

## 7510 USE OF SCHOOL FACILITIES

The Board of Education encourages the responsible use of the school buildings and grounds by organized groups of residents whose purpose and intent is to promote programs of an educational, civic or recreational nature for the youth and other residents of the community.

Assuming Board of Education and/or Superintendent approval of the proposed program, the following rules and priorities are to be applied in determining the issuance of Facility Permits and the charges and costs related thereto. A schedule of costs is to be approved by the Board annually.

- A. If approval is not granted, the Board of Education and the Superintendent are not required to give reasons for such refusal.
- B. Authorization to use school facilities should not be considered as endorsement or approval of the group or organization, nor the purposes they represent.
- C. School functions including extracurricular activities shall have first priority over any and all non-school uses.
- D. When a school event must be rescheduled, all effort should be made to work cooperatively and graciously with any affected or "bumped" group or groups so as to minimize any adverse effect the schedule change may cause students and other (citizen) groups.
- E. The Board shall retain the right to authorize the use facilities and equipment as well. Usage will be determined by Board policy and subject to Board rules, regulations and general procedures.

### Priorities

- A. Priority #1

Use of school facilities by Morris School District school classes, Morris School District school clubs, Morris School District ad hoc organized groups of parent(s) or legal guardian(s), Morris School District teacher associations (HSA, PTO, Boosters, etc.), the Board of Education, Community School, local scout groups or other approved activities shall be priority number one.



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The Board will bear the expense of custodial and security services, light and heat in connection with such affairs.

Each Morris School District organized parent/teacher association (HSA, PTO, Boosters, etc.) will be granted free use of the facilities for one annual fund raising event. Each subsequent major event will be treated as priority number two.

B. Priority #2

Use of school facilities by divisions of the local municipal governments, including the recreation departments, by other local organizations as defined in Board Policy that serve the children of this district and by local community groups for a regular meeting shall be priority two, provided that:

1. No admission is charged;
2. The function is on behalf of general education, youth activities, or is of public interest.
3. The function is sponsored by a responsible or accredited organization as defined in Board Policy.

Regular custodial service will be supplied, but when extra custodial service is necessary, the cost of the service must be paid by the requesting organization. A service charge for opening the building will also be made, if necessary, according to Board regulations. (The opening of a building requires, by law, the presence of a properly certified custodian.) The organization shall bear all expenses connected with stage supervision and operation. If security guards are deemed necessary, the cost of their services must be assumed by the sponsoring group as well.

Each organization must present proof of liability insurance to the limit prescribed by the Board's rules and regulations.

C. Priority #3

Use of school facilities for activities sponsored by responsible local community groups as defined in Board Policy shall be priority three, provided:



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1. No admission is charged;
2. Or, an admission is charged and the net proceeds are for an established charity;
3. Or, an admission is charged and the net proceeds are for the benefit of a responsible nonprofit service, cultural, or recreational organization.

A rental charge shall be made in accordance with Board regulations. All custodial and security service expenses, if deemed necessary by the Board, whether regular or overtime, must be paid by the requesting organization.

A service charge for opening the building will also be made, if necessary, according to Board regulations. (The opening of a building requires, by law, the presence of a properly certified custodian.) The organization shall bear all expenses connected with stage supervision and operation. If security guards are deemed necessary the cost of their services must be assumed by the sponsoring group. All custodial (and security) costs for set-up and clean up services are also the responsibility of the organization renting the facility.

Each organization must present proof of liability insurance to the limit prescribed by the Board's rules and regulations.

#### D. Priority #4

Use of school facilities for activities sponsored by responsible groups as defined in Board Policy from outside the community and by political parties for rallies or caucuses shall be classed as priority four, provided:

1. No admission is charged;
2. Or, an admission is charged and the net proceeds are for an established charity;
3. Or, an admission is charged and the net proceeds are for the benefit of a responsible nonprofit service, cultural, or recreational organization.

A rental charge shall be made in accordance with Board regulations. All custodial and security service expenses, whether regular or overtime, must be paid by the



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requesting organization. The organization shall also bear all expenses connected with stage supervision and operation.

A service charge for opening the building will also be made, if necessary, according to Board regulations. (The opening of a building requires, by law, the presence of a properly certified custodian.) The organization shall bear all expenses connected with stage supervision and operation. If security guards are deemed necessary, the cost of their services must be assumed by the sponsoring group. All custodial (and security) costs for set-up and clean up services are also the responsibility of the organization renting the facility.

Each organization must present proof of liability insurance to the limit prescribed by the Board's rules and regulations.

### E. Priority #5

Use of school facilities for activities that are of benefit to the community and sponsored by responsible groups for their own profit shall be priority five.

Rental charges and charges for rehearsals shall be made in accordance with Board regulations. A service charge for opening the building will also be made, if necessary, according to Board regulations. (The opening of a building requires, by law, the presence of a properly certified custodian.) The organization shall bear all expenses connected with stage supervision and operation. If security guards are deemed necessary, the cost of their services must be assumed by the sponsoring group. All custodial (and security) costs for set-up and clean up services are also the responsibility of the organization renting the facility.

Each organization must present proof of liability insurance to the limit prescribed by the Board's rules and regulations.

The Morristown High School track is excluded from this policy since it is recognized as a resource that requires frequent and open access. The use of this track by organizations outside the Morris School District is discouraged if it excludes community members from using the facility.

N.J.S.A. 18A:20-20; 18A:20-34



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Adopted: 12 January 2009

