

BOARD OF EDUCATION

Cherry Hill, New Jersey

POLICY 1330

USE OF SCHOOL FACILITIES, BUILDINGS AND GROUNDS

The Board of Education recognizes that the community has provided its school buildings and facilities and that such buildings and facilities should be available for legitimate community purposes.

The Superintendent or designee shall promulgate an Application Form to include the schedule of fees, conditions under which such facilities may be used, and priority of use for such facilities, after concurrence of the Board.

The Superintendent or designee shall maintain a record of permits issued.

The playground areas of all schools in the district, with the exception of the athletic fields, shall be available to all residents of the community for all unorganized recreational activity at all reasonable times, except when school is in normal session or when the areas are otherwise being used for school activities.

Except for school sponsored activities and in areas lighted for recreation, no one is permitted on school property from dusk to dawn. Each school site shall be posted with signs stating this.

Legal References:

<i>N.J.S.A. 2C:33-16</i>	<i>Alcoholic beverages; bringing or possession on school property by person of legal age; penalty</i>
<i>N.J.S.A. 18A:11-1</i>	<i>General mandatory powers and duties</i>
<i>N.J.S.A. 18A:20-34</i>	<i>Use of schoolhouse and grounds for various purposes</i>
<i>N.J.S.A. 26:3D-15 –21</i>	<i>Legislative findings and declarations ... (smoking in educational institutions)</i>
<i>N.J.S.A. 18A:54-20</i>	<i>Powers of board (county vocational schools)</i>
<i>N.J.A.C. 6:29-1.3(a)8</i>	<i>Policies and procedures</i>

P.L. 103-227, GOALS 2000: Educate America Act (Pro Children Act of 1994)

Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)

Related Procedures:

Procedure E-1	Election Polling Places
Procedure E-2:	Election Procedures
Procedure R-2:	Recreation Department, Summer Use of Elementary Schools
Procedure U-1:	Use of School Facilities by Non-School Organizations

The policy replaces: KG: Use of School Facilities and KGA: Use of Buildings and Grounds

Approved: 4/25/00

CHERRY HILL PUBLIC SCHOOLS
Cherry Hill, New Jersey

U-1

ADMINISTRATIVE PROCEDURE
USE OF SCHOOL FACILITIES BY NON-SCHOOL ORGANIZATIONS

1. All inquiries and requests for applications are to be referred to the office in charge of Use of School Facilities.
2. All applications shall originate from the above mentioned office.
3. All groups or individuals other than those sponsored by the Cherry Hill Public Schools and regularly scheduled PTA meetings shall complete an application.
4. When a group requests the use of a school facility, the office in charge (Item 1) will contact the building administrator to check on the availability of the space on the school calendar.
5. When approved a completed application shall be sent to the applicant for his signature. When the signed pink and yellow forms are returned to the above office (Item 1), a copy shall be sent to the building administrator.
6. No group shall be permitted to use school facilities unless the building administrator has received a copy of the application or has been advised by the above stated office in charge of granting approval.
7. Rental Fees shall be charged as follows:
 - A. Free of Charge - Any Cherry Hill Township individual or organization whose purpose is civic, educational or charitable and whose entire proceeds from admissions or other sources are contributed to a charitable or philanthropic function of purpose in Cherry Hill. Examples of those exempt; Scouts, Booster Clubs, Parent/Teacher or Home and School Associations, Little League, Midget Football, Soccer Associations and other similarly related community groups.
 - B. Requests for free use by the Department of Recreation must meet the above requirement. (7A). Special situations of co-sponsorships must be brought to the attention of the office in charge and prior approval of the appropriate Board of Education Committee or full Board may be required.
 - C. Regular Charge - For all other use except religious worship and instruction and colleges and universities at rates as established periodically and published in the Regulations and Procedures brochure.
 - D. Religious uses and colleges and universities (includes rental and custodial) at rates as established periodically and published in the Regulations and Procedures brochure, except for special situations which are billed consistent with previous use.

(over)

- E. Waiver of Fees - The Board of Education, may, under certain circumstances it deems beneficial to the district, grant a partial waiver of fees and at the same time charge the necessary fees to cover the expense of making a facility available. In certain situations the Board may decide to waive all fees.

Some Camden County charitable organizations as well as charitable organizations in the southern New Jersey area that serve Camden County may be granted a waiver or partial waiver of fees if the organization provides significant service to the school district and the Cherry Hill community.

(1) Service to the School District

The resources of the organization are offered to the school district as a means of assisting the district to achieve its educational goals and objectives. Such resources may be in the form of funds, equipment, supplies, human resources, and other materials which may serve to enhance the work of the school district.

(2) Service to the Community

Service to the community may include but is not limited to:

- (a) Funding to civic and charitable organizations
- (b) Aid to members of the township in times of disaster, personal or family emergency, etc. Such services could include food, shelter, clothing, counseling, etc.
- (c) Training and/or instruction to individuals or organizations (i.e., first aid, CPR, drug/alcohol counseling, etc.)

Only those charitable organizations that meet both criteria, that is significant service to the school district and the community, may be given consideration.

If a partial waiver of fees is granted, the charitable organization will be charged only for those services for which the Board would incur an expense for making a facility available. For example, if a school building is open by virtue of the fact that a school activity is scheduled, the building rental fee may be waived. Since a Black Seal licensed person must be in the building when an activity is scheduled, that fee may be waived for the time that the school activity and the charitable organization's activity overlap.

It is possible that the charitable organization may be able to arrange for certain groups such as custodians, Cherry Hill police officers, etc., to volunteer their services for the activity. If this type of arrangement is approved by the Board a waiver of these fees may be granted.

- (3) All requests for a waiver of fees must be received at least two months in advance of the date for which the facilities are being requested in order to provide adequate time for the administrative review process to be completed.
8. All groups required to pay the regular rental fee must pay in advance as follows:
 - A. 100% of the estimated cost (rental, custodial and special) of using the facilities if its principal office or residence is outside the State of New Jersey.
 - B. 50% of the estimated cost (rental, custodial and special) of using the facilities if its principal office is in the State of New Jersey.
 - C. Advance payment must be received 48 hours prior to use unless circumstances require otherwise.
9. ALL groups stated in Item 7C above shall be billed for custodial hours regardless of whether the custodian is on his normal work schedule or on overtime. In addition, ALL groups shall be billed for custodial hours if more than one group is using the building at the same time. Set-up and clean-up time will be part of time billed.
10. Custodial time sheets (CHPS A-9) are required to be submitted to the Buildings and Grounds Office within 24 hours following the use of the building by ALL groups.
11. Custodial time sheets (CHPS A-9) shall be signed by the representative of the group and the custodian on duty. This form shall list all the personnel and their hours worked and indicate all the facilities used by the group on the form. This shall be presented as close as possible to the departure time of the group.
12. The principal shall also sign the time sheet to validate the use, the hours involved and to assure that he knows how much time is being charged for an activity.

When the custodian covers the work within his normal work load the building administrator is to indicate on the time sheet that the custodian is NOT to be paid extra for those hours. This sheet is to be sent to the Buildings and Grounds Office within 24 hours of the building use.

13. When students are used to meet stage lighting, sound or AV equipment requirements, their hours are to be recorded on the custodial time sheet (CHPS A-9). The organization will be billed for their hours by the office in charge of use of school facilities. The students shall be paid by the Board of Education and not by the individual groups.

Building administrators are required to identify the students to be used in this capacity and to submit their names to the Payroll Office by the end of the second week of school in September. These students must be assigned personnel numbers so they can be paid as an employee of the Board of Education.

14. All organizations shall be billed by the above mentioned office (Item 1) in accordance with the established billing dates as determined by the Business Office.

15. Payments for use of school facilities shall be received by the office in charge of the use of school facilities and the amount and date paid recorded in billing-payment ledger. Checks for payment are then forwarded to the Business Office.

16. Use of kitchen in cafeterias is approved by the Food Service Supervisor. The arrangement with Food Services is either for an employee to supervise or for our employees to cater. In catering, the costs are broken down to a cost per meal and so billed by Food Services.

17. Athletic fields are billed if either the individual or organization is profit-making or outside of Cherry Hill in accordance with established rates. The use of the stadium requires prior approval of the Board of Education.

18. Proof of adequate liability insurance coverage must be provided. The amount of coverage may be determined based upon the facility usage contemplated and as recommended by our insurance agent.

Related Policy 1330: Use of School Facilities, Buildings and Grounds

Revised: 2/19/91