

# REGULATION GUIDE

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RIVER VALE BOARD OF EDUCATION  
OPERATIONS

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R7510 Use of School Facilities

## R7510 USE OF SCHOOL FACILITIES

### Conditions of Use

- A. School activities shall take precedence over any outside community activities.
- B. Preference shall be given to those groups based in River Vale.
- C. School buildings and grounds shall be vacated no later than 10:00 p.m., unless prior permission has been granted by the Superintendent of Schools and/or the School Business Administrator/Board Secretary to use the facilities beyond the 10:00 p.m. deadline, Monday through Friday, at the established rate of \$20 per hour per man. A minimum charge shall be for one hour.
- D. There shall be no smoking in school buildings according to P.L. 1989 C.96:
  - 1. The Business Administrator/Board Secretary shall make sure “No Smoking” signs are posted in each building.
  - 2. The principal and/or principal designee of each school shall monitor the implementation of the law.
- E. When the anticipated attendance is more than 50 percent of the maximum number of people in a given area at one time, the organization using the facilities shall provide a fireman to be in attendance as required by the Board.
- F. Pursuant to N.J.A.C. 2C:33-16, intoxicants shall not be brought into school buildings or on any part of school property.
- G. No janitor, custodian or other school employee shall be given a fee for services rendered at any function held on school premises.
- H. All social functions that are attended by minors shall be properly chaperoned. Organizations whose membership is comprised of children under 18 years of age, receiving permission to use the school facilities, shall have a responsible adult supervisor present before the doors are opened and in attendance throughout the meeting.
- I. Those attending any function in or about the school under permit from the Board are restricted to use of the rooms or places actually assigned to them.

- J. All cars shall be parked on the hard surfaced areas provided for parking. No cars shall be permitted to drive over the grass or on the athletic fields at any time.
- K. Organizations using the athletic fields shall be requested to pick up and properly dispose of any bottles, paper or other litter when finished using the field.
- L. No raffles, drawings or other games of chance shall be held in school buildings or on the grounds. Sale of tickets for drawings shall be prohibited.
- M. Any damage resulting from use of school buildings, property or equipment, whether by accident or otherwise, shall be paid for the by the organization using the facilities.
- N. Buildings and field areas may be available to community groups when school is not in session, including during inclement weather, on weekends, holidays or during vacation periods, providing that the group shall agree to pay for any necessary custodial services.
- O. Portable signs, dance decorations and other private property may be used by groups but all items shall be removed before the start of a regular school day.
- P. Organizations using school fields, buildings or facilities shall not move, alter, modify, add or remove same without written permission from the Board of Director or Buildings and Grounds.

### Fees

For all River Vale organizations or groups of River Vale citizens whose activities are a direct benefit to the pupils or the community, there are no rental fees for the use of school facilities, when no admission is charged and no fee or offering is taken. If admission is charged, it must be limited to that reasonably required to cover the expenses incurred unless the entire net proceeds are donated for a specific school purpose. Activities sponsored by the municipality and official Township groups are included in this classification. Overtime, special staff and/or other extraordinary expenses incurred by the Board of Education will be charged to the renter.

#### A. Classification of Organizations

##### 1. Class A

- Regular meetings of school affiliated groups such as PTA
- Groups allied in youth work in the community such as River Vale Boy Scouts, River Vale Girl Scouts, River Vale Recreation Associations (including River Vale Rockers and Pascack Lacrosse), and Little League
- Recognized civic, social and religious groups of the community undertaking a profitable venture such as a fashion show, cake sale or stage play, the net proceeds of which will be used exclusively for improvement to the school system or amelioration of all school age residents of this community.

2. Class B

- Recognized civil, adult social and religious groups of the community who will use the facilities for any purpose other than that which, in the opinion of the Board, may be of direct financial or educational benefit to the school
- Recreation clubs/activities with less than 70% River Vale resident as participants or profit organization
- Adult Recreation as defined by groups with more than 70% of participants over the age 18

3. Class C

- River Vale Education Fund

4. Class D

- Sporting Tournaments, where admission fees are charged

B. Schedule of Fees

<u>School</u>	<u>Gymnasium</u>	<u>Classroom</u>	<u>Cafatorium</u>	<u>Kitchen</u>
<b>Holdrum Middle School</b>				
Class A	No Charge	No Charge	No Charge	No Charge
Class B	\$25.00 per event	\$15.00	\$25.00	\$4.00
Class C	\$25.00 per event	\$15.00	\$25.00	\$4.00
Class D	\$50 per event on weekdays \$100 per event on weekends Plus Custodian overtime @ \$39 on Saturdays \$51 on Sundays	TBD	TBD	TBD
<b>Roberge Elementary School</b>				
Class A	No Charge	No Charge	N/A	No Charge
Class B	\$25.00 per event	\$15.00	N/A	\$4.00
Class C	\$25.00 per event	\$15.00	N/A	\$4.00
Class D	\$50 per event on weekdays \$100 per event on weekends Plus Custodian overtime @ \$39 on Saturdays \$51 on Sundays	TBD	N/A	TBD
<b>Woodside Elementary School</b>			N/A	
Class A	No Charge	No Charge	N/A	No Charge
Class B	\$25.00 per event	\$15.00	N/A	\$4.00
Class C	\$25.00 per event	\$15.00	\$25.00	\$4.00
Class D	\$50 per event on weekdays \$100 per event on weekends Plus Custodian overtime @ \$39 on Saturdays \$51 on Sundays	TBD	N/A	TBD

C. Equipment Rental Fees and Charges for Other Services

P.A. System	\$40.00 per event
Overhead Projection Device and Screen	\$25.00 per event
DVD/Video Cassette Recorder and/or Television	\$25.00 per event
Physical Education equipment (as determined by the school principal)	\$3.00 per item per event
Physical Education mats	\$2.00 per mat per event
Game standards and nets (set up and take down charge)	\$20.00 per event
Other set up and take down (i.e. setting up chairs in gym)	\$30.00 per hour
Custodial Overtime – Saturday/Sunday	As defined in the hold harmless agreement

D. Specific procedures and applications for use of buildings are available in the Business Office.

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