

**ADMINISTRATIVE GUIDELINES:  
FACILITY USE BY SCOTCH PLAINS-FANWOOD COMMUNITY GROUPS**

1. All groups wishing to use school facilities, athletic fields and grounds must secure an application and receive preliminary approval from the building principal and/or the Athletic Director. Permits must have final approval of the Business Administrator. This permit is not transferable. The Board of Education or its agents reserve the right to approve, deny or rescind any application. A copy of the approved application, with fees noted, will be sent to the applicant by the business office staff within 7 days of receipt.
2. If an event is canceled, twenty-four hour notice is required (48 hours for the high school). If notice is not given for a cancellation, the organization that applied to use the facility will be required to pay all fees associated with using the building for the given portion of the facility that was to be used. In instances involving school closings for inclement weather, a cancellation notice is not required.
3. All materials and facilities should be left in the same manner in which they were found. For example, benches should be returned to their proper locations in the main gym. Basketball backboards should be returned to their original positions as well.
4. On days when schools are in session, both the multipurpose rooms and gyms may not be used past 9:30 PM (90 minutes before the custodians go off duty). The custodial staff needs time to clean both facilities prior to the opening of school on the following day. To this end, every organization utilizing the building should adhere to the arrival and departure times outlined and agreed to on the building usage application.
5. During regular school custodial hours, damages and incidents should be reported to the evening head custodian immediately. Failure to report damages may incur charges and or loss of privileges. In addition, additional materials or other needs regarding the facility itself should be directed to the evening head custodian. For example, if the crank is needed to move the basketball backboards either up or down; or if keys are needed to unlock a door or storage container.
6. All organizations utilizing the facilities should use the designated entrances and exits. Individuals participating in the event should enter and exit through the doors closest to the area being utilized. For example, if the all-purpose room gym is being used, then those individuals participating in the event should enter and exit through the front doors of the school.

7. Additional security or police coverage will be at the expense of the organization.
8. School personnel may be required to provide support in the use of equipment. This will be at the expense of the group using the facility. (For example: HS audiovisual equipment, lighting, etc.).
9. **Smoking or the use of tobacco, drugs or intoxicating beverages is prohibited in all buildings and grounds of the Board of Education.**
10. Only those facilities listed on the contract may be used by the organization.
11. **The user is responsible for compliance with all requirements set forth in the Board's policy and regulations (1330 and 1330-R, Use of School Facilities and Grounds.)**

**We look forward to working with your organization and hope that these guidelines will ensure mutual cooperation and the most efficient use of our school facilities.**

Scotch Plains-Fanwood Public Schools

Revised March 31, 2004.