

7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this district should be made available for community purposes, provide that such use does not interfere with the educational program of the schools.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Board Secretary/School Business Administrator except that the Board reserves the right to withdraw permission.

A. Class I Users

The following organizations/activities shall have the use of school facilities free of all rental charges and insurance requirements, but may have to pay personnel fees:

1. All school, PTO, and other organizations whose sole purpose is to advance or benefit the interests of the schools or school children;
2. Any civic or non-profit organization whose purpose is to present awards to students of our school system.

B. Class II Users

The following organizations/activities shall have the use of school facilities free of all rental charges, but shall pay personnel fees, when applicable, and meet the insurance requirements as outlined at the end of this policy:

1. Alexandria Township Committees;
2. All appropriate election activities;
3. Alexandria Township Recreation Commission;
4. Boy, Girl, and Cub Scout troops;



5. Alexandria Education Foundation.

C. Class III Users

The following organizations shall have the use of school facilities only upon payment of rental fee and personnel costs in addition to meeting the insurance requirements as outlined at the end of this policy:

1. Sororities / Fraternities;
2. YMCA and similar youth organizations;
3. Neighboring school districts;
4. AAU Organizations;
5. Civic Organization.

D. The Board requires that the Superintendent develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree in writing to be bound by these regulations. The regulations shall include the following matters:

1. It shall be the responsibility of the renting organization to report amusement tax to the Collector of Internal Revenue.
2. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations; users shall be financially liable for damage to the facilities and proper supervision.
3. Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy



No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, no item of equipment may be used except by a qualified operator.

E. Insurance Requirements

1. A Certificate of Insurance, naming the Alexandria Township Board of Education as an additional insured, should be submitted with the completed application form. This insurance shall cover the specific date(s) the facilities will be used.
2. If the user has no existing policy, a one, two or three day policy must be purchased from any insurance agent through the surplus lines market.
3. Amount of coverage required: 1,000,000 combined single limit.
4. The above insurance is required of all groups using the facilities and/or grounds of the Alexandria Township Public Schools, unless exempt by this policy.
5. If proper insurance coverage is not provided, permission to use the facilities/grounds will be rescinded. The Board reserves the right to deny the use of school facilities by any organization for just cause. The Board reserves the right to waive provisions of this policy upon request if it deems the request reasonable and is satisfied that the best interests of the community will be served by such action.

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

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