

# POLICY

## EAST WINDSOR BOARD OF EDUCATION

PROPERTY

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USE OF SCHOOL FACILITIES

### 7510 USE OF SCHOOL FACILITIES

The East Windsor Regional School District believes that the school facilities belong to the community which pays for them for the primary purpose of offering full educational programs for its students.

Therefore, the academic and associated programs and co-curricular and extra-curricular activities of the school must have preference in the use of the school facilities. Community organizations and groups will be permitted to use the school facilities upon proper application and upon payment of the application fee in full and in advance. However, such use will not be permitted if in the opinion of the Superintendent it would interrupt or interfere with the programs and activities of the school, significantly increase the wear on the facilities which would result in increased costs to the community for replacements and/or renovations, reduce the quality of facilities available to the students, or it would otherwise result in undue security or liability or liability risk.

Access to district facilities to non-profit organizations, volunteer organizations, and tax-supported agencies that are located in, and serve all Hightstown and/or East Windsor citizens, will be at a reduced fee schedule set by the Board.

Use of school facilities solely for private gain will be prohibited. A rental fee to offset operating expenses will be charged for using the school facilities for worship or religious instruction, and a rental fee will be charged to all other non-exempted groups in accordance with a fee schedule set by the board. A separate non-refundable fee will be charged for each facilities use request form submitted by any non-school organization or group.

Certificates of insurance and a waiver holding the board of education "harmless" will be required for those activities where the Superintendent determines the liability risk to the district to be unusually high, in accordance with the guidelines established by the Superintendent for this purpose. In a case where the risks are judged to be excessively high by the Superintendent, use of the facility may be denied. If the group, agency or organization disagrees with the decision of the Superintendent, it may be appealed to the Board of Education by a written appeal stating the reasons for the disagreement. The Board will act on this matter at its next regular meeting.



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School equipment may be loaned for use by community organizations with prior approval of the Superintendent. User groups are to be held responsible for the transport, repair or replacement of any equipment or property damaged, lost, destroyed, or defaced during such use.

Alcoholic beverages may not be consumed, distributed or served on school property without prior approval of the Board of Education.

### Smoking on School Property

1. The use of tobacco products (either smoking or smokeless) is prohibited at all times on district property.

2. Violations of this policy will result in referral to the municipal health officer for the initiation of monetary penalty proceedings in the municipal court.

3. Gratuities to school employees are not permitted.

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

Adopted: 22 November 2004

