



# POLICY

**Haddonfield  
Board of Education**

**PROPERTY**

7510/Page 1 of 3  
Use of School Facilities

## **7510 USE OF SCHOOL FACILITIES**

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. Prudent use and management of school facilities outside of the regular operating schedules—provided that such use does not so interfere—allows the community to benefit more broadly from the use of school facilities. 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 Business Administrator (or such other administrator authorized by the Superintendent) for:

1. Uses and groups directly related to the school and the operation of the schools, including student and teacher groups;
2. Uses and organizations indirectly related to the schools, including the PTA, PTO, Home-School Association and other school-parent related organizations;
3. Departments or agencies of the municipal government;
4. Other governmental agencies; and
5. Community organizations formed for charitable, civic and educational purposes.

The use of school facilities shall not be granted for partisan political purposes, unless agreed and approved by the Board. Use for partisan purposes means use which is exclusive, by invitation or actual participation, in a meeting or other gathering primarily to members of a political party, or primarily to members or adherents of a group which advocates an ideology to address social or political concerns. Nothing contained in this definition shall be interpreted to restrict the use of a facility by a public official in the execution of the duties and responsibilities of that person’s office, or any activities incident to such execution. Also, nothing contained in this definition shall be interpreted to restrict the use of a facility for any curriculum purpose deemed appropriate for instruction of the district’s students.

The Superintendent may, if he or she deems it advisable, direct that a facilities usage application be submitted to the Board for action. The Superintendent, the Business Administrator or the Board may refuse to grant the use of a school building whenever, in their judgment, there is good reason why permission should be refused. They shall not be required to give a reason for such refusal. The Superintendent, the Business Administrator and the Board reserve the right to withdraw permission after it has been granted, including in the event circumstances change



# POLICY

**Haddonfield  
Board of Education**

## PROPERTY

7510/Page 2 of 3  
Use of School Facilities

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.

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.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

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 \$50,000 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.

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.



# POLICY

**Haddonfield  
Board of Education**

## PROPERTY

7510/Page 3 of 3  
Use of School Facilities

The Board recognizes that the demand for use of some facilities may exceed availability. The Board also recognizes that overuse can lead to excessive wear as well as permanent damage to school facilities. Therefore, the Superintendent shall develop regulations for the use of school facilities; such regulations may include different classes of users to whom different fees, costs and restrictions apply. The Board shall approve the fee schedule annually.

The regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Posting of this policy and related regulations on the district website shall be deemed effective distribution to users. 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

BOE Revised Date: 11/19/2020  
BOE Approved Date: 4/11/2019



# REGULATION

## PROPERTY

**Haddonfield  
Board of Education**

R 7510/ Page 1 of 9  
Use of School Facilities

### **R 7510 USE OF FACILITIES**

#### A. Classification of Users

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

1. Class I users include groups and organizations directly affiliated with the Haddonfield school district, students or staff, as determined by the Superintendent (e.g., PTA, Student Council). Class I users will be given priority for the use of school facilities over other users and generally may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. The district reserves the rights to charge custodial, security or service costs where deemed appropriate by the Superintendent.
2. Class II users include (a) nonprofit organizations whose primary purpose is to serve Haddonfield youth on a community-wide basis and are located within the Borough of Haddonfield, (b) groups that sponsor fund raising events wherein the entire proceeds, less expenses, go to assist Haddonfield students and (c) groups that sponsor events, free of charge, for the primary purpose of serving Haddonfield youth on a community-wide basis, in each case as determined and accepted by the Superintendent. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities only upon payment of the fees specified for Class II users in the Fee Schedule. All non-profit organizations must provide their federal tax ID certificate in order to be included in Class 2.
3. Class III users include community, civic, social, educational, cultural, recreational, athletic, professional and similar groups not constituting a Class I or Class II user. Class III users includes, but is not limited to, for-profit users and such users will be given lowest priority for the use of school facilities and may use school district facilities only upon payment of the fees specified for Class III users in the Fee Schedule. All non-profit organizations located outside the Borough of Haddonfield are included in this group and must provide their federal tax ID certificate in order to rent our facilities.

#### B. Application Procedures

1. Applications must be made in writing and on the form supplied by the school district. The form is available online.
2. Application for use of school facilities must be submitted to the Business Administrator not less 30 (thirty) working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than 30 (thirty) working days prior to a regular Board meeting and not less than 30



# REGULATION

## PROPERTY

### Haddonfield Board of Education

R 7510/ Page 2 of 9  
Use of School Facilities

(thirty) working days before the date of the requested use.

3. The application must be signed by an adult representative of the requesting organization, who will be considered by the District to be the authorized 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 a copy of the Tax ID number if a non-profit, all the equipment and supplies that the applicant wishes to include in the use, as well as to Policy No. 7520, Loan of School Equipment.

#### C. Approval

1. The Business Administrator or 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.
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 the standards set by Policy No. 7510 and these regulations, the Business Administrator or his/her designee will note his/her approval on the application form and will record the classification of the applicant organization.
4. Standards for approval include the following limitations on use:
  - a. School facilities are available for use on weekdays when school is not in session, which may include school vacations.
  - b. School facilities are available for use only during the hours approved on the application. 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.



# REGULATION

## PROPERTY

### Haddonfield Board of Education

R 7510/ Page 3 of 9  
Use of School Facilities

- d. The use of school facilities will not be granted for the advantage of any partisan political activity, or any purpose that is prohibited by law. The use of our facilities by any partisan political activity may be approved or ratified by the Board of Education.
  5. The Business Administrator or his/her designee (as authorized by the Superintendent) 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 generally 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. For example, permission may be withdrawn from any organization whose representative has willfully made a 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. An organization's failure to inform the Business Administrator or his/her designee of a canceled use at least 5 (five) working days in advance of the scheduled time of the use may result in imposition of fees and service charges.
  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



# REGULATION

## PROPERTY

### Haddonfield Board of Education

R 7510/ Page 4 of 9  
Use of School Facilities

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 use of the school facility or during the user's occupancy. In addition, the user shall agree to indemnify and 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. The user shall also indemnify the school district for all costs and expenses incurred by the district in connection with any such claims.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of
  - a. \$2,000,000 (two million dollars) per person,
  - b. \$1,000,000 (one million dollars) per accident or event, and
  - c. \$2,000,000 (two million dollars) property damage.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 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, 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, and Police Department regarding public assemblies.
  - b. The use must not exceed the established capacity of the facility used.



# REGULATION

## PROPERTY

### Haddonfield Board of Education

R 7510/ Page 5 of 9  
Use of School Facilities

- c. The use must not involve illegal 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.
  - 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 equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.







# REGULATION

## PROPERTY

### Haddonfield Board of Education

R 7510/ Page 7 of 9  
Use of School Facilities

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.

#### F. Fee Schedule

ANY GROUP scheduling an event outside of school days/hours including, but not limited to weekends, holidays, school breaks (i.e., summer, spring & winter break) will be required to pay personnel labor fees for any non-customary use of custodial and/or maintenance employees beyond their normal working shifts. This includes extra staff brought in and any OT incurred by said event.

Any use of the HS Kitchen will require the scheduling of a Kitchen staff member to operate all equipment.

Haddonfield Public Schools reserves the right to require security for both indoor and outdoor events at the expense of the User. Security may be provided by the Haddonfield School District, a member of HPS Staff, or by the organization with a pre-approved security plan.

All Labor Rates are below:

- Maintenance/Custodians...\$50/hr
- Kitchen Staff.....\$15/hr
- Security.....\$35/hr
- AV Tech.....\$80/hr



# REGULATION

## PROPERTY

**Haddonfield  
Board of Education**

R 7510/ Page 8 of 9  
Use of School Facilities

Inside Facilities		CLASS I	CLASS II	CLASS III
FACILITY	EVENT TYPE	FACILITY FEE	FACILITY FEE	FACILITY FEE
Classroom (All)	Single	\$0	\$100	\$200
	Season*	\$0	\$250	\$500
Library	Single	\$0	\$175	\$350
	Season*	\$0	\$350	\$800
Auditorium	Single	\$0	\$200	\$400
	Season*	\$0	\$500	\$1,000
Elementary All Purpose Room	Single	\$0	\$150	\$300
	Season*	\$0	\$300	\$800
Cafeteria (HS/MS)	Single	\$0	\$175	\$350
	Season*	\$0	\$400	\$800

Athletic Facilities		CLASS I	CLASS II	CLASS III
FACILITY	EVENT TYPE	FEE	FEE	FEE
Gym	Single	\$0	\$200	\$400
	Season*	\$0	\$300	\$1,000
Wrestling Center	Single	\$0	\$100	\$200
	Season*	\$0	\$250	\$500
Football Stadium	Single-Day	\$0	\$200	\$400
	Single-Night	\$0	\$350	\$700
	Season*	\$0	\$750	\$1,500
Outside Courts	Single-Day	\$0	\$100	\$200
	Single-Night	\$0	\$150	\$300
HS Track	Single	\$0	\$150	\$300
	Season*	\$0	\$400	\$800
Athletic Fields	Single	\$0	\$100	\$200
	Season*	\$0	\$250	\$500

### EXPLANATION OF CHARGES (Effective December 2019)

\*For an event that is 4 days or less, the organization pays the single rate per facility. A season is considered 5 or more dates per request; after the 5<sup>th</sup> date, the organization pays the season rate per facility.



# REGULATION

## PROPERTY

### Haddonfield Board of Education

R 7510/ Page 9 of 9  
Use of School Facilities

Athletic Facilities		CLASS I	CLASS II	CLASS III
FACILITY	EVENT TYPE	FEE	FEE	FEE
Gym	Single	\$0	\$200	\$400

1. An itemized bill for the use of school facilities will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization in advance of the use and payment may be requested in advance of the use.

a. No refunds or assurances on the quality and preparedness of the facilities or fields will be given.

G. 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 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.

Adopted:

BOE Revised Date: 11/19/2020  
BOE Approved Date: 4/30/2020