

GOVERNANCE & OPERATIONS

FILE CODE: GO/3515

BUSINESS OPERATIONS
FACILITY, EQUIPMENT AND MATERIALS USE

Use of Association Building

The NJSBA will permit the use of its facility when such permission has been requested in writing and has been approved by the Executive Director for:

- A. Uses and groups directly related to education;
- B. Uses and organizations indirectly related to education;
- C. Departments or agencies of the government;
- D. Organizations formed for charitable, civic or educational purpose; and
- E. Staff social functions inside the normal schedule of building access.

The use of the NJSBA facility shall not be granted for the advantage of any commercial or profit making organization, private social functions, or any purpose which is prohibited by law.

Organizations seeking permission to use the NJSBA building and facilities shall complete the Use of Premises Agreement (3515E2) and submit to Director, Human Resources and Support Services for approval.

Authority: BD 9/94

Revised: BD 3/12

Use of Association Property

Equipment, materials and the facility owned by the Association shall be used only for official Association purposes. Employees may not remove Association equipment and materials from the Association office for other than official purposes. The Executive Director shall be accountable for all the Association facility and equipment.

Authority: BD 5/78

BD 9/94

Smoking/No Smoking Areas

The Association believes that the right of persons to smoke must be deferred against the right of those who do not smoke to breathe air untainted by tobacco smoke. In order to protect visitors and employees who choose not to smoke from an environment noxious to them and potentially damaging to their health, the Association prohibits smoking in its building.

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Authority: BD 6/85
DA 12/882
BD 9/94

Revised: BD 10/09
BD 10/11

See Also: GO/4118.231

Alcoholic Beverages

No alcoholic beverages may be served at employee social functions on the premises unless prior authorization is granted by the Executive Director.

Authority: BD 9/94