- a. When the boiler is in operation, a school employee holding a black seal license must be present.
- b. At all times, a school employee or maintenance person must be present to monitor the security of the building. A waiver of this requirement may be granted at the discretion of the board if the group using the building presents a comparable security plan. The board reserves the right to rescind any waiver if the security of the building is violated.
- c. *Security: doors shall remain locked at all times. An organization volunteer must "man" the door to control access. The first arrival will be provided with a key fob programmed for entry during*

- specified hours.
- d. The organization is responsible for coordinating building access with their members.
  - e. Organization must sign an agreement for use of a fob, cost of deposit, and penalty for loss.
  - f. At no time shall any door to the building be "propped open" to circumvent building security. Any violation of this clause may result in immediate termination of use of school facilities, as determined by board hearing.

**Applications:**

Applications for the use of school facilities will be accepted according to the following schedule:

**I. Extended Use – intended for full season applicants**

	<u>Season</u>	<u>Submission Deadline</u>
School Year Activities:	September - June	July 1 (for approval by August)
Fall Season:	September - December	July 1 (for approval by August)
Winter Season:	January - March	November 1 (for approval by August)
Spring Season:	April - June	February 1 (for approval by August)

Applications for extended use will be reviewed by the board at the meeting following the submission deadline. Based on the demand for a specific facility, the Board has sole discretion to limit the frequency of use requested by a user. The Board reserves the right to limit the use of a facility granted for a school year based upon seasonal requests for use of the same facility. The Board in its sole discretion, may interrupt any extended use of the facility for a short-term use. *Applications submitted after the deadline will be approved monthly on a space available basis.*

**FOR GYMNASIUM USE IN FALL, WINTER, AND SPRING**

For evening hour gym use, two time periods will be designated, 6:30 - 8:00 and 8:00 - 9:30. With this plan, two different groups could use the gym on a single evening. Special time requests must be presented in writing to the Superintendent for consideration.

~~• Initially, a user may be granted one-time slot on any given day, Monday - Friday.~~

~~• If one time slot is unoccupied, the same user may request additional periods.~~

~~• When the gymnasium is in full demand, no one user can request or be granted more than 3 of the 10 time periods per week.~~

• ~~Class-I~~ Users may hold activities for both time periods on any given evening upon the approval of the Board. School activities (concerts, Back-to-School Nights, etc.) are scheduled by the Superintendent; **and may require cancellations of activity.**

• Applications received late (past due date on facility form) may only be considered if space is available.

- When using the gymnasium, the following regulations must be followed:
  - a. No food or beverages are permitted in the gymnasium;
  - b. Regulation sneakers must be worn at all times;
  - c. No gum chewing;
  - d. No tape or similar type material on walls or floors;
  - e. Spectators are to stay off the main floor;
  - f. Any stanchions used for activities such as volleyball, etc. must be properly padded and secured.

## II. Short-Term Use

Applications for short-term uses may be requested and will be reviewed by the board based on the submission date. Requests must be received far enough in advance so that they may be included on the board meeting agenda.

Each application shall require that the applicant or designee agrees to:

- a. Provide evidence, upon request, that the organization is nonprofit;
- b.1. Provide certification of liability insurance, both bodily injury and property damage in the amount of \$1,000,000. The Board shall be named as additional insured on all certificates.
- b.2. Obtain additional insurance coverage when deemed necessary by the Board in consultation with the Board's insurance company.
- b.3. Provide certification of product liability insurance when applicable.
- c. Comply with all statutes, ordinances, and rules of the district;
- d. Maintain order during the use of the school facility and restore the facility to its prior condition immediately following use;
- e. Be present at all times during the applicant's use of the facility and be responsible for the observance of the rules and regulations pertaining to its use;
- f. Confine activities to the area of the school described in its application;
- g. Take proper steps to protect the school property and to insure complete safety.

Supervision and order must be accomplished according to the following:

- a. The applicant is responsible for the preservation of order and for the supervision of the activity;
- b. The activity shall be restricted to the area for which permission is granted;
- c. The applicant shall provide police supervision for all large public affairs held in the school and on parking grounds;
- d. A person in charge of the activity shall be present before the activity begins and after and until the last person has left the

- premises;
- e. The school staff and custodians have free access to all rooms at all times.

**General Requirements and Expectations:**

Putting up decorations or scenery, moving school equipment or furniture is prohibited unless special permission is granted. The board assumes no responsibility for properties left on the premises by the applicant. All rooms shall be returned to their original condition.

Nothing shall be sold, given, exhibited, or displayed without permission.

All applicants shall hold the board free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities.

It is the sole responsibility of the approved applicant to provide their own equipment, arrange for their own setup and cleanup, and to assess and/or report any damage. (See Policy 1330 for use of school equipment.)

In the event that property loss or damage occurs to school facilities and/or equipment during use or occupancy, the amount of damage shall be decided by the chief school administrator and approved by the board. A bill for damages will be presented to the group using or occupying the facilities during the time of the loss or when damage was sustained. When equipment authorized for use requires the services of an operator as indicated by the district, the user shall employ the services of a person authorized by the district and shall pay such costs as have been set for his/her hire. The Board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment.

Equipment and/or decorations must not block doorways, elevators and/or handicapped lifts. It is a Fire Department regulation that all means of egress remain clear and unobstructed at all times. Should a fire alarm sound during an event, all persons must immediately exit the building. The maintenance and custodial staff have been instructed to clear the building if an alarm sounds and must wait until local fire officials have given clearance before permitting further access to the building.

The "tipping" of custodians or other school personnel is not permitted. Only the board may pay employees for services involving the use of school facilities.

Keys or access codes will not be made available except in exceptional cases and then only for a short and well-defined period of time. Arrangements must be made through the chief school administrator's office after proper board authorization.

The board, in accordance with policy and regulations, shall have the sole authority to grant or deny an application for use of school facilities. Participant safety and security of district facilities are



priorities of the Board of Education. Each group must adhere to the Rules and Regulations pertaining to participant conduct during use of the facilities. Failure to do so will result in the inability of that group to use school facilities in the future. Examples of violations include but are not limited to the following: 1) uses where insufficient provisions are made for supervision, fire and police protection to uphold rules and regulations, law and order, etc.; 2) Parking on fields and playgrounds; 3) Bullying or disrespectful behavior to others including custodial staff or other representatives/employees of the district; 4) use of illegal substances, or 5) extending time and/or altering date(s) of usage.

#### **Use of Outside Grounds**

Approval of outside grounds does not constitute access to the building or restroom facilities. The user is responsible for providing suitable bathroom facilities during its use of school grounds. The user may make arrangements of portable sanitation units from a qualified vendor. A qualified vendor shall be on possessing a valid New Jersey Department of Environmental Protection Solid Waste Transporter Permit Number and appropriate liability insurance naming the Board as an additional insured. Portable sanitation units shall be properly serviced not less than once per week and shall be removed within 5 business days of the end of the particular activity or, as the case may be, of the sports season of permitted use. A permit may be required from Township of Franklin.

#### **Classification of Users and Scheduled Charges:**

Organizations and individuals using school facilities will be classified as Class I, II, and III users and are prioritized as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial cost (during the days school is in session 8:00 a.m. to 10:00 p.m.). The Board of Education reserves the right to assess custodial fees if no custodian is on scheduled duty or if additional custodial help and services are needed. Class I users include the following organizations and individuals:
  - A. All student activities approved by the Board of Education and scheduled by the Chief School Administrator.
  - B. All approved school district activities.
  - C. PTA.
  
2. Class II - Community Children in grades K-8 - Organizations  
  
Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial costs if no custodian is on scheduled duty or if additional custodial help and services are needed. Class II users include the following individuals and organizations:
  - A. All resident school-age children, who are presently attending

or are eligible to attend grades kindergarten through eighth or its equivalent in any public or private school or is receiving equivalent instruction elsewhere than at school.

B. Franklin Township Organizations such as Franklin Township Recreation.

C. All Local, County, State or Federal Government required functions, i.e. municipal functions.

D. Franklin Township Senior Citizen Groups

3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities with payment of a use fee (see attached fee schedule) and will be charged for custodial costs if no custodian is on scheduled duty or if additional custodial help and services are needed. Class III users include the following organizations and individuals:

A. Other organizations that are formed for charitable, civic, educational or recreational purposes.

All organizations requesting use of facilities for Saturdays, Sundays, or any other permissible time that requires extra custodial help, cafeteria help, fire guard, or police will be charged the exact costs incurred.

At least one kitchen staff member must be hired to oversee use of the facility during all times when the renting organization is using the kitchen. Rate of pay will be the same as the custodian, to be paid by the organization.

In the event of an emergency/weather related school closing or early dismissal of school activities, all events will be cancelled. The Superintendent/Designee will determine if outside facility use will be cancelled. If the event is not able to be re-scheduled a refund of fees will be issued.

All checks are to be made payable to Franklin Township Board of Education. No payments are to be made payable to school district employees.

Previously referenced as Regulation 7070

Date adopted:5/15/00  
Date revised:7/28/03  
Date revised: 6/22/09  
Date revised: 8/1/11  
Date revised: 1/9/12  
Date reviewed: 4/27/15

Fees for Class III Users

<u>Fee Schedule:</u>	<u>Per Hour</u>	<u>3 Hour Block</u>
Gymnasium	\$20.00	\$55.00
Old All Purpose Room	\$20.00	\$55.00
Kitchen A	\$5.00	
Stage (Productions)		
New All Purpose Room	\$20.00	\$55.00
<del>Kitchen B</del>		
Music Room	\$10.00	\$25.00
<del>Classroom A</del>	<del>\$10.00</del>	<del>\$25.00</del>
<del>Classroom B</del>	<del>\$15.00</del>	<del>\$40.00</del>
Softball Field	\$12.50	
Baseball Field	\$12.50	
Soccer Field	\$12.50	
<b>Lacrosse/Solar Field</b>	<b>\$12.50</b>	
<b>Other</b>		



# Franklin Township School

226 Quakertown Rd, P.O. Box 368, Quakertown, NJ 08868  
(908)735-7929 Fax (908)735-0368

Carol Fredericks, Ed.D.  
Superintendent

Sophia Van Ess  
Vice Principal/S.E. Supervisor

Bernetta Davis  
Business Administrator

## FOB REQUEST FORM

Please forward completed form to the Business Office

Date: \_\_\_\_\_ Name of person requesting FOB: \_\_\_\_\_

Organization receiving the Fob: \_\_\_\_\_

Deposit: \_\_\_\_\_ Access Time: \_\_\_\_\_ a.m./p.m.- \_\_\_\_\_ a.m./p.m.  
M-F 7 days Weekends

**I agree to return this FOB assigned to me when my organization's activity is terminated. I further agree and understand that I must not transfer my FOB to another organization. If the FOB is lost, you will forfeit your deposit.**

Title: \_\_\_\_\_ Signature: \_\_\_\_\_

Date received: \_\_\_\_\_

### DEPARTMENTAL APPROVAL Administrator ONLY

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

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### This section for Business Office ONLY

Approved  Denied

FOB Number: \_\_\_\_\_ Qty: \_\_\_\_\_

Business Administrator: \_\_\_\_\_

No propping open of doors is permitted. Please refer to Policy 1330 and 1330R.