

# FLORHAM PARK BOARD OF EDUCATION

Florham Park, New Jersey 07932

Regulation

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FILE CODE

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1330

## RULES FOR THE USE OF SCHOOL BUILDINGS AND GROUNDS

All requests for the use of the school buildings and grounds are to be made through the office of the Board Secretary (822-3882). Please note the rules concerning the use of the school buildings as listed:

1. The application must be completed and returned along with the certificate of insurance. Any fees due for the use of facilities must be submitted with the application. All checks are to be made payable to the "Florham Park Board of Education".

Groups using the facilities: The representative must sign in and sign out with the custodian on duty to confirm usage.

2. In signing this application, the authorized representative personally guarantees that the rules and regulations of the Board of Education concerning the use of school property will be observed, that the Board of Education will be reimbursed for any damage that may occur to school property and that any stated fees will be paid as provided. (Form No. 7070A)
3. All groups must conform to the timeframe approved on the application. If there is a need to change the approved timeframe or date of use, it must be done by calling the Board Secretary to confirm that the proposed new time or date are available. Early arrivals will not gain entry to the facilities. Termination times must be adhered to. This means leaving the facilities at the specified time. In many cases, other groups are scheduled to follow and are delayed. Additionally, custodians must leave regularly assigned duties to either open or close facilities. When delayed, their work likewise is delayed and interfered with. Groups which exceed their time use will be charged for additional custodial services at the Board approved overtime rate and in hourly segments. Groups which regularly exceed their time use, in the opinion of the Board Secretary/Business Administrator, will be barred from future use of the school buildings and grounds.
4. A Certificate of Insurance which includes a "save harmless" clause must be provided. The requirements shall be as follows:

Public Liability, Bodily Injury and Property Damage:

Injury or death of one person	\$1,000,000/\$1,000,000
Injury to more than one person in a single accident	

Use of Facilities (continued)

Property Damage	\$100,000
Automobile Public Liability	
Bodily Injury and Property Damage:	
Injury or death of one person	\$1,000,000/1,000,000
Injury to more than one person in a single accident	
Property Damage	\$100,000
Excess blanket	If organization carries this
Catastrophe liability	type of coverage, list amount

The "save harmless" clause shall state that the organization will assume the Board's liability in using the school facilities. The Board shall be named as an insured on the organizations liability policy.

5. Groups using the school facilities are not to request custodial services and attention unless previously approved in the original request form.
6. All groups are to leave the premises in the same condition in which they were found. This includes all cleanup and return of furniture and equipment to its rightful place.
7. ALL GROUPS MUST BE UNDER ADULT SUPERVISION AT ALL TIMES! Custodians will not admit minors without adult supervision by persons 21 years of age or older. It is further understood that the adult supervisors will remain until the end of the time period granted for use and will be the last to leave. Failure of any group to provide adequate and continuous supervision will result in termination of future use of the school buildings and grounds.
8. Groups using the facilities are to confine themselves to the area assigned on request. Other parts of the building are "out of bounds".
9. Under existing policies, no smoking is permitted in any of our school buildings or on school grounds, both indoor and outdoor (Policy 3515)
10. Likewise, no alcoholic beverages, liquor or beer, shall be brought to or consumed on the premises (in the building or on school grounds).
11. Any damage to the facilities or equipment used by an organization is the financial responsibility of that organization.
12. Activities which may cause damage to property, injury to person, or undue disturbance to school neighbors are prohibited anywhere on school property.
13. The use of school ground after dusk is prohibited by anyone except authorized groups having approval from the Board of Education and must properly supervise organized activities.
14. Use of facilities by Group A (3,4 & 5) and Group B organizations is granted on a first-come, first-serve basis. School functions and requirements for the use of facilities

Use of Facilities (continued)

will supersede, in priority, all other requests and the Board Secretary reserves the right to cancel the use of facilities by outside groups when it conflicts with school use of facilities for Group A (1 & 2).

15. On days when school is closed for vacation, inclement weather or any other emergency, all activities scheduled by outside groups will be cancelled. Where possible, every attempt will be made to contact the organization.
16. If an organization in Group A (3,4&5) request the use of facilities at a time when custodians are not normally on duty, a custodial overtime fee will be charged at the prevailing rate set by the Board of Education. Organization in Group **B** will be charged a room rate fee and custodial fees whether a custodian is normally on duty or not.
17. Cancellations of any activity by groups where custodial fees were indicated are to be made at least 24 hours prior to the beginning of the activity so that due notice may be given to the custodial personnel assigned. Failure to do so will mean payment of the custodial fee even though the facilities have not been used.
18. Building keys will not be issued to any group authorized to use school facilities.
19. An employee of the Board of Education must always be in the building when it is in use but the organization shall assume full responsibility for the supervision of the activity involved.
20. All organizations in Groups A & B shall require having an authorized Board of Education employee in attendance.
21. Details concerning the arrangement of chairs, the use of the stage and other similar requests may be taken care of by calling the building Principal. If a kitchen is to be used, arrangements should be made through the Board Secretary's Office. Detailed plans for kitchen usage must be submitted in writing, which may be added to the application for the use of a facility.
22. When any facility is utilized, all activities must cease no later than 9:30pm. Exceptions may be granted for Group A 1 & 2. Failure to adhere to this rule will result in cancellation of usage and a denial towards any future request.
23. All organizations and its participants must park only in designated parking areas at all facilities. Violators will be reported to the local police department and summonses may be issued. Violators also jeopardize the use of the facilities by their organizations.

Cross Reference: 2A: 148 – 16 et seq. 18A:20-20, 20-34

Adopted: March 13, 1979  
Revised: November 13, 1995  
August 16, 2004