

# POLICY

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BOARD OF EDUCATION

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BYLAWS AND POLICIES

## 0131 BYLAWS AND POLICIES

The Board of Education shall exercise its rule-making power by adopting bylaws and policies for the organization and operation of the school district.

### Adoption, Amendment, and Repeal

Bylaws and policies may be adopted, amended, and repealed at any meeting of the Board, provided the proposed adoption, amendment, or repeal has been proposed and approved at a previous meeting of the Board.

The Board may at its organization meeting and by a majority vote of those present and voting readopt existing bylaws and policies without prior notice.

The Board may, under emergency circumstances, suspend the operation of a bylaw or policy and adopt, amend, or repeal a bylaw or policy without prior notice. The emergency adoption, amendment, or repeal of a bylaw or policy shall terminate at the next meeting of the Board or at such earlier date as may be specified by the Board unless further acted upon by the Board.

The adoption, amendment, repeal, or suspension of a bylaw or policy shall be recorded in the minutes of the Board. Any policy or part of a policy that is superseded by a term in a negotiated agreement or by a subsequently adopted policy shall no longer be in force and effect as a policy.

### Promulgation and Distribution

A manual of bylaws and policies shall be maintained. ~~A copy of the manual~~ **Online Access** of bylaws and policies shall be given to each Board member, the Superintendent, the Board Secretary, the Board Attorney, the Building Principal, and other individuals designated by the Superintendent.

The Superintendent shall institute a plan for the orderly promulgation of policies to staff members who are affected by them and shall provide staff members with access to an up-to-date manual of Board bylaws and policies.

Each copy of the manual of bylaws and policies shall be numbered; a record of the placement of each manual shall be maintained by the Superintendent. Copies of revised pages will be furnished to the holders of manuals as changes are made to bylaws and policies. The holder of a policy manual shall return the manual to the Board Secretary upon the termination of his/her service to the district.



The manual of bylaws and policies shall be considered a public record open to inspection in the office of the Superintendent **and/or Board/Business Office**. The manual retained by the Superintendent's office **and/or Board/Business Office** shall be considered the master copy of the policy manual and shall not be modified by any person other than the Superintendent or his/her designee.

## Development of Bylaws and Policies

Bylaws and policies will be developed and considered by the Board in accordance with the following procedure:

1. A new or revised bylaw or policy may be suggested to the Board by any Board member, the Superintendent, any staff member, or a member of the public;
2. A suggestion for a new or revised bylaw or policy may be referred, at the discretion of the President and as appropriate to the subject, to the Superintendent, a Board committee, or a public advisory committee for study and formulation of a recommendation to the Board. Any study of a policy suggestion should consider whether the matter is adequately addressed in existing Board policy and whether the matter is more appropriately addressed by administrative regulation;
3. If a recommendation for a new or revised bylaw or policy results from referral for study, a proposed draft will be submitted to the Board **Committee** for discussion **and updates, if applicable, and presented for approval on first reading to the Board**. ~~Copies of the proposed draft will be made available to staff members and the public, and comment will be invited.~~ Changes in the draft may be made, by a simple majority vote, when the draft is presented for approval on first reading;
4. The proposed draft, approved on first reading, will be submitted for adoption at the next regular meeting of the Board. Changes in the draft may be made by a simple majority vote. A change that alters the substantive meaning of the draft will constitute a new first reading, and the draft must be presented for adoption at the next succeeding Board meeting. A change that is merely editorial may be followed by a vote to adopt the new or revised bylaw or policy on second reading.



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N.J.S.A. 18A:11-1

Adopted: 27 July 2009



## R 7510 USE OF SCHOOL FACILITIES

### A. Facilities that can be used include:

1. Multi-Purpose Room
2. Gymnasium
3. Classrooms
4. Media Center
5. School Grounds
6. Kitchen
7. Multi-Purpose Room Stage

### B. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III, or IV users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:
  - a. All clubs and organizations operating within the Clementon School District. **This includes the Home and School Association.**
2. Class II users will be given priority for the use of school facilities over Class III **and IV** users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs, **unless it falls on a weekend or when school is closed.** ~~may use school district facilities without payment of a use fee but will be charged custodial and service costs.~~ Class II users include the following organizations and individuals:
  - a. All clubs and organizations operating within the Clementon Borough for the betterment of the local community.
3. Class III users **may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity)**



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~~costs, unless it falls on a weekend or when school is closed. can use the school facilities and may use school district facilities only on payment of a use fee and/or charges for custodial and service costs.~~ Class III users include the following organizations and individuals:

a. Any club and/or organization that operates outside of the Clementon Borough **and is only servicing Clementon Elementary School students.**

4. **Class IV users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and/or charges for custodial and service costs. Class IV users include the following organizations and individuals:**

a. **Any club and/or organization that operates outside of the Clementon Borough and services students or adults outside of Clementon.**

5. No other organizations or individuals will be permitted to use school facilities, **unless they fall within the aforementioned classes.**

## C. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of Community Education.
2. Application for use of school facilities must be submitted to the Community Education Director not less than twenty working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than fifteen working days prior to a regular Board meeting and not less than twenty working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any



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application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.

5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

## D. Approval

1. The Community Education Director will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
  - a. For use in the instructional or co-curricular program,
  - b. For maintenance, repair, or capital improvement, or
  - c. For use by another organization.
2. If the facility is not available for use, the Community Education Director will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Community Education Director will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Superintendent for final approval or for referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:
  - a. School facilities are available for use **Monday through Sunday, only on weekdays, including Saturdays and Sundays.**
  - b. School facilities are available for use only during the hours of 3:30 p.m. and 9:00 p.m, **Monday through Friday when school is in session.** Permission may be granted for a use up to 10:00 p.m.,



provided the user pays an overtime fee regardless of the user's classification.

- c. **Summer hours are available upon approval.**
  - d. **School facilities are available for use on Saturdays and Sundays. Times will depend on the event taking place and the availability of a custodian to be present during the event.**
  - e. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
  - f. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
  - g. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The Community Education Director will determine the classification (I, II, or III, or IV) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.
  6. In the event of a conflict between requesting organizations, the request received earlier by the district will be honored first.
  7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
  8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.



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9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
10. Permission to use school facilities is not transferable.
11. The organization representative must inform the Community Education Director of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Community Education Director of a canceled use at least two working days in advance of the scheduled time of the use may result in imposition of service charges.
12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.
13. **The Board reserves the right to deny an application if the facility is not available for use.**

E. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of





- a. \$500,000 per accident or event, and
  - b. \$500,000 property damage.
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

F. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
  - a. 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.
  - b. The use must not exceed the established capacity of the facility used.
  - c. The use must not involve gambling or games of chance.
  - d. 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.
  - e. Smoking is prohibited in accordance with Policy No. 7434.



- f. 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.
2. Users of school facilities will respect Board property.
    - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
    - b. The user must request in the application and receive permission to bring and use 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 or grounds.
    - c. 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 beyond the time period approved in the application 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.
    - d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board 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.
    - e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
    - f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
    - g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.



- h. The user must request in the application and receive 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. 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.
  - i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval from the Superintendent/Principal.
  - j. No school keys shall be issued to a user.
  - k. No animal shall be allowed on school premises without prior approval. Animals related to educational activities need administrative and Board approval.
  - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected. This school district's staff member shall be the Community Education Director.
  - m. 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, word processors, and office equipment.
  - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Uses Must be Properly Supervised
- a. 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



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these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user maybe charged an additional fee and the custodian will be compensated accordingly by the district.

- b. The use of certain school facilities (such as kitchen and ~~auditorium~~ **multi-purpose room** stage) 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.
- c. 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. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- d. The user must, in consultation with the Principal, 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 Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. 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.

## G. Fee Schedule

- 1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b will be billed.



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2. Class II users will not be charged a facility fee, but will be charged
  - a. For the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b, if any, and
  - b. For service costs of the use as follows:  
Custodial costs, fuel costs, lighting costs = ~~\$10.00~~ **\$20.00** per hour

3. Class III **and Class IV** users will be charged the **same as Class I and II users listed in G.1 and G.2.a and G.2.b** ~~costs charged Class II users (paragraph F2a and paragraph F2b)~~ and the following facility fee(s) for the 2012-2013 school year:

<i>Facility</i>	<i>Fee</i>
<i>Elementary school multi-purpose room</i>	<del>\$10.00</del> <b>\$20.00</b> per hour
<i>Elementary school gymnasium</i>	<del>\$10.00</del> <b>\$20.00</b> per hour
<i>Elementary school classroom, media center, science lab</i>	<del>\$10.00</del> <b>\$20.00</b> per hour
<i>Elementary school grounds</i>	<del>\$10.00</del> <b>\$20.00</b> per hour

4. An itemized bill for the use of school facilities will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization payment may be requested in advance of the use.

**H. If any organization feels their fee should be waived, must request this in writing to the Board of Education for review prior to the event/activity taking place. Requests made after an event/activity will not be considered.**

Issued: 27 July 2009  
Revised, First Reading: 30 April 2012  
Revised, Second Reading and Adoption: 28 May 2012  
Revised, First Reading: 22 February 2016  
Revised, Second Reading and Adoption:



invites you to join us for

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### Wednesday Feb 24<sup>th</sup>

### 4 pm to 7 pm

\*please note this event is for DINE-IN only



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in support of various activities for students, families and  
community members during the 2015-16 school year!

**Thank you for your support!**

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