

**CRANFORD BOARD OF EDUCATION
CRANFORD, NEW JERSEY**

ADMINISTRATIVE REGULATION

SCHOOL BUILDING RENTAL

1. The Board of Education is solely responsible for granting permission to use school property, for the rules and regulations governing such use, and for the rental charges to be paid. Members of the Board and any of its representatives shall have full and free access to any part of the buildings and grounds at all times during such use. Schools will be rented for other than school purposes only when no interference with school work arises.
2. If there is reason to believe that use may involve damage beyond that of ordinary wear and tear, the Board may advance guarantee against loss thereby. The Board also reserves to itself the right to revoke for cause permission for use previously granted.
3. The custodial fee is included in all charges and is paid by the Board of Education.
4. This rental does not permit the free use of any supplies, equipment, or seating not allocated to the rental area.
5. The electrical panel boards on the stages of the three secondary schools are under the direction of the advisor of the respective stage crews. Only assigned stage crew members may operate the panel boards when stage lighting is required. Operation of the panel boards in the elementary schools are the responsibility of the custodian assigned.
6. The rental does not include the privilege of rehearsals or the use of other rooms in the buildings except as specified in this application.
7. Pianos are not to be moved from their position without the permission of the Board of Education or its agent, and then only by competent and experienced commercial moving concerns. If moved, they must be returned to original positions. All moving expense is to be assumed by the lessees.
8. **SMOKING** and other fire hazards are not permitted under this rental agreement.
9. The presence or consumption of alcoholic beverages is not permitted on school property.
10. Sunday use of public school facilities is permitted only by special Board approval.
11. Application for the use of the buildings must be submitted to the Board Secretary on this form (**IN TRIPLICATE**) at least fifteen (15) days prior to the requested date of use. An approved copy will be returned as your authority to use the building.
12. The rental fee must be presented at least ten (10) days prior to the approved date of use.
13. Refund of rental fee will be made if cancellation is made at least three (3) days prior to the rental date. If an organization that has been granted the use of a building on a no-charge basis

fails to appear and has not notified the Business Office of their intended cancellation, the limited fee charge will be assessed and must be paid before their next no-charge use of a building.

14. Sports Camps:

- Will be limited to one week with exceptions at the discretion of the Superintendent of Schools.
- If Sports Camps require the opening of a school building, a custodial fee will be charged.
- Other specific requests, e.g., lining fields, may incur additional costs. The Cranford Board of Education reserves the right to charge these additional costs to the organization.

This Regulation placed in effect:

February 1, 2000

Revised: October 22, 2007

Dr. Lawrence S. Feinsod

Superintendent of Schools

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