

## 7510 USE OF SCHOOL FACILITIES

- A. When rental charges, police protection charges and any other service charges are required to be paid in connection with the use of the facilities of the Clark Board of Education said amount shall be due and payable at least one week prior to the date of use. Should applicant fail or neglect to make such payment, such failure shall constitute good and sufficient cause to cancel the permission theretofore granted.
- B. The Board of Education carries insurance covering its legal liabilities. The Board assumes no liability of the lessee. It is required that the organization using the facilities have their own insurance with at least the following amounts of coverage:
- |             |                            |
|-------------|----------------------------|
| \$500,000   | Bodily injury per person   |
| \$1,000,000 | Bodily injury per accident |
| \$50,000    | Property damage            |
- However, the failure or neglect of the Board to request such evidence of insurance or indemnification shall not relieve the applicant from any liability directly or indirectly arising out of the use of the facilities.
- C. The Board of Education shall not be responsible for any articles which may be stolen from, lost or mislaid by any of the users of said facilities and the applicant agrees to indemnify and save the Board of Education harmless from any loss so sustained.
- D. Arrangements for the rental of facilities and equipment must be made with the School Business Administrator as directed by the Superintendent and shall be recognized as the employee of the Board of Education responsible for the proper use of the building and the equipment by the applicant.
- E. At the discretion of the School Business Administrator, the applicant will arrange for necessary police protection and any other protective services the School Business Administrator deems necessary. Said applicant agrees to pay for said services in advance.
- F. The applicant assumes full responsibility for the preservation of order in, on or about said building or grounds.



- G. The use of school facilities by the applicant shall cease on or before midnight prevailing time, unless extenuating circumstances occur which require a later time for an activity.
- H. No beverages or food are to be served unless specifically stated in the application. No alcoholic beverages or the consumption thereof are permitted on school property at any time. Beverages or food may not be sold or consumed in the auditorium at any time.
- I. Smoking is strictly prohibited in any part of any school building and the applicant shall assume responsibility for the enforcement of this rule and in addition, shall be subject to any penalty provided for violation of municipal ordinances relating therein.
- J. This permit does not allow the use of any school supplies, apparatus or equipment and does not include privilege of rehearsals in any part of the buildings or on the grounds unless specifically stated in the application.
- K. Any member of the Board of Education, the Superintendent or the School Business Administrator, or any of the representatives of the Board of Education shall have at all times full and free access to any part of the facilities rented.
- L. No one will be permitted in the buildings unless a representative of the Board is present.
- M. Admission to the buildings or other facilities will not be granted for decorations or arrangements of building or other space by the applicant during school hours or during school activities. Scenery, properties and rental pianos must be delivered after 3:30 p.m. on the day of use and removed before 12:00 noon the following day. In the event that properties are not removed in accordance with these regulations, the Board reserves the right to remove such material at the expense of the applicant.
- N. There must be no nailing to floors, walls, or fixtures, no paint dropped on any part of the buildings and equipment must not be marked or defaced in any manner. No group is permitted to alter the existing electrical systems within the school district.
- O. Board owned pianos shall not be tuned or moved except by permission of the Board of Education or its Superintendent or School Business Administrator, the work to be done only by those engaged in the business of piano tuning or moving



- or others specifically approved by the Board at the expense and responsibility of the applicant.
- P. Sound equipment or stage lighting, even if owned or leased by the applicant, shall be used only under the supervision of school employees, whose time will be charged.
  - Q. School cafeteria equipment shall be available only under the supervision of school cafeteria employees, whose time will be charged to the applicant.
  - R. Animals and vehicles shall not be permitted on grassy areas.
  - S. The Board of Education expressly reserves to itself the right to change these rules and regulations, rental charge schedules and/or to revoke previously approved applications for any reason which they deem good and sufficient and shall not be responsible either directly or indirectly for any or all loss or expenditures incurred by the applicant.
  - T. Pupils and community groups are forbidden to alter any electrical system in any school building of this district, or on any school property of this district.

#### Special Notice to Groups using Clark Board of Education Athletic Facilities

Clark Board of Education permits municipal groups such as Recreation Commissions, as well as community recreation and athletic groups and leagues, to use athletic facilities without utilizing janitorial services. Therefore, these groups must take responsibility for cleaning up and removing debris, food, garbage, paper, etc. after the athletic activity is ended. When they do not provide cleanup service, employees must spend time providing these and may therefore be forced into overtime to complete normal work activities. When this occurs, the groups using the athletic facilities will be charged for these extra overtime labor costs.

If the athletic facilities are to be used without paying the costs for overtime janitorial services, cleanup after athletic activities must be the responsibility of the athletic groups. All coaches, managers and supervisors of athletic activities should be directed to clean up after using the Clark Board of Education facilities. Plan to establish a cleanup squad as a normal customary procedure for all athletic activities. In this way you will be satisfying your responsibilities and preventing Clark Board of Education from charging you for extra labor costs which resulted from your lack of cleaning up.



## Schedule of Charges for the use of Clark Board of Education Facilities

Use of all school properties shall come under two classifications to be designated as “free rent” and “rental charge.”

### A. Free Rent

Use of school facilities shall be granted free of charge only for the following school related activities.

1. All school affairs sanctioned by the Principal, which shall have first priority.
2. Any direct educational function of any of the four public schools when requested by the Superintendent of Schools.
3. All functions of the Parent-Teachers Associations of the Clark Public Schools.
4. All functions of the Booster Clubs that support the activities of the Arthur L. Johnson High School.
5. Activities of municipal groups, such as the Recreation Commission and the Township Council.
6. Community recreation and athletic groups that sponsor activities for the students and/or the employees of the Clark Public Schools.
7. Functions sponsored by the following organizations within the Community: Boy or Girl Scouts, town employee’s organizations, houses of worship, veterans’ groups, service clubs and such other organizations as may be approved by the Board of Education.
8. On occasion, a Superintendent may deem a community activity as special and significant and recommend to the Board of Education that free use of the buildings or fields are permitted regardless of the regulations governing one through seven above. When this occurs, the Board of Education must approve the Superintendent’s recommendation in order to grant this request at no cost.



B. Rental Charge

For any function other than those listed, the following rental charges will apply:

ARTHUR L. JOHNSON HIGH SCHOOL

<u>FACILITY</u>	<u>FEE</u>
AUDITORIUM	\$ 1400.00
GYMNASIUM	\$ 650.00
CAFETERIA	\$ 400.00
CLASSROOM	\$ 300.00
TURF FIELD	\$ 1200.00 (\$1400.00 w/lights)
GRASS FIELD	\$ 400.00
TRACK	\$ 500.00 (\$600.00 w/lights)
TENNIS COURT	\$ 200.00

CARL KUMPF MIDDLE, VALLEY ROAD AND HEHNLY SCHOOLS

<u>FACILITY</u>	<u>FEE</u>
CLASSROOM	\$ 75.00
LIBRARY	\$ 85.00
ALL PURPOSE	\$ 100.00
GYMNASIUM	\$ 175.00
GRASS FIELD	\$ 200.00

C. Custodial Charges

1. Custodial charges will not be made to organizations listed under 1, 2, 3 and 4 in above Category "A" "Free rent".
2. Custodial charges will be made to organizations listed under 5, 6 and 7 is in the above Category "A" "Free Rent" after 10:00 p.m. on weekdays or at any time on Saturdays, Sundays or holidays.
3. Custodial charges will be \$32.00/hour straight time; Saturday and Sunday \$45.00/hour for all organizations under the rental category.



## USE OF SCHOOL FACILITIES

4. Groups or organizations using school fields when custodial costs are not required, will pay no charges but must agree to keep the fields clean and free from debris themselves. If the fields are not kept clean and free from debris, they will be denied free use of the fields; i.e., they will be charged for the janitorial or custodial costs required to clean the field areas on subsequent dates for use of the fields.

### D. Cafeteria

When the cafeteria kitchens are used, at least one person from the regular cafeteria staff must be in the kitchen at all times to make certain that the equipment is used properly and that kitchen items are put back in their proper place.

It shall be the responsibility of the using organization to make proper arrangements through the Business Administrator and the Cafeteria Supervisor for this service prior to the scheduled usage date.

1. No charges will be made to organizations listed under 1, 2, 3 and 4 in category "A" "Free Rent".
2. Cafeteria charges will be \$32.00/hour.
3. All charges are to be paid by the applicant at least seven days prior to the date of scheduled usage of the Clark Board of Education facilities.
4. Staff members receive a 25% reduction in fee schedule if for Clark students.

### E. Charges

1. Any group or organization that is not listed under 1,2,3,4,5,6 or 7 in Category "A" "Free Rent" shall pay for rental of facilities, janitorial and cafeteria charges, whenever those facilities are used.
2. All charges are to be paid by the applicant at least seven days prior to the date of scheduled usage of Clark Board of Education facilities.

### F. Cessation of Activities When Schools are not in Session



1. No activities will be conducted in school buildings when schools are not in session. This includes holidays, school closings due to inclement weather and days indicated on the school calendar as single-session days.
2. Anticipated school closings will be announced to activities participants by the head teacher, coach or intramural instructor at the session prior to date of school closing.
3. Where an emergency has been declared, every effort should be made to inform groups whose activities will be cancelled in sufficient time for those involved to avoid needless trips to the schools.

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

Adopted: 27 March 2007

