

**KG-R**  
**(Formerly R 2-42)**

**COMMUNITY RELATIONS**

**Community Use of School Facilities By**  
**Non-School Related Groups:**  
**Rules and Conditions**

In order to receive permission for non-school related groups to use school facilities, the following regulations shall be observed:

1. One person representing the non-school related group or organization shall assume personal responsibility to work with the principal or School Board Office Staff to see that the group or organization he/she represents follows the policies, rules and regulations of the school board, including those relating to the use of school facilities.
2. Essex County Public Schools ("ECPS") will contract with ServiceMaster to open and close the building, seeing that all windows are locked, lights are off and the building secured in an acceptable manner, and that facilities are left in such condition that the school will be ready to properly receive its students on the next school day. Payment for these and other custodial services will be made to ECPS directly.
3. Each group or organization using school facilities shall be responsible for any damage done to the facilities. If an event results in unanticipated additional costs to the school division, the using organization will be billed for these costs.
4. The group or organization using the facilities shall accept responsibility for good order and, if necessary, provide for proper police and fire protection. Full payment for facility use is required to be made to ECPS at least one week prior to the event. If the event is cancelled, payment will be returned to the reserving organization.
5. Any group or organization granted use of school facilities may not use the lunchroom kitchen unless an employee of the lunchroom is present and in charge of equipment.
6. Cotton batting, flammable tissue paper, dry leaves, trees or other highly flammable materials shall not be used for decorative purposes.

## COMMUNITY RELATIONS

### **Community Use of School Facilities By Non-School Related Groups: Rules and Conditions**

(continued)

7. Additional guidelines for any group seeking use of outdoor sports facilities are necessary to protect the integrity of the sport facilities. At times during the school year or during inclement weather conditions, outdoor sports facility use may be limited at the discretion of the Principal. The following are guidelines for requesting use of outdoor sport facilities:
  - a. The field house, softball and baseball locker rooms will not be available for guests.
  - b. Fields will be prepared for games by the groups using the field. No lime is to be used to mark the field.
  - c. Games will not be played if the field is wet. This decision will be made by the ECPS administrator.
  - d. Parking vehicles inside the fenced area or on a field is prohibited.
  - e. Play will not be permitted during the months of December through March.
8. The use of drugs, alcohol and tobacco, including smoking, is strictly prohibited.
9. In the event of cancellation of the scheduled event, notification must be given at least 24 hours before the scheduled time or the fee is forfeited. Exceptions may be made for closure due to inclement weather. In the event that ECPS facilities are closed for inclement weather or another reason, ECPS will contact the affected organization(s). Information will be available on the ECPS website and local television stations.
10. Violation of these rules and regulations and/or failure to pay required use fees may result in an organization forfeiting its right to future use of facilities. The School Board will not charge facility rental fees for individuals, agencies, or organizations requesting use of school property for activities determined to be primarily for the benefit of students, the school system, or the County, including requests by Essex County Public Schools students and employees requesting building use for school related extracurricular or professional development, school-support groups (e.g., Essex County Government, Essex Museum, PTOs, Parks & Recreation, Little League, Boy/Girl Scouts, and booster clubs), and county agencies. The School Board

## COMMUNITY RELATIONS

### Community Use of School Facilities By Non-School Related Groups: Rules and Conditions

(continued)

will, however, charge outside organizations personnel fees related to the use of school facilities when the buildings are not regularly open.

11. Any non-school related groups or individuals using ECPS facilities shall (i) assume full responsibility for and hold the School Board, its agents, servants, and employees harmless from any legal liability, injury, or damage to the person or property of others in connection with the use of school facilities or property and (ii) be required to provide the superintendent with a certificate of insurance or a special events policy naming the Essex County Public School Board as an additional insured prior to the approval of the use of facilities. A copy of this certificate must be attached to the original request for use of facilities and shall be for a minimum of \$1,000,000 in liability insurance coverage.
12. Such other regulations and/or requirements as may be deemed necessary by the Essex County School Board.

Approved:	November 7, 1983
Revised:	March 11, 1991
Revised:	January 10, 2005
Revised:	May 9, 2011
Revised:	December 9, 2013
Revised:	February 10, 2014
Revised:	May 16, 2014
Revised:	September 26, 2014
Revised:	July 21, 2015
Revised:	November 3, 2015
Revised:	December 11, 2017