

Board of Education

Town of Boonton

Property

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## USE OF FACILITIES

In order that this use can be properly regulated and controlled, and in order to streamline and accelerate the procedure for granting permission to use buildings and facilities, the following rules and regulations are hereby adopted.

### I. GENERAL REGULATIONS

- a. The organization (or individual - to be known as “sponsor”) desiring to use school facilities shall make application in person to the administrative office of the Board on the form provided.
- b. Applications will be accepted only from responsible individuals and/or responsible groups duly organized and under the supervision of an adult. This adult will be referred hereinafter as “advisor”. His/her name shall appear on the application blank and contract. The advisor must be in attendance during the use of facility.
- c. School facilities are available for use except when closed for renovation or cleaning or other reasons as indicated herein, or determined by the Board. No facility shall be used on school holidays or federally observed holidays. In addition, no Sunday events involving students, i.e. car wash, shall commence before 12 noon. No school facility will be available on school days until after the end of normal school hours. Usage is based upon four hours, with 10:30 PM as the regular closing time. Special arrangements for more than four hours must be made through the application process.
- d. Permission to use school facilities is granted with the district understanding that the use (including rehearsals) will not interfere in any way with the school program and school schedules. It may be necessary, on occasion, for the school officials acting for the Board to change dates or cancel use privileges because of school activities that may be scheduled after permission to use facilities has been granted
- e. The Board reserves the right to revoke permission granted for use of school facilities when any rule or regulation has not been complied with.
- f. No permission shall be granted to use school facilities that shall interfere with the inherent right of every Board member and school official to full and free access to the school properties at all times.
- g. A school building custodian shall be on duty at all times during the hours when a school building is in use. His/her presence is for the purpose of security, inspection, and observation. His/her services are not at the disposal of the sponsor of the building.

- h. No smoking shall be permitted anywhere on school grounds – neither inside buildings or outside, including fields. This is in compliance with State Law.
- i. Permission to sell or display anything must be requested in writing on the application.
- j. Applications shall state whether admission will be charged.
- k. Equipment may not be moved from any level, including stage and floor, without prior permission of the building principal or Business Administrator, and only with custodial staff supervision.
- l. Requests for tuning of piano shall be stated on application and if granted, all costs will be borne by the applicant.
- m. No alterations to buildings or sections thereof, or to electrical systems, or to any part of school property will be permitted.
- n. No permanent fasteners, such as nails, screws, staples and the like may be driven in floors, walls or fixtures and furniture, buildings, interior or exterior, and/or internal equipment and surrounding grounds may not be defaced in any way.
- o. OUTDOOR FACILITIES
  - 1. The Athletic Director, in consultation with Business Administrator, shall have the authority to cancel permission to use the fields if they are in poor playing condition prior to a game or event.
  - 2. The Board's representative(s) shall have the discretion to determine which field shall be used other than that requested by the sponsor, if such a change is deemed necessary.
  - 3. Sponsors requesting use of outdoor facilities such as ball fields, will be expected to maintain these facilities in a condition that will permit their use for the purpose intended and will in no way create a hazard or unsafe condition as the result of such use. The use of school equipment for providing such maintenance and care shall only be permitted if specified in the approved application. The use of said equipment shall be under the supervision of the custodial staff in attendance. The appropriation of any equipment for use without permission shall be deemed sufficient cause for canceling the contract.
  - 4. Advisor(s) must display openly and in a prominent place the signed Permit issued by the Board. Only those spaces and fields specifically noted on the Permit may be used. No additions or changes may be made "on site".
  - 5. Regulations for the use of the Boonton High School Athletic Complex are as follows:

**ARTIFICIAL TURF FIELD**

Board of Education policy dictates that outside groups (groups other than Boonton School District sports teams) may ONLY submit requests for use of the turf field for GAMES only (no scrimmages or practices),

The following items are prohibited from use on the Field Turf artificial turf field:

NO food or drinks other than water (NO GATORADE!)  
NO metal cleats – standard molded plastic cleats, under 2” ONLY  
NO sunflower seeds  
NO chewing gum  
NO smoking  
NO driving stakes

The following are the ONLY APPROVED activities:

Football	Rugby
Baseball	Softball
Lacrosse	Physical Education classes
Soccer	Physical exercises
Field Hockey	

ALL maintenance, service and/or other personal vehicles are strictly prohibited. Only those vehicles owned and operated by the Board of Education for maintenance of the field are permitted.

In addition, mud and dirt from cleated shoes can be a major source of soiling and staining the field surface. Each player is required to clean his or her footwear prior to accessing the field.

Please see the requirements below for team crossing areas over the running track surface.

**RUNNING TRACK**

The following are strictly prohibited from use on the Running Track:

NO roller blades  
NO roller skates  
NO skateboards  
NO bicycles, NO tricycles  
NO wheelchairs, self-propelled or otherwise propelled wheeled apparatus

All maintenance, service and/or other personal vehicles are strictly prohibited. Only those vehicles owned and operated by the Board of Education for maintenance of the field are permitted.

If the track needs to be swept, ONLY soft bristle brooms or blowers can be used. Course bristle brooms will damage the sports surface.

Team crossing areas and heavy foot traffic areas including cheerleading areas MUST be protected with one of the following:

Alternamats heavy duty ground protection mats  
Indoor-outdoor carpeting  
Pre-fabricate matting  
Rubber belting  
Artificial turf

To provide for even wear of the track surface area, users shall:

Use alternate lanes for practice daily. Do not wear out the inner lanes.  
Use maximum preferred spike height of 3/16" pyramid spike or 1/8" standard spike.

- p. The sponsor through the advisor, as his/her representative, shall be responsible for the following in accordance with the agreement and rules of the Board:
1. Proper use and care of facilities and equipment being used.
  2. Maintenance of proper control and good order at all times. Control shall extend to spectators in attendance, as well as, the parking areas. For all events held under the lights, Police must be used for control of spectators and parking areas. Costs associated with police coverage shall be borne by the applicant and paid directly to the Town.
  3. Advisor in attendance at all times when the facilities are being used. He/she shall be the first person to be admitted and the last to leave. Under no circumstances may the sponsor use the facilities when the advisor(s) is not present.
  4. Assumption of responsibility for damages to school property; all liability for all claims resulting from accident, theft, or any other causes. If the Board so directs, the sponsors will carry adequate and essential insurance to meet those requirements set by the Board. A Certificate of Insurance shall be filed with every application.
  5. Restriction to the use of such facilities as have been requested and by such persons as have requested them.
  6. Understanding that failure to comply with any of these rules and regulations shall be deemed sufficient cause to revoke the permit and claim all fees paid in advance.

7. For purposes of safety and security, the Board reserves the right to require that the sponsor guarantee an appropriate number of persons to assist the advisor(s).
  8. Permits are not transferable.
- q. The signature of the sponsor's official representation per the advisor on the application form, will be considered contractual in accordance with these rules and regulations and the contractual relationship shall commence when the permit has been duly signed for the Board by the Business Administrator and delivered. Use of facilities shall not commence before the permit has been granted in accordance with these rules and regulations.
  - r. Because the demand for the use of facilities may be greater than the available facilities, it may be necessary to arrange a "sharing" plan whereby the full requests of sponsors may have to be curtailed to permit accommodating all sponsors making requests. It shall be the aim of the Board to grant as many requests as facilities and schedules permit. Priority will be determined on the basis of the order which requests are received. Organizations requesting the use of facilities for more than one night per week will be the first one involved in the "sharing" plan.
  - s. The Business Administrator shall be authorized to grant tentative permission for the use of facilities. Ratification shall be made by the Board in formal session in accordance with these rules and regulations and shall be binding.
  - t. The Board does not assume any liability for personal property or bodily damages incurred during the use of the buildings and grounds.
  - u. No vehicles are permitted on unpaved areas. All vehicles must be confined to paved roads and/or parking lots.
- II
- a. Priorities for Use: See attached Priority/Fee Structure
  - b. Copies of the approved application shall be returned to:
    1. The Applicant
    2. Board Office Files
    3. Particular School Office
    4. Police Department (when applicable)
- III. Use of Schools for Promotion Sales - No individuals shall be allowed to procure the names and/or addresses of any pupil in the Boonton school system for the purpose of advertising or promoting the sale of a product or services, and no materials may be distributed for direct or indirect purposes of advertising or sale.

The above policy shall in no way be construed to apply to civic, community, religious and service organizations which, on occasion, promote activities for advancement of social welfare. Any organization wishing to distribute matter of this nature, must receive prior permission from the Board.

- IV. Charitable Collections in Schools - Because of the great number of charitable causes for which there could be collections in the schools and because it is difficult to decide which collections will be allowed and which will be refused, it is the policy of the Board to permit collections only for the foster child program. Collections for this program will be made outside the regular school hours so that the curriculum will not be interrupted. This paragraph does not apply to religious groups that are authorized to use the school facilities for religious purposes and are soliciting funds from its congregation or members during weekly services.
- V. Rental Charges and/or Actual Costs Incurred - Because of the many requests for the use of the school facilities, the attached rental fees and actual costs have been adopted with the following requirements:
- a. Rental fees are based upon four hours of use with 10:30 PM as the regular closing time. Additional rent will be charged for use beyond four (4) hours.
  - b. As security for damage and other liabilities by the organization requesting the use of facilities, fees must be paid one week **prior** to event.
  - c. Rental fees do not include actual costs incurred for custodial fees, maintenance fees, etc. Please refer to charges attached. Actual costs incurred must be paid one week in advance of the event, based upon expected usage. Additional costs incurred on day of event shall be invoiced.
  - d. Under no circumstances is it permissible for fees to be paid directly to the custodian or other school employees. All negotiations must be with the Board through the Business Administrator.
  - e. Pianos rented for use on the auditorium stage or gymnasium should have rubber or plastic covered wheels so as not to mark the floors. Prior notice of at least twelve (12) hours shall be given for delivery of such pianos.
  - f. A member of the school cafeteria staff, the manager whenever possible, must be on duty whenever kitchen facilities are used. For groups utilizing a private catering firm, a copy of the caterer's license must be filed with the application prior to authorization being granted. Caterer must meet with Business Administrator at least ten (10) days prior to event being conducted.
  - g. The Board reserves the right to waive fees for education related organizations such as Home and School Association, P.T.A.'s, and for recreational organizations sponsoring activities for elementary and high school age groups when such activities are not for the purpose of raising money.

- h. There will be different fees for strictly commercial groups and for groups which are not from areas sending pupils to the Boonton Public Schools. The Board reserves the right to determine which fees shall be charged on each application. A rental fee shall be imposed upon all activities applied for under priority D.2., E., or F as shown on the Priority/Fee Structure sheet.
  - i. All fees are to be paid one week in advance.
  - j. There shall be no consumption of any alcoholic beverages on the school grounds or buildings at any time without the express consent of the Board of Education. Application for a waiver of this policy must be made in writing to the Board of Education.
- VI. Use of School Facilities by Religious Groups - The use of public school facilities by religious groups, upon annual application, for services, activities and educational instruction during non-school hours is expressly permitted at the desecration of the Board of Education, and without regard to any particular religious denomination or sect, provided that each applicant for such use:
- (a) Certifies in writing that it is currently or will imminently seek its own permanent quarters,
  - (b) Not extend its use of school facilities beyond a five-year period,
  - (c) Fully reimburses the Board of Education for all administrative, janitorial and maintenance costs,
  - (d) Fully complies with all other board rules and regulations.

Reference: Policy No. 7060