

RULES AND REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES/SCHOOL BUS

NOTE: The organization or group requesting permission to conduct fundraising activities must assume full responsibility for seeing that rules and regulations are understood and observed by both participants and patrons.

1. **An Application for Use of School Facilities/School Bus\* must be submitted to the Business Office at least forty-five (45) working days before an activity and at least forty-five (45) working days prior to a Board meeting (if Board approval is required).** It is subject to approval by the Superintendent of Schools/Board of Education (see Exhibit A No. 1330).

Any ancillary paperwork (ex. room layout) should be submitted with the application or no later than five (5) calendar days after submission of the application.

2. The Garwood Board of Education reserves the right to refuse the use of the Garwood school facilities/school bus to any individual and/or organization. Organizations outside of the Garwood Borough may apply, but priority will be given to those within the Borough.
3. School authorities must have access to all areas at all times. Permission to use school facilities/school bus is Revocable at any time by school authorities.
4. All activities shall be planned so that they do not interfere with the regular school schedule or other school activities and shall be restricted to the area(s) for which permission is granted. Activities shall not begin before 3:15 p.m. and shall not extend beyond 9:30 p.m. unless otherwise indicated in writing by the Superintendent of Schools. No one will be allowed to enter the building before 3:15 p.m.
5. The applicant must agree to assume full financial responsibility for any loss/damage occurring as a result of the use of school property. In addition, a Certificate of Insurance, with a minimum of \$1,000,000.00 in general liability shall be submitted to the School Business Administrator/Board Secretary at least three (3) days in advance of the event and must designate the Garwood Board of Education as additional insured. The absence of such a certificate will preclude use of the facility/school bus.
6. The person responsible for the activity shall be present before the activity is due to start and remain with the group until all have left. Any person/organization granted permission to use school facilities shall be responsible for setting up the room (including moving its equipment into and out of the building, putting away materials used (gym mats, tables, tools, etc.), and general clean up of debris caused by activity.
7. The person in charge of the activity shall ensure that the doors to the school building remain secure and properly monitored. All exterior doors shall remain locked, free to close and not blocked, tied, or kept open.
8. Heelies (sneakers with wheels), roller skates, roller blades, skateboards, and scooters are NOT permitted for use on school property.
9. Smoking is NOT allowed in any school building, or on school premises.
10. Drinking of alcoholic beverages is NOT permitted. Food and beverages are NOT permitted unless approval is requested in advance and granted. Such approval may limit food and beverages to a specific location.

11. No school property or equipment is to be used, altered, or removed from the premises unless specifically requested in the application and approved by the district. Instructional equipment may not be used without prior administrative approval.
12. The school's custodial staff can only provide the following services: opening and closing the building, heating, light, ventilation, and general clean-up activities. Custodial fees must be paid if the event is scheduled outside of normal custodial work hours or if the event's activities keep the custodial staff from completing its regular duties.
13. Facilities/school bus may be used without charge if ALL the following conditions are met:
  - a. Must be a charitable, civic, cultural, or educational program.
  - b. No commercial or political motive is fostered by the program.
  - c. Sponsoring organization is located within the Garwood Borough.
  - d. Admission charged benefits a charitable, civic, or specific school-related program that is approved by the Board of Education.
14. Facilities/school bus may be used for a fee if the following conditions are met:
  - a. Must be a charitable, civic, cultural, or educational program.
  - b. A commercial or political motive is fostered by the program.
  - c. Custodian and facility use fees must be paid.

Fees for use of building:

Gym . . . . .	\$250.00 per event
Cafeteria. . . . .	\$100.00 per event
Classroom. . . . .	\$ 50.00 per event
Art or music room. . . . .	\$ 75.00 per event
School bus. . . . .	\$150.00 per event
Custodial fee . . . . .	based on custodian's hourly salary and at the discretion of the Supervisor of Buildings and Grounds

15. Applications that will require Garwood Board of Education approval in addition to administrative approval are (1) those that will require additional maintenance personnel or additional wages to maintain personnel, (2) those that will require the waiver of some other Board policy, (3) those that are disapproved administratively and (4) those with extenuating or unusual circumstances.

Date: 5/2016  
 Revised: December 2018  
 Revised: February 2022



Describe how you plan to raise the funds, including how much you will charge for any item:

\_\_\_\_\_  
\_\_\_\_\_

- B. Proceeds will be: \_\_\_\_\_ distributed evenly, regardless of degree of participation  
\_\_\_\_\_ distributed on a proportional basis in a ratio related to the amount of items sold/credited to an individual

15. Statement of Assurances:

- A. I have read the Rules and Regulations Governing the Use of School Facilities/school bus usage and Fundraising Activities (attached) and will abide by them.
- B. Students will not be permitted to conduct door-to-door sales.
- C. A teacher or certified staff member must be present whenever students are present at an activity. – Not a School Activity
- D. I understand that all school-related activities have first priority for use of school facilities/school bus.
- E. The organization agrees that all members and guests will observe the attached regulations and that the organization will assume full financial responsibility for any and all damages done to Garwood school property/school bus during the above-indicated period of use. The organization agrees that it will at all times hereafter indemnify and hold harmless the Garwood Board of Education from any and all claims arising out of the use of stated facilities/school bus.

Note: A Certificate of Insurance, with a minimum of \$1,000,000.00 in general liability shall be submitted to the School Business Administrator at least three working days in advance of the event and must designate the Garwood Board of Education as additional insured. The absence of such a certificate will preclude use of the facility/school bus.

Name of organization: \_\_\_\_\_

Attest: \_\_\_\_\_ Secretary By: \_\_\_\_\_ President

Liaison's signature: \_\_\_\_\_ Date: \_\_\_\_\_

16. School Business Admin. signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ approved \_\_\_\_\_ disapproved

Reason: \_\_\_\_\_

17. Superintendent's signature: \_\_\_\_\_  
\_\_\_\_\_ approved \_\_\_\_\_ disapproved

Reason: \_\_\_\_\_

18. Special conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be completed by Superintendent or designee:

Does this application require Board approval: \_\_\_\_\_ yes \_\_\_\_\_ no

If applicable, date of Board approval: \_\_\_\_\_

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Date: 2/2022