

**Policy**

USE OF SCHOOL FACILITIES

The Ventnor Educational Community Complex belongs to the community, which paid for the facility for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules--providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education--allows the community to benefit more broadly from the use of its own property.

The board will permit the use of school facilities when such permission has been requested in writing and has been approved by the chief school administrator for:

- A. Uses and groups directly related to the school and the operations of the school;
- B. Uses and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic or educational purposes.

The use of school facilities may be granted to other organizations or social functions. The use of school facilities will not be granted for any purpose which is prohibited by law.

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

The chief school administrator 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. They shall not be required to give a reason for such refusal.

Smoking is prohibited at all times in any district building or on school grounds. For purposes of this policy, "smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy. 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 may 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 non-school 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.

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.

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

Date: April 10, 2019

First Reading: April 17, 2019

Second Reading/Adoption: May 16, 2019

- 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. 18A:54-20 Powers of board (county vocational schools)
- 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.A.C. 6A:26-12.2(a)4 Policies and procedures for school facility operation
- 20 U.S.C.A. 4071 et. seq. Equal Access Act
- GOALS 2000: Educate America Act (Pro Children Act of 1994), Pub. L. 103-227
- Every Student Succeeds Act of 2015, Pub. L. 114-95, 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)

- Cross References:** \*1230 School-connected organizations
- \*3514 Equipment
- \*3515 Smoking prohibition
- \*5131.1 Harassment, intimidation and bullying
- \*6145 Extracurricular activities

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

## USE OF SCHOOL FACILITIES INSTRUCTIONS

The Ventnor City Board of Education wishes to cooperate whenever possible in making the facilities of the Ventnor City Public schools available to the community. The following procedures, therefore, will govern the use thereof:

1. All requests for the use of school facilities will be made through the Board of Education office on the Use of Facilities form. Such request will be presented for approval at the next meeting of the Board of Education.
2. The sponsoring organization shall have the use of available facilities only at the time assigned to them. No outside program shall conflict with the established programs of the Ventnor City Public Schools.
3. The sponsoring organization shall provide adult supervision, who will remain in attendance while the building is in use.
4. The sponsoring organization shall remain in only the room/rooms requested for use. No access to other areas of the building will be permitted.
5. The sponsoring organization shall assume all responsibility for any damage. Any damage to the building, equipment and/or school property will be charged to the organization that is using the facility. If damage does occur, a security deposit will be required for all future use of facility by this organization.
6. The sponsoring organization shall supply all equipment to be used for the program unless specific advance approval is granted in writing.
7. The Board shall designate the entrance to be used. An adult must be stationed at this entrance. The sponsoring organization shall provide means of identification for those eligible to enter the building. The supervisor shall be responsible for ensuring everyone has left the building promptly at the hour designated by the Board.
8. A site manager from the district must be hired for all non-city sanctioned events. The fee for the Site Manager is \$90.00.
9. A Board of Education employee (custodian or maintenance with a Black Seal license) must be in attendance from one-half hour prior to the beginning of the activity to one-half hour after the conclusion of the activity.
- 10. The sponsoring organization must submit, not later than 48 hours prior to the event, evidence of liability insurance in the amount of \$1,000,000 Bodily Injury and \$100,000 Property Damage. Insurance certificates must name the School District of Ventnor City as the insured party, protecting the Board of Education against any eventuality.**
11. The Board of Education reserves the right to deny the use of its facilities or cancel any previous approval to any organization for any reason deemed appropriate by the Board.

## USE OF SCHOOL FACILITIES INSTRUCTIONS (Page 2 of 2)

12. If any of these policies are violated, future requests may be denied. If the misuse is egregious, it could result in immediate removal from the property.
13. Consumption of food is prohibited, except in designated areas.  
**NO FOOD OR DRINK IS ALLOWED IN THE AUDITORIUM.**
14. The facility cannot be blocked off in advance in the case of inclement weather. A phone call to the Supervisor of Facilities can provide permission.
15. RECREATION FEES FOR USE OF VECC AUDITORIUM/GYM
  - A. Events with admission fee or gate charge will be \$75.00 per hour for the first four hour and \$50.00 per hour for additional hours. Fees must be paid two weeks in advance of the event. There will be a 25% cancelation fee for events canceled within two weeks of the event date. The Board may reduce the cancelation fee to 10% for non-profit organizations.
  - B. An additional \$50.00 per hour custodial fee will be charged for events held on Sunday or other holidays when a custodian is not normally present in the building.
  - C. Security: Private Detail through the Ventnor City Police Department will be required for all events. One officer is required for the auditorium and each gym in use.
16. The sponsoring organization is responsible for leaving all areas in the same clean state as upon arrival. Failure to do so will result in a \$50.00 per hour custodial clean up fee.
17. FEES FOR USE OF FIELD: Weekday events will be \$25.00 for the first four hours and \$5.00 per hour for additional hours. Saturday, Sunday and holidays will be \$50.00 for the first four hours and \$10.00 per hour for additional hours. The fees cover additional maintenance required from use of the field.
18. Any fee associated with the use of facilities shall be paid prior to the start of the event. If the Board is forced to file an action to collect the fees, any costs associated with the collection including filing fees and legal costs will also be the responsibility of the sponsoring organization.
19. The Board reserves the right to waive all or part of the fee(s) associated with a request for the use of school facilities when the Board determines that such use will provide a substantial educational or community benefit.
20. An approved request for the Use of School Facilities is not transferrable to any other organization or individual.

**I have read Use of Facilities Policy 1330 and Use of Facilities Instructions and I agree to accept the responsibility to see that they are observed. I further agree that the \_\_\_\_\_ (name of organization) will save, hold harmless, indemnify and defend the Ventnor City School District from any claim due to personal injury or property damage suffered or incurred with the use of school facilities as requested herein.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of Sponsoring Organization**

\_\_\_\_\_  
**Address of Sponsoring Organization**

\_\_\_\_\_  
**Date of Confirmation with Recreation Dept. (if applicable)**

\_\_\_\_\_  
**City, State Zip**

**USE OF SCHOOL FACILITIES FORM**  
**AGREEMENT OF RENTAL OF VENTNOR CITY PUBLIC SCHOOLS FACILITIES**

\_\_\_\_\_  
Name of Organization(s) (PLEASE PRINT) \_\_\_\_\_ Date \_\_\_\_\_

To be completed and submitted to the office of the Superintendent. If the organization sponsoring the event changes, a new Use of Facilities Form must be submitted. The undersigned hereby makes application for use of School Facilities.

1. Exact Room or Rooms to be used: \_\_\_\_\_

2. Date of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

\*\* If more than one date is requested, the attached calendar or equivalent must be submitted indicating each date and time requested.

Time of Event: From \_\_\_\_\_ To \_\_\_\_\_

Time building must be open on date of event: \_\_\_\_\_

3. Indicate date and time if you must have access to the facility before (prior day or days) the scheduled event takes place: \_\_\_\_\_  
\_\_\_\_\_

4. Complete description of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Admission charged for event? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Person(s) who will be responsible for the event:  
One person listed must be in attendance at event with emergency contact information provided.

\_\_\_\_\_  
Name (to be in attendance at event) \_\_\_\_\_ Name \_\_\_\_\_

\_\_\_\_\_  
Address (PO Box not accepted) \_\_\_\_\_ Address (PO Box not accepted) \_\_\_\_\_

\_\_\_\_\_  
City, State Zip \_\_\_\_\_ City, State Zip \_\_\_\_\_

\_\_\_\_\_  
Telephone (Cell number preferred) \_\_\_\_\_ Telephone \_\_\_\_\_

7. Will private detail security be provided? Yes \_\_\_\_\_ No \_\_\_\_\_

**BOARD USE ONLY:**

- 1. **Supervisor of Facilities Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- 2. **Superintendent Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- 3. **Business Administrator/Bd Secr Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- 4. **Assessment of Fees: Total:** \_\_\_\_\_ Site Manager \_\_\_\_\_  
**Rental:** \_\_\_\_\_ **Custodial:** \_\_\_\_\_
- 5. **Board of Education Approval date:** \_\_\_\_\_



**USE OF SCHOOL FACILITIES**  
**Covid-19 Facilities Use Addendum**

All outside groups utilizing District facilities are required to follow the current guidelines of the New Jersey Department of Health, Centers for Disease Control and Prevention, Governor Murphy’s Executive Orders and District procedures related to Covid-19 health and safety protocols. The user is responsible for identifying and adhering to all applicable guidelines. **FAILURE TO DO SO WILL RESULT IN THE REVOCATION OF THIS USE AUTHORIZATION.**

At a minimum, all visitors and participants will adhere to the following:

1. All individuals will fill out a Covid-19 screening sheet upon each visit to the District facilities.
2. Upon arrival, visitors shall be screened for symptoms of Covid-19 and history of exposure. Such screening may include a temperature check. Anyone exhibiting symptoms should be denied entry.
3. The screening protocol will take into account individuals with disabilities and accommodations that may be needed in the screening process.
4. Personal Protection Equipment (“PPE”) – masks shall be worn by all individuals utilizing District facilities consistent with current Executive Orders and New Jersey Department of Health.
5. If the outside groups are involved in sporting activities, they shall comply with the Department of Health’s Guidance for Sports Activities.
6. To the extent practicable, all individuals shall remain six feet apart.
7. All individuals shall practice handwashing techniques consistent with CDC guidelines. Such practice consists of handwashing with soap and water for a least 20 seconds.
8. The outside group will ensure that hand sanitizer with at least 60% alcohol will be available for participants to utilize.
9. Outside groups shall ensure that attendance for indoor activities does not exceed capacity limits set forth in the Governor’s Executive Orders.

Users shall notify District of any instances of exposure or positive cases within the group.

**I have read Use of Facilities Covid-19 Addendum and I agree to accept the responsibility to see that they are observed by the \_\_\_\_\_ (name of organization).**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

BOE Addendum Approval: April 28, 2021