

**Policy**

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USE OF SCHOOL FACILITIES

The Township of Union Board of Education recognizes that since the district's facilities belong to the community their use should be generally available to community groups and organizations at times when such use would not interfere with the orderly conduct of educational programs during the school year or the cleaning and maintenance schedules during holidays, vacation periods and summer recess when schools are not in session.

Rental of school facilities, including custodial and building security fees, shall be in accordance with the following classifications:

- A. Free Use Class O;
- B. Use Charge Class 1 – Sectarian organizations operating fund raisers, religious services or instructional programs;
- C. Use Charge Class II – Nonprofit organizations operating for general purpose; and
- D. Use Charge Class III – Commercial or profit organizations operating for profit such as dance studios, body building competitions.

Use of school facilities will be granted free of charge only in the following instances:

- A. For meetings and functions where admission is charged and all net proceeds are to be used for the benefit of the Township of Union Public Schools.
- B. For meetings of, or entertainment conducted by, community organizations for charitable or relief purposes only, such as Red Cross, United Ways and the like, except that the custodial and building security fees must be paid and a statement filed with the board secretary/business administrator showing the following:
  - 1. Name of charity
  - 2. Will entire net proceeds go to above named charity?
    - a. If not, what percentage will?
    - b. Who will receive balance of proceeds?
- C. For school affairs conducted by students of the Township of Union Public Schools and approved by the superintendent.
- D. For gym classes by students of the township schools and under the supervision of a teacher.
- E. For meetings conducted by Parent-Teacher Association and/or board employee negotiating associations, where no admission is charged.
- F. For meetings of nonsectarian approved organizations which have town-wide representation and are open without cost to all persons of suitable age and are predominately supported by voluntary contributions and have as their object the building of character and citizenship of boys and girls, such as Boy Scouts, Girl Scouts, Y.M.C.A. Y.M.H.A., Y.W.C.A. and Y.W.H.A. and governmental agencies and organizations which make civic contributions to the community such as the League of Women Voters.

USE OF SCHOOL FACILITIES (continued)

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose which is prohibited by law.

In the event the superintendent deems it advisable, any application may be submitted to the board of education for action.

The superintendent or board of education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused.

Smoking is prohibited at all times in any district building or on school grounds. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety and police regulations.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator.

Use of district equipment on the premises by nonschool personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. No district equipment shall be removed from the premises for use by nondistrict personnel.

The board shall require that all users of school facilities comply with policies of this board and the rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

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

The track is closed to the public during all sporting events, the football field, high jump, long jump and pole vault areas are closed to the public at all times. Only sneakers or other flat rubber soled shoes may be worn while on the track. Bicycles, skateboards, rollerblades or other wheeled locomotion devices are strictly prohibited. Joggers and walkers shall always use the outside three (3) lanes (Lane 4 – ¼ mile). The track shall be open to Union residents with proper identification only. Non-residents or those who do not possess proper identification may be ejected from the facility. The use of any equipment including but not limited to starting blocks, hurdles, tape, etc., shall be prohibited. Anyone who violates the above shall be subject to ejection by school personnel or police.

Political Activity

As used in this section, "school property" shall mean a building or buildings used for school operations.

Candidates for elective public office, holders of elected public office or their agent or representative 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 candidates committee of any such candidate, while on school property.

USE OF SCHOOL FACILITIES (continued)

This shall not apply to persons or groups reserving or renting school property for a nongovernmental purpose as a meeting location.

Any person in violation of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than \$5000, for each violation.

Adopted: June 1999  
NJSBA Review/Update: March 2012  
Readopted:

Key Words

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

- Legal References:**
- 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                    Use of schoolhouse and grounds for various purposes
  - N.J.S.A. 19:44A-19.1                    Solicitation on state owned property prohibited; certain circumstances
  - N.J.S.A. 26:3D-55 et seq.            New Jersey Smoke-Free Air Act
  - N.J.S.A. 18A:54-20                    Powers of board (county vocational schools)
  - N.J.A.C. 6A:26-12.2(a)4                Policies and procedures for school facility operation
  - 20 U.S.C.A. 4071 – 4074 – Equal Access Act
  - GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227
  - No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.
  - Resnick v. East Brunswick Twp. Bd. of Ed., 77 N.J. 88 (1978)
  - Boy Scouts of America v. Dale, 120 S .Ct. 2446 (2000)
  - Good News Club v. Milford Central School, 121 S. Ct. 2093 (2001)

**Possible**

- Cross References:**
- \*1230 School-connected organizations
  - \*3514 Equipment
  - \*3515 Smoking prohibition
  - \*6145 Extracurricular activities

\*Indicates policy is included in the Critical Policy Reference Manual.

USE OF SCHOOL FACILITIES (continued)