

## **Regulations Governing the Use of School Facilities, Gymnasium and Fields**

1. Application for use of the school facilities, field, and gymnasium must be approved by the School Business Administrator, Morris Plains Board of Education, 500 Speedwell Avenue, Morris Plains, New Jersey 07950.
2. Certificate of liability insurance to the limit prescribed by district rules, must be attached to the application in order to obtain approval.
3. Users of school facilities as well as the field and gymnasium must strictly observe regulations governing the use of these areas. Failure to do so may subject the users to immediate ejection from the premises, denial of future applications for use or both.
4. The priority system set up by the Board of Education will apply in determining the issuance of facility permits and the charges and costs related thereto.
5. Smoking is prohibited from all buildings and grounds. Alcoholic beverages are not allowed on school property. The use or presence of intoxicating drinks or drugs is prohibited from all buildings and grounds. It is the responsibility of the sponsor to see that this regulation is strictly enforced. All printed programs shall carry the announcement in a conspicuous place: ***Smoking is prohibited in all parts of the building by order of the Morris Plains School District. The sponsor must announce that smoking is not permitted.***
6. No intoxicated or disorderly person shall be allowed on any part of the school premises.
7. Profanity, objectionable language and disorderly conduct of any kind are absolutely prohibited, and those violating this prohibition will be summarily ejected from school premises.
8. The sponsor is responsible for maintaining proper order of all participants. Profanity, objectionable language and disorderly conduct of any kind are absolutely prohibited, and those violating this prohibition will be summarily ejected from school premises.
9. All facility use shall comply with state and local fire, health, safety and police regulations.
10. Food and drinks shall not be brought into the schools unless such is approved as part of the application.
11. Use of the following rooms will not be granted: all offices, nurse's office, student personnel service offices, classrooms, and teachers' lounge. Use of the building means use of the assigned space within the building but not the equipment contained therein, unless separate arrangements for such use are made at the time of initial application for facilities use. (Facility Use Fees will be established annually by the Board of Education).
12. All functions, including dances, must close no later than 10:00 p.m.
13. All social functions that are attended by minors must be properly chaperoned with not less than one adult (over 21) per 20 children.
14. Applicants shall not be permitted on the stage, or in the gymnasium, unless such use was included and approved on the application.
15. All damages to facilities must be reported within 24 hours by calling the Business Office at (973) 538-1650 extension 129. Failure to do so could result in revocation of your application. Any damage resulting from the use of the school facilities, whether by accident or otherwise, is to be paid for by the parties using the facilities. The custodians will check the facilities before and after use and immediately report any damage to the Business Administrator/Board Secretary. The organization will be billed accordingly. Full payment will be expected within thirty (30) days of receipt of bill for damages.
16. The priority system set up by the Board of Education will apply in determining the issuance of facility permits and the charges and costs related thereto.
17. The school gymnasium and fields are not available until after school programs are finished.
18. Cancellation Policy – the Morris Plains School District may cancel or amend the length of any reservation according to its discretion for reasons including but not limited to unsafe conditions or the substitution of school district or municipal activity for another. Applicants who cancel must notify the Manager of Plant Services at (973) 538-1650 ext. 144.
19. Everyone who participates in activities on the gymnasium floor must wear sneakers. Fans or spectators must walk along the perimeter of the basketball court.
20. No one is permitted in the gymnasium unless a custodian is on duty. All outside groups using the gymnasium are ***not*** to use the climbing wall. By signing the application the sponsor is agreeing to abide by and enforce all regulations. Therefore all applications must have the regulations attached.
21. The sponsor is responsible for the proper care and use of school property. He/she shall be the first person admitted and the last person to leave, and shall be in attendance at all times during the occupancy of the facility. It is the responsibility of the sponsor to see that the premises are vacated promptly, as specified on the permit, and in the condition found. If this is not done, then additional custodial fees may be charged.
22. The sponsor is responsible for all scorekeepers, ticket-takers, programs, and all other apparatus except specifically listed on the permit, and police and fire department services in accordance with local municipal regulations.
23. The sponsor assumes all liability for all claims resulting from accidents, theft or any other causes.
24. Capacity of the gymnasium – 500 people.