

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 or his designee, 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 or his designee.
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 or designee, 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.

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 when required.
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 or his designee.
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.
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 of the Superintendent or his designee.

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 High School 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 or other suitable athletic footwear.

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

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[27.] 26. 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.] 27. 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

Date Revised: 5/21/80, 3/29/82

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No. 7072

Board of Education
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RENTAL PROVISION FOR USE OF SCHOOL BUILDINGS

A. Free Use of Buildings-(Free use shall be granted pursuant to what is outlined below, provided that building use occurs during normal custodial working hours.)

1. All regular meetings of school organizations of pupils, teachers, principals or custodians, Parent-Teacher Organizations, and the Music Boosters Association, when such meetings are approved by the Principal of the school in which such meetings are held, do not exceed one such meeting per month without special permission, and no admission is charged.

2. Play rehearsals and festival preparations of Parent-Teacher Organizations up to a limit of 25 hours per year per school. Beyond 25 hours, custodian fees will be charged.

3. All regular meetings of:

a. Local Cub Pack and Boy Scout Troops.

b. Brownies and Girl Scout Troops.

c. Boy Scouts of America, Tamarack Council, district meetings.

4. Programs of youth recreation under control of an instructor in the employ of the Board of Educaiton.

5. Civic organizations such as:

a. Memorial Day Services

b. Nutley Police Reserves

6. Nutley Recreation Department when no admission is charged and when the Recreation Department provides adequate supervision of the activity. If the Board or administration feels it is necessary to assign Board personnel (custodians) to effect proper supervision or protect school property, custodians fees will be charged for such activity. Custodians fees will also be charged for all activities which run past the regular closing time of the night custodian.

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B. Minimum Rate

1. All meetings of Nutley Church groups, service clubs, Lodges and Public Forums and meetings of Nutley Community Groups if funds are used for charity or public benefit.
2. Other Nutley recreational groups not coming under Group A, Item 6, when no admission is charged.
3. Affairs sponsored by Parent-Teacher Organizations, Boy and Girl Scout Troops, Cubs and Brownies when admission is charged.
4. Affairs sponsored by school organizations of pupils where admission is charged shall be charged for all custodial services exceeding one man.

C. Regular Rate

All uses of school facilities not falling under A or B.

D. Commercial Rate

Any organization which rents any school facility for a commercial purpose, or for a program which is designed as a profit-making venture shall be charged a commercial rate which is double the regular rate. The Board discourages the use of its facilities for such purposes, and any such use must have specific prior approval by the Board.

Reference: Policy No. 707

Date Adopted: 5/21/80

Date Revised:

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No. 7073

Board of Education NUTLEY

RENTAL PROVISION FOR USE OF SCHOOL GROUNDS

A. Free Use of Grounds

1. Affairs sponsored by Parent-Teacher Organizations, Boy and Girl Scout Troops, Cubs and Brownies whether or not admission is charged and if applications are approved by the Board of Education.
2. Nutley Civic Celebrations.
3. Baseball and Football Leagues and other recreational activities under control of the Town of Nutley Recreation Department when no admission is charged and if applications are approved by the Board of Education.
4. Other Nutley [recreational] groups not coming under Item 3 when no admission is charged and if applications are approved by the Board of Education.
5. Memorial Day Services.
6. It shall be the responsibility of the organizations using the field to clean up and remove all debris. Any organization not complying with this regulation shall be billed for the time spent in cleaning the field.

B. Rental Fee for Park Oval

1. Any organization not listed in "A" above which charges admission shall pay the regular rate [of Two Hundred Fifty Dollars (250.00).]
2. The fee includes the use of the field and such bleachers as may at the time be standing. If bleachers must be especially erected for the date and event applied for, the applicant shall be charged custodial fees per man per hour for the erection and dismantling of bleachers or other special equipment.

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3. School grounds shall be made available for use by community groups on Sundays only after 1:00 p.m. and no entry by anyone upon the premises shall be made before 1:00 p.m. [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., and no entry by anyone upon the premises shall be made before 1:00 p.m.]

4. Any organization which rents the Park Oval for a commercial purpose, or for a program which is designed as a profit-making venture shall be charged a commercial rate.[which is double the regular rate.] The Board discourages the use of its facilities for such purposes, and any such use must have specific prior approval by the Board.