

## 7510 USE OF SCHOOL FACILITIES (M)

### M

The Board of Education believes the school facilities of this district should be made available for community purposes on a limited basis, provided that such use does not interfere with the educational and co-curricular programs of the school district and does not lead to the degradation of the facility. For the purpose of this policy, "school facilities" also includes school grounds (i.e. track, field, field house, etc.).

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Manager of Facilities (provided we can accommodate the request). Outside organizations may submit a written request to use school facilities, which may be forwarded to the Board for discussion and approval. 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 a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the order given:

1. Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Departments and agencies of the municipal government;
4. Community organizations formed for charitable, civic, social, or educational purposes;
5. Governmental agencies;
6. Community church groups;
7. Community political organizations;
8. Private groups and organizations;



# POLICY

## TOWNSHIP OF UNION BOARD OF EDUCATION

Property  
7510/Page 2 of 6  
USE OF SCHOOL FACILITIES (M)

The use of school facilities may be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function.]

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. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The schedule of fees for the use of school facilities is as follows:

	CLASS-0	CLASS-I	CLASS II	CLASS III	Utility/ Light- ing-cost
<del>AUDITORIUM—PER HOUR</del>					
<del>UNION-HIGH-SCHOOL</del>		<del>\$190.00</del>	<del>\$300.00</del>	<del>\$360.00</del>	<del>\$50.00</del>
<del>MIDDLE/ELEMENTARY-SCHOOL</del>		<del>\$80.00</del>	<del>\$110.00</del>	<del>\$160.00</del>	<del>\$50.00</del>
<del>GYMNASIUM—PER HOUR</del>					
<del>UHS—MAIN-GYM</del>		<del>\$120.00</del>	<del>\$230.00</del>	<del>\$400.00</del>	<del>\$50.00</del>
<del>UHS—REC-GYM</del>		<del>\$70.00</del>	<del>\$100.00</del>	<del>\$200.00</del>	<del>\$50.00</del>
<del>MIDDLE SCHOOL</del>		<del>\$70.00</del>	<del>\$100.00</del>	<del>\$200.00</del>	<del>\$50.00</del>
<del>ELEMENTARY-GYM</del>		<del>\$70.00</del>	<del>\$100.00</del>	<del>\$200.00</del>	<del>\$50.00</del>



# POLICY

## TOWNSHIP OF UNION BOARD OF EDUCATION

Property  
7510/Page 3 of 6  
USE OF SCHOOL FACILITIES (M)

<b>CLASSROOM—PER HOUR</b>					
CLASSROOM		\$70.00	\$100.00	\$200.00	\$50.00
UHS ROOM D-244		\$100.00	\$140.00	\$230.00	\$50.00
<b>LIBRARY—PER HOUR</b>					
MIDDLE SCHOOL/ELEMENTARY		\$70.00	\$100.00	\$200.00	\$50.00
UHS LIBRARY		\$100.00	\$140.00	\$230.00	\$50.00
<b>CAFETERIA—PER HOUR</b>					
UHS—ONE SIDE ONLY		\$120.00	\$190.00	\$280.00	\$50.00
MIDDLE/ELEMENTARY SCHOOL		\$120.00	\$160.00	\$230.00	\$50.00
<b>UHS FIELD USEAGE—PER HOUR</b>					
BASEBALL		\$50.00	\$75.00	\$105.00	\$50.00
SOFTBALL		\$50.00	\$75.00	\$105.00	\$50.00
SOCCER		\$50.00	\$75.00	\$105.00	\$50.00
FOOTBALL—NOT AVAILABLE FOR RENTAL USE!	-	-			
<b>LABOR—COST—PER HOUR</b>					
CUSTODIAL/MAINTENANCE/GROUNDS		\$90.00	\$90.00	\$90.00	
SITE MANAGER		\$90.00	\$90.00	\$90.00	
AVA MASTER/SCORE BOARD		\$65.00	\$65.00	\$65.00	
AVA ASSISTANT		\$25.00	\$25.00	\$25.00	
-					
<b>SECURITY—PER HOUR</b>					
UPD—JOBS IN BLUE		\$40	\$40	\$40	
UBOE SECURITY—DEGREE		\$90	\$90	\$90	
UBOE SECURITY—NON-DEGREE		\$70	\$70	\$70	





# POLICY

## TOWNSHIP OF UNION BOARD OF EDUCATION

Property  
7510/Page 4 of 6  
USE OF SCHOOL FACILITIES (M)

<b>Notes:</b>					
Security Deposit = 10% of Rental Fees					
Number of Security Officers/Custodians will be determined on number of people at event.					
Class O: Free Use In Town Non-Profit					
Class I: Sectarian, Religious, Instructional					
Class II: Nonprofit Out of Town					
Class III: For-profit					

	<u>CLASS 0</u>	<u>CLASS I</u>	<u>CLASS II</u>	<u>CLASS III</u>	<u>UTILITY SURCHARGE</u>
<b>AUDITORIUM</b>					
<u>UNION HIGH SCHOOL</u>		<u>\$190.00</u>	<u>\$300.00</u>	<u>\$360.00</u>	<u>\$50.00</u>
<u>MIDDLE/ELEMENTARY SCHOOL</u>		<u>\$80.00</u>	<u>\$110.00</u>	<u>\$160.00</u>	<u>\$50.00</u>
<b>GYMNASIUM</b>					
<u>UHS - MAIN GYM</u>		<u>\$120.00</u>	<u>\$230.00</u>	<u>\$400.00</u>	<u>\$50.00</u>
<u>UHS - REC GYM</u>		<u>\$70.00</u>	<u>\$100.00</u>	<u>\$200.00</u>	<u>\$50.00</u>
<u>MIDDLE SCHOOL</u>		<u>\$70.00</u>	<u>\$100.00</u>	<u>\$200.00</u>	<u>\$50.00</u>
<u>ELEMENTARY GYM</u>		<u>\$70.00</u>	<u>\$100.00</u>	<u>\$200.00</u>	<u>\$50.00</u>
<b>CLASSROOM</b>					
<u>CLASSROOM</u>		<u>\$70.00</u>	<u>\$100.00</u>	<u>\$200.00</u>	<u>\$50.00</u>
<u>UHS ROOM D-244</u>		<u>\$100.00</u>	<u>\$140.00</u>	<u>\$230.00</u>	<u>\$50.00</u>
<b>LIBRARY</b>					
<u>MIDDLE SCHOOL/ELEMENTARY</u>		<u>\$70.00</u>	<u>\$100.00</u>	<u>\$200.00</u>	<u>\$50.00</u>
<u>UHS LIBRARY</u>		<u>\$100.00</u>	<u>\$140.00</u>	<u>\$230.00</u>	<u>\$50.00</u>
<b>CAFETERIA</b>					
<u>UHS - ONE SIDE ONLY</u>		<u>\$120.00</u>	<u>\$190.00</u>	<u>\$280.00</u>	<u>\$50.00</u>
<u>MIDDLE/ELEMENTARY SCHOOL</u>		<u>\$120.00</u>	<u>\$160.00</u>	<u>\$230.00</u>	<u>\$50.00</u>



# POLICY

## TOWNSHIP OF UNION BOARD OF EDUCATION

Property  
7510/Page 5 of 6  
USE OF SCHOOL FACILITIES (M)

<b><u>UHS FIELD USEAGE</u></b>	-	-	-	-	-
<b><u>BASEBALL</u></b>	-	<b><u>\$50.00</u></b>	<b><u>\$75.00</u></b>	<b><u>\$105.00</u></b>	<b><u>\$50.00</u></b>
<b><u>SOFTBALL</u></b>	-	<b><u>\$50.00</u></b>	<b><u>\$75.00</u></b>	<b><u>\$105.00</u></b>	<b><u>\$50.00</u></b>
<b><u>SOCCER</u></b>	-	<b><u>\$50.00</u></b>	<b><u>\$75.00</u></b>	<b><u>\$105.00</u></b>	<b><u>\$50.00</u></b>
<b><u>FOOTBALL - NOT AVAILABLE FOR RENTAL USE!</u></b>	-	-	-	-	-
<b><u>LABOR COST - PER HOUR</u></b>	-	-	-	-	-
<b><u>CUSTODIAL/MAINTENANCE/GROUNDS</u></b>	-	<b><u>\$90.00</u></b>	<b><u>\$90.00</u></b>	<b><u>\$90.00</u></b>	
<b><u>SITE MANAGER</u></b>	-	<b><u>\$90.00</u></b>	<b><u>\$90.00</u></b>	<b><u>\$90.00</u></b>	
<b><u>A/V MASTER/SCORE BOARD</u></b>	-	<b><u>\$65.00</u></b>	<b><u>\$65.00</u></b>	<b><u>\$65.00</u></b>	
<b><u>A/V ASSISTANT</u></b>	-	<b><u>\$25.00</u></b>	<b><u>\$25.00</u></b>	<b><u>\$25.00</u></b>	
<b><u>SECURITY - PER HOUR</u></b>	-	-	-	-	-
<b><u>UPD - JOBS IN BLUE</u></b>	-	<b><u>\$55</u></b>	<b><u>\$55</u></b>	<b><u>\$55</u></b>	
<b><u>UPD - RADIO CAR</u></b>	-	<b><u>\$30</u></b>	<b><u>\$30</u></b>	<b><u>\$30</u></b>	
<b><u>UBOE SECURITY -CERTIFIED</u></b>	-	<b><u>\$90</u></b>	<b><u>\$90</u></b>	<b><u>\$90</u></b>	
<b><u>UBOE SECURITY - NON-CERTIFIED</u></b>	-	<b><u>\$70</u></b>	<b><u>\$70</u></b>	<b><u>\$70</u></b>	
<b><u>Notes:</u></b>	-	-	-	-	-
<b><u>Security Deposit = 10% of Rental Fees</u></b>	-	-	-	-	-
<b><u>Number of Security Officers/Custodians will be determined on number of people at event.</u></b>	-	-	-	-	-
<b><u>Class O: Free Use - In Town Non-Profit</u></b>	-	-	-	-	-
<b><u>Class I: Sectarian, Religious, Instructional</u></b>	-	-	-	-	-
<b><u>Class II: Nonprofit - Out of Town</u></b>	-	-	-	-	-
<b><u>Class III: For profit</u></b>	-	-	-	-	-

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 the 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



# POLICY

## TOWNSHIP OF UNION BOARD OF EDUCATION

Property  
7510/Page 6 of 6  
USE OF SCHOOL FACILITIES (M)

by a person. The youth sports team organization 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.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

The Superintendent shall develop 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 Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted: 14 September 2021

Revised/Readopted: March 14, 2023

Revised/Readopted: March 11, 2025

Revised/Readopted: \_\_\_\_\_, 2025

