

# District Policy 7510 – Use of School Facilities

## District Policy

### 7510 - USE OF SCHOOL FACILITIES

Section: Property

Date Created: October 2007

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School Buildings and grounds (hereafter “facilities”) are intended primarily for the use of the pupils, both during and after school hours. However, it is the policy of the Board of Education to make such facilities available to the community for use after school hours. And, it is also the policy of the Board of Education that whenever food is required for an activity, which is conducted in the cafeteria or when utilizing the kitchen, that food may be purchased from the catering service provided by the school cafeteria. For purpose of this policy, uses of facilities are categorized as follows:

**Priority One** Use, at no cost, by school classes, athletic teams and school clubs and organizations.

**Priority Two** Use, at no cost, by teachers, administration, Board of Education, the Parent-Teacher Organization, school booster clubs and other community organizations providing scholarships to Bergenfield pupils.

**Priority Three** Use, at no cost, by the borough, Board of Education, council, and recreation commissions.

**Priority Four** Use of facilities by outside-of-district groups in which less than 50% of the participants are residents of the Bergenfield School District for athletics, cultural, civic, educational, recreational and social purposes which are approved by the Board of Education.

The cost for the use of facilities will be as follows per day:

High School Auditorium	\$2,000
Middle School Auditorium	\$2,000
Rehearsals (Auditorium)	\$ 500
High School Cafeteria (Front or Side)	\$ 500
Middle School Cafeteria	\$ 500
High School Athletic Field (Upper)	\$2,500
High School Athletic Field (Lower)	\$2,000
High School Tennis Courts	\$2,000
Middle School Athletic Field	\$2,000
Elementary Schools Fields	\$ 500
Classrooms (All Schools)	\$ 500
High School Gymnasium (Main)	\$1,500
High School Gymnasium (Rear)	\$1,000

Middle School Gymnasium	\$1,000
Elementary Schools Gymnasium (Except Hoover School)	\$ 500
Hoover Elementary School Gymnasium	\$1,000

Any individual group, club or organization granted the use of a facility, will in addition to the above rate schedule, be obligated and responsible to pay fees for:

1. The use of technical or mechanical equipment by approved and authorized school personnel at an hourly rate, including the time required for set-up and clean-up shall be determined by the Board of Education.
2. Custodial rates per man/woman of time and one half his/her equivalent hourly rate Monday through Saturday and double time per hour Sunday and Holidays, including the time required for set-up and clean-up.

All applicants for use of school facilities must be made in writing to the School Business Administrator/Board Secretary, who will petition the appropriate administrators for their opinions, check to see if the dates desired are available and then present Priority Two, Three and Four requests to the Board of Education for approval.

Applications for use of facilities shall include (1) the application form, (2) information regarding equipment and services needed, (3) a hold harmless agreement, (4) a certificate of insurance guaranteeing proper liability coverage of at least \$1,000,000 per occurrence/\$2,000,000 aggregate insuring the applicant against any liability for property damage; said policy shall name the Bergenfield Board of Education as an additional insured and shall be presented to the Board prior to the beginning of the applicant’s use of the facilities, and (5) a certificate of insurance guaranteeing proper liability coverage of an amount not less than \$1,000,000 per person/\$1,000,000 per occurrence/\$2,000,000 aggregate insuring the applicant against any liability for any bodily injury suffered by a person; said policy shall name the Bergenfield Board of Education as an additional insured and shall be presented to the Board prior to the beginning of the applicant’s use of the facilities. If the applicant for the use of facilities is a “youth sports team organization,” as set forth in N.J.S.A. 18A:40-41.5 (b), the applicant shall provide the Bergenfield Board of Education with a statement of compliance with Board Policy No. 2431.4 “Prevention and Treatment of Sports-Related Concussions and Head Injuries,” for the management of concussions and other head injuries. As defined in N.J.S.A. 18A:40-41.5(b), a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter which are member teams in a league organized by or affiliated with a county or municipal recreation department. All forms will be available in the office of the School Business Administrator/Board Secretary. No use shall be made of the facilities by groups falling under priority two, three and four without prior approval by the Board of Education.

Applications by groups included under priority two, three and four may be granted only by the Board of Education and only when the Board feels that it would serve a useful and worthwhile community or school purpose; and, that adequate supervision be provided and that the proposed use will not create an undue risk of damage or injury to person or property.

Rules and regulations for facility usage have been established and are attached to each application form. Failure to adhere to rules and regulations may result in the immediate and permanent denial of any and all applications for facility usage. The Board of Education reserves the right to withhold or withdraw permission for use of facilities if school property is damaged by participants or spectators, if proper supervision is not provided or for any reason that the Board feels justified.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted: 15 October 2007

Revised: 19 September 2022