

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: APPROVAL OF BUILDING AND GROUNDS USE

The purpose of this policy is to establish one agent responsible for the final approval or reservation of school facilities when being used by non-school groups. The Board Secretary/School Business Administrator shall be responsible, on behalf of the Board of Education, for final approval of all usages in accordance with Policy 3270. In discharge of this responsibility he/she shall receive applications for use (for athletic events; see Policy 3270.1) and issue all permits for use. He/she shall do this in consultation with the building principal involved. The Board Secretary may hold an application for consideration and approval at the next regular Board meeting should he/she have any question about its applicability to present policy.

Applicants who wish to have the decision of the Board Secretary/School Business Administrator reconsidered may bring the matter to the Superintendent of Schools for resolution or further to the Board of Education if it is not resolved at the Superintendent of School's level.

The district facilities belong to the community, the facilities exist for the primary purpose of offering a full educational program for children. Prudent use and management of school facilities outside of the regular operating schedules, providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education, allows the community to benefit more broadly from the use of its own property.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent of Schools or designee for:

1. Uses and groups directly related to school operations.
2. Uses and organizations indirectly related to the school.
3. Departments or agencies of the municipal government.
4. Other governmental agencies.
5. Community organizations formed for charitable, civic, or educational purposes.
6. Other groups or organizations requesting to use the facilities.

The Superintendent of Schools or Board of Education may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

Smoking is prohibited at all times in any district building. No one may bring alcoholic beverages onto any school property. All facility use shall comply with state and local fire, health, safety, and police regulations.

The buildings shall not be available for use during holidays, vacation periods, Sundays, or during the time when school is not in session over the summer or when the programs interfere with cleaning and maintenance schedules. Exceptions are at the discretion of the School Business Administrator. Damages to the facilities will be the sole responsibility of the lessee. The School Business Administrator and the Director of Facilities will oversee repairs and all bills for said repairs will be made part of the final invoice.

Legal References:	N.J.S.A. 2C:33-16	Alcoholic Beverages - Bringing or Possession on School Property By Person of Legal Age, Penalty
	N.J.S.A. 18A:11-1	General Mandatory Powers and Duties
	N.J.S.A. 18A:20-34	Use of School House and Grounds for Various Purposes
	N.J.S.A. 26:3D-15 through 21	Legislative Findings and Declarations (Smoking In Educational Institutions)
	N.J.S.A. 18A:54-20	Powers of Board (County Vocational Schools)

Possible

Cross References:	1230	School Affiliated Organizations
	1330.1	Alcoholic Beverages - Bringing or Possession on Grounds
	3270	School Building Rental
	3270.1	School Facility Scheduling
	3270.2	Approval of Building And Grounds Use
	4139.1	Governing Off-Hours Use Of School Equipment/ Teaching Aids by School Employees

Adopted: November 19, 1984
 Revised: February 26, 1996
 Revised: April 17, 2000
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