

## Guidelines for the use of facilities:

- This permit is granted with the provision that it may be revoked at any time upon notice of the Hoboken Board of Education.
- The facility shall at all times be under the control of the Business Administrator. The members of the Board of Education and Board representatives shall have access to all parts of the facility whether or not it is leased. If the leased facility includes use of a building, a custodian must be in the building at all times when it is occupied under the terms of the permit.
- The permit carries with it the express understanding that the lessee shall sell only the number of tickets equivalent to the seating capacity of the facilities used.
- No one will be permitted the use of any Board of Education facility unless the activity and the group are properly supervised by responsible adults over the age of twenty-one years.
- The permission for use of any Hoboken Board of Education facility is confined specifically to the request and no extension to cover any other part of the facility will be granted by the custodian in charge unless first approved by the Building Administrator issuing the original permit.
- No loitering in the entrances or corridors of the Hoboken Board of Education facilities will be allowed. Your activity must be confined solely to the facility for which the permit has been issued.
- If the activities require police service, the organization must arrange for police coverage from the City of Hoboken.
- No public functions shall continue after the hour stated on the application, and in any event the activity must end by 10:30 PM, and the facility vacated by 11:00 PM. A one hour allocation for opening and securing the facility will be added to the time your organization is charged.
- The following are prohibited on ANY Board of Ed facility:
  - Use, consumption or possession of alcoholic beverages.
  - Gambling in any form including but not restricted to raffles and bingo games, unless a gaming permit is obtained at City Hall.
  - Smoking and/or chewing tobacco products in any building.
- The following shall govern the use of specified Board facilities:
  - Use, consumption or possession of alcoholic beverages.
  - Pianos or scenery shall not be moved without express permission of the building principal. All arrangements for piano tuning will be made through the business office. A charge for the tuning will be levied in addition to the regular user fee.
  - Use of sound equipment or stage lighting shall require express permission of the building principal who will appoint a suitable person(s) to operate the equipment. The applicant will be responsible for payment for services of this person(s), payable to the Board of Education.
  - If the high school kitchen is to be used, the Business Administrator/Board Secretary at the user's expense shall arrange for a cafeteria worker(s) to be present.
  - All persons using the gymnasium for athletic contest must wear appropriate footwear. The use of gymnasiums or playing fields does not automatically include locker rooms or showers.
  - Under no circumstances shall materials, furnishings, or rubbish be left after the use of the facility. If not removed within 12 hours, the user will be required to pay the cost of the removal. Under no circumstances will the time be extended for the convenience of the Lessee.

\*\*\*Programs may be scheduled in school buildings on Saturdays and Sundays, legal or religious holidays only if appropriate Board of Education employees are available to work on such days. The Board may limit the hours of use on Saturdays, Sundays and holidays.

*Please refer to the Hoboken Board of Education's Policies concerning the Use of School Facilities:*

**File Code: 1330**

**Regulation: 1330-R**