



File Code: 1330

Application No.

BEVERLY CITY SCHOOL
APPLICATION FOR USE OF SCHOOL FACILITIES

Application is hereby made to the Board of Education of the school district of Beverly for use of school facilities.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

NAME OF APPLICANT

DATE (S) REQUESTED

ADDRESS

PURPOSE

CITY STATE/ZIP

NUMBER OF PEOPLE

PHONE NUMBER – HOME/WORK

TIME BE IN USE

SPECIFIC FACILITIES REQUESTED:
(kitchen, multi-purpose room, etc.)

EQUIPMENT NEEDED:

SIGNATURE OF REPRESENTATIVE

NAME OF INSURANCE CO. & POLICY NO.



The fee established by the Board of Education is \$40.00/hour on Monday through Friday. On Saturday and Sunday the fee is \$50.00/hour. This fee must be received in the Board of Education Office at least 24 hours prior to the use of facilities. PAYMENT WILL NOT BE ACCEPTED AT THE DOOR.

SIGNATURE OF SUPERINTENDENT

DATE APPROVED

COST CHARGED

POLICY-----FILE CODE 1330

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 will allow the community to benefit more broadly from the use of its own property, providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education.

The Board will permit the use of school facilities when a written request defining the area usage and adequate adult supervision is submitted. The number of chaperones/supervisors should be a minimum of one (1) adult of every six (6) children under the age of eighteen (18).

The use of school facilities shall not be granted for the advantage of any commercial or for-profit organization, private social functions, or any purpose, which is prohibited by law.

The Chief School Administrator or Board of Education may refuse to grant the use of a school building or any parts thereof if there is good reason why permission should be withheld.

The fee for use of facilities is as follows:

- Weeknights \$40.00 per hour
- Weekends \$50.00 per hour

On school property:

1. Smoking is prohibited at all times.
2. No alcoholic beverages are allowed.
3. All facility use shall comply with State and Local fire, health safety and police regulations.



To ensure proper disbursement of attendees in a safe and secure manner, the Board will provide local police departments with the name and organizer of the events along with the date, starting and ending times.

The buildings shall not be available for community use during holidays, vacation periods or during the time school is not in session or over the summer when programs may interfere with cleaning or maintenance, with the exception of the school's "summer school" hours as permitted by the Board of Education.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the same procedure as above. The user of school equipment must accept liability for any damage to, or loss or, such equipment that occurs while it is in use.

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 use (ex: the stage, lights, microphone, musical instruments in the auditorium, or basketballs in the gym).

No District equipment shall be removed from the premises for use by non-district personnel.

Use of the kitchen facilities will be restricted to events approved by the Board of Education. No kitchen supplies or food items owned or operated by the school shall be used for any non-District event.

The Board will permit the use of school facilities when such permission has been requested within thirty (30) days prior to the event by:

1. Uses of groups directly related to the school and operations of the school.
2. Uses of organizations indirectly related to the school.
3. Departments or agencies in the municipal government.
4. Other government agencies.
5. Community organizations formed for charitable, civic or educational purposes.

Authorization for the use of school facilities shall neither be considered as endorsement of, or approval of, the activity, person, group or organization nor the purpose they represent.

DATE:-----July 25, 2007 (first reading)
-----September 26, 2007 (second reading/adoption)



LEGAL REFERENCES:

N.J.S.A. 2C:33-16

N.J.S.A. 18A:11-1

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

N.J.S.A. 26:3D-55 et seq.

N.J.S.A. 6A:26-12.2

Alcoholic beverages, bringing or possession of on school property by person of legal age; penalty

General Mandatory Powers and Duties

Use of Schoolhouse Grounds for Various Purposes

Powers of Boards

Policies and Procedures for School Facility Operation