

Regulation

USE OF SCHOOL FACILITIES

It is the Passaic Board of Education who will consider granting the use of school facilities under the attached rules and regulations for activities of non-profit educational, cultural, civic, social, recreational, governmental, and charitable groups, which are to be sponsored by responsible, recognized local persons, organizations, agencies, or institutions. The Board will be the final judge as to the determination of such groups and/or persons. Proof of non-profit status may be required.

Requirements of User Group

- A. The district's application for the use of school facilities must be completed and signed.
- B. An insurance certificate of minimum protection limits of \$1,000,000 combined single limit is required. The Passaic Board of Education must be named as an "additional insured" on the insurance certificate. Said insurance certificate must be filed with the School Business Administrator/Board Secretary at least seven days prior to the date of use. The board reserves the right to request additional limits of insurance at its discretion when it deems the event poses additional risks;
- C. A Hold Harmless Agreement must be completed and signed and be filed with the School Business Administrator/Board Secretary at least seven days before the date of use. The "hold harmless" statement should also appear on the insurance certificate as follows: "The (insert name and address of organization) covenants and agrees to save and hold harmless the Passaic Board of Education, its agents, servants and administrators, from any and all liability arising out of the use of said premises or property, including any and all pre-existing conditions;"
- D. A security deposit of up to \$500.00 is required. All custodial, rental and utility fees will be deducted from the deposit. If the deposit is greater than the total fees, refunds, of course, will be made to the user. The user/group will be billed for any fees which exceed the required deposit. Payment of fees that exceed the required deposit must be paid within 30 days after use. Non-payment will automatically cancel any existing permit, and any future request for school facilities will be rejected.

Application Filing

Applications must be completed six weeks before the date on which the facilities are needed. Applications will be reviewed by the School Business Administrator/Board Secretary and presented to the board of education for approval or rejection at the board's regular public meeting.

Applications for use of facilities may be administratively approved by the School Business Administrator/Board Secretary in exigencies with full knowledge of such approval by the superintendent of schools and the board president.

Cancellation

The user group must notify the School Business Administrator/Board Secretary of a cancellation at least three days prior to the date on which a facility will be used. Failure to do so may result in costs being incurred.

The School Business Administrator/Board Secretary and/or the board of education may deny any request if any information on the application is found to be inaccurate or misleading or if the certificate of insurance and other required forms are not submitted in a fully completed and timely fashion.

School functions, whether regularly scheduled or because of re-scheduling, shall have an overriding priority. When they conflict with previously assigned non-school uses, sponsors shall be so informed of this provision and may be asked to cancel or postpone approved events.

Limitations of Use

- A. School facilities may not be used for unlawful purposes;
- B. Gambling, smoking, and the use of alcoholic beverages on school premises are prohibited;
- C. Signs, banners, placards cannot be placed on school grounds without approval of the superintendent or his/her designee;
- D. No food or drink are allowed in any room except in the cafeteria;
- E. Only those areas listed on the application may be used by the organization;
- F. School equipment may only be used with the permission of the superintendent or his/her designee;
- G. The use of fire, explosives and/or the lighting of candles is strictly prohibited.

Responsibility of User

- A. The person or persons whose name or names appear on the application must take full responsibility for the use of the approved area and must identify themselves accordingly to the custodian in charge;
- B. The user group agrees to conform with all fire and safety regulations;
- C. The user group is responsible for the general clean-up of the area used by the organization;

- D. The user group assumes full legal responsibility for breakage, damage and/or loss of school property;
- E. The user organization assumes full responsibility for breakage, damage, and/or loss of all personal property. The Passaic Board of Education is waived of all responsibility for the breakage, damage and/or loss of all personal property inside and outside the school facility.

Security

The safety of all people attending, participating and working in the school facility is of paramount concern. For certain types of uses not limited to, but including concerts, dances, live entertainment, recorded music presentations, charity sports events, etc., it will be the discretion of the board of education to require the user group to provide licensed security personnel at least to a ratio of one security person per 75 people. In certain cases, the board reserves the right to request additional security deployment as may be recommended by the Passaic police department.

Proof of security personnel to be used must be provided to the School Business Administrator/Board Secretary at least seven days before the date of use. If the proof of security is not filed with the School Business Administrator/Board Secretary at least seven days before the date of use, the School Business Administrator/Board Secretary may deny the use of the facility for the group.

Proof of security may be in the following form:

- A. Copy of a written contract with a licensed security firm that will provide the number of required security personnel;
- B. Names of local law enforcement personnel who may act as security personnel;
- C. If approved by the board of education a list of names and addresses of user group members who will act as security personnel throughout the entire event;
- D. It is of extreme importance that all security personnel be clearly identified as security through some sort of badge, banner or clothing which is clearly evident to the general public;
- E. The presence and behavior of persons attending the event must be monitored to ensure that school property is not broken, damaged or destroyed;
- F. Security personnel must supervise the entering and exiting of people from the school facility into the surrounding area. Any unnecessary noise or loitering outside the facility or surrounding area may be cause for denial to use a facility in the future.

Time Limitations

All school premises must be vacated no later than twelve midnight. No school facility may be used prior to 7 a.m.

Responsibility of Custodians

- A. Custodians represent the board of education and are to execute all policies, rules, and regulations while the facility is being used;
- B. Custodians are to make certain no damage occurs; they may request through security personnel that unruly people are to vacate the premises and may notify the police if assistance is needed;
- C. Custodians may not issue keys to the user organization;
- D. Custodians must complete the custodian report to the board of education concerning the organization's use of the facility.

Rental Fees

The board of education reserves the right to deny future use of school facilities to any group who violates the "Use of School Facilities" policy and/or regulations.

Use of School Facilities Rental Fees		
	High School	All Other School Facilities
Gymnasium	\$300	\$200
Auditorium	\$400	\$300
Classrooms	\$50	\$50
Cafeteria	\$250	\$250
Passaic Schools Stadium Field		\$400
Concession Stand		\$250

These rental fees are separate of any direct custodial labor and utility fees. All fees will be billed to the user group by the business office following the event. All checks and/or money orders are to be made out to the Passaic Board of Education.

Limitations of Use-Passaic Stadium

The board of education deems it necessary to have the Passaic stadium grounds and fields to be in the best condition for the many school sponsored athletic competitions, games, meets and matches. With this in mind, the board will strictly limit the use of the Stadium to non-profit groups.

The board of education will not consider applications from non-profit groups for concerts, circuses, carnivals or carnival activities such as games, rides and booths, animal shows, airplane shows, motorcycle shows or other non-athletic activities of a similar nature.

The board may consider applications from non-profit groups for athletic events and activities that are congruent with the present and intended use of the stadium, provided they do not:

- A. Conflict with the regularly schedule activities of the stadium;
- B. Conflict with the maintenance plans of the stadium field and grounds.

The board may consider applications from non-profit groups who wish to use the concession stand. The concession stand may only be used by approved applicants under the direct supervision of the Passaic Public Schools food service department staff.

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