

R 7510 USE OF SCHOOL FACILITIES

The Board of Education recognizes that its primary mission during the school day is the education of its attending students. However, it also recognizes that its facilities should be made available to outside groups for events and activities that may occur outside of the school day.

In order that facility 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.

In granting permission to school groups, however, the Board requires that all District staff shall be treated with respect and permit holders shall also be mindful of the rights of individual property owners adjacent to school properties.

I. GENERAL REGULATIONS

- a. The organization (or individual - to be known as “sponsor”) desiring to use school facilities shall make application 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. No school facility will be available on school days until after the end of normal school hours. Usage is based upon four hours, with 10:00 PM as the regular closing time whether the event occurs indoors or outdoors. Special arrangements for more than four hours must be made through the application process and follow the fee schedule as annually approved by the Board. Athletic fields early warning lightning protection system will turn off at 10:15 p.m.

Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency. Any rescheduling of the canceled day(s) will be the responsibility of the requester not the school district.

- d. Permission to use school facilities is granted with the understanding that the use (including rehearsals) will not interfere in any way with the most effective



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utilization of 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 been violated. Any organization granted a permit must guarantee orderly behavior and assume responsibility for the preservation of order in areas used, and liability for any damage to or loss of school property, and agrees to hold the Board free from liability for injury or damage to any person or property of any person on school premises during the time covered by the permit. All applicants shall sign a Hold Harmless Agreement in connection with their application.
- f. A permit can be denied and specifically withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
- g. No permission shall be granted to use school facilities that shall interfere with the inherent right of every Board member and/or school official or representative to full and free access to the school properties at all times.
- h. 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 safety, security, inspection, code compliance and observation. His/her services are not at the disposal of the sponsor of the event.
- i. No smoking shall be permitted anywhere on school grounds – neither inside buildings, outside on school property, including fields or in school vehicles. This is in compliance with State Administrative Code N.J.A.C. 6A:16-1.3 and N.J.S.A. 26:3D-15 through 20 as well as Board of Education Policy #7434.
- 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.
- k. The permit is non-transferable. Group requesting permit shall not sub-lease their permit to another group using their group name. If transfer or sub- leasing is discovered, existing permit shall be cancelled and all future permit requests shall be denied.



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- l. The granting of a permit for use of one part of the building or grounds gives NO privileges for the use of any other facilities not specifically stated in the permit. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, closets, etc. Users are not permitted to use district phones, computers, and other equipment in the building.
- m. Permission to sell or display anything such as decorating the facility, installing scenery, etc. must be requested in writing on the application.
- n. Applications shall state whether admission will be charged.
- o. Equipment may not be moved from any level, including stage and floor, without prior permission of the Building Principal, Director of Facilities Management, or Business Administrator, and only with custodial staff supervision.
- p. Requests for tuning of piano shall be stated on application and if granted, all costs will be borne by the applicant. Pianos rented for use on the auditorium stage or gymnasium should have rubber or plastic covered wheels so as not to mar the floors. Prior notice of at least forty-eight (48) hours shall be given for delivery of such pianos.
- q. No alterations to buildings or sections thereof, or to electrical systems, or to any part of school property will be permitted. 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. No vehicles are to be driven onto lawns or fields even for unloading purposes.
- r. The Board assumes no responsibility for property left on school premises during or after use of school facilities.
- s. Scenery, decorations, or equipment provided by the sponsor must be removed from the school buildings/grounds promptly after the performance/event so as not to interfere with school activities. In the event of a delay, the removal will be made by the Board at the expense of the sponsor. All scenery and decorations must be fire resistant (showing inspection date and expiration date on either a certificate or the fabric), and all electrical equipment brought into or onto school facilities must comply with all applicable local, state and federal ordinances, rules and regulations.
- t. Gym shoes must be worn in the gymnasium at all times by persons engaged in athletic activities.



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- u. No food or refreshments will be carried into, served or sold in the auditorium.
- v. School equipment shall not be loaned or rented, except to special permission of the Board. Only school staff shall operate equipment maintained/owned by the Board.
- w. Groups consisting primarily of minors must be accompanied by at least two(2) adults for each group of fifty(50) children. These adults will assume responsibility for conducting activities, keeping order and guaranteeing safe and proper use of all facilities.
- x. The sponsor agrees to comply with all ordinances, rules and regulations of the Board of Health, and the Wayne Police and Fire Departments regarding the use of public places. Use of the facility shall be limited to the capacity approved by the Wayne Fire Department.
- y. Refunds will be considered in the case of any electrical power outages or heat control failures for a determined length of time or any other interruption beyond the control of the Board.
- z. The sponsor agrees to leave areas used in clean and orderly condition, and promptly make good on any loss or damage occurring during the sponsor's said use of the facilities and/or grounds. The cost of such repair or replacement shall be fixed by the Board.
- aa. All custodial, security, police and/or firefighter expenses will be responsibility of the applicant where applicable. Custodial costs shall be included in the final rental cost. Costs for security, police and firefighters, if necessary, will be made directly to those groups. If security is required or requested by the Business Administrator, the Wayne Township Police Department must be contracted by the permit requester/holder immediately and proof of such contract shall be submitted. Failure to comply with this requirement shall result in the cancellation of the permit.
- bb. 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.
- cc. There will be different fees for strictly commercial groups and for groups which are not from areas sending pupils to the Wayne 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 as shown on the Facility



Use Fee Structure. The application must include an attached roster of participants. To be considered a Class 1 or Class II user, the percentage of resident participants must be equal to or greater than 75% or the user must be an organization dedicated to community service with resident participants greater than 50%.

- dd. There shall be no littering during indoor or outdoor activities. Users are required to recycle trash in containers provided by the District.
- ee. Any signs or directional placards mounted during the permit must be removed at the end of the permit by the permit holder.
- ff. No political activity meetings prohibited by law.
- gg. Meetings private in nature will not be granted such as observances, celebrations, etc. These types of small groups can convene in private homes.

II. OUTDOOR FACILITIES

1. The Athletic Director and Director of Facilities Management, 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, concession stand, etc. are expected to use these facilities for their intended purpose and will, in no way, create a hazard or unsafe condition as a result of the use.

In addition, sponsors will leave the school facilities in the same or better condition than before their use. Sponsors shall not use school equipment for any purpose without permission from the Board of Education. Any such use without permission will result in the cancellation of the permit.

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 High School Athletic Complexes are as follows:

ARTIFICIAL TURF FIELD

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

The following items are prohibited from use on the 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 chairs
NO driving stakes
NO animals

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.

All approved Sunday permit activities at both turf field complexes at the High School will require a Board of Education custodian or groundskeeper to oversee the turf field usage. This encompasses the opening of the gates to the fields, monitoring, policing, and cleanup of after the activity along with ensuring that the lights are off and that the gates of the turf fields are secured when the event ends. Strict enforcement of the turf field rules will be monitored.



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
NO animals

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:

Altarnamats 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

6. 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:
 - a. Proper use and care of facilities, fields and equipment being used.
 - b. 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, with spectator attendance of more than 100, 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. If security is required or requested by the Business Administrator, the Wayne Township Police Department must be contracted by the permit requester/holder immediately and documentation submitted; otherwise the permit will be cancelled.

- c. Advisor must be in attendance at all times when the facilities or fields 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. Contact cell numbers must be exchanged when arriving and provided to the custodian/groundskeeper.
- d. 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.
- e. Restriction to the use of such facilities as has been requested and by such persons as has requested them.
- f. 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.
- g. 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).
- h. Permits are not transferable. Groups requesting permit shall not sub-lease their permit to another group using their group name. If transfer or sub-leasing is discovered, existing permit shall be canceled and all future permit requests shall be denied.
- i. 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 or designee and delivered. Use of facilities shall not commence before the permit has been granted in accordance with these rules and regulations.
- j. 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



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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.

- k. The Business Administrator or designee shall be authorized to grant permission for the use of facilities.
- l. No vehicles are permitted on unpaved, grass or track areas. All vehicles must be confined to paved roads and/or parking lots. First violation shall result in a written warning. Second violation will result in cancellation of permit.
- m. If your event will be "open to the Public," Township of Wayne REQUIRES you to contact the Township Clerk's Office at (973) 694-1800. (PTO events for just parents and students are excluded).

III. Fees

The Board shall annually adopt a fee schedule for the use of its facilities and fields, which shall be added as an Addendum to these regulations.

- IV. Use of Schools for Promotion Sales - No individuals shall be allowed to procure the names and/or addresses of any pupil in the Wayne 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 and comply with the provisions in Policy 1140 regarding the Distribution of Materials.

- V. 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 discretion 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,



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- (b) Not extend its use of school facilities beyond five-year period,
- (c) Fully reimburses the Board of Education for all administrative, janitorial and maintenance and utility costs incurred.
- (d) Fully complies with all other Board of Education rules and regulations.

VI. Cancellation of Permit

Should it be necessary for the permit holder to cancel the event, forty-eight (48) hours notice must be provided to the Office of Building Services.

The Board of Education reserves the right to cancel events due to inclement weather. Every attempt shall be made to accommodate the permit holder and to provide adequate notice.

Adopted: 17 June 2010
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