

REGULATIONS

**BOARD OF EDUCATION
DENVERVILLE**

**PROPERTY
R7510
Use of School Facilities**

7510 - Use of School Facilities

- 1. Policy 7510 shall govern all uses of school property.**
- 2. Permission for the use of any buildings or grounds is confined to those areas explicitly identified in the application and must be formally approved.**
- 3. School equipment including audio-visual equipment and/or supplies may be used only with the specific permission of the building principal and only where equipment operators are provided as stipulated.**
- 4. The Board of Education Business Office will bill the organization for rental fees and those extra costs specifically incurred for the benefit of said organization as well as for compensation for damages to buildings, grounds or equipment as follows:**
 - a. Community groups using the schools at times when facilities are not serviced by current custodial schedules may be charged for custodial overtime costs including set-up and cleaning time. Normal custodial hours are Monday through Friday from 7 a.m. to 11 p.m. Activities should be completed one hour prior to closing time to avoid incurring custodial charges.**
 - b. Checks are to be made payable to "Denville Township Board of Education."**
- 5. The licensee or organization agrees to provide and pay for Police services for affairs of anticipated attendance in excess of 250 persons if required by school district administration. Additional officers may be required at the discretion of the Denville Police Department. Payments for reserve officers must be made directly to the Police Department at the prevailing rate.**
- 6. No one is permitted in any building unless a custodian or representative of the Board is on duty. The school custodian is present as a representative of the school for purposes of security, inspection, and observation and he has the authority to call police to eject unruly persons. Custodial services are not at the disposal of the sponsor unless so directed by the building principal.**
- 7. Organizations anticipating attendance in excess of 75 individuals are responsible for informing the local fire marshal of all events and conforming with all fire and safety regulations.**
- 8. Gambling, smoking, or the use of alcoholic beverages on school premises is prohibited.**
- 9. Changes in the arrangement of school furniture or equipment may be made only with the express permission of the building principal.**

10. Equipment, scenery, or decorations provided by the organization must be removed from school facilities promptly at the conclusion of their use. Whenever materials, furnishings, and rubbish are left after the use of a school property, the user/group will be required to pay for the removal of same.
11. Pianos must not be moved without a special permit for this purpose. All arrangements for moving of pianos will be made by the school principal.
12. No keys shall be issued to any organization.
13. All persons using gymnasiums for athletic contests or other events, must wear rubber soled footwear.
14. The schools reserve the right to the use of buildings or grounds for school functions as needed, notwithstanding prior permission for use of the building. When schools are closed due to adverse weather conditions, buildings will not be available for outside use.
15. The organization using a facility assumes full legal responsibility for breakage or damage to school property.
16. Violation of regulations governing the use of school premises or any law regarding public assemblies may result in withdrawal of privileges for the use of Board of Education facilities.
17. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in this policy statement, the judgment of the Board of Education concerning such controversy or dispute shall be final.
18. It is the policy of the Board of Education to grant community groups permission to use the school buildings and/or grounds whenever such use does not interfere with the school program, with scheduled or emergency school maintenance, and whenever such use is not judged to be detrimental to the buildings or grounds.

ADOPTED: March 24, 1997

Revised/Adopted: December 14, 1998