

**SPRINGFIELD PUBLIC SCHOOLS**  
**Springfield, New Jersey 07081**

**POLICY: USE OF SCHOOL FACILITIES**

The facilities of the district belong to the community, which paid for them for the primary purpose of offering a full educational program for the children of the district. 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 with appropriate fees when such permission has been requested in writing and has been approved by the chief school administrator giving the following priority for use:

- A. Users and groups directly related to the school and the operations of the school;
- B. Users 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.

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.

Anyone using any district building or grounds shall comply fully with current school policy on smoking and alcohol. 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, a qualified operator must use school equipment.

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. Non-district personnel shall not remove district equipment from the premises for their use.

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.

Once each year, the Chief School Administrator shall report to the Board the outside uses of the district buildings, grounds and equipment for the past year and the year to come and address any conflicts in scheduling and the setting of appropriate fees for the coming year.

### **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 school and grounds for various purposes  
N.J.S.A. 26:3D – 55 et seq. New Jersey Smoke Free Air Act  
N.J.S.A. 18A 54 – 20 Powers of the board  
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 American Act, (Pro Children Act of 1994)  
No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et. Seq  
Resnick v. East Brunswick Twp. Board of Ed, 77 NJ 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  
6145 Extracurricular activities

Approved: June 30, 1997  
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