

Regulations

No. 7071

Board of Education
NUTLEY

PROPERTY

RULES AND REGULATIONS FOR USE OF SCHOOL BUILDINGS

All requests for the use of buildings by any outside organization wishing to use the buildings other than during school hours are to be made through the Superintendent, who will clear all requests. For the purpose of this regulation, the term "school building" is defined as those facilities owned by the Board of Education and utilized in the educational program of the school district.

1. No admission to the building will be granted for use of the building during school hours or school activities unless permission is granted by the school principal.
2. Application for use of a school building is to be made out in duplicate. Return both copies to the Superintendent, Board of Education Office, Administration Building, Nutley, New Jersey.
3. No reservation will be made until this application is approved and signed by the Superintendent.
4. The school property is rented conditionally upon the good behavior of the user; if any rules or regulations are broken or property damaged through carelessness or neglect, future applications for rental may be rejected. The leasee will be responsible for the preservation of order and liability for any damage to, or loss of property that may result from said use.
5. Permits may be issued for the use of school buildings and grounds to organizations not officially connected with the schools when such facilities are not in use for school purposes.
6. All permits shall be revocable and shall not be considered as a lease, and the Board of Education, or its Superintendent, may reject any application or cancel any permit. The rates in general have been established to cover operating expenses with reasonable allowance for wear and tear.
7. A permit is not transferable.

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8. Permits may be cancelled by the applicant by notifying the Board of Education office 10 days in advance of the date reserved.

9. A check in accordance with the schedule must accompany each application.

10. The granting of a permit for the use of any part of a building or grounds confers no privilege for rehearsals or for the use of any facilities or equipment other than those mentioned in the permit.

11. Permit does not include the services of custodian or engineer except that which is necessary for the opening and closing of the building.

12. All laws regarding public assemblies must be strictly complied with. Smoking in any place of public assembly in any school building is absolutely prohibited. The sale, possession, or consumption of any form of alcoholic beverages or prohibited drugs in or on any part of the school buildings or grounds is absolutely prohibited.

13. The Board of Education carries insurance covering its legal liability. The Board assumes no liability of the leasee.

14. In all instances, regular employees of the Board of Education must be in charge of the school, the number of whom, in each case, will be subject to the direction of the Superintendent.

15. The Board of Education or its representatives must have free access to all rooms at all times.

16. Premises are rented with the understanding that "tipping" of custodians or other school personnel is not permitted.

17. Only the Board of Education may pay employees for services involving the use of school facilities.

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18. The number of tickets sold must not exceed the seating capacity of the auditorium, gymnasium or other areas for which permit is granted.

19. Nothing shall be sold, given or exhibited or displayed without permission.

20. No refreshments or food shall be served without specific approval. If refreshments or food are served after approval is received by the holder of this application it is understood that immediately after use, all soiled dishes and supplies must be cleaned, and the premises left in proper condition.

21. Special permission must be obtained for the use of special equipment, decorating, installing scenery, and moving or tuning pianos. Pianos are not to be moved from their position unless done by competent and experienced commercial moving concerns, and at the expense of the applicant. If moved, pianos must be reset in original position with the same care and at the expense of the applicant.

22. The Board of Education has provided proper dressing rooms and stage equipment for the full use of the auditorium but does not provide the use of school furniture or other accessories and the Board assumes no responsibility for properties left on the premises by the applicant.

23. Scenery, decorations, or equipment provided by the holder of a permit must be removed from the building promptly after the performance so as not to interfere with school activities. If there is delay the removal will be made by the Board of Education at the expense of the holder of the permit.

24. All electrical equipment and arrangements shall be in charge and control of the Board of Education or its representatives.

25. All persons using gymnasiums for athletic activities must wear rubber-soled shoes.

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26. All charges listed include custodial service, but only as set forth in Par. 11.

27. School equipment and buildings shall be made available for use by the community groups on Sundays only when such use is in the interest of district residents generally, and only when such use will not interfere with the religious education efforts of local institutions. Such activities shall not be permitted to start until after 1:00 p.m.

28. No signs or displays of any kind are to be displayed on the school buildings without first receiving approval of the Board of Education.

(1041)

Reference: Policy No. 707

Date Adopted: 9/27/68

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