

# REGULATION

## RUMSON BOROUGH BOARD OF EDUCATION

PROPERTY  
R 7510/page 1 of 8  
Use of School Facilities  
Sept 20  
M

### R 7510 USE OF SCHOOL FACILITIES

#### A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, III, or IV users 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 and other service costs. Class I users include the following organizations and individuals:
  - Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
2. 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 and other service costs. Class II users include the following organizations and individuals:
  - Uses and organizations indirectly related to the schools, including the Rumson Parent Teacher Organization (PTO). and Rumson Education Foundation (REF)
  - Departments and agencies of the municipal government;
  - Governmental agencies;
3. Class III users will be given priority for the use of school facilities over Class IV users and may use school district facilities without payment of a use fee but may be charged for custodial and other service costs. Class III users include the following organizations and individuals:
  - Community organizations formed for charitable, civic, social, or educational purposes;
  - Other community members as approved by the Board.
4. Class IV users will be given lowest priority for the use of school facilities and may use those school facilities listed per the rate schedule below in addition to any custodial or other service costs.



# REGULATION

## RUMSON BOROUGH BOARD OF EDUCATION

PROPERTY  
R 7510/page 2 of 8  
Use of School Facilities

### Class IV Rate Schedule

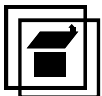
1. Effective for any Use of Facility requests made for use after June 19, 2024
  - DP Gym \$25/hr.
  - FD Gym \$100/hr.
  - DP Cafeteria \$25/hr.
  - FD Cafeteria \$25/hr.
  - FD Media Center \$25/hr.
  - Classrooms \$25/hr.
  - MPR \$2,000/Up to 7 days (M-F 4 hrs./day), (Sat/Sun/Summer – 8 hrs./day)
  - Additional Custodial & Sound/Lighting Personnel Fees at staff member's hourly overtime rate apply outside of school hours.

### B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available on the district website and must be filed on-line.
2. Application for use of school facilities must be submitted to the Superintendent as early as possible before the date of the requested use. Use requires the approval of the Board and must be submitted not less than 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 the 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.

### C. Approval

1. The Superintendent or 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.

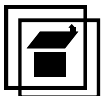


# REGULATION

## RUMSON BOROUGH BOARD OF EDUCATION

PROPERTY  
R 7510/page 3 of 8  
Use of School Facilities

2. If the facility is not available for use, the Superintendent or 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 the standards set by Policy No. 7510 and these regulations, the Superintendent will have the Supervisor of Building & Grounds or a designee and a designee from the Technology Dept, if applicable, note his/her approval on the application form and the Superintendent will record the classification of the applicant organization, note his/her approval and forward the application to the Board for final approval.
4. Standards for approval include the following limitations on use:
  - a. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of partisan political activity, or any purpose that is prohibited by law.
5. The Superintendent will determine the classification (I, II, III, or IV) 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 requirement for maintaining proper security, and the representative's signature on the application will signify notice of those rules and requirements, and the organization's agreement to be bound by those rules and requirements.
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 Superintendent or 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.

D. Insurance and Indemnification

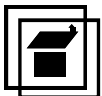
1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. Prior to permission being granted, organizations must submit a certificate of insurance naming the Board of Education as an insured. Such insurance shall include liability for personal injury of at least \$1,000,000 for each person. The liability insurance and fire safety permit must be on file in the Business office.
4. 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, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

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.



E. 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, Police Department, and District Security protocols 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. 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.



# REGULATION

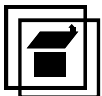
## RUMSON BOROUGH BOARD OF EDUCATION

PROPERTY  
R 7510/page 6 of 8  
Use of 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 designed.
- g. Lighting and sound equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district or a trained professional approved by the Superintendent or designee.
- 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. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- 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, word processors, 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 Properly Supervised.
- a. A school custodian must be on duty during 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 use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility or a trained professional approved by the Superintendent or designee. 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 Superintendent or designee, 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 an Administrator, the Administrator may recommend that permission to use the facility be withdrawn.



- e. Board members and school officials acting in their professional role as a board member or a school official 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.
- F. 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.

Issued: 18 November 2020  
Revised: 15 December 2021  
Revised: 24, May 2023  
Revised: 24, April 2024

