

### USE OF SCHOOL FACILITIES

1. The Board of Education recognizes the importance of properly supervised leisure time activities as a function of utmost importance in our schools and community. We hereby adopt a policy of making available to properly organized groups the facilities of the school under the jurisdiction of the Board of Education at such times as the use of these facilities for outside groups in no way interferes with school functions.
  - A. Nonprofit making organizations run by Township of Franklin residents and other organizations which provide services deemed by the Board of Education to be in the best interest of the students may use the facilities with Board approval of the type of activity. Regular custodial service will be supplied, but when extra custodial service is necessary, the cost of same must be paid by the requesting organization. Payment must be made to the Board of Education, at the established rate, within thirty (30) calendar days of the use of the facility. The Board reserves the right to require payment prior to the use of the facility.
  - B. The Superintendent of Schools and the School Business Administrator/ Board Secretary shall implement this policy. All requests shall be acted upon in order of request.
    1. All requests for use of school facilities shall be filed on the proper application form.
    2. All non school-related groups must include proof of insurance coverage with their application for the use of school facilities. The Township of Franklin Board of Education must be named as an additional insured party on such insurance policy, except the Township of Franklin, which is excluded from this provision. A minimum of one (1) million dollars liability insurance coverage is required for consideration of the use of school facilities.
    3. In all instances, one or more regular employees of the Board must be present to supervise the use of school facilities.
    4. No permit shall be issued for the use of a school if the purpose or the result of such use is private profit to any individual or individuals.

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5. In the event the Superintendent or School Business Administrator/ Board Secretary deems it advisable, any application may be submitted to the Board of Education for action.
6. The Superintendent, School Business Administrator/Board Secretary or Board of Education may refuse to grant the use of a school building whenever in their judgement there is good reason why permission should be refused. Prior to the refusal to grant the use of a school building, the Superintendent, School Business Administrator/Board Secretary shall confer with the Board President and/or the Property Committee Chairperson.
7. The approved dates, times and facilities are to be strictly adhered to. Failure to comply with the approved schedule will be cause for permission to be rescinded.

