

## R 7510 - USE OF SCHOOL FACILITIES

Buildings and facilities are constructed and purchased by the Board of Education for providing a school program. The Board encourages community use of these facilities providing that this use does not interfere with the program of the school.

In accordance with State law, no smoking is permitted anywhere in school facilities or on school grounds.

The Board of Education authorizes the School Business Administrator/Board Secretary to approve and schedule the use of school facilities by school-related and non-school organizations. The Board reserves to itself this authority to approve the use of school facilities by non-school organizations. It is the position of the Board to approve only community groups whose organization's function will benefit the pupils of the school/community or the school district.

The rules and regulations thus adopted are designed to safeguard a community investment while at the same time to permit use of the school facilities by the community.

The Board of Education shall hold each organization financially responsible for damage to facilities while in its care and retains the right to refuse further permission to any organization not complying with all rules and regulations.

The School Business Administrator/Board Secretary shall require the organization using the facility to supply proof of insurance coverage. Minimum acceptable coverage is \$100,000/\$300,000 bodily injury and \$100,000 property damage, with an umbrella at a \$1,000,000 limit. As a requirement of our insurance carrier, your insurance certificate must name Runnemede Board of Education and New Jersey School Boards Association Group (NJSBAG) as additional insured. The insurance certificate must be submitted with the application for use of school property.

Except for costs incurred by the district to provide personnel or special services, charges for the use of school facilities shall be waived for those organizations only that have been listed or approved by the Board:

- Parent-Teacher Associations
- Parent Clubs (Band, Football, Basketball, etc.)
- Teachers' Association
- Alumni



\*The Board reserves the right to collect a security deposit from any organization if the following rules and regulations are not specifically adhered to. Security deposits will consist of a \$1,000 bond and/or certified check for each activity and/or group payable to the Runnemeade Board of Education. Deposits will be returned in June of each school year if the organization has not caused any further damages or hardships to the school district.

## Special Regulations For Use of All Purpose Room

1. Youth groups must be sponsored by a responsible adult group with the names of sponsors given in the application. These sponsors must be present at all times during the activity.
2. No food/drink is to be sold or consumed in the All Purpose Room.
3. Visual Aids equipment furnished by the user must be approved by a school coordinator for proper use.
4. No smoking is permitted in the auditorium or anywhere else in the school.

## Special Regulations For Use of Cafeteria

1. Groups giving dances must conform to all rules and regulations for use of the cafeteria.
2. The clean-up committee of the group must make arrangements with the school coordinator for removing debris and work required to restore cafeteria to original condition.
3. Youth groups sponsored by adults must submit a list of chaperones with application. One adult is required for every twenty people. These sponsors must be present at all times during the activity.
4. No smoking is permitted anywhere in the school.
5. Control of the group is the responsibility of the adult sponsors.
6. Adult groups using the cafeteria or kitchen will adhere to all rules and regulations of the Board of Education.
7. All food must be consumed within the cafeteria. All refuse must be placed in proper containers.



## Special Regulations For Use of Gymnasium

1. A responsible adult together with a custodian must check all facilities used after participants have left. Damage should be noted, all water and lights turned off.
2. Use of the gymnasium does not permit use of hallways for any reason.
3. All rules and regulations apply whether admission is charged or not. Use of the gymnasium bears responsibility for supervision of the public lavatories, locker and shower room facilities, and hallway traffic.
4. No smoking is permitted anywhere in the school.
5. No food/drink is to be sold or consumed in the gymnasium.
6. Youth groups must be properly chaperoned with the names of chaperones appearing on the application. A minimum of one adult should be responsible for every fifteen youths. These sponsors must be present at all times during the activity.

## Fee structure

To prevent inappropriate use of tax funds collected for educational purposes, a schedule of fees shall be established for the use of school facilities and are attached to Policy # 7510. The Superintendent shall review the fee schedule periodically and make recommendations to the Board for changes that are deemed appropriate or necessary. The schedule shall be differentiated according to the Type of group and purpose. Nonprofit youth organizations using the facilities without an admission fee will be charged a nominal fee for facility use. Youth organizations that maintain a roster of 60% Runnemede youth will be considered Type A and will be charged the lowest fee. Those that do not maintain a roster of at least 60% Runnemede youth will be charged a slightly higher fee and will be considered Type B. In cases where admission is charged a fee to recover district costs, including services of personnel, cleanup, utilities and supplies will be estimated and charged accordingly. Adult organizations that maintain participation of 60% or greater Runnemede residents will be charged according to the Type B fee schedule. All for profit organizations and those organizations that do not represent the community by at least 60% of their membership participation shall be charged according to the Type C fee schedule. Fees may be waived at the discretion of the Superintendent of Schools.



# REGULATION

**RUNNEMEDE  
BOARD OF EDUCATION**

PROPERTY  
R 7510/page 4 of 4  
Use of School Facilities

	Type A	Type B	Type C
All Purpose Room Mary Volz Bingham Downing	\$10/event	\$20/event (4 hour event)	\$80/hour
Gymnasium Mary Volz	\$10/event	\$20/event	\$80/hour
Classroom/Library/ Media Center Mary Volz	\$10/event	\$20/event	\$150/event
Athletic Fields	\$10/event	\$20/event	\$850/4 hour event \$225 each additional hour

Issued: 27 January 2010

