

Date Submitted: _____

Pequannock Township Board of Education

Conf. # _____

Facilities Use Application

Check requested facility and location:

☐

School Grounds

☐

Athletic Facilities

☐

Athletic Field (specify below)

☐

PT High School

☐

PV Middle School

☐

S.J. Gerace

☒

Hillview

☐

North Blvd

Organization: _____

Facility Requested: _____

Responsible Adult: _____ Telephone: _____

EMAIL ADDRESS (REQUIRED) _____

Home Address: _____

Billing Address _____

Date(s) Requested: _____

Est. Attendance: _____ Start Time: _____ End Time: _____
(include set up & clean up)

Event/Use Description: _____

Special Setup Request and or School Equipment Request _____

Is the applicant incorporated? Yes ___ No ___ If yes, is applicant a 501(c)(3) non-profit? Yes ___ No ___

Name, address, and telephone of Supervisor(s) or person(s) responsible for all activities on requested dates.

Check box that describes your group:

- () Class 1 (Pequannock School Groups)
- () Class 2 (Pequannock non-profit groups for the benefit of Pequannock children)
- () Class 3 (Pequannock non-school groups for the benefit of Pequannock children)
- () Class 4 (Pequannock non-profit, non-school groups)
- () Class 5 All other entities (athletic, cultural, civic, educational, recreational, or social purposes)

Answer the following:

1) Will/Does applicant charge admission or a participation fee?

Yes ___ No ___ If yes, specify costs _____ per person/per hour (circle one)

2) Will food be served? Yes ___ No ___ (If yes, custodial fees will apply)

APPLICANT AGREES TO:

1. Assume all liability for and agrees to indemnify and hold the Board, its respective members, agents, contractors, servants, employees, volunteers, applicants or invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with any acts or omissions of the Applicant, its members, agents, contractors, servants, employees, volunteers, applicants, or invitees related to its use of the Board's facilities, including but not limited to, the Applicant's use of any portable equipment. In the event that an action or proceeding is brought against the Board by reason of any such claim, the Applicant, upon notice from the Board, covenants to resist or defend, at Applicant's expense such action or proceeding by counsel reasonably satisfactory to the Board.
2. Assume full responsibility for Bodily Injury and Property Damage incurred as a result of the acts or omissions of the Applicant, its members, agents, contractors, servants, employees, volunteers, applicants, or invitees. The Applicant must present an insurance certificate guaranteeing proper liability coverage of at least a Combined Single Limit of \$1,000,000 per occurrence/\$2,000,000 aggregate insuring the Applicant against any liability for bodily injury and property damage. The Pequannock Township Board of Education shall be named as an additional insured on such insurance policy. A copy of the necessary insurance policy must be presented to the Pequannock Township Board of Education with the Applicant's use of the facilities request.
3. Assume responsibility for preserving orders in said school during its use of the facilities, for all fees in connection with the Applicant's use of the facilities, including when necessary, custodial and/or other fees.
4. Observe and adhere to all of the Board's rules and regulations governing the use of the facilities as set forth in the Pequannock Township Board of Education policies and regulations. The foregoing policies and regulations are as much a part of this application and agreement as if they were attached hereto. Additional copies of said policies and regulations may be obtained at the Office of the Board of Education 538 Newark Pompton Turnpike, Pompton Plains, NJ and on the District website at www.pequannock.org. Any violation of these terms and conditions may result in the immediate expulsion of the Applicant from the Board's facilities.
5. If school is closed due to inclement weather, Applicant's event/function shall be cancelled.
6. If the Applicant is a "youth sports team organization," as that term is defined by N.J.S.A. 18A:40-41.5(b), the Applicant shall provide the Board with a statement of compliance with the Board's Policy No. 2431.4 "Concussion Testing and Return-to- Play" for the management of concussions and other head injuries. As defined in N.J.S.A. 18A:40-41.5(b) a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.
7. Pursuant to N.J.S.A. 18A:40-41.5, the Board shall not be liable for the injury or death of a person due to the action or inaction of the Applicant or any of the Applicant's members, agents, contractors, servants, employees, volunteers, applicants, or invitees.
8. All charges for the use of school facilities will be paid within thirty (30) days after the Applicant's use of the facilities. Late payments will be charged a late fee of 2% monthly.
9. Any requested changes or modifications in this application and agreement for the use of facilities must be made in writing by the Applicant and approved by the Board at least seven (7) days in advance of the date scheduled for the use of facilities.

INITIAL THE FOLLOWING:

_____ I have read and understand Board Policy 7510 and Regulation 7510R for the rules, regulations, and conditions for use of facilities.

_____ I have read and understand Board Policy 2431.4 and Regulation 2431.4 for prevention and treatment of concussions and head injuries.

_____ I have read, printed, and will have available the School Program Security Guide during the event.

I hereby accept responsibility for supervision, compliance with applicable laws, regulations, Pequannock Township Board of Education policies, and payment of fees (if applicable, and subject to additional assessment in the event of damages) associated with the aforementioned use of school facilities. I understand that the Board of Education reserves the right to change the facility/room assignment and to withdraw the privilege of using the facilities if conditions for use are not observed or abused, and to take any action deemed appropriate by the Board without notice to the applicant. All applicants must provide the following- (1) Certificate of Incorporation (if any); (2) Proof of non-profit status; (3) Certificate of Insurance naming Pequannock Township Board of Education as an additional insured with minimum limit of \$1 million per occurrence and \$2 million aggregate; (4) Copy of driver license of requester/person responsible for the event and activities. Incomplete applications will not be considered.

Print Name of Applicant _____ Position with Organization _____

Signature of Applicant _____ Date _____

OFFICE USE ONLY

_____ Building Principal

_____ Athletic Director

_____ BOE Business Office (billing)

PARTICIPANT RELEASE FORM

In consideration of the said PEQUANNOCK TOWNSHIP Pubic Schools allowing the undersigned to participate in the use of a facility, I/we release the said PEQUANNOCK TOWNSHIP Public Schools, its representatives, agents, employees, principals, successors and assigns from all claims, demands, suits, damages, actions, causes of action and liabilities whatsoever of every name and nature, both in law and equity, on account of or in any way resulting from injuries sustained while present at or participating in any activity at the said School facilities except in the event such injuries are sustained due to the sole negligence of the said PEQUANNOCK TOWNSHIP Public Schools; and further, I/we release the said PEQUANNOCK TOWNSHIP Public Schools., its representatives, agents or employees from any and all duties and responsibilities for the care of our group members while at the School facilities.

Facility: _____

Name of Organization: _____

Authorized Signature: _____ Date: _____

Billing Address: _____

Telephone: _____

Group's Liability Insurance Coverage:

Company: _____

Policy #: _____

Statement of Compliance with the
Pequannock Township Board of Education Policy No. 2431.4
"Concussion Testing and Return-to-Play"

I, _____, on behalf of
_____ (organization
requesting use of facility), hereby certify to the following:

1. The Pequannock Township Board of Education and the user group
named above are Parties to a Use of Public School Facilities
Agreement entered into on (date) _____, for the
purpose of permitting the user group to utilize the
facilities and/or fields belonging to the Pequannock Township
Board of Education for the purpose of
_____.

2. In accordance with N.J.S.A. 18A:40-41.5(a)(2), the user group
has read and hereby agrees to comply with Board Policy No.
2431.4 "Concussion Testing and Return to Play" which is
readily available on the District website or at the Board of
Education Offices located at 538 Newark Pompton Turnpike,
Pompton Plains NJ.

WITNESS:

USER GROUP REPRESENTATIVE

Dated: _____

Dated: _____



Pequannock Bureau of Fire Safety

530 Newark Pompton Turnpike
Pompton Plains, New Jersey 07444
973-835-5700 ext. 194

Application for Permit

The Uniform Fire Code states:

"Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a processor activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official." [N.J.A.C. 5:70-2.7(a)]

Date of application: _____

Location where activity will occur _____

Date/s _____ Time/s: _____

Applicant Name _____ Address _____

Organization Name: _____

Phone: _____ Cell: _____

Emergency #: _____ Email: _____

Block/Lot _____ Registration # _____

The above named applicant hereby requests permission to conduct the following activity at the above indicated location:

And for the keeping, storage, occupancy, sale, handling or manufacture of the following: _____

(State quantities for each category to be stored, or used and the method stored or used:) _____

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature

Fire Official Signature

Fee Amount

Permit Type

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7510 – USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular program of the school district. For the purpose of this policy, “school facilities” also includes school grounds.

The Superintendent or his/her designee will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent or designee. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

- Class 1: Pequannock School Groups
- Class 2: Pequannock non-profit groups for the benefit of Pequannock children
- Class 3: Pequannock for-profit groups for benefit of Pequannock children
- Class 4: Pequannock for-profit groups
- Class 5: Any other entity organized for athletic, cultural, civic, educational, recreational or social purposes.

USE FEES (Does not include service charges/fees which apply to all groups)

Class 1 and 2: No Fee

Class 3 and 4: As per schedule

Class 5: As per schedule

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function.

The use of school facilities will not be granted for any purpose that is prohibited by law.

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Service Charges/Fees

The costs of custodial services (see service charges/fees schedule), including overtime, required as a result of the facilities' use will be borne solely by the organization incurring those costs in any of the five categories identified above including any and all costs associated with post clean-up. Hours worked or a set fee will be levied on all groups using school facilities. Custodial service will be required for all occasions when buildings are used and may also be required for fields. A cafeteria employee will be required for use of the kitchens. Municipal Police may be required at the discretion of the Superintendent and/or his/her delegate. Other service, such as audio-visual operation or other school attendant may be required or requested for an additional cost. The Board reserves the right to determine whether school district security personnel will be required during use of the facilities. Hours worked or a set fee will be levied on all groups using school facilities.

Each user shall present evidence of valid organizational liability insurance to the limit prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations and use by Pequannock School Groups – Class 1 and Pequannock non-profit groups for the benefit of Pequannock Children – Class 2 shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by law enforcement agency in connection with the use.
2. All other organization or persons granted the use of school facilities shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

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The school district shall provide a copy of Policy and Regulation 2431.4 - Prevention and Treatment of Sports Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purposes of this policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contract information in accordance with the provisions of N.J.S.A. 18A:41-7.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:20-34; 18A:41-7

Adopted: 24 January 2000

Revised and Adopted: 9 September 2019

Revised and Adopted: 23 March 2020

Revised and Adopted: 14 December 2020

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7510R – USE OF SCHOOL FACILITIES

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, III, IV and V users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:
Pequannock School Groups
2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs. Class II users include the following organizations and individuals:
Pequannock non-profit groups for the benefit of Pequannock children
3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:
Pequannock for-profit groups for benefit of Pequannock children
4. Class IV - Pequannock for-profit groups
5. Class V - Any other entity organized for athletic, cultural, civic, educational, recreational or social purposes.
6. No other organizations or individuals will be permitted to use school facilities.

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Principal and/or Business Office.
2. Application for use of school facilities must be submitted to the Principal and/or Business Office not less than 30 calendar days before the date of the requested

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BOARD OF EDUCATION

use. A use that requires the approval of the Board must be submitted not less than 20 calendar days prior to a regular Board meeting and not less than 30 calendar days before the date of the requested use.

3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The Principal or designee will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.
2. If the facility is not available for use, the Principal or designee will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Principal or designee will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Superintendent for final approval or for referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:

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- a. School facilities are available for use only on weekdays, including school vacations.
 - School facilities may be available for use on Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial coverage.
 - b. School facilities will be available for use only during the hours requested and approved on the application for use. All facilities use will end no later than 9:00 pm. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
 - c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
 - d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The Principal or designee will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. This information will be provided on the application form.
 6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
 7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
 8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
 9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.

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10. Permission to use school facilities is not transferable.
11. The organization representative must inform the Principal or designee of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Principal or designee of a canceled use at least 24 hours in advance of the scheduled time of the use may result in imposition of service charges.
12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of
 - a. \$1,000,000 per occurrence
 - b. \$2,000,000 in the aggregate
4. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which

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are member teams in a league organized by or affiliated with a county or municipal recreation department.

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 Substance Abuse and 7435 Smoking, Drinking, Illegal Gambling and use of Drugs on School Grounds.
 - e. Smoking is prohibited in accordance with Policy No. 7434 Smoking in School Buildings and on School Grounds.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
 - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
 - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
 - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.

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- d. The user must request in the application and receive permission to use, move, or tune a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without prior approval.
- l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

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3. Uses Must be Properly Supervised.

- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed to perform extra services as an accommodation to the user, the user may be charged an additional fee and the custodian will be compensated accordingly by the district.
- b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

F. Fee Schedule

1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b will be billed.
2. Class II users will not be charged a facility fee, but will be charged

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- a. For the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b, if any, and
 - b. For service costs of the use of Custodial, Fuel, and Lighting.
 3. Class III users will be charged the costs charged Class II users (paragraph F2a and paragraph F2b) and the following Schedule of Fees for Facility Use for each four hours' use.
 4. An itemized bill for the use of school facilities will be prepared based on the approved application form. The bill will be sent to the representative of the applicant organization in advance of the use and payment may be requested in advance of the use.
- G. Provision of Training on School Safety and Security
1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.
 2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
 3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.
 - a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

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SCHEDULE OF FEES FOR FACILITY USE

<i>FACILITY</i>	<i>Rate/Hour</i>
HIGH SCHOOL	
Auditorium	\$250
Gymnasium	\$100
Cafeteria	\$100
Cafeteria with Kitchen	\$200
Kitchen	\$100
Media Center	\$25
Classroom	\$20
FIELDS	
Football-Turf	\$200
Baseball / Softball Games	\$75 per game
Field Lighting Costs	\$100
MIDDLE SCHOOL	
All Purpose Room	\$100
Gymnasium	\$100
Cafeteria	\$75
Cafeteria with Kitchen	\$150
Kitchen	\$75
Media Center	\$25
Classroom	\$20
ELEMENTARY SCHOOLS	
Gymnasium/Multi-Purpose Room	\$75
Media Center	\$25
Classroom	\$20

Adopted: 6 June 2016

Revised and Adopted: 13 March 2017

Revised and Adopted: 14 December 2020

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2431.4 – PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that students participating in athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student to return to athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

For the purpose of this Policy and Regulation 2431.4, programs of athletic competition shall include high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

The school district shall adopt an athletic head injury safety training program. The program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse. The training program shall be in accordance with guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

The school district shall annually distribute the NJDOE-developed educational fact sheet regarding sports-related concussions and other head injuries to all parents of students participating in any athletic competition or practice and shall obtain a signed acknowledgement of the receipt of the fact sheet by the student and their parent in accordance with N.J.S.A. 18A:40-41.2(c).

A student who participates in an athletic competition or practice and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from athletic competition or practice. A student removed from athletic competition or practice shall not participate in further athletic competition or practice until they are evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to athletic competition or practice; and the student returns to regular school activities and is no longer experiencing symptoms of the injury when conducting those activities in accordance with N.J.S.A. 18A:40-41.4.

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The return of a student to athletic competition or practice shall also be in accordance with the graduated, six-step “Return to Play Progression” recommendations and any subsequent changes or other updates to these recommendations as developed by the Centers for Disease Control and Prevention (CDC). The Board shall revise this Policy and Regulation 2431.4 whenever the CDC changes or otherwise updates the “Return to Play Progression” recommendations.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation 2431.4 shall be reviewed and approved by the school physician annually and updated as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and other head injuries in accordance with N.J.S.A. 18A:40-41.3.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Adopted: 21 November 2011

Revised and Adopted: 24 September 2012

Revised and Adopted: 23 March 2022

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2431.4R – PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. Allowing a student to return to athletic competition or practice before recovering from a concussion increases the chance of a more serious brain injury. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Athletic Head Injury Safety Training Program

1. The school district will adopt an athletic head injury safety training program.
2. The training program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.
3. This training program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

B. Prevention

1. The school district may require pre-season baseline testing of students before the student begins participation in athletic competition or practice. The baseline testing program shall be reviewed and approved by the school physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information for students participating in athletic competition or practice on the prevention of concussions.
3. All school staff members, students participating in athletic competition or practice, and parents of students participating in athletic competition or practice shall be annually informed through the distribution of the NJDOE Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal

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and coaches on the importance of early identification and treatment of concussions to improve recovery.

C. Signs or Symptoms of Concussion or Other Head Injury

1. Possible signs of concussions may be observed by coaches, athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to:
 - a. Appearing dazed, stunned, or disoriented;
 - b. Forgetting plays or demonstrating short-term memory difficulty;
 - c. Exhibiting difficulties with balance or coordination;
 - d. Answering questions slowly or inaccurately; and/or
 - e. Losing consciousness.
2. Possible symptoms of concussion shall be reported by the student participating in athletic competition or practice to coaches, athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion may be, but are not limited to:
 - a. Headache;
 - b. Nausea/vomiting;
 - c. Balance problems or dizziness;
 - d. Double vision or changes in vision;
 - e. Sensitivity to light or sound/noise;
 - f. Feeling sluggish or foggy;
 - g. Difficulty with concentration and short-term memory;
 - h. Sleep disturbance; or
 - i. Irritability.

D. Medical Attention for a Student Suspected of a Concussion or Other Head Injury

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1. A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from athletic competition or practice.
 - a. A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.
 - (1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.
 - (2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with E. below.
2. The staff member supervising a student who has been removed from athletic competition or practice in accordance with D.1. above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.
 - a. A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification.

E. Medical Examination and Written Medical Clearance

1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:
 - a. The student is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions;

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- b. The student receives written medical clearance from a physician trained in the evaluation and management of concussions to return to competition or practice; and
 - c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
 - 2. The student's written medical clearance from a physician must indicate a medical examination has determined:
 - a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
 - b. The student's injury was a concussion or other head injury and the student's physician will monitor the student to determine when the student is asymptomatic at rest and when the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
 - 3. The student's written medical clearance must be reviewed and approved by the school physician.
 - 4. The student may not begin the graduated return to athletic competition and practice protocol in F. below until the student receives a medical examination and provides the required written medical clearance.
 - 5. A written medical clearance not in compliance with the provisions of E. will not be accepted.
- F. Graduated Return to Athletic Competition and Practice Protocol
 - 1. The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention.
 - a. Back to Regular Activities (Such as School)

The student is back to their regular activities (such as school) and has the green-light from the student's physician approved by the school physician to begin the return to play process. A student's

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return to regular activities involves a stepwise process. It starts with a few days of rest (two-three days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.

b. Light Aerobic Activity

Begin with light aerobic exercise only to increase the student's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

c. Moderate Activity

Continue with activities to increase the student's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).

d. Heavy, Non-Contact Activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).

e. Practice and Full Contact

The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.

f. Athletic Competition

The student may return to athletic competition or practice.

2. It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.
3. If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous

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step if approved by the student's healthcare provider and provides written medical clearance to the school physician.

G. Temporary Accommodations for Student's Participating in Athletic Competition with Sports-Related Head Injuries

1. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
2. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students who return to school after a concussion may need to:
 - a. Take rest breaks as needed;
 - b. Spend fewer hours at school;
 - c. Be given more time to take tests or complete assignments (all courses should be considered);
 - d. Receive help with schoolwork;
 - e. Reduce time spent on the computer, reading, and writing; and/or
 - f. Be granted early dismissal from class to avoid crowded hallways.

Adopted: 24 September 2012

Revised and Adopted: 23 March 2022

Pequannock Schools



Program Security Guide (Hillview Elementary)

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III. Emergency Contacts

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I. HV Life Saving Equipment Locations

A.E.D. Locations



- ☐ Inside hallway at the gymnasium door
- ☐ Inside hallway between main office and nurse's office
- ☐ Outside main entrance mounted on wall (warm weather)
- ☐ Outdoor near back parking lot mounted on fieldhouse (warm weather)

Epipen and Narcan Spray Location



- ☐ Inside the main office mounted on wall (***If office door is locked locate a custodian immediately***)

Fire Extinguisher Locations



- ❑ Fire Extinguishers are located throughout the interior of the school

Fire Pull Box



- ❑ Fire Pull Boxes are located throughout the interior of the school

II. Hillview School Safety and Security

Severe Weather

Severe weather can strike at anytime. The greatest dangers from high winds are roof failure, breaking glass and flying debris. Be prepared to take action. Use the information below to assist you in making the best decisions:

1. If outdoors, seek shelter indoors.
2. In high wind situations move to the interior of the building.
3. ***Do not*** seek shelter in the gym if extreme winds are present. Move to the interior of the building.
4. Small interior rooms, bathrooms and ***hallways with no windows that are away from the exterior doors offer the best protection.***
5. If your school has more than one story, evacuate the upper level of your school to the lower interior level. The lowest level is always the safest.
6. When severe winds are present have students sit near the interior wall and clasp their hands above their heads to protect themselves from debris.
7. Know what action you are going to take ***before*** severe weather strikes.
8. The Pequannock Police should always be notified of your situation.
9. Always keep an attendance record of your students.

Fire/Smoke Evacuation

Be prepared to evacuate the school if the fire alarm sounds, an odor of smoke is detected or a fire is reported. Use the information below to assist you in making the best decisions:

1. Know where the closest exit and alternate exits are located.
2. Know where the fire pull boxes and fire extinguishers are located.
3. Keep students quiet and orderly and evacuate through the closest, safest exit. ***Call 911***
4. Move to a minimum distance that is twice the height of the school's roof. Be prepared to move further away should it be necessary.
5. Do not reenter the school until cleared by the Fire Chief or Police
6. Always keep an attendance record of your students.

Evacuations

Gas leaks, bomb threats or any other serious incident may require the evacuation of the school to a minimum distance of 1000 feet. See the below information:

1. Know where the closest exit and alternate exits are located.
2. ***Call 911*** and advise the police of the situation.
3. If you ***smell gas***, immediately evacuate everyone in the building to the edge of the fields to a minimum of 1000 feet from the school.
4. If a ***bomb threat*** is received: Stay calm and call the police. The police will advise on whether the threat requires evacuation or not. If they determine an evacuation should take place move 1000 feet from the school.

Lockdowns

A dangerous person enters the building with the intent of harming someone. What actions do you take to keep your students safe? Hide? Run? Defend Yourself? All of those options are on the table. You must be prepared and make choices based on the scenario. The information below will assist you in making the right decisions.

1. Know how to lock and secure the doors. If a **dangerous person** is in the building and you could protect your students by hiding behind a locked door do so immediately.
2. **Call 911** as soon as possible!!
3. Stay away from the door windows so you cannot be seen. Find an area that is out of the door window site line.
4. Have everyone remain quiet.
5. If it is absolutely safe to do so, and it is the best option, evacuate the building and seek a safe location. If it is not safe, stay behind the locked door and wait for the police.
6. As a last resort you may have to defend yourself. If you or your students are in imminent danger prepare yourself with available objects (chairs, desks, tools etc.) to disable the intruder.
7. Remember every scenario is different. You may have to:
 1. **Hide** behind a locked door
 2. **Run** to a secure location
 3. **Defend** yourself

See next page (7) for information on locking doors:

Locking the Doors



Gym Doors and All Purpose Room

- 1. Lock Door by pulling the red strap off the buckle*
- 2. The Panic Bar will pop out*
- 3. Pull the door closed to ensure it is locked*

III. Emergency Contacts

- **EMERGENCY DIAL 9 1 1**
- Pequannock Police Department- (973) 835-1700 or 911
- PSEG - (800) 880-7734
- Pequannock Security- (973) 616-6000 Ext.6123
- H.V. Office- (973) 616-6080
- Parks and Recreation- (973) 835-5700
- Boys and Girls Club- (973) 633-9007

Pequannock Schools



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5. If your school has more than one story, evacuate the upper level of your school to the lower interior level. The lowest level is always the safest.
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1. Know how to lock and secure the doors. If a ***dangerous person*** is in the building and you could protect your students by hiding behind a locked door do so immediately.
2. ***Call 911*** as soon as possible!!
3. Stay away from the door windows so you cannot be seen. Find an area that is out of the door window site line.
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5. If it is absolutely safe to do so, and it is the best option, evacuate the building and seek a safe location. If it is not safe, stay behind the locked door and wait for the police.
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