

USE OF SCHOOL FACILITIES

The Board of Education is primarily responsible for maintaining the buildings, property and equipment of the Plainfield Public School District for the primary purpose of offering a full educational program for the District's children. The board also recognizes that as an Abbott school district facilities represent a vital link to the community in which they are located. To achieve this end, the use of school facilities for school and student related activities, as well as Plainfield service organizations and municipally sponsored activities which have city-wide representation and are open to all persons, conducting affairs or performance without paid admission are encouraged to use district facilities providing that such use does not interfere with the orderly delivery of a thorough and efficient system of education for the district's children.

General Provisions

- Written approval is required for use of any school facility by a group which is not part of the regular public school program. Groups or individuals wishing to use District facilities must submit a Building and Facility use application and any other applicable forms which can be obtained from the Buildings and Grounds office at least 30 days prior to the event.
- Regular school activities will have first priority for all spaces and dates. School sponsored organizations will receive second priority. Groups officially sponsored by the city of Plainfield and the County of Union will receive third priority. All other applicants will be processed according to date and time of receipt of the application. The district reserves the right to revoke permits due to situations requiring a change in schedule for school district activities. This notice must be provided one week prior to planned event.
- Classrooms shall be made available only at the discretion of the principal. Classrooms shall not be used for activities involving more than 25 people. (Refer to page 3 bullets 2 and 3)
- The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the permit.
It does not include any other time or times for preparation or rehearsal, unless specifically permitted.
- A permit is not transferable. If the event is to be canceled, the applicant should notify the board education (48) hours in advance of the date reserved.
- Violation by a permit –holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellations of all existing permits and the denial of any permits in the future.
- Special permission must be obtained for decorating, installing scenery, moving furniture etc. school pianos are not to be moved.
- Special school facilities (cafeteria, kitchens, stage equipment etc.) will require the use of school employees trained in the use of that facility and such cost will be added to the regular fee.

- With the exception of board –approved use by instructional agencies, companies, TV monitors, VCR’s microphones, and the computers and science laboratories shall not be available for use by the public.
- School equipment such as motion picture projectors, amplifying equipment, computers and related equipment, musical instruments, athletic equipment, etc. will not be loaned or rented for use outside of the school location. Use of school does not include use of school equipment unless specifically permitted. Use of school equipment when and where required must be by school personnel; the cost of such personnel will be added to the regular fee.
- Organizations wishing to bring unusual equipment ,material devices and /or animals into school building or on school premises must first present, in writing, proper insurance coverage with a “save harmless” clause protecting the board education, before approval is given.
- Scenery, decoration, or equipment provided by the holder of a permit must be removed from the school building promptly after the performance so as not interfere with school activities. If there is a delay, the removal will be made by the board education at the expense of the holder of the holder of the permit.
- Smoking is positively prohibited in all district buildings and on school grounds.
- No alcoholic beverages will be permitted on the premises at any time. Any violation of this rule by any organization will prohibit future use.
- The board of education and its authorized representatives shall have full and free access to the premises at all times.
- School buildings may not be available for use by any rental groups on district holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with the cleaning and maintenance schedules. The district shall attempt to coordinate with municipal departments in the district so as to have a uniform approach regarding the availability of public facilities at given dates and times.
- At least (7) days prior to the school use, the applicant should review the use requirements with Supervisor of Buildings & Grounds.
- Kitchens and kitchens equipment are not to be used without authorization from the cafeteria management company.
 1. School sponsored organization may apply for limited use of the kitchen, for access to water and refrigeration. For the use of other kitchen equipment, cafeteria personnel must be present. The cost of cafeteria personnel, equipment repair and /or cleaning services will be the responsibility of the sponsoring organization.
 2. All other facility use applicants will be required to have cafeteria personnel present. The costs of cafeteria personnel, equipment repair and /or cleaning services will be the responsibility of the sponsoring organization.
- Use of type of open flame or smoke producing devices is positively prohibited in all district

buildings or on open school premises .exceptions: smoke producing devices used in the testing of fire and /or smoke alarms by contractors or inspectors, burners or stoves used in science, family & consumer science and other regular classroom instruction, bonfires as part of an approved high school pep rally and theatrical performances.

- Use of all high school and middle school athletics fields must be coordinated through the Office of Buildings and Grounds.
- No application shall be approved unless the applicant provides satisfactory assurance that the use of the District facility will be under the direct supervision of one or more adults responsible for supervising the proposed activity. Such supervision must insure that members of the group remain in the assigned portion of the facility. Failure to properly supervise the proposed activity may result in immediate revocation of the use and will disqualify the user from any future use of District facilities.
- Groups using school facilities shall agree to indemnify the District for any damage to school property and to hold the District harmless from all responsibility for any harm, damage, injury or loss to persons or property resulting from such use. Proof of insurance shall be provided as set forth in the procedure accompanying this policy. Fees shall be determined in accordance with the provisions of the procedure accompanying this policy. When any school facility is used, a school custodian or other district employee must be present.
- Whenever inclement weather conditions or an emergency situation cause the closing of all schools in the District or when decisions are made to transport all students home at regular dismissal time, all after school activities scheduled for that day are cancelled.

Limitation of Use

- The school district reserves the right to deny use of school facilities to any applicant when the intended use, or the principles, philosophy or background of the applicant organization, would be detrimental to the best interest of the school district and it's educational program. Appeals may be made to the business administrator.
- All permits are subject to cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the Board of Education, the permit is subject to immediate cancellation. Upon notice by a duly authorized agent of the Board (example: the custodian on duty), such activity is to cease.
The Board of Education and its agents are to be held harmless of any expense or losses incurred by the sponsoring organization due to the required cessation of use of facilities.
- The School District assumes no responsibility for any personal property brought on district premises by a group, and the School District is not liable for any loss, damage or destruction to such personal property that may be sustained in connection with any service to be carried out under the terms of this agreement.

- Art classrooms, science labs, computer labs, music rooms, libraries and varsity sport athletic fields are generally not available for public use. Exceptions may be granted if approved by the building principal and Business Administrator.
- Use of gymnasium requires use of proper footwear to prevent damage to floors. No baseball batting practice is permitted in gymnasiums. Unauthorized use of gymnasium apparatus is strictly forbidden.
- Gymnasiums will not be used for dances without special provisions and permission.
- All programs must be supervised with adequate numbers of personnel.
- Any signs, banners, or other items of advertisement pertaining to events at school facilities must include the name of the sponsoring organization. Placement of advertisements in the schools requires the consent of the principal.
- No ticket selling for any other event or the sale of merchandise or food is permitted without written approval on the permit.
- Gambling, games of chance, raffles and lotteries as prohibited by law are not permitted.
- Vehicles shall travel and park only in designated areas.

School Facilities User Responsibilities

- Users of school facility are required to leave the premises in good order; permit holder assumes full legal responsibility for breakage and damage to school property above normal wear and tear, and is expected to comply with the following requirements:
 1. The expectant facility user shall present an approved and date-valid request form to the building custodian-**no approved and date-valid request form, no entry**. This shall apply to all users each time they appear to use school facilities. Expectant users who are unable to show an approved request form and are denied entry shall not argue with or intimidate the custodian for doing their job.
 2. He/she is to insure, with the school representative, that:
 - a. Exit doors are free from obstruction in the area being used;
 - b. Exit lights are turned on;
 - c. Locations of extinguishers are known;
 - d. Rules and regulations are observed.
 3. Whenever a user leaves a district facility in an unsatisfactory condition, or is found to have violated the rules, the Business Office shall send a letter warning that further violations will result in the group's being denied use of district facilities. Severe violations will result in immediate cancellation of current permits and denial of future ones.

Determination of Facilities Use Fees

Rental fees and custodial fees for school facilities will be charged in accordance with the attached **Facilities Usage Rental Charges** schedule. Rental fees for athletic fields, tennis courts and summer camps will be charged in accordance with the attached **Athletic Field Rental Charges** schedule. These charges will apply to all groups when a participation fee is charged by the sponsor of the event. Custodial charges will only apply when coverage is not provided as part of normal work schedule.

A. Class I (Top Priority) - School, Municipal and County Organizations

- a. All groups conducting school related activities, examples PTA/PTO, after school clubs, tutoring etc.
- b. Activities sponsored by the District
- c. Groups whose expressed purpose for use of school facilities does not include fundraising for the benefit of the group, and whose activities benefit the community.
- d. Municipal organizations, such as police, fire departments, rescue squads etc.
- e. Non-profit Educational Organizations whose work will benefit the students of the district.

Free use of school facilities may be granted to the above groups, provided that membership is Composed of not less than 75% Plainfield residents with the following provisions:

- 1. Use of the facilities is not to interfere with the school program;
- 2. Use of the facilities must be within the hours of regular custodial service;
- 3. Use of facilities will not create additional supervisory or custodial requirements;
- 4. Organizations will provide sufficient supervision to restrict use to permitted areas.

Top priority groups that request use of facilities for Saturdays, Sundays or any other time that requires extra custodial, maintenance, cafeteria, police or technical personnel will be charged.

B. Class II –Recreational and Sports Organizations

Fees shall be charged for the use of school facilities by recreational and sports organizations not sponsored and funded by the City of Plainfield or Union County, provided that membership is composed of not less than 75% Plainfield residents and is open for participation by any Plainfield resident. The application must be accompanied with a roster showing the name, address and age of each participant. The following fees are facility maintenance fees. Any custodial, maintenance, cafeteria or security/police personnel charges are above and beyond the charges listed below. Hourly fees are charged per room and/or field.

	Fee for Each Hour of Use
ALL DISTRICT LOCATIONS	
Kitchen	\$5.00
Classrooms	\$5.00
Faculty Rooms	\$5.00
All-Purpose Rooms	\$5.00
Auditorium	\$5.00
Cafeteria	\$5.00
Gymnasium	\$5.00
Locker Room	\$5.00
Tennis Courts	\$5.00 per court

C. Class III – In-District, Non-Profit Organizations
Non-District, Non-Profit Organizations

The fees shall be charged for the use of school facilities by approved charitable, philanthropic and cultural groups, service clubs, fine arts associations, theatre groups, and other organizations within the district not operating for profit and devoted to community interest and child welfare. Non-District organizations must be able to document that 75% or more of the participants are district residents.

D. Class IV –In-District, For-Profit Organizations
Non-District, For-Profit Organizations

Following fees will be charged for use of school facilities by organized for profit groups within the district. Non-District organizations must be able to document that 75% or more of the participants are district residents.

E. Class V –Religious Organizations

The following fees will be charged for use of school facilities by religious organizations.

The following fees are facility maintenance fees. Any custodial, maintenance, cafeteria or security/police personnel charges are above and beyond the charges listed below. Fees are per room and/or field.

	C. CLASS III IN-DISTRICT, NON-PROFIT Fee for Per Day Use	C. CLASS III NON-DISTRICT, NON-PROFIT Fee for Per Day Use	D. CLASS IV IN-DISTRICT, FOR-PROFIT Fee for Per Day Use	D. CLASS IV NON-DISTRICT, FOR-PROFIT Fee for Per Day Use	E. CLASS V RELIGIOUS ORGANIZATIONS Fee for Per Day Use
ALL DISTRICT LOCATIONS					
Kitchen	\$50.00	\$100.00	\$100.00	\$250.00	\$100.00
Classrooms	\$50.00	\$100.00	\$100.00	\$250.00	\$100.00
Faculty Rooms	\$50.00	\$100.00	\$100.00	\$250.00	\$100.00
All-Purpose Rooms/Media Centers	\$100.00	\$200.00	\$200.00	\$500.00	\$200.00
ELEMENTARY SCHOOLS					
Cafeteria	\$100.00	\$200.00	\$200.00	\$500.00	\$200.00
Gymnasium	\$150.00	\$300.00	\$300.00	\$750.00	\$300.00
Locker Room	\$50.00	\$100.00	\$100.00	\$250.00	\$100.00
Athletic Fields	\$50.00	\$150.00	\$150.00	\$500.00	\$150.00
MIDDLE SCHOOL & HIGH SCHOOL					
Auditorium	\$200.00	\$600.00	\$600.00	\$1500.00	\$600.00
Cafeteria	\$150.00	\$400.00	\$400.00	\$1500.00	\$400.00
Gymnasium	\$200.00	\$600.00	\$600.00	\$1500.00	\$600.00
Locker Room	\$100.00	\$250.00	\$250.00	\$750.00	\$250.00
Athletic Practice Fields	\$75.00	\$100.00	\$100.00	\$500.00	\$100.00
Tennis Courts	\$10.00 per court	\$15.00 per court	\$20.00 per court	\$25.00 per court	\$10.00 per court

F. Payments:

All costs incurred by the school use permit shall be paid to the District within ten (10) days prior to the event, and all unforeseen additional costs incurred by the event will be paid within ten (10) days after the event. All payments for rental space and other charges shall be drawn to: "Plainfield Public Schools".

G. Custodial, Maintenance and Technical Personnel Charges

Requests that require additional custodial, maintenance and/or technical time or personnel will incur additional charges.

USE OF SCHOOL FACILITIES (continued)

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The board shall require that all users of school facilities comply with policies of this board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Adopted by the Board of Education
at its meeting of April 16, 1997
Amended February 17, 2004
Amended December 21, 2004
Amended November 17, 2005

- Legal References:**
- N.J.S.A. 2C:33-16 Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
 - N.J.S.A. 18A:11-1 General mandatory powers and duties
 - N.J.S.A. 18A:20-34 Use of schoolhouse and grounds for various purposes
 - N.J.S.A. 26:3D-15 through -21 Legislative findings and declarations ... (smoking in educational institutions)
 - N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
 - N.J.A.C. 6A:26-12.2(a) 4 Policies and procedures for school facility operation
 - 20 U.S.C.A. 4071 – 4074 – Equal Access Act

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

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

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

Boy Scouts of America v. Dale, 120 S.Ct. 2446 (2000)

Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001)

- Cross References:**
- 1230 School-connected organizations
 - 3515 Smoking prohibition
 - 6145 Extracurricular activities

DISTRICT PARKING LOTS

Cars are not to be left in district parking lots overnight without the written permission from the district's business office. Such permission signed and dated by the grantor, should be placed inside the vehicle where it is clearly legible by security personnel.

If such parking may interfere with parking for a school sponsored event for which a permit has already been granted permission to park overnight shall be denied.

Examples of permitted overnight parking when the above conditions are met:

Student and chaperone parking while on overnight school sponsored trips. (Not to exceed three nights)

Participants parking for overnight trips sponsored by the municipal recreation department only when the recreation department has received permission from the district's Business Office for parking for the particular event.

The district assumes no responsibility for vehicles left on district grounds.

Parking in district lots for the purpose of promoting the sale of a non-district owned vehicle is prohibited.

PLAINFIELD PUBLIC SCHOOLS

Overnight Parking Permit

_____/_____/_____
to
_____/_____/_____

Board Policy 1330

1. The district assumes no responsibility for vehicles left on district grounds.
2. Parking in district lots for the purpose of promoting the sale of a non-district owned vehicle is prohibited.

Authorizing Signature

Place this permit on the dashboard of the vehicle, in clear view
through the windshield.