



SADDLE BROOK SCHOOL DISTRICT

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TONI VIOLETTI
SUPERINTENDENT OF SCHOOLS

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BUSINESS ADMINISTRATOR/BOARD SECRETARY

RULES FOR THE USE OF SCHOOL FACILITIES

1. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
2. The use must not exceed the established capacity of the facility used.
3. The use must not involve gambling or games of chance.
4. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
5. Smoking is prohibited in accordance with Policy No. 7434.
6. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
7. The user will not damage, destroy or deface school property. The facility will be used with care and left in an orderly and neat condition.
8. Users of the gymnasiums must ensure that all participants wear rubber-soled footwear to prevent damage to floors. In addition all users must enforce the no food or beverage signs posted in these areas.
9. The user must obtain the Business Administrator's permission to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property.
10. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than twelve hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.

11. The user must obtain the Business Administrator's permission to use, move, or tune a district piano. A piano may be moved only by a competent and experienced commercial mover and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
12. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
13. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
14. The user must obtain the Business Administrator's permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted (i.e., cafeterias). If food and/or beverages are served the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
15. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Business Administrator.
16. No school keys shall be issued to a user.
17. No animal shall be allowed on school premises without the approval of the Business Administrator.
18. The assigned custodian is responsible for examining the facility immediately after the use and informing the user of any loss of damage that must be corrected.
19. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, computers, and office equipment.
20. No vehicles of any type shall be operated in any area that is not designated for such vehicles.

21. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. If the custodian is directed by the Business Administrator to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.
22. The use of certain school facilities (such as kitchen and auditorium stage) may require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
23. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity.
24. The user must, in consultation with the Business Administrator, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Business Administrator, the Business Administrator may recommend that permission to use the facility be withdrawn.
25. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.
26. In accordance with *N.J.S.A. 18A:20-34*, no literature which in any manner and in any part thereof promotes, favors or opposes the candidacy of any candidate for election at any annual school election, or the adoption of any bond issue, proposal, or any public question submitted at any general, municipal or school election shall be given to any public school pupil in any public school building or on the grounds thereof for the purpose of having such pupil take the same to his home or distribute it to any person outside of said building or grounds.