

## **FILE CODE: 1330 USE OF SCHOOL FACILITIES**

Schools are a part of the community. The Newark Public Schools encourages the development of a sense of ownership by the community, which paid for them for the primary purpose of offering a full educational program for its children. Prudent use and management of school facilities outside of the regular operating schedules, provided 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 schools. The district understands the value of the schools as central to the neighborhoods in which they are located.

### Permit Procedure

The following steps must be followed to obtain a district permit for the use of school facilities:

- A. The request must be submitted by the Principal of the building for which use is being requested.
- B. The request must be forwarded and received by the Assistant Superintendent at least ten (10) business days before the start of the activity.
- C. The Office of Facilities Management will issue a permit for use of the building only after the request has been approved by the appropriate Assistant Superintendent.

Requestors shall detail the exact location in the building where the event is to occur (e.g., auditorium, cafeteria, gymnasium), the purpose of the event, names of celebrities (if applicable), and estimated number of attendees and participants, as all schools must adhere to occupancy capacity as set forth for each respective school.

When deemed appropriate by the district, particularly in the case of high school dances and similar activities with a large number of attendees, the requesting entity may be required to undertake additional precautionary measures in order to secure the permit. For example, uniformed officers may be required to be present and visible; the Youth Gang Task Force should be notified of certain events; and all attendees may be required to pass through metal detectors at every point of entry. The local police precinct is to be notified upon approval of the event.

The district shall require that all users of school facilities comply with the policies, rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

Misuse and/or improper use of permits may jeopardize future after hours use of the building and may result in administrative action against the building administrator and/or user.

The State District Superintendent may refuse to grant the use of a school building whenever in his/her judgment there is good reason why permission should be refused.

### Allowable Uses

The district will permit the use of school facilities when such permission has been requested in writing and has been approved by the State District Superintendent for:

- A. Uses and groups directly related to the school and the operations of the school;
- B. Uses and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;

E. Community organizations formed for charitable, civic or educational purposes.

In the case of school-related events, attendees/guests should provide proper identification at the point of entry, as some events may be designated solely for students of the district.

In the case of fundraising activities, a "Fundraising Activity: Request for Approval" form must be submitted to the Assistant Superintendent for approval ten (10) business days before the event along with a flyers of the anticipated event. All monies collected from any fundraiser must be submitted to the school treasurer within 48 hours of collection. The Fundraising Activity Follow-Up Report and copies of the Internal School Account (AFAR) Form, Form 68 receipt and bank deposit slip must be submitted to the Assistant Superintendent for accounting purposes.

Products for sale during the facility use will be strictly prohibited unless prior authorization has been received.

Every effort should be made to ensure that tickets are sold in advance of the event. In the event that tickets must be sold at the door, advance permission must be granted by the Assistant Superintendent, only a designated amount of tickets (e.g. 10 percent) shall be sold at the door at a higher price than those tickets sold in advance, and school officials must be present at the point of collection.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose that is prohibited by law.

The district reserves the right to charge users of its facilities for costs associated with security or custodial services.

The user of school facilities must accept full responsibility for any damage to or loss of property resulting from the use.

Smoking is prohibited at all times in any district building or on school grounds. 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 community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, no item of equipment may be used except by a qualified operator.

Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. No district equipment shall be removed from the premises for use by non-district personnel.

Authorization for use of school facilities shall not be considered an endorsement of or approval of the activity, person, group or organization.

#### Naming of Schools and Facilities

The advisory board shall have the authority for the naming/renaming of all school buildings or a portion

of a building owned or leased by the district upon recommendation by the State District Superintendent. A school building or a portion of a school building can only be named/renamed after an individual and/or entity. The formal action shall take place at a properly advertised public meeting.

Groups or individuals submitting a suggestion and or request for a school name/renaming, must submit a detailed nomination to the State District Superintendent that includes a resume of the individual's or entity's achievements and a citizens' petition. The petition must be signed by a majority (1,000) of citizens that reside in the ward in which the school building or facility is located. The petition must outline the particular school building to be named/renamed and the petitioner must confirm that the petition has the support of the Parent Teacher Association (PTA) and/or Parent Teacher Student Organization (PTSO) or other Home & School Organizations.

As an alternative to naming/renaming an entire school building after an individual or entity, a particular facility within a school may be named/renamed in honor of an individual, such as a gymnasium, stadium, library or playground.

The district will permit the use of school facilities when such permission has been requested in writing and has been approved by the State District Superintendent for:

- A. Uses and groups directly related to the school and the operations of the school;
- B. Uses and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic or educational purposes.

The use of school facilities shall not be granted for the advantage of any commercial or profit-making organization, private social functions, or any purpose that is prohibited by law.

The State District Superintendent may refuse to grant the use of a school building whenever in his/her judgment there is good reason why permission should be refused.

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 Newark Public Schools shall require that all users of school facilities comply with the policies, rules and regulations of this district. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

In naming/renaming a school building or a portion of a building after an individual, primary consideration should be given to an individuals or entities that have made a significant contribution to the community, the state or the nation. In addition to societal contributions, the moral character of the individual(s) must be considered. In recognizing that the ethnic and cultural composition of a local school community might change and that school names are permanent, the name selected should have broad acceptance in a multi-cultural society.

Suitable building plaques or other memorials may be authorized by the Advisory Board upon recommendation by the State District Superintendent. All major building projects will be identified by suitable indoor plaques(s) identifying the project, year completed, advisory board members who served during the planning and construction, the State District Superintendent and the architectural firm. With a new facility, the memorial plaque will be supplied at the expense of the architectural firm retained for

the project. The State District Superintendent and advisory board will approve the design and content of the plaque.

Adopted by State District Superintendent: March 24, 2009

NJSBA Review/Update: November 2010

Readopted by State District Superintendent: December 21, 2010

Key Words

Use of School Facilities, Use of School Equipment, District Facilities, Facilities Equipment

Legal References

Cross References:

\*1230 School-connected organizations

\*3514 Equipment

\*3515 Smoking prohibition

\*6145 Extracurricular activities

\*Indicates policy is included in the Critical Policy Reference Manual.

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NEWARK PUBLIC SCHOOLS

**FILE CODE: 3515 SMOKING PROHIBITION**

To promote the health and safety of all pupils and staff and to promote the cleanliness of school grounds, the board prohibits all smoking or use of tobacco products in all school facilities and on all school grounds at all times. Definitions of "school facilities" and "school grounds" shall be in accord with definitions in the administrative code.

Notice of this policy shall be given at each school entrance and at appropriate locations on school grounds in accordance with law. Smoking shall not be permitted at any time in classrooms, lecture halls, auditoriums or anywhere else on school grounds.

The principal of each school building is authorized to report violations, in accordance with law, to the board of health. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures. The State District Superintendent shall prepare regulations prohibiting smoking in all district buildings and on school grounds.

Definition: For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy.

Adopted by State District Superintendent: January 25, 2005

NJSBA Review/Update: November 2010

Readopted by State District Superintendent: December 21, 2010

Key Words

Smoking, Smoking Prohibition

Legal ReferencesCross References:

\*1250 Visitors

\*1330 Use of school facilities

\*4119.23 Employee substance abuse

\*5131.6 Drugs, alcohol, tobacco (substance abuse)

\*Indicates policy is included in the Critical Policy Reference Manual.

NEWARK PUBLIC SCHOOLS

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