



Book District Policies

Section Series 1000 - Community Relations

Title Use of School Facilities

Code 1330

Status Active

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**PARAMUS BOARD OF EDUCATION
Policy**

	Monitored
X	Mandated
X	Other Reasons

USE OF SCHOOL FACILITIES

The Board of Education believes that public school facilities should be available to Paramus community groups to the greatest extent possible, consistent with the educational programming, state regulations, and the Board’s responsibility for restricting use of public school funds to public educational purposes. Prudent use and management of school facilities outside of regular operating schedules, provided that such use does not interfere with the orderly conduct of a thorough and efficient education, allows the community to benefit more broadly from the use of its own property. For the purposes of this policy, “school facilities” or “school property” is school buildings, fields and grounds.

The Board will permit the use of school facilities to groups in the following categories when such permission has been requested in writing, on the approved form, and the requirements for such facility use set forth in Board Regulation No. 1330R and on the approved facilities request form have been met, or, as applicable, the group indicated that it will meet such requirements. All requests for the use of school facilities must be approved by the Board of Education or the administrator(s) design such responsibility by the Board.

The Board may permit groups in the following categories to use school facilities:

- A. Uses and groups directly related to the schools and the operations of the schools (i.e., PTAs, scholastic athletics or activity booster organizations employee associations);
- B. Departments or agencies of the municipal or county government providing recreation or other services to community residents (i.e., sports teams other clubs or activities sponsored by the Paramus Recreation Department);
- C. Non-profit community organizations formed for charitable, civic, educational or recreational purposes (i.e., Scouts, Big Brothers/Sisters, American Society, Lions Club);
- D. Other approved organizations and uses (i.e., religious functions, sports camps, non-municipal (private) sports teams and events, dance/music/theater rehearsals, performances or recitals).

The above lists of organizations and activities are not intended to be exclusive or definitive. The Board reserves the right to determine which, if any, of the above categories a group or activity seeking to use school facilities belongs to.

Groups or activities in categories B, and C, above, shall not be charged facility use fees. However, fees will be charged to cover extra costs incurred by the Board but not limited to, custodial overtime, cafeteria worker overtime, operation of Board-owned equipment by Board employees, and security services. Such fees are to be assessed according to the fee schedule set forth in Board Regulation No. 1330R and included on the facilities request form.

In addition to the charges set forth in the above paragraph, groups or activities in category D, above, shall be charged facility use fees according to the schedule set forth in Board Regulation No. 1330R and included on the facilities request form.

In assigning groups to appropriate school facilities for their functions, official school-sponsored groups and activities shall, at all times, have priority.

Requests for use of school facilities must be submitted no later than 30 days before the planned event and no earlier than 90 days. The Board and/or its designees will make all efforts to review requests in a timely manner.

Groups seeking to use school facilities shall not request assignment to a specific facility. Rather, they shall indicate, on the official facility use request form, the nature and purpose of their requested use, the number of people expected to attend or take part in the use or event, any Board-owned equipment that may be required, and any other relevant factors that the Board should consider. The Board shall then assign the group to the facility it deems most appropriate for the requested use. The Board reserves the right to change the location at its discretion.

No request to use a school facility for over a three-month period of time, regardless of the number of individual dates requested within that period, shall be granted. If a group seeks to use a school facility for more than a three-month period of time, it must submit a new facilities use request form. Prior assignment to a specific school facility does not guarantee reassignment to that same facility under the newly submitted request.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing on the facilities use request form and may be granted pursuant to the same procedure under which use of school facilities is determined. The user of school equipment must accept liability for any damage to or loss of school equipment that occurs while it is in use or under the user's control. Use of certain equipment may require a qualified operator who must be approved by the Board, and certain equipment may only be operated by a Board employee. No district equipment may be removed from district premises.

Use of district equipment is limited to equipment that is an integral part of the facility being used; e.g., stage lighting and pianos in auditoriums, basketball baskets and bleachers in gyms.

The use of school facilities shall not be granted for the advantage of partisan political activity, private social functions, or any purpose which is prohibited by law.

Any damages to facilities or equipment will result in a charge back to the renter for replacement value or repair.

Use of alcohol and smoking/vaping are prohibited at all times in any school facility or on school grounds. No one may bring alcoholic beverages onto any school property. All groups using school facilities shall comply with state and local fire, health, safety, and police regulations.

The Board may deny the use of a school facility whenever, in its judgment, there is good reason for such denial.

School facilities may not be available for use by outside groups during holidays, vacation periods, or when the requested use interferes with cleaning or maintenance schedules.

All users of school facilities shall comply with Board policies, rules, and regulations concerning facility and equipment use. Each user shall present evidence of organizational liability insurance in the minimum amounts and containing the provisions and coverages set forth in Board Regulation No. 1330R and in the facilities request form.

Authorization to use school facilities shall not be considered an endorsement or approval of the activity, person, group nor organization, nor the purposes they represent.

Candidates for elective public office, holders of elected public office or their agents or representatives are prohibited from soliciting campaign contributions on school property. No person shall make contributions, directly or indirectly, to or on behalf of any candidate for elective public office, or the candidate committee or joint campaign committee of any such candidate while on school property. This shall not apply to persons or groups reserving or renting school property for a nongovernmental purpose or meeting location. Any person in violation of this policy may be reported to the Election Enforcement Commission and liable to a penalty of not less than \$5000.00 for each violation.

The Board reserves the right to waive any of the above provisions, in accordance with federal, State, and local statutes and regulations and Board policy, if, at its discretion, the Board determines that it is in its best interests to do so.

Key Words

Use of School Facilities, Use of School Equipment, District Facilities, Facilities Equipment

Legal

N.J.S.A. 2C 33-16: Alcoholic beverages; bringing or possession on school property by person of legal age; penalty

N.J.S.A. 18A 11-1: General mandatory powers and duties

N.J.S.A. 18A 20-34: Schoolhouse, rooms; permitted usage

N.J.S.A. 18A 54-20: Powers of board

N.J.S.A. 19 44A-19.1: Candidates for elective public office, solicitations on government property; prohibited, certain circumstances.

N.J.S.A. 26 3D-55 et seq: New Jersey Smoke-Free Air Act

N.J.A.C. 6A 26-12.2 Policies and procedures for school facility operation

20 U.S.C. 6301 et seq Every Student Succeeds Act (Formerly NCLB)

Boy Scouts of America v. Dale

Good News Club v. Milford Central School

Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)