

### USE OF SCHOOL FACILITIES

- A. The school building, grounds or equipment may be used only for those purposes set forth hereafter in the rules of the Board of Education. They shall not be used for any purpose contrary to the State Education Law, Title 18A. The use of school facilities for political meetings or religious instruction is forbidden.
- B. Application for the use of the school building or grounds must be made in writing by a responsible citizen or by an officer of an organization recognized by the Board of Education. This applicant becomes the party responsible for the compliance with all the rules and regulations set forth herein. Application forms are available at the school office. It is desired that the majority of any group using school facilities should be residents of Boonton Township. Other groups may be approved at the discretion of the Board. Applications should be sent to the Board of Education of the Boonton Township School District at Rockaway Valley School, 11 Valley Road Boonton Township, New Jersey 07005, at least 30 days prior to the expected date of use.
- C. Under ordinary circumstances, the Superintendent/Principal's approval is required for the use of school facilities.
- D. The approved permit/application granting the use of the building or grounds will be sent to the person signing the application. The Board of Education reserves the right to review and revoke permits granted if circumstances warrant. Permits are nontransferable.
- E. School facilities may be used by non-school organizations for meeting athletics, and instructional purposes. Each group must have a leader or instructor in charge who is at least 21 years of age. Youth groups require adult supervision as reasonably established by the Superintendent/Principal.
- F. All groups are expected to furnish their own supplies and equipment. Special approval must be received for using school equipment.
- G. **Groups using facilities are expected to vacate the building by 9:30 PM (unless special extension has been approved)**. Unless specifically granted by the Superintendent/Principal as an exception to the rule, no building facilities shall be made available on Sundays or legal holidays.
- H. All School activities shall hold priority in the use of facilities.
- I. Use of facilities is restricted to the room(s) specified on the application. Public safety laws prohibit any use of halls which would cause blockage of traffic or exits.
- J. Use of facilities during hours which would require extra custodial pay may require the organization to reimburse the Board for this expense. The Board retains the right to impose these and any other charges (for energy consumption, etc.) as may become necessary. Applicants would be informed of any such charges when the permit/application is granted. The Board also reserves the right to make special considerations of each application and to grant facilities use without any charges if it deems the request proper.

- L. If, for any reason, it is not possible for a group to meet on the evening for which the building has been reserved, notice should be given to the school office, preferably at least 48 hours in advance. If assigned facilities are not available, due to unforeseen circumstances, the school administrator will notify the organization's representative, preferably at least 48 hours in advance.
- M. The individual who signs the application will be held responsible for any breakage or damage to equipment, building or grounds which the group uses. Persons or groups applying for use of school facilities must present to the Board Secretary a certificate of liability insurance with limits of at least \$500,000 Bodily and \$500,000 Property combined single limit.
- N. All social, civic, organizational and recreational meetings and entertainments shall be nondiscriminatory.
- O. Use of possession of alcohol or drugs of any kind is prohibited at all times in the building and on the school grounds. Smoking is prohibited in the building and on school property at any time. "Smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited.
- P. The custodian represents the Board of Education in seeing that the rules and regulations are followed. All groups using school facilities are required to cooperate with the custodian. All materials brought into the building for use in fairs, sales, etc., must be cleared through the custodian, who is charged with the security of the building and control of eliminating hazardous materials or conditions.
- Q. All groups or individuals should observe the general rule that the premises must be left as clean as they were found. Clean-up committees should be assigned this responsibility, and time allowed within the hours of occupancy stated on the permit/application approval to accomplish the clean-up.

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