

POLICY

KINGSWAY REGIONAL BOARD OF EDUCATION

PROPERTY
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Use of School Facilities

7510 USE OF FACILITIES

It is the policy of the Board of Education to encourage maximum use of district facilities by the community whenever they are not needed for district purposes. District activities shall be given preference in use of all District facilities.

Many uses are allowed without rental fee and permission for the use of these facilities is handled by the School Business Administrator/Board Secretary and/or the Superintendent. Any additional costs incurred by the school district will be billed to the organization using the facility (e.g. custodial, lighting technician and utility costs). Examples of these are:

1. Pupil groups are exempt from all fees.
2. All branches of the Borough or Township and sending district governments, including recreation authorities within these governments; and
3.
 - a. Community Girl Scouts and Boy Scouts of America
 - b. Community Civic Organizations benefiting the students of the school/community or school district
 - c. Community Senior Citizen Groups

Community Civic Organizations referenced in item b. above must provide a roster that lists the names and addresses of all participants. The roster should demonstrate that fifty percent of the participants are residents of the Kingsway Regional District.

4. Kingsway coaches, advisors, or school employees who are running camps, practices, workshops for district students at NO cost to the participants.

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

Revised: 6/22/09



REGULATION

KINGSWAY REGIONAL SCHOOL DISTRICT

PROPERTY
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Use of School Facilities

R 7510 USE OF SCHOOL FACILITIES

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Community Civic Organizations referenced in item b. above must provide a roster that lists the names and addresses of all participants. The roster should demonstrate that fifty percent of the participants are residents of the Kingsway Regional District.

4. Kingsway coaches, advisors, or school employees who are running camps, practices, workshops for district students at NO cost to the participants.

Implementing Rules and Regulations:

A. General:

1. All requests for use of any of the school's facilities shall be filed on the proper application form and submitted to the School Business Administrator/Board Secretary.

2. Alcoholic beverages and controlled dangerous substances (drugs) are prohibited from being brought onto the properties of the Kingsway Regional School District.
3. Smoking is prohibited in all areas of the buildings and grounds at all times.
4. Insurance certificate: It shall be the responsibility of the organization using the facilities to produce a valid Certificate of Insurance prior to the use. The limits of liability shall be:
 - Bodily Injury Liability: \$1,000,000.00 each occurrence; \$1,000,000.00 aggregate
 - Property Damage Liability: \$1,000,000.00 each occurrence; \$1,000,000.00 aggregate
 - Combined bodily Injury and Property Damage Liability: \$1,000,000.00 each occurrence; \$1,000,000.00 aggregate

In addition, the Certificate of Insurance must name Kingsway Regional School District as an additional insured.

The Board may, if an organization requests, waive this insurance requirement after a review of the application.

5. District equipment will not be made available to non-school related groups for use off the school premises.
6. Only District property requested on the application form at the time of submission will be permitted.
7. Only the facilities requested in the application and approved will be used, and only for the times approved. Access to other areas of the building(s) is prohibited.
8. All meetings, performances, games, events, etc. must be respectable and adequately supervised. The organization using the facilities shall be responsible for compliance with the requirements, rules and regulations.
9. It shall be the responsibility of the organization using the facilities to pay for and arrange for police coverage, as required by the Board.
10. It shall be the responsibility of the organization using the facilities to contact the County of Gloucester, Office of the Fire Marshal (856-307-7100) for an application for a fire safety permit. The Fire Safety Bureau

must be contacted for all uses. The organization is responsible for any fire permit costs, if applicable, and must comply with all fire regulations. A copy of an approved fire permit is to be provided to the Office of the School Business Administrator no later than two (2) working days prior to the activity.

11. In case of property damage or loss, the Board shall fix the costs to be paid by the organization using the facilities.
12. The Board shall not be responsible for any article that may be stolen or mislaid that is the property of the person(s) organization using the facilities.
13. At least one employee of the Board must be on duty whenever the building(s) are in use except as specified in other regulations adopted by the Board.
14. Tipping of school employees is prohibited. The Board will pay employees for services rendered and bill the organization.
15. Food or drink is not to be consumed anywhere in the building(s) except in the cafeteria, unless special permission is given by the administration.
16. Use of the building(s) will not be granted for non-school dances.
17. Use of the buildings and grounds will not take place when school is closed for inclement weather.
18. Requests for use of The Eitel Theater for July and August will not ordinarily be granted.
19. No organization shall sell more tickets than the facilities are designed to accommodate:

High School

- a. The Eitel Theater Capacity - 699
- b. Cafeteria Capacity - 488
- c. Small Gymnasium Capacity - 699 Bleachers
- d. Auxiliary Gymnasium Capacity - 90
- e. Large Gymnasium Capacity – 1,030 Bleachers

Middle School

- a. Cafetorium – 406
- b. Gymnasium – 360 + Players

20. If anyone is injured while using the facility, a completed incident report is to be filed with the School Business Administrator within twenty-four regular business hours.
- B. Supplies and Equipment
1. Items of equipment may be loaned or rented for community use after a written request is made to and approved by the School Business Administrator/Board Secretary. The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use. The School Business Administrator/Board Secretary shall be responsible for its safe return.
 2. When equipment authorized for loan requires the services of an operator, the user shall employ the services of a person designated by the district and shall pay such costs as have been set for his/her hire.
 3. The Board shall not be responsible for any loss, damage or injury liability or expense that may arise during or be caused in any way by such use of district equipment.
 4. Permission for use of facilities, when granted, does not include the use of any district supplies, apparatus, or equipment unless specifically granted by the Board.
 5. No person or organization using any district facility shall do any temporary construction work, such as installing temporary seating, platforms, or runways, or installing any additional lighting equipment, wiring, or projection equipment without the approval of the Board.
 6. No equipment shall be moved into or out of the building(s) except by notification and approval of the Superintendent and/or School Business Administrator/Board Secretary:
 - a. Admission to the building(s) will be granted for arrangement of equipment or decoration only when approved by the Superintendent and/or School Business Administrator/Board Secretary.
 - b. The use of any equipment demanding a special knowledge or skill shall be permitted only by a duly authorized person delegated by the Board. Payment for these services will be the responsibility of the organization.

- c. All District property, approved for use, is conditional upon the good behavior of the user, who assumes all responsibility for same.
 - d. When the use of the public address system is granted, it shall be limited to the items specifically requested.
7. The use of pianos will only be granted with special permission. Parties using a piano are responsible for its condition and its proper tuning.
 8. Scenery and equipment shall be removed within 24 hours after the use of the facilities under supervision of school personnel. Scenery and other equipment is not to be moved into or out of the building(s) during school hours.
 9. Anyone approved by the Superintendent and/or School Business Administrator/Board Secretary to operate the use of stage lighting or sound equipment, shall be paid the hourly rate for non-instructional assignments with payment including rehearsal time, in addition to the fee charged for the facilities and equipment.
 10. Stage curtains are expensive and must be handled carefully. Nothing may be pinned or affixed to stage curtains and drapes.
- C. Ground/Fields
1. Individuals with or without permission may be stopped and prohibited from using any facility by any teacher, official, school employee, or school Board member if observed abusing or misusing the facility at any time.
 2. Failure to clean up all debris from the fields will result in a custodial fee to the organization for clean-up purposes and the privileges of using the fields revoked.
 3. Practice fields shall be used with permission only.
 4. Varsity competition fields may be used only for one day as a culminating activity with permission.
- D. Gymnasium
1. No one is permitted on the gymnasium floor except those properly attired with sneakers.

2. No one is permitted to climb upon unopened bleachers, backboards, backboard braces, or any other pieces of equipment. Only authorized persons are permitted to open bleachers.
3. Scoreboards and score clocks will be operated by authorized school personnel only.
4. No food or drink is allowed inside the gymnasiums.
5. Permission may be granted for use of the gymnasium(s) and its facilities for the purpose of practice and recreational play only. Competitive games are to be scheduled or played with outside groups only by special permission granted, in writing, through the Board.
6. Groups are to enter the building(s) upon arrival and report promptly and directly to the gymnasium(s).
7. Scheduled times must be observed as approved.
8. Violation of any of the above rules shall cause the permission to use the gymnasium to be revoked.

E. Tennis Courts

1. The lighted tennis courts will be available for public usage from April 15th to October 15th on a first-come, first-served basis.
2. Appropriate switches located at the court control the lighted courts.
3. Lights will be operable for a specific period of time and will be inoperable after 10:00 p.m.
4. A one-hour play time will be in place when any other parties are waiting to play.
5. Kingsway teams will have first priority for usage of the courts at all times.

A copy of these parameters will be posted at the tennis courts.

F. Track Usage

September through June

Weekdays – 6:30 a.m. to 8:00 a.m.
2:30 p.m. to Dusk

The track is not available during the school day.

July and August

Weekdays – 6:30 a.m. to Dusk

Note:

1. *The track is not available on weekends or holidays.*
2. *Individuals using the track are to enter the stadium at the Visitor's Entrance.*
3. *The following rules for use of the track will be in effect:*
 - *No pets*
 - *No bicycles*
 - *No skateboards*
 - *No roller blades or roller skates*
 - *No motorized vehicles of any kind*
 - *No smoking*

The Board assumes no liability for injuries or damage to personal property.

RENTAL SCHEDULE

- A. Meetings which may be classified as community meetings, even though under the auspices of some limited membership organization of interest to the community as a whole, and publicized in advance as open without admission charge to any resident, may be considered exempt by the Board.
 1. Any time the kitchen is used by any organization listed as an exempt group, a person approved by the School Business Administrator/Board Secretary will be in attendance to supervise use of equipment. When dinners are served, a minimum of one cafeteria representative will be assigned to assist with setting up the dinner and a minimum of two will be

assigned when serving begins through clean up. The cost of representative(s) shall be paid by the organization.

2. When district facilities are used by an organization listed as an exempt group, it may become necessary at the discretion of the School Business Administrator/Board Secretary to assign custodial or other district personnel to supervise or to assist with setting up or operation of equipment, etc. This person may be either reassigned from regular duties, or be assigned to work at a time other than his/her regular shift. Regardless of the scheduling, the group shall be responsible for the cost to supervise and/or assist in setting up and/or the operation of equipment.
 3. District custodial and food service employees will receive one and a half times their regular prevailing wage for the hours worked. Employees assigned to operate the Eitel Theater equipment will be paid the non-instructional per hour rate as established by the Board of Education. The using group will pay this. These wages are in addition to the fees as listed below in item B.
- B. For non-exempt groups, the schedule of rental fees is as indicated on the individual school application form. The Board may waive or amend the rental fees for non-exempt groups.

Rental fees are charged on a daily basis, not a per event basis.

The Superintendent and/or School Business Administrator will approve applications meeting all of the above requirements.

Revised: 6/22/09

