

POLICY

HANOVER TOWNSHIP BOARD OF EDUCATION

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Use of School Facilities

7510 USE OF SCHOOL FACILITIES

General Policy

1. It is the desire of the Hanover Township Board of Education that the public school buildings be used by the community as much as practical. The Board of Education reserves the right to pass individually upon applications for use of the building. It also reserves the right to cancel previously granted permission of use, upon reasonable notice, if it develops that the school facilities are required for school functions.
2. A school custodian must be in attendance whenever any group uses the building. A custodian is regularly present until 10:45 PM weekdays at each school. Should any group desire to use the building at times other than the above, fees for custodial attendance will be charged.
3. Use of the following rooms will not be granted: Offices, Nurses' rooms, Teachers' lounges, and all classrooms. The board reserves the right to approve the use of a classroom on a case-by-case basis. Use of the building means use of the assigned space within the building but not the equipment contained therein unless separate arrangements for such use are made at the time of applying for the use of the building. The Board reserves the right to refuse the use of the equipment or to charge a flat fee for the use of the equipment.
4. Applications for the use of school buildings must be sponsored by a resident of Hanover Township.
5. Applications for use of school gymnasiums and fields must be received by the School Business Administrator/Board Secretary on or before the following dates each year:

By August 20 - for use during the period September 1 to February 28; and

By February 25 - for use during the period March 1 to June 30.
(Applications received after these deadlines may not be considered.)
6. Applications for use of buildings accompanied by applicant's current insurance certificate shall be made to the Business Administrator/Board Secretary on forms provided for this purpose. This application will be



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reviewed by him/her and after approval by the Principal the date will be reserved. The Business Administrator/Board Secretary will notify the organization requesting use of the building whether or not the request was approved. The Business Administrator/Board Secretary may cancel dates given prior approval for good reasons including equal opportunities for each group to reserve evenings that are in demand.

7. Permission to use the building will not be given to any religious organization for the purpose of religious services or instruction.
8. Permission will not normally be given for the use of school buildings on school holidays unless a school custodian is available in which case the organization would be charged custodial costs at double time rates.

Priority Order of User Groups

1. School and school-related activities.
2. Hanover Township Recreation Commission sponsored youth activities.
3. Youth activities such as basketball, soccer, Little League, Boy Scouts, Girl Scouts, etc.
4. Township of Hanover Recreation Commission adult activities.
5. Additional requests will be considered and acted upon by the Board of Education, at its own discretion.

The above priority is based on meeting the application deadlines as stated in this policy. Late applications will be considered based on availability of facility and/or fields. Due to the scarcity of facilities and fields, and the ever increasing demands for usage, every effort should be made by user groups to reserve facilities and/or fields based on actual need. Applications which "block out" large amounts of time, without specific needs, will not be approved.

In addition, all youth activity requests will take priority over adult activity requests. The facilities of the Board are intended to serve the needs of the entire community with the emphasis on the children of Hanover Township.



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Regulations Governing the Use of the School Buildings

1. Users of school facilities must strictly observe regulations governing the use of the school buildings. Failure to do so may subject the users to immediate ejection from the premises, denial of future applications for use, or both.
2. No smoking will be permitted in accordance with Policy 3515. Intoxicants shall not be brought into the building or into any part of the school property. Food and drinks shall not be brought into the schools unless such is approved as part of the application.
3. No intoxicated or disorderly person shall be allowed on any part of the school premises.
4. All functions, including dances, must close not later than twelve-thirty (12:30 AM).
5. All social functions that are attended by minors must be properly chaperoned with not less than one adult per 20 children. Organizations made up of children under 18 years of age must have a responsible adult supervisor. Members of such organizations may occupy the quarters assigned to them only during the presence of such supervisor. Children shall not be permitted on the stage unless such use was included and approved on the application. Spectators attending athletic contests must be supervised by an organization member other than the officials or coaches.
6. No custodian or other school employee is to accept a fee for services rendered or collect rental fee at any function held on the school premises. The determination and payment of all such fees rests entirely with the Board of Education. Custodians are to open and close the school and to supervise its use. They are not available for cleaning except by specific permission.
7. No signs of any kind are to be hung in or about the school building or premises without board approval and no part of the school building is to be marked or defaced in any way.



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8. A separate check for a security deposit in the amount of one-half of the basic rental fee must be submitted at the time of application with a self-addressed stamped envelope. The custodians will check the building before and after use and report the damage immediately to the principal. Any damage resulting from the use of the school building, whether by accident or otherwise, will be taken from the security deposit. If no damage is reported the security deposit check will be returned in the stamped self-addressed envelope.
9. Profanity, objectionable language, and disorderly conduct of any kind are absolutely prohibited, and those violating this prohibition will be summarily ejected from school premises.
10. Those attending any function carried on, in, or about the school building under a permit from the Board of Education are restricted to the use of the facilities actually assigned to them.
11. When clean up work will be done by the organization, at least three (3) adult members of the organization must be named in the application. If the clean-up is not done satisfactorily and the school custodian's time is required to make the space usable for normal school purposes, the organization shall be charged for the custodial time.
12. When the use of the building is open to the general public under the sponsorship of an organization, at least one member of the organization must be present before the building is opened, and at least four members must be present to maintain order during the function before the public is allowed to enter.
13. Sneakers must be worn whenever games of any kind are played in the gymnasium.
14. No school supplies such as balls, nets, etc., shall be used. Equipment may not be used unless a qualified operator is available, a deposit of \$50 is made to cover any repairs, and specific permission is granted.
15. Fire permits will be required when 100 or more people will be in attendance. They can be obtained from either the Cedar Knolls Fire Department or the Whippany Fire Department, depending on the area in which the school being used is located. The fee for the fire permit is



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\$35.00, payment of which is the responsibility of the group or organization. The fire permit fee will be waived for school or town functions, but permits are still required. After the permit is acquired, a copy of same must be forwarded to the Office of the Supervisor of Buildings & Grounds, 61 Highland Avenue, Whippany.

16. Memorial Junior School Auditorium regulations governing the use of the auditorium as outlined in AR 1330 must be strictly observed.
17. Any person(s) using our buildings within the guidelines of our Use of Facilities policy may use our AED in accordance with our policy S 141.9, but said person must hold a current AED certification.

Insurance Requirements

1. Indoor activities of participants involving limited contact and physical activity such as, but not limited to, PTA, Boy Scouts; Girl Scouts; Brownies; Cub-Scouts, language and other instructional programs must provide evidence of current liability insurance \$1,000,000 per occurrence and \$2,000,000 aggregate naming the Board of Education as "additional named insured" on the policy.
2. Indoor activities of participants involving more contact and physical activity such as, but not limited to, youths recreation or community basketball, soccer, little league, industrial leagues, season play-offs involving two teams, dance recitals and fairs must provide evidence of current liability insurance of \$1,000,000 per occurrence and \$2,000,000 aggregate. Effective July 1, 1998, provide evidence of \$2,000,000 per occurrence and \$4,000,000 aggregate. The Board of Education must be named as "additional named insured" on all policies.
3. Insurance requirements for assembly programs and special education performances arranged through contractual agreements with the school or a school-affiliated organization, such as the PTA, shall be governed by the foregoing insurance requirements.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the



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injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

In advance of arrangements for such performances and programs being finalized, the School Business Administrator/Board Secretary shall review the application for use of building and the nature of the activity to ascertain to what extent, if any, the insurance requirements may be modified and/or the provision of naming the Board of Education as "additional named-insured" may be waived.

Fees for Rental of Facilities Locally-Sponsored Private Organizations*

1. Application Fee - 50.00 - payable on submission of application.
2. Rental Fees

Rental Fees	Basic	Additional
	Rental in increments Rental for up to four (4) hours	for up to two (2) hours beyond basic rates
Memorial Junior School		
**Auditorium	\$600.00	\$150.00
Viking Gym	\$300.00	\$ 75.00
1/2 Viking GYM	\$150.00	\$ 37.50
Memorial Gym	\$150.00	\$ 37.50
Cafeteria	\$125.00	\$ 31.25



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MJS Music Room	\$ 75.00	\$ 18.75
Bee Meadow School		
*Cafetorium	\$200.00	\$ 50.00
*Cafetorium & Stage	\$225.00	\$ 56.25
Gymnasium	\$175.00	\$ 43.75
Salem Drive School		
*Cafeteria	\$125.00	\$ 31.25
Auditorium (Gym & Stage)	\$150.00	\$ 37.50
Gymnasium	\$150.00	\$ 37.50
Mountview Road School		
Gymnasium	\$150.00	\$ 37.50
Auditorium (Gym & Stage)	\$150.00	\$ 37.50
*Cafeteria	\$125.00	\$ 31.25
*Add \$50.00 for the use of the air conditioning ✓		
**Add \$30.00 for pre-set lights and \$30.00 for each microphone ✓		

3. Custodial and Maintenance Fees

Building users will be charged the cost of custodial/maintenance time in addition to the rates above for:

- a. Supervision and opening and closing of the building outside of normal working hours;
- b. Setting up and removing chairs, risers, lighting and sound equipment etc., cleaning up after each use, where applicable; and
- c. Providing services that require maintenance personnel.

The following groups are exempt from security, application and rental fees, but are subject to custodial/maintenance fees and will be responsible



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for pay for any damages to the property within 30 days of receiving a bill for said damages:

- a. School affiliated groups such as Parent-Teacher Associations;
- b. Youth activities such as basketball, soccer, Little League, Boy Scouts, Girl Scouts etc.;
- c. Township of Hanover Recreation Commission adult activities; and
- d. The Board of Education reserves the right to waive the fees to other parties not named above, upon application to the Board of Education.

Administrative Regulations Governing The Use Of Memorial Jr. School And Auditorium

1. Fire Permits and Insurance Certificates must be on file in the Buildings and Grounds office at least five days prior to the use of the auditorium.
2. The stage is not to be marked with tape or defaced in any manner.
3. The two back rooms on the stage and the music rooms are not to be used as dressing rooms or any other purpose for security and safety reasons.
4. Food, drink and chewing gum are prohibited in the auditorium.
5. Posters or messages may not be posted in the commons or on interior walls of the auditorium.
6. Pupils may not stand on or put their feet on the auditorium seats.
7. Spotlights and or microphones may not be manipulated.
8. Non-school personnel are prohibited from touching the box containing wire connectors for spotlights. Contact the Principal or Vice-Principal for any necessary changes.
9. Audience attending function must be confined to the commons area.
10. Adults must supervise children at all times.



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11. Park all cars in the parking lot. Handicap spaces may not be used unless handicap license plates are displayed.
12. The user must leave the auditorium in the same condition as it was found upon user entry.

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

Adopted: 23 September 2008

Revised: 12 June 2012

Revised: 14 July 2015

