Guest Usage Guidelines

Be Our Guests

Cheerleading Competitions

Charity Events

Dog Shows

Martial Arts Tournaments

Bounce Houses
School Carnivals

Voting Booths

Hosting Religious Services

Purpose

Develop a policy that defines the guest usage for District facilities.

Guideline Recommendations

- Define insurance requirements.
- The Board should be named as an additional insured on the guest policy and be specifically endorsed onto that policy.

Policy Recommendations Include:

- A statement that users must comply with all policies of the host board of education.
- All rules and regulations required by Department of Education must be followed.
Additional Recommendations

- No alcohol allowed on school property.
- No amusement rides allowed without prior authorization from host board of education.
- No trampolines allowed without prior authorization from host board of education.

Additional Recommendations

- School equipment or property may not be used by guests without prior permission.
- Policy should include a statement restricting board of education property usage to non-commercial enterprises.
- Rental/clean up fees clearly stated.

Prioritization of Approvals

1. Groups directly related to the school and the operations of the school.
2. Organizations indirectly related to the school.
3. Departments or agencies of the municipal government.
4. Other governmental agencies.
5. Community organizations formed for charitable, civic or educational purposes.

Education Foundations

- The intent of the New Jersey Schools Insurance Group is to provide coverage to these organizations when operated like a PTA/PTO.

Request for ‘Use’ Application Recommendations

- Name and contact phone numbers and address of requesting organization. Someone from the Board office should verify the information given.
- The facilities requested should be specific to buildings, rooms or outside areas.
- Dates and times of request should be specific.

Request for ‘Use’ Application Recommendations

- A hold harmless agreement with indemnification should be part of the application.
- Include the rules, regulations and procedures defined by the District as part of the application.
Guest Injuries

- A procedure needs to be developed so that incidents involving guests claiming to be injured while on District grounds are documented and investigated.

Premise ‘Use’ Hold Harmless Agreements

- Most school districts provide community organizations with usage of district facilities.
- New Jersey Schools Insurance Group recommends that the “using” group assume the responsibility for property damage and bodily injury as a result of this use.

Hold Harmless Components

- Agreement date
- The parties involved should be defined.
- The activity should be defined that will occur during the use.
- The specific location within the facility the user has permission to use should be defined.
- An acknowledgement by the user that the facility being used is in “As Is” condition. The district is making no representation or warranty as to condition.

Hold Harmless Components

- The user should indemnify and hold harmless the district for any claims made as a result of their usage.
- The user agrees to produce proof of appropriate insurance covering their usage of the facility.
- The agreement should define appropriate insurance.

The User Should...

- Acknowledge their responsibility for safe use of facility.
- Take responsibility for returning the facility to the district in the same or better condition than they found it in.
- Acknowledge their responsibility for property damage or bodily injury as a result of their usage.
- Should acknowledge their responsibility for the actions of all people using the facility during the time period assigned to them.

Questions