

# POLICY

CALIFON BOARD OF EDUCATION

NJSBA Policy #1330

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Use of School Facilities

## USE OF SCHOOL FACILITIES

The Board of Education encourages the use of school facilities for legitimate community functions, but retains a discretionary power over all applications.

The Board will allow the school facilities to be used throughout the calendar year, if proper application and safety conditions are satisfied. It is the policy of the Board that any school activity have first priority if there is a conflict in requested dates of use.

The Board recognizes its responsibility for the proper care and maintenance of the building and grounds, and requires that building utilization conform to existing requirements of law. Therefore, the conditions of the application for building use which accompanies this policy must be met by any person, group, or organization wishing to use the facilities.

Rental Fees: There will be a rental fee assessed when the facilities are being used by a profit organization. The fee will be \$75.00 for the use of the building.

Custodial Fees: If any activity is held at a time when a custodian is not normally on duty, a custodial fee will be assessed on the person, group, or organization using the building. The per hour fee will equal to one and one-half times the current hourly rate paid to the custodian. A minimum fee for custodial services will be based on four hours of service.

Insurance: The person, group, or organization requesting the use of the building must present a certificate of insurance. The insurance of the Board of Education does not cover liability for injuries or damages occasioned by the usage of facilities by other than district employees and pupils. All users must obtain and provide evidence of acceptable liability coverage listing the Califon Board of Education as an additional insured prior to the use of the facility.

Application: Applications must be made on the form accompanying this policy which constitutes an agreement when co-signed by the Chief School Administrator and the responsible person making application on behalf of self, a group, or an organization.