

REGULATIONS: USE OF SCHOOL FACILITIES, ATHLETIC FIELDS AND GROUNDS

Date of Adoption: May 13, 2004

All Scotch Plains-Fanwood service organizations and municipally sponsored activities which have town-wide representation and are open to all persons, conducting affairs or performances without paid admission, are encouraged to use school facilities for their activities when custodial services are provided. Charges will be necessary for those hours requiring custodial coverage not provided as part of the normal work schedule. If admission is charged for an event, the rental fee schedule shall apply.

The PTA and Booster organizations which conduct fundraisers from which net income is returned to the Scotch Plains-Fanwood public school students in the form of scholarships or educational activities will not be charged rental fees. Charges for custodial time, cafeteria employees, etc. will apply when coverage is not part of the normal work schedule.

Rules

1. All groups wishing to use school facilities, athletic fields and grounds must complete an application form. Upon approval, the Board of Education will issue a permit. The Board of Education or its agents reserve the right to approve, deny or rescind any application. Applications will be reviewed for approval in one of the following ways:
 - (A) School Facilities - All groups wishing to use school facilities, must complete an application form and receive preliminary approval from the building principal and/or the Athletic Director. Permits must have final approval of the Business Administrator.
 - (B) Athletic Fields and Grounds -
 1. Recreation Department - On an annual basis the Recreation Department and the Board of Education will prepare a list of athletic groups that must submit their application directly to the Recreation Department. The Recreation Department will review the applications with a representative of the Board of Education and schedule the groups. Once the schedule is completed, the information will be forwarded to the Board of Education for review and approval.
 2. Other Community Groups - All groups wishing to use athletic fields and grounds must submit an application form to the Business Administrator for review and approval.

The permit is not transferable and the Board of Education or its agents reserve the right to approve, deny or rescind any application. The Business Administrator can rescind a permit if a school activity requires a field, facility or grounds.

2. Permits for the use of school facilities, athletic fields and grounds may not be granted to any group which has less than 50% of its members as residents of Scotch Plains and/or Fanwood.
3. Requests for approval of seasonal activities shall be in accordance with the following schedule: April 1-Summer Season (June-August); July 1 - Fall Season (September-November); October 1 - Winter Season (December-February); January 1 - Spring Season (March-May). In the event a request overlaps two seasons, the date required for submission shall be the earliest date. Requests submitted after these closing dates may be considered if the requested facilities have remained available.
4. Responsible adult supervision shall be present at all times for youth organization activities. A ratio of one adult for every 20 minors shall be maintained. Whenever an event will have at least 100 participants, security personnel must be provided. Police and fire regulations must be adhered to at all times. Any required security or police/fire personnel, requested by the Board, must be paid for by the user for proper protection of the buildings and grounds.
5. All groups are responsible for the cleanliness of the site and/or athletic field. All papers, cups and other debris must be placed in garbage containers and the bleachers and grounds must be free of any garbage. Groups will be charged a cleanup fee if additional staff time is necessary to police the buildings, athletic fields or grounds.
6. Notwithstanding any of the regulations contained herein, nothing herein shall be construed to impose any liability on the Scotch Plains-Fanwood Board of Education or school district for the use of its facilities by the groups or individuals authorized to do so. The user group by execution of the application for school use shall be bound by these regulations and shall hold the Scotch Plains-Fanwood Board of Education and school district harmless for any and all liability, for any bodily injury, property damage or loss of personal property to any individual using the school facilities, athletic fields, and/or grounds pursuant to said permit. In the event that any damage is done to any school facility and/or grounds by any user, the user shall be responsible for any such damage or clean up of the facility and grounds and shall be subject to such regulations that may be imposed upon the user by the Scotch Plains-Fanwood Board of Education and/or its administrators concerning the subsequent use of any school facility including but not limited to the cost of security deposits for damage, etc.

7. Priority will be granted in the following order:

- School sponsored groups
- Users and organizations whose activities are directly related to the schools, including such groups as PTA and Booster Clubs
- Departments or agencies of municipal governments, including the Recreation Commission
- District related athletic camps
- Other community organizations.

Rental and Custodial Fees

Rental fees and custodial fees for school facilities will be charged in accordance with the attached Facilities Usage Rental Charges schedule. Rental fees for athletic fields and summer camps will be charged in accordance with the attached Athletic Field Rental Charges schedule. These charges will apply to all groups when a participation fee is charged by the sponsor of the event. Custodial charges will only apply when coverage is not provided as part of the normal work schedule.

Other Regulations

1. Permits may be canceled by the applicant by notifying the building principal forty-eight hours in advance of the date reserved in order to receive refunds.
2. Violation by a permit-holder of any of the regulations governing the use of school buildings or grounds may be the cause for cancellation of all existing permits and the denial of any permits in the future.
3. In all instances district employees must be in charge of the school facilities of the Board of Education.
4. The granting of a permit for the use of the school facilities, athletic fields or grounds confers no privileges for the use of any facilities other than those approved in the permit.
5. No changes are to be made in the arrangement of school furniture or stage equipment without permission of the building principal. Special permission must be obtained from the principal for decorating, installing scenery and tuning pianos. All arrangements for piano tuning should be made through the building principal and must be paid for by the rental group. School pianos are not to be moved.

6. Some schools are equipped with stage lighting, projection and amplifying equipment. This equipment will be made available provided a qualified school employee is present to supervise and/or operate the equipment. This applies to rehearsals and regular performances. No school equipment may be removed from the premises.
7. No alterations or additions to existing electrical installation may be made (without the written approval of the Business Administrator).
8. Scenery, decoration or equipment provided by the holder of a permit must be removed from the school building before the start of the next school day so that it will not interfere with school activities. If there is delay, the removal will be made by the Board of Education at the expense of the permit holder.
9. The permit holder will strictly comply with all laws regarding public assemblies.
10. Users of school property are required to leave premises in good order; permit holder assumes full legal responsibility for breakage and damage to school property. Building principals will complete an evaluation form immediately following the usage of school property.
11. When additional facilities are used and additional services are rendered, an extra charge will be made.
12. Smoking or the use of tobacco, and the use of drugs or intoxicating beverages are prohibited in all buildings and grounds of the Board of Education.
13. Permission must be secured to serve beverages or food in school buildings. School cafeteria equipment shall be available only under the supervision of school cafeteria employees, whose time will be charged to the applicant.
14. There shall be no gambling, with the exception of 50/50 raffles held with the appropriate Scotch Plains Township raffle permit.

Scotch Plains-Fanwood Public Schools

Cross Reference: Policy 4119.231 – Prohibition of Smoking

Supersedes Regulations 1330-R, dated August 15, 2002.