



MULLICA TOWNSHIP SCHOOLS

PO BOX 318, 500 ELWOOD ROAD

ELWOOD, NJ 08217

PHONE: (609) 561-3868 • FAX (609) 561-7133

SCHOOL DISTRICT FACILITIES USE

APPLICATION FORM (Non-Staff)



Sponsoring Organization: _____

Mailing Address: _____

Name of Person(s) _____
(In charge of Activity/PLEASE PRINT)

Telephone # (Home) _____ Work# _____ Cell# _____

Insurance Company: _____ Insurance Agent: _____

Address: _____ Phone #: _____

Facility Requested:

Cafeteria Room # _____ Playground Gym

Kitchen Library Conference Room Baseball Field(s)

Other(*explain*) _____

Equipment Requested: Chairs (# needed) _____ Tables (# needed) _____

Date(s) Requested: _____
(Use other side of form if necessary)

Hours: From: _____ To: _____

Description of Activity: _____

Please attach additional information on separate paper if needed. Thank you.

Policy #1330 Use of Facilities has been revised to reflect the following changes:

Sponsored Organizations or Groups will be accepted in this priority: 1) Mullica Township School Sponsored Activities/ Programs, 2) Mullica Township Residents representing organization/ group(s) comprised predominantly of Mullica Township resident, and 3) Organization/ Group(s) that serve the PK-8 population.

Notes:

- ✓ This form should be completed and submitted to the Superintendent of Schools at least 10 days before the desired use of facilities.
- ✓ All accidents must be reported to the Superintendent of Schools in writing within 24 hours of its occurrence.
- ✓ In addition, a fee will be applied based on the number of uses requested. For more information contact 609-561-3868 ext. 139.

Certification:

I hereby declare that I have read and understand the Policy, Rules, and Regulations regarding the use of the Mullica Township School District Facilities, and my organization and I will assume complete responsibility for any damage or vandalism that may occur while the facilities are being used (*see attached*).

Indemnification:

I hereby further agree that I will indemnify and save harmless the Mullica Township School District, and the Mullica Township Board of Education and its agents, of and from all liability of any kind whatsoever arising out of activities conducted on school premises pursuant to this application.

Signature

Date

The above application is:

Copies: Cafeteria, Maintenance, Principals' Offices, Organization

Approved Approved (with a facility use fee of \$ _____)

Approved (with the following limitations): _____

Not Approved (with the following reasons): _____

Superintendent of Schools

Date



Book Mullica Township Policy Manual
Section Series 1000 - Community Relations
Title Use of School Facilities
Code 1330
Status Active
Adopted October 20, 2009

	Monitored
X	Mandated
X	Other Reasons

USE OF SCHOOL FACILITIES

The district facilities belong to 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--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 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 which is prohibited by law.

In the event the superintendent deems it advisable, any application may be submitted to the board of education for action.

The superintendent 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.

Smoking is prohibited at all times in any district building or on school grounds. For purposes of this policy, "smoking" means inhaling the burning or vapor of a lighted cigar, cigarette, pipe, electronic smoking device or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy. 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. The board may establish black out dates when the facilities will not be available.

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 nonschool 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 nondistrict personnel.

The board shall require that all users of school facilities comply with policies of this board and the 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. A schedule of fees for usage of the district's facilities must be board approved.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Political Activity

As used in this section, "school property" shall mean a building or buildings used for school operations.

Candidates for elective public office, holders of elected public office or their agent or representative are prohibited from soliciting campaign contributions on school property. No person shall make contributions, directly or indirectly, to or on behalf of any candidate for elective public office, or the candidate committee or joint candidates committee of any such candidate, while on school property.

This shall not apply to persons or groups reserving or renting school property for a nongovernmental purpose as a meeting location.

Any person in violation of this policy may be reported to the Election Law Enforcement Commission and liable to a penalty of not less than \$5000, for each violation.

Motor Vehicles On School Property

The school grounds owned and maintained by this board of education are subject to damage by motor vehicles. Accordingly, the board has provided areas, adjacent to the school building, in which employees of the district and visitors to the school may drive and park motor vehicles.

The board prohibits the use or presence of any motor vehicle, including motorcycles, all-terrain vehicles, snow mobiles, and mopeds, for any purpose on any part of the school property owned by the board other than the driving and parking areas established by the board except as expressly permitted by the principal.

The board directs the superintendent to have conspicuous notices posted forbidding the parking of motor vehicles in undesignated areas of the school grounds.

The board reserves the right to prosecute in a court of competent jurisdiction any person whose violation of this rule results in damage to the property of this district.

Animals on School Property

The board of education will make every reasonable effort to maintain school grounds in a condition appropriate for the activities of school pupils.

Pet animals are not permitted on school district grounds, except by the express permission of the building principal. Without such permission, a pet owner who brings or permits his/her animal on school grounds has committed an act of trespass. If an animal is found running at large on school grounds, its owner will be deemed to have permitted the animal to enter school property.

The board directs the building principal to give notice regarding the prohibition of pets by posting appropriate signs on school property. The principal shall report to the appropriate municipal authorities any pet that runs at large on school property and any pet owner whose animal is present on school property is in violation of this policy.

Key Words

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

Legal

[N.J.S.A. 2C 33-16: Alcoholic beverages; cannabis items; 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: Schoolhouse, rooms; permitted usage](#)

[N.J.S.A. 18A 54-20: Powers of board](#)

[N.J.S.A. 19 44A-19.1: Candidates for elective public office, solicitations on government property; prohibited, certain circumstances.](#)

[N.J.S.A. 26 3D-55 et seq: New Jersey Smoke-Free Air Act](#)

[N.J.A.C. 6A 26-12.2 Policies and procedures for school facility operation](#)

[20 U.S.C. 4071 - 4074 Equal Access Act](#)

[20 U.S.C. 6301 et seq Every Student Succeeds Act \(Formerly NCLB\)](#)

[Boy Scouts of America v. Dale](#)

[Good News Club v. Milford Central School](#)

[Resnick v. East Brunswick Twp. Bd. ofEd., 77 N.J. 88 \(1978\).](#)