

7510 USE OF SCHOOL FACILITIES

The Board of Education is primarily responsible for maintaining the buildings, property, and equipment of the Trenton School District for the primary purpose of offering a full educational program for the district's children. The Board recognizes that facilities represent a vital link to the community in which they are located. Therefore, the school buildings/facilities of the Trenton School District shall also be available for use by community organizations/groups providing that such use does not interfere with the orderly delivery of a thorough and efficient system of education for the district's children.

This policy shall apply to the use of all school buildings facilities. Authorization for the use of school facilities shall not be considered as an endorsement or approval of the activity of the organization/group, nor the purposes they represent. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

The School Business Administrator/Board Secretary is responsible for implementing this policy in accordance with procedures approved by the Board of Education.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the School Business Administrator/Board Secretary.

The following community organizations/groups may apply for the use of the district's school buildings/facilities:

1. Business groups composed of persons involved in businesses and industries in the City of Trenton.
2. Civic/community groups composed of residents of the City of Trenton whose activities involve citizens' general interaction with municipal, county, state, or federal government and other matters and the effect of those matters on the community but exclude the specific support of a candidate for office or a political organization or political philosophy. An organization/group whose past activity or action demonstrates a history of political and/or questionable activity shall be excluded from this definition regardless of the proposed purpose for which the use of school facilities might be sought.



3. Church groups composed of recognized religious organizations/groups where the majority of the organization's group's membership consists of residents of the City of Trenton and only if the planned use of the district's school buildings/facilities is intended to be temporary and of short duration.
4. Industrial athletic groups of employees of businesses and industries in the City of Trenton who participate in sporting events.
5. Parent groups whose membership is composed of parent(s) or legal guardian(s) of pupils of the school district and/or other individuals whose purpose is to benefit the district's pupils, which have been recognized by the Board of Education. This includes, but is not limited to school leadership councils, parent - teacher associations, and booster clubs.
6. Pupil groups, clubs, teams, etc. recognized by the Board of Education whose membership is composed of pupils of the school district. An advisor or coach who is an employee of the Board of Education shall be present for pupil groups' use of school buildings/facilities.
7. Youth groups recognized by the Board of Education such as the Boy Scouts, Girl Scouts, Boys Clubs, Girls Clubs, Little Leagues whose membership is composed of children and adult supervisors who reside within the City of Trenton. An adult supervisor (twenty-one years of age or older) shall be present for youth groups' use of school buildings/facilities.
8. Staff groups whose membership is composed of employees of the Board of Education.
9. Other groups that the Board of Educations approves which are community organizations/groups composed of membership residing outside the City of Trenton.

The 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.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the



district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

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 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 non-district 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.

Community organizations/groups that use district school buildings/facilities shall pay fees in accordance with the Board's approved fee schedule as follows:

1. Pupil groups, staff groups, parent groups, and youth groups are exempt from paying any fees.
2. Business groups, civic/community groups, church groups, industrial athletic groups and other groups shall pay full fees in accordance with the Board's approved fee schedule unless the Board of Education specifically waives such fees or a portion of such fees.



The school district shall provide a copy of Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 16 May 2011

