

Community Relations

Use of School Facilities

Rules and Regulations for the Use of East Windsor Public School Facilities for other than Regular School Purposes

1. All East Windsor Public School buildings and grounds are under the direct control of the Board of Education for all activities outside of school hours and for the regular school program. Use of East Windsor Public School facilities by groups or individuals shall be permitted pursuant to Board Policy 1330. Applications for the use of public school facilities must be submitted to the Board of Education in a timely manner, on the form prescribed for that purpose, and must define the facilities requested and the purpose and nature of the activity for which the facilities are to be used. Organizations applying for school facilities use will authorize an agent (or agents) to enter into an agreement to hold the organization responsible for damage or loss of property arising from the organization's use of the facilities.
2. The Board of Education reserves the right to authorize an assigned custodian (or any duly appointed agent) to supervise the conduct of activity of participants and to halt the activity when found to be in violation of these rules and regulations or conditions stipulated on the application. A custodian who feels an activity must be halted will consult with the building administrator prior to directing participants to vacate school property.
3. The East Windsor Public Schools Superintendent and/or his/her designee shall be the agent for the Board of Education and shall determine the conditions an applicant must meet before permission is granted for the use of the facilities and the fee to be paid for use of such facilities based on the established fee schedule.
4. Conditions controlled by the agent of the Board of Education shall include: the need for liability insurance by the applying organization, the need for police protection and traffic control; the need for a cafeteria representative when any cafeteria facilities are to be used, the need for custodian(s), and the need for the applicant-organization to be registered with the State Tax Department.
5. A custodial fee shall be charged whenever facilities are used outside of the regular workday of custodians assigned to the school in use.

Community Relations

Use of School Facilities (continued)

6. All rental fees, custodial fees, and cafeteria representative fees due shall be paid directly to the East Windsor Public Schools. When cafeteria and/or custodial staff is required, a minimum fee of two (2) hours will be charged. Fees for required police shall be established by and payable directly to the East Windsor Police Department.
7. Specific restrictions in the use of public school facilities are:
 - a. Organizations owing money to the Board of Education for previous school facilities use will not be eligible for future school facilities use until that indebtedness is removed.
 - b. Alcoholic beverages will not be brought onto school property or consumed thereon.
 - c. No food or refreshments are to be served or consumed unless specifically allowed on the application form when approved.
 - d. Smoking of any kind is prohibited on school property by anyone at any time.
 - e. The facility is to be used only on the date specified and for the purposes listed on the application. Use of other facilities may be considered trespassing and the occupants required to leave the facility.
 - f. Should the applicant organization decide to cancel use of a school facility it must notify the business office of the East Windsor Public Schools twenty-four (24) hours prior to the meeting date or by the close of business on the last working day prior to a weekend or holiday. Failure to notify the district within the prescribed timeframe will result in forfeiture of all fees.
 - g. When the Superintendent cancels school or after school activities due to inclement weather or other emergencies, use of such facilities is also canceled for that day. If building use will impede snow removal, such use will be prohibited. Fees paid to the district will be refunded, if applicable.
 - h. Use of school owned equipment, such as musical instruments, audio-visual equipment, office machines and equipment, is not permitted. Computers may be used with permission by the Superintendent. Organizations/individuals whose computer use results in damage will be charged replacement cost, as determined by the district.
 - i. Supplies or equipment belonging to the applicant organization may not be stored on school property.

Community Relations

Use of School Facilities (continued)

8. General Limitations, etc.:

- a. Organization will pay for any damage to the buildings or grounds during the time of use.
- b. Under no condition will any organization or group alter or change the electrical circuits or panel boxes in the schools rented.
- c. Pinning of decoration on stage drapes or curtains and painting or scenery or background on the stage is not allowed. Moving of pianos or other furniture is allowed only when specific permission is granted.
- d. Nothing shall be sold, raffled, gambled or, in general, run during the leasee's use of the building which could be interpreted as a fundraising activity for that organization, unless approved by the Board of Education in advance.