

7510 USE OF SCHOOL FACILITIES

The district facilities belong to the community, which paid for them 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 thorough and efficient system of education allows the community to benefit more broadly from the use of its own property.

The Board will review and vote on recommendations made by the Business Administrator for the use of school facilities.

Priority will be given to users and groups in the following order:

1. Users and groups directly related to the school and operations of the school;
2. Users and organizations indirectly related to the school;
3. Departments or agencies of the municipal government;
4. Other governmental agencies;
5. Community organizations formed for charitable, civic or educational purposes, so long as the responsible person is a resident of the Borough of Somerdale.
6. Profit-making organizations and private social functions.

The use of school facilities shall not be granted to political organizations or any purpose which is prohibited by law or statute.

Fees shall be charged to all groups except those in group 1 (above). Fee schedules are to be determined by the Business Administrator and approved by the Board of Education annually.

No one may bring alcoholic beverages or controlled dangerous substances onto school property. All facility use shall comply with state and local fire, health, safety and police regulations. Smoking is prohibited on school grounds.



All organizations using Somerdale School District's facilities must be in compliance with Janet's Law during after school hours. Sports organizations using Ward Field shall carry an automated external defibrillator (AED) on site and shall be readily available in case of an emergency.

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. No district equipment shall be removed from the premises without prior approval of the Superintendent.

The users of the facilities are expected to leave them in the same condition as it was when they started. A member of the staff will be on duty at all times during the use of the building, however, the staff member will not clean up after the group, unless specifically requested in the contract. Any time expended by school district employees to return the facilities to an acceptable condition, over and above normal use, will be billed to the user at the employee's then hourly rate in addition to the applicable fees.

No organization shall make any improvements or provide any maintenance or upkeep to the building or fields without the written approval of the Business Administrator. Organizations will not receive reimbursement or credit for expenses incurred unless otherwise granted, in writing, by the Business Administrator.

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 and name the Somerdale BOE as additionally insured during the entire approved usage period.

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.

Each organization must submit a separate form for the use of each facility (i.e. gym, cafetorium, classrooms, locker rooms, fields, etc.). No staff coverage will be available on weekends and/or holidays for the use of Ward Field unless otherwise contracted. All forms shall not be submitted prior to 90 days of the 1st day of use and cannot exceed 90 days in length. Each form should include specific times and dates. A request cannot



exceed more than 3 weekdays and 1 weekend day per 90day period. Sports organizations must submit a practice and game schedule with the request along with team roster(s).

Any conflicts shall be discussed and worked out among the organizations prior to submitting the form(s). Organizations shall not sublet the facilities or trade times. The BOE will not get involved in conflicts between organizations.

The Board shall provide the Somerdale Police Department copies of the “Facilities Use Contract” so that the Police Department will be aware of who has authorization to use Ward Field.

Procedures for the use of facilities of the Somerdale schools shall be established by the Business Administrator.

If the school incurs any extraordinary costs in regard to utilities or staffing, the individual/organization who submitted the request, will be held personally liable and responsible.

Adopted: 21 October 2009

Edited: 7 June 2018

