

**CHERRY HILL PUBLIC SCHOOL DISTRICT**  
Administration Building, 45 Ranoldo Terrace Cherry Hill, NJ 08034  
856-429-5600 extension 4348

**Policy 7510 USE OF SCHOOL FACILITIES**

The Board of Education believes the school facilities of this District should be made available for community purposes, and co-curricular programs of the school district. For the purpose of this Policy, "school facilities" also includes school grounds.

The Board of Education will permit the use of school facilities where such permission has been requested in writing and has been approved by the Business Administrators office. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for school district purpose or due to a school closing due to weather or other emergency.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Users shall be financially liable for the damage to the facilities and for proper chaperonage as required by the school district administration.

The school district shall provide a copy of Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A 18A:40-41.5, the school district shall not be liable for injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries. For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

Regulations

The Superintendent shall develop detailed regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of the Policy and regulation #7510, the requirements as outlined in the use of the school facilities application and in accordance with the terms outlined in the approval granted by the school district. The Board shall approve a schedule of fees for the use of school facilities. N.J.S.A. 18A:20-20; 18A:20-34

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Adopted:

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A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given lowest priority for the use of school facilities and may use school district facilities with payment of fees for building/field and charges for custodial and service costs. Class I users include the following organizations and individuals:

*Out of town groups or individuals.*

2. Class II users will be given priority for the use of school facilities over Class I users and may use school district facilities with payment of fees for building/field usage and may be charged custodial and service costs. Class II users include the following organizations and individuals:

*Any Cherry Hill group or individual whose sole purpose is to benefit its own organization or interest whether or not admission/fee is charged. This would include any school personnel or coach who rents the facilities or fields and charges a fee and any independent youth and sports club or association. Examples include any community based sports club or organization for which at least 80% of the participants are residents of Cherry Hill.*

3. Class III users will be given priority for the use of school facilities over other users and may use school district facilities free of charge or with charges for custodial and energy costs. Class III users include the following organizations and individuals:

*Organizations whose sole purpose is to benefit the community, school district and its students. Examples Cherry Hill Township Recreation, Girl/Daisy Scouts, Boy/Cub Scouts, PTA Associations and Cherry Hill Education Foundation.*

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**B. Application Procedures**

1. Application must be made in writing and on the form supplied by the school district. The form is available at the Administration Building or online at the District website [www.chclc.org](http://www.chclc.org) under Community Use.
2. Application for use of school facilities must be submitted to the Business Administrators office not less than thirty (30) working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use

**C. Approval**

1. The Business Administrators office will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
  - a. For use in the instructional or co-curricular program,
  - b. For maintenance, repair, or capital improvement, or
  - c. For use by another organization.
2. If the facility is not available for use, the Business Administrators office will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy 7510 and these regulations, the Business Administrators office

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will note his/her approval on the application form and will record the classification of the applicant organization for final approval.

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4. Standards for approval include the following limitations on use:
  - a. School facilities, grades K-12 are available for use until 9:30 p.m. Monday through Saturday, and until 6:00 p.m. on Sundays. Exception will be for the Auditorium facility use requests. School facilities are not available for use during the school day.
  - b. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
  - c. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profitmaking organization or partisan political activity, or any purpose that is prohibited by law.
  - d. School Facilities are not available for use when the District is closed for holidays or school breaks.
5. When concurrent applications are received, Cherry Hill Public School District employees/coaches will be given priority for school district facilities or athletic facilities/field usage over non Cherry Hill coaches or other school district employees.
6. The Business Administrator's Office will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. That information will be entered on the application form.
7. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
8. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.

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9. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
10. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
11. Permission to use school facilities is not transferable.
12. The organization representative must inform the Business Administrators office of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Business Administrators office of canceled use at least seven (7) working days in advance of the scheduled time of the use may result in imposition of service charges.
13. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

**D. Insurance and Indemnification**

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.

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3. The user shall furnish evidence of the purchase of liability insurance in the amount of \$1,000,000.

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E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
  - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
  - b. The use must not exceed the established capacity of the facility used.
  - c. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy 7435 and 7436.
  - d. Smoking and vaping is prohibited in accordance with Policy 7434.
  - e. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
  - f. School facilities must remain secure at all times. School Facilities users should adhere to the District security and safety protocols: No propping open of doors, a staff member from the using organization must be posted at the point of entry to allow entry only to those who are authorized for the scheduled event, egress points must be clearly identified and conveyed to those in the facility in case of an emergency evacuation.
  - g. Some school facilities are under 24-hour video surveillance.
2. Users of school facilities will respect Board property.
  - a. The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition.

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- b. The user must obtain the Business Administrators office permission to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property. Specifications for the construction of sets shall be submitted at the time of the application and shall adhere to building codes.
- c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user at the end of the event.
- d. Permission must be secured to serve any kind of refreshments. No refreshments may be served in the auditoriums or athletic center. When the kitchen area or equipment is used for light refreshments, a member of the kitchen staff is required by the school for supervision. Only packaged food or food prepared in a commercial kitchen are to be sold. No food prepared in a private residence is to be sold. All preparation and sale of food to be in conformance with New Jersey Health Department regulations.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting boards, sound boards, ventilation systems, and thermostatic computers, phones, projectors, copiers and access to the internet will not be allowed.
- h. Pyrotechnics and fog machines are prohibited.
- i. No signs, posters, advertisements, or other displays may be placed in a school building.
- j. No school keys shall be issued to a user.

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- k. No animals shall be allowed on school premises. Service Animals are permitted as per Policy 5337.

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- l. The Business Administrators office or his/her designee is responsible for examining the facility immediately after the use and informing the user of any loss or damage that must be corrected.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment. Users may make use of public telephones.
- n. Use of Auditoriums:
  - i. The use of the auditorium requires the services of lighting technician(s), sound technician (s), stage crew, security, parking, custodial and supervisory staff. These costs are additional to all rental fees and will be billed hourly rate
  - ii. The auditorium rental fee on the attached schedule will be charged per performance.
  - iii. The auditorium fee does not include any personnel. Actual needs and costs will be determined by the Business Administrators office.
  - iv. Applications must be filed 45 days before the date(s) requested.
  - v. Custodial services for clean-up will be added to the charge at contractual rates as outlined herein.
  - vi. Police coverage is required for performances. The school district will determine the number of police needed for a particular event. This requirement is not negotiable.



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- vii. Additional equipment needs will be charged on an individual basis and must be specified in the group's application.
- viii. All groups will be provided with a good faith estimate of charges prior to approval.

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- ix. A surcharge will apply to any event which requires the use of air conditioning. The use of air conditioning is at the full discretion of the organization. The per hour charge is based on electrical estimates and may be increased according to prevailing rates.
- x. The Board of Education reserves the right to add additional charges for energy consumption.
- xi. The organization may not permit the activity to exceed listed room capacity.
- xii. Use of tobacco products, alcoholic beverages, drugs and gambling are absolutely prohibited.
- xiii. Organizations using school property are responsible for the conduct of participant and spectators and must make adequate provisions to handle anticipated crowds.
- xiv. Refreshments and foods that need cooking or warming are confined to the cafeteria area subject to a per day charge. Under no circumstances is food or beverages permitted in the auditorium, sound booth, dressing areas or on stage.
- xv. Permission for use, when granted, is for specific rooms or areas, the remainder of the facilities are not to be entered.
- xvi. When technical equipment or school equipment is used extensively, a designated school employee must be present and have strict supervision of its use. The cost of the employee will be determined by the Board of Education and will be noted on the application.
- xvii. No signs, banners, pennants, etc. are permitted to be fixed to school walls, buildings, etc. All decorations,

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furnishings, and equipment provided by the user shall be installed and removed promptly under the supervision of the school staff.

- xviii. Open fire is never allowed in the school buildings.

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#### **Time schedule during which auditorium is available:**

Monday – Friday 4:30 pm – 11:30 pm.

Saturdays, Sundays and Holidays (when school is not in session) – limited use based upon availability of essential personnel.

Requests of time/duration of usage must be made when the application is submitted.

- o. Use of Fields:
  - i. Field and play areas will not be reduced or enlarged to facilitate a program not commensurate to the dimensions of the existing high school program.
  - ii. Fields and play areas are to be maintained by the Cherry Hill Board of Education. Organizations will not attempt to maintain fields (cutting grass, dragging infields, adjusting goals, etc.)
  - iii. Activities will not take place if an authorized agent of the Board designates ground conditions are not suitable.
  - iv. Fields, play areas, parking lots and the general area will be policed after each day's activities
  - v. Damage to District fields or property will be corrected at a cost to the organization.
  - vi. Varsity Baseball, Softball and Richterman fields are not permitted for use. Any departure from this practice must be approved by the School Business Administrator.
  - vii. Fields may not be lined without approval from Athletic Director or Business Administrator.
  
- p. Use of Track and Synthetic field (Turf)
  - i. Activities must be properly and adequately supervised by the using group.
  - ii. Footwear and other athletic equipment must be appropriate for use with synthetic turf and tracks and meet District

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specifications for same. Non-conforming equipment shall not be used.

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- iii. All public users shall be responsible for any and all damage caused to the Stadium by their use. Failure to leave the area in satisfactory condition will warrant school authorities to refuse to allow further use.
- iv. The removal of trash, litter and other debris as a result of the use shall be the responsibility of the user. If the user fails to do so, the District may arrange to have the area cleaned by its own staff or an outside contractor, and the using group shall reimburse the Board for the full cost of the clean-up.
- v. Vehicular access and traffic on turf fields or tracks is strictly PROHIBITED.
- vi. The District shall be responsible for assessing the safety of the stadium fields and track and canceling any events should it deem it unsafe.
- vii. The removal of snow from the turf field or track is prohibited. The stadium may not be used for athletic games or practices while covered with snow.

4. Facility Uses Must be Properly Supervised.

- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users.
- b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. A person in charge of the activity shall be present for the entirety of the activity.

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- d. The user must, in consultation with the Business Administrators office, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Business Administrators

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office, the Business Administrator may recommend that permission to use the facility be withdrawn.

- e. Users may not charge for parking on Cherry Hill Board of Education property.
- f. Any group using facilities or fields for athletic purposes for school age youth shall ensure and certify to the Board that all of its coaches have completed an Interscholastic Head Injury Safety Training Program which meets the requirements of N.J.S.A. 18A:40-41.2. This requirement shall not be deemed to create any duty on the part of the Board to verify the adequacy of such program or impose any liability or responsibility on the Board for any failure to provide such training.

### Fee Schedule

1. Fees will be charged in accordance with the attached schedule.
2. The Business Administrators office will prepare an itemized bill for the use of school facilities based on the approved application form. The bill will be sent to the representative of the applicant organization and is payable seven (7) days before the event.

### Penalties

1. Organizations may receive up to two written warnings before they are restricted from further use of school facilities. The following are examples of what may necessitate a written warning.
  - a. Going beyond the end time listed on the application
  - b. Unauthorized use of school equipment
  - c. Unauthorized use of kitchen equipment
  - d. Activating the fire alarm
  - e. Unauthorized entry into other parts of the facilities
  - f. Not having control of the members of the organization

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- g. Unauthorized use of fields
- h. Transfer of use to another organization
- i. Violating Security procedures
- j. Non payment

2. Penalties may be assessed up to \$500 not including cost of damage to the facility or additional overtime for staff, for infractions

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