

POLICY 7510- USE OF SCHOOL FACILITIES

A. General

The Board of Education has responsibility for maintenance of the equipment, buildings and grounds of the Millburn Township Public Schools, and for minimizing the wear and tear and operational cost of these facilities so that they will be available for use by the students of the District. Although the primary purpose of the District's facilities is the support of the curricular, co-curricular and extracurricular activities of Millburn students, any of the groups listed in Section D of this policy may also use these facilities under certain conditions and according to availability.

B. Scope

This policy pertains to all buildings and grounds owned by the Millburn Township Board of Education.

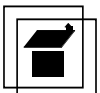
C. Responsibility

It shall be the responsibility of the Business Administrator or his/her designee to implement this policy and to develop and issue any necessary administrative procedures and regulations. A list of permits issued by the Business Administrator shall be provided to the Board of Education on a monthly basis.

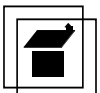
D. User Groups

The following groups may use the District's facilities, subject to certain conditions and availability. However, the Millburn Township Public Schools has first priority.

1. Millburn Township Public Schools Groups- This group includes all District interscholastic and intramural teams and co-curricular and extra-curricular groups or programs, as well as District Parent groups.

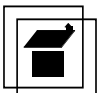


- a. Student groups - This refers to those groups, such as, clubs, athletic teams, etc., whose memberships are comprised of District students and which are recognized by District Administration.
 - b. Parent groups - This refers to those groups whose memberships are comprised of parents of District students and other interested persons whose purpose is to benefit the District's students, the educational process and the curricular, co-curricular and extracurricular activities of the students. This group includes parent-teacher organizations, booster clubs and other parent groups that are recognized by District Administration.
2. Millburn Recreation Department Groups - This refers to all programs sanctioned by the Millburn Recreation Department.
 3. Township Groups - This refers to those non-profit groups in the Township of Millburn whose memberships are limited to township residents according to the bylaws of the groups.
 - a. Civic Groups - This refers to those Township Groups comprised of Millburn Township residents whose activities are related to municipal, county, state or federal government matters as they affect the community, but exclude the specific support of a



candidate for office or a political organization or political philosophy. With respect to the latter exclusion, a group with a demonstrated history of political activity shall not be considered a Civic Group regardless of the proposed purpose for which use of District facilities may be currently sought.

4. Other Nonprofit Groups
 - a. Community Groups - This refers to those groups (including religious groups) who are Millburn based and whose memberships are comprised of a majority of Millburn Township residents and which are not District sponsored.
 - (1) Industrial Athletic Groups - This refers to those Community Groups comprised of Employees of businesses and industries in the Township of Millburn which participate in sporting events.
 - (2) Youth Groups - This refers to those Community Groups comprised of children under adult supervision.
5. Other Groups - This refers to groups (including Business Groups) not identified in Subsections 1-4 above, such as, For Profit Groups in Millburn and For Profit and Nonprofit Groups outside Millburn Township.



E. Fund Raising Activities

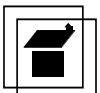
Fund Raising Activities are activities conducted to solicit contributions and donations or to generate funds in exchange for goods, services or other consideration. The following shall not be considered Fund Raising Activities:

1. An activity of a Civic Group, Parent Group or Youth Group wherein an admission or other fee, donation or contribution of \$5.00 or less is charged or solicited.
2. An activity of any group from which funds are generated for donation to a charitable, educational or youth support purpose within the Township of Millburn, and where all the funds so generated in excess of expenses needed to conduct the activity are turned over to the charitable, educational or youth support purpose within thirty days of the date the facility was used for the activity and a notarized certification by both parties to this effect is provided to the District Business Office.
3. An activity of any approved student group whose fund raising efforts will support the group's purpose.

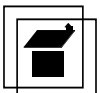
F. Permits, Fees and Deposits

The following describes any permits, fees and deposits that may be applicable to a group requesting the use of a District facility, subject to an administrative determination.

1. Facility Use Permit - This is the form used to request the information needed to approve the use of a facility. A permit shall not be issued to any group in arrears from a prior event.



2. Permit Fee - This is the administrative fee to cover the cost of processing the permit. Where applicable, this fee shall accompany applications for the use of facilities and shall be nonrefundable.
3. Use of Facility Fee - This is the fee set forth in the District's Fee Schedules and is the charge to use the District facility. The charging of a fee is determined by the category of group (see Section D and Fee Schedules) requesting the facility. Where a group seeks to use a District facility for one month or less, full payment of this fee must be paid upon the issuance of a Facility Use Permit. Where a group seeks to use a District facility for more than one month, payment for the first and last month of the fee must be paid upon the issuance of a Facility Use Permit. The fee for the third month and all subsequent months shall be due and payable monthly on the first day of the first of the first month the facility will be used.
4. Personnel Fee - This is the fee set forth in the District's Fee Schedules. An increased Personnel Fee may be warranted if additional personnel are assigned due to a large number of attendees present during the activity, the nature of the activity or the use of District equipment. Where a group seeks to use a District facility for one month or less, an estimated fee must be paid upon the issuance of the Facility Use Permit. Where a group seeks to use a District facility for more than one month, payment for the first and last month of the fee must be paid upon the



issuance of a Facility Use Permit. The fee for the third month and all subsequent months shall be due and payable monthly on the first day of the first month the facility will be used. Any adjustments will be made following the event. The Director of Buildings and Grounds shall determine the number of custodians needed for each activity.

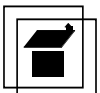
5. Security Deposit - This shall be a deposit equal to twenty-five percent of the projected Use of Facility Fee and shall be paid upon issuance of the Use of Facility Permit. Users shall be financially liable for damage, which shall first be assessed by deduction from the Security Deposit. If no damage is incurred, the security deposit will be refunded.

G. Use of Buildings and Fields

Use of school facilities may be permitted only when such use does not interfere with the educational, co-curricular or extracurricular functions of the District. All non-school organizations must secure a Use of Facility Permit and will be responsible for any applicable administrative and/or municipal fees and/or permits. If the Board of Education determines that police security will be needed for purposes including safety and traffic, the requesting non-school organization must make arrangements for such security with the Millburn Police Department. The Board of Education may require one police officer for every seventy-five persons in attendance. A Use of Facility Permit will not be issued without documentation that appropriate arrangements have been made with the Police Department.

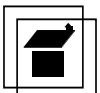
1. Use of Buildings

The following lists the conditions which apply to various User Groups as described in



Section D when they request the use of district buildings.

- a. Student Groups as defined in Section D.1.a. do not need a Use of Facility Permit and are not subject to any fees, provided they have secured permission for use from the Building Principal and a coach or advisor is present during such use.
- b. Parent Groups as defined in Section D.1.b. must secure a Use of Facility Permit, but will not be assessed a Use of Facility Fee or a Permit Fee. Personnel Fees will be charged, if applicable.
- c. Millburn Recreation Department Groups need a Use of Facility Permit but will not be subject to any administrative fees. However, supervisors from the Recreation Department must be present whenever District buildings are used. In the event that no supervisor is available, the custodians will not permit anyone to enter the building. The names of all supervisors are to be secured from the Recreation Department and the supervisors must be listed by the school at which they will be supervising the recreation program involved.
- d. Township Groups must secure a Use of Facility Permit, but will not be assessed a Use of Facility Fee or

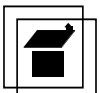


Permit Fee during the school year. Personnel Fees, if applicable, will be charged.

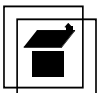
- (1) Civic Groups as defined in Section D.3.a. must secure a Use of Facility Permit, but will not be assessed a Use of Facility Fee or Permit Fee during the school year. Personnel Fees, if applicable, will be charged.
- e. Community Groups as defined in Section D.4.a. must secure a Use of Facility Permit, pay a Use of Facility fee, a Permit Fee and, if applicable, a Personnel Fee.
- f. Industrial/Corporate Athletic Groups, as defined in Section D.4.a. must secure a Use of Facility Permit, pay a Use of Facility Fee, a Permit Fee and, if applicable, a Personnel Fee.
- g. Youth Groups may be permitted the use of a school building under the same conditions as Community Groups, provided responsible adult (twenty-one years or older) supervision is provided.
- h. Other groups as defined in Section D.5., must secure a use of Facility Permit, pay a Use of Facility Fee, a Permit Fee and, if applicable, a Personnel Fee.

2. Use of Fields

The following lists the conditions that apply to various User Groups (as described in Section

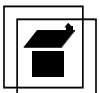


- D) when they request the Use of District fields.
- a. Student Groups, as defined in Section D.1.a., do not need a Use of Facility Permit and are not subject to any fees provided they have secured permission from an administrator for the use of the field and a coach or advisor is present during such use.
 - b. Parent Groups, as defined in Section D.1.b., must secure a Use of Facility Permit, but will not be assessed a Use of Facility Fee or a Permit Fee. Personnel fees will be charged, if applicable.
 - c. Millburn Recreation Department Groups need a Use of Facility Permit but will not be subject to any administrative fees. However, supervisors from the Recreation Department must be present whenever District fields are used. In the event that no supervisor is available, the group will not be allowed to use the field. The names of all supervisors are to be secured from the Recreation Department and the supervisors must be listed by the field at which they will be supervising the recreation program involved.
 - d. Township groups that are nonprofit and comprised of only Millburn Township residents must secure a Use of Facility Permit and may apply for the



permit ninety days in advance of the date when the field will be used. They will be encouraged to contribute a donation for field maintenance, but they will not be charged a Permit Fee or use of Facility Fee. Personnel Fees, if applicable, will be charged.

- (1) Civic Groups, as defined in Section D.3.a., must secure a Use of Facility Permit, but will not be assessed a Use of Facility Fee or Permit Fee during the school year. Personnel Fees, if applicable, will be charged.
- e. Community Groups, as defined in Section D.4.a. which are nonprofit, Millburn based and have a membership comprised of a majority of Millburn Township residents must secure a Use of Facility Permit and may apply for the permit sixty days prior to the start of a sporting season. A seasonal charge will be assessed prior to the issuance of the permit. A Permit Fee will be assessed and a personnel fee, if applicable.
 - f. Industrial Athletic Groups to cover costs of field maintenance, as defined in Section D.4.a (1), must secure a Use of Facility Permit and may apply for the permit sixty days prior to the start of a sporting season. A seasonal charge will be assessed prior to the issuance of the permit to cover costs of field



maintenance. A Permit Fee will be assessed and a personnel fee, if applicable.

- g. Youth Groups may be permitted the use of a field under the same conditions as Community Groups, provided responsible adult (twenty-one years or older) supervision is provided.
- h. Other Groups, as defined in Section D.5., must secure a Use of Facility Permit and may apply for the permit sixty days prior to the start of a sporting season. A seasonal charge will be assessed prior to the issuance of the permit to cover costs of field maintenance. A Permit Fee will be assessed and a personnel fee, if applicable.

3. Parking

Priority for parking on District property shall be given to Millburn Township Public School Groups as defined in D.1.a. Parking availability will be considered when reviewing a Facility Use Application. The District reserves the right to establish a fee schedule and regulations for parking.

- 4. For all Use of Facility Permits, use of fields, and use of buildings, all Section D applicants must confirm in writing prior to any permit being issued that the applicant and all groups and organizations applying for such permit or use of District buildings or fields does not



discriminate and has no policy that it discriminates against any person or group based upon race, gender, sexual orientation, color, religious creed, national origin, sex, age, ancestry, veteran status, marital status, children, and/or handicap. No group that has previously been granted a Use of Facility Permit or been permitted to use the District fields, grounds, or buildings shall be exempt from this requirement and policy.

H. Lease Agreements

Lease arrangements may be made with groups for the lease of District facilities for up to one year, upon Board approval of the lease agreement as negotiated by the Business Administrator and/or Board Attorney.

I. Insurance

A Certificate of Insurance naming the Millburn Township Board of Education as a co-insured party and a hold harmless agreement shall be required from all groups, except Parent Groups for Non Fund Raising Activities and Student Groups, before issuance of a Use of Facility Permit. Limits of liability must be at least \$1,000,000 combined single limit. If a group using a facility intends to bring in a vendor, activity or any other third party, the third party must also provide a Certificate of Insurance naming the Millburn Township Board of Education as a co-insured party and a hold harmless agreement.

The Millburn Township Board of Education may require excess liability insurance upon final review of an application.

Adopted: 12 November 2012

Revised and Re-adopted: 6 June 2016

