

**Northern Highlands Regional High School District
Board of Education**

Instructions for Filing an Application

- ❑ Please complete the Use of Facilities Request form online. All requests must be made at least 30 days in advance of the activity.
- ❑ Northern Highlands Regional High School will calculate all charges as per the rental fee schedule
- ❑ Once your application has been approved, you will receive and submit a **Licensee Agreement** and a **Statement of Compliance for Concussions** (for athletics and select physical activities).
- ❑ An **insurance certificate** naming Northern Highlands as an additional insured will be needed. The user shall furnish evidence in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate.
- ❑ A deposit of \$200 is required (except for non-profit organizations) within 14 days of your approval.
- ❑ The balance for all fees will be due two weeks after your event/rental date.
Please make all checks payable to *Northern Highlands Regional High School*.

Your application must include ***a Licensee Agreement, a Statement of Compliance for Concussions (for athletics and select physical activities only), and a Certificate of Insurance***. **We will not hold dates. Your dates will only be reserved upon completion of your application.** Please mail or email the requested documents together with your deposit to the address below:

Northern Highlands Regional High
School of Business Office
298 Hillside Avenue
Allendale, NJ 07401

Attention: Mrs. Jennifer Courtney
courtneyj@northernhighlands.org

Phone Number: 201-327-8700 ext. 515

Fax Number: 201-818-3370

A refundable deposit is required at the time of application, except for non-profit

A fully executed agreement will be given to you

The balance for all fees will be due two (2) weeks prior to your event/rental date

Cancellation Policy:

- ***If notice of cancellation is given sixty days or more in advance of the scheduled date, a full refund of the deposit will be given. No refund of deposit if notice of cancellation is given less than sixty days in advance of the scheduled date.***

**Northern Highlands Regional High
School District Board Education**

APPLICATION & AGREEMENT FOR USE OF PUBLIC SCHOOL FACILITIES

All applications must be submitted to the business office at least thirty (30) days prior to requested use.

Name of Licensee: _____

The organization or individual applying for the use of the Northern Highlands Regional High School District's facilities shall be referred to as the "Licensee."

Organization Address: _____

Description of Activity / Purpose of Use: _____

Number of People Expected to Attend: _____

Contact Person: _____ Contact Person Work Phone: _____

Contact Person e-mail (required): _____ Cell Phone: _____

The Northern Highlands Regional High School District Board of Education shall be referred to as the "Licensor."

Event Details								
Day(s)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date(s)								
Date(s) (continued)								
Start/end time each day								
Hours of access needed daily								

The Licensee hereby makes application for the use of:

Room/Field	Location	# of 6 foot tables	# of chairs	Sound System	Lighting/Other
Auditorium					
Back Gymnasium					
Center Café					
Classrooms (each seats 25)					
Cultural Arts Center (seats 50)					
Main Café (seats 350)					
Main Gymnasium					
Other					
Senior Café (seats 150)					
Soccer Field					
Tennis Courts (5 courts)					
Track					
Turf Field					
Varsity Baseball					
Varsity Softball					

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Northern Highlands will calculate all charges for the rental including custodial fees and sound/lighting fees based on the information above and the attached Rental Fee Schedule.

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If this application is granted to Licensee, _____
(Name of organization or group)

Licensee agrees to:

1. Assume all liability for and agrees to indemnify and hold the Licensor, its respective members, agents, contractors, servants, employees, volunteers, licensees 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 Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees related to its use of the Licensor's facilities, including but not limited to, the Licensee's use of any portable equipment. In the event that an action or proceeding is brought against the Licensor by reason of any such claim, the Licensee, upon notice from the Licensor, covenants to resist or defend, at Licensee's expense such action or proceeding by counsel reasonably satisfactory to the Licensor.
2. Assume full responsibility for bodily injury and property damage incurred as a result of the acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees. The Licensee 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 Licensee against any liability for bodily injury and property damage. The Licensor shall be named as an additional insured on such insurance policy. The Licensee must also include an additional insured endorsement via a CG 20100704 or equivalent. A copy of the necessary insurance policy must be presented to the Licensor, upon request, prior to the Licensee's use of the facilities.
3. Assume responsibility for preserving order in said school during its use of the facilities, for all fees in connection with the Licensee's use of the facilities, including when necessary, custodial fees.
4. Observe and adhere to all of the Licensor's rules and regulations governing the use of the Licensor's facilities as set forth in the Licensor's 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 Licensor's Business Office. Any violation of these terms and conditions may result in the immediate expulsion of the Licensee from the Licensor's facilities.
5. If school is closed due to inclement weather, work stoppage or other emergency, Licensee's event/function shall be cancelled. A full refund will be given if the event is cancelled by Northern Highlands for these reasons.
6. If the Licensee is a "youth sports team organization," as that term is defined by N.J.S.A. 18A:40-41.5(b), the Licensee shall provide the Licensor with a statement of compliance with the Licensor'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. If the Licensee is a "youth sports team organization," the Licensee shall provide the Licensor with a copy of their accident insurance policy or certificate of insurance, guaranteeing proper accident coverage for the participants.
8. Pursuant to N.J.S.A. 18A:40-41a and N.J.S.A. 2A:62A-27, the Licensor, its employees, agents and servants shall not be liable for the injury or death of a person arising from the presence of and access to an AED, as well as the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees or invitees.
9. The Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees hereby acknowledge that the requirements of N.J.S.A. 18A:40-41a-c concerning automated extended defibrillators apply to school-sponsored athletic events or team practices in which students of the district participate.

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10. Pursuant to N.J.S.A. 18A:40-41.5, the Licensor shall not be liable for the injury or death of a person due to the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees, or invitees.
11. The Licensee must assume full responsibility for the conduct of all participants while they are in or about school buildings and grounds. Full compliance with the Board of Education Guidelines and Rules attached to this agreement is expected and the Licensee must ensure said compliance. Any violation of Board expectations for the use of the Licensor's facilities will result in the cancellation of the event/activity and /or full restitution for any damages. The Licensee must provide an adequate number of persons to supervise participants in the activity.
12. Permission to use school facilities only extends to the area requested. In addition there is:
 - No smoking or alcohol permitted on premises
 - No parking along the front circle and/or along the yellow curbs
 - All areas of egress, including the backstage area of the auditorium, must remain free of debris as per fire regulations
13. All charges for the use of school facilities will be paid fourteen (14) days **before** the Licensee's use of the facilities.
14. Any requested changes or modifications in this application and agreement for the use of facilities must be made in writing by the Licensee and approved by the Licensor at least three (3) days in advance of the date scheduled for the use of facilities.
15. I have read and hereby represent that the Licensee shall comply with any and all of the Licensor's rules, regulations, and policies.
16. The Licensee has provided a deposit payable to **Northern Highlands Regional High School**, except for non-profit.
17. The Licensee has provided the required certificates of insurance to the Licensor.
18. The Licensee will be billed for facility use, which will include the cost of custodial coverage.
19. As a condition for use of the facility/equipment, the organization agrees to defend, indemnify and hold harmless the Board, collectively and individually, and its members, agents, officials, representatives, consultants, and employees from and against any and all liabilities, obligations lawsuits, damages, personal injury, losses, or claims including, but not limited to, reasonable attorney's fees, that may be imposed upon or incurred by or asserted against the Board arising directly or indirectly from the organization's use of the facility, including but not limited to claims arising from an attendee or participant's contraction of or exposure to COVID-19 or the organization's alleged failure to implement the guidelines noted in all applicable Executive Orders or guidance issued by a state, local or federal authority related to the COVID-19 pandemic/epidemic

Signature of Licensee

Position with Organization Named Above

Home Address

Telephone Number

Date

Cancellation Policy:

Deposit – If notice of cancellation is given sixty (60) days or more in advance of scheduled date, a full refund of the deposit will be given. No refund of deposit if notice of cancellation is given less than sixty (60) days in advance of scheduled date.

**Northern Highlands Regional High School
District**

**Rental Fee Schedule
2023-2024**

		<u>Daily</u>
Auditorium	(Performance)	\$725
	(Rehearsal)	\$425
Cafeteria	(Main)	\$325
	(New/middle)	\$225
Classroom		\$150
Cultural Arts Center		\$225
		<u>Seasonal</u>
Grass Athletic Fields		\$1,200
Gymnasium	(Main)	\$1,200
	(Middle)	\$500
	(Back)	\$750
Tennis Courts		\$1,200
Stadium (Synthetic Grass)		N/A
		<u>Daily (up to 4 hours)</u>
Grass Athletic Fields		\$175
Gymnasium	(Main)	\$500
	(Middle)	\$250
	(Back)	\$375
Tennis Courts		\$175
Stadium (Synthetic Grass)		\$275

Additional Costs

Custodial Fees:	Regular Time: \$50/per hour
	Overtime: \$75/per hour (Monday-Friday after 10:00 pm.; Saturdays after 3:00 p.m.)
	Double Time: \$95/per hour (Sundays or holidays after 5:00 p.m.)
	Depending on the nature of the activity, custodial fees may be adjusted.
Sound and Lighting:	\$55/per hour

Also Needed

An insurance certificate naming Northern Highlands as an additional insured. The user shall furnish evidence of the purchase of liability insurance in the amount of \$1,000,000 per occurrence/\$2,000,000 aggregate. A Statement of Compliance is also necessary.

Maximum Occupancy

Auditorium	750
Main Cafeteria	400
Center Cafeteria	200
Senior Cafeteria	200
Gymnasium	1,000

Notes:

\$20/per camp participant

\$200 Deposit is required

All facility/staff necessary for building usage is in addition to above

The Business Administrator reserves the right to modify the fee scale based on needs of the organization/cost to the district

Use of scoreboard(s), etc. may incur an additional fee

Planetarium not covered under this guide

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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. In order to ensure the safety of pupils that participate in interscholastic athletics and cheerleading programs, it is imperative that student-athletes, cheerleaders, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics or cheerleading programs is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes and cheerleaders in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, “interscholastic athletics” shall be kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts. For the purpose of this Policy, “cheerleading program” shall be kindergarten through twelfth grade school-sponsored cheerleading programs.

The school district will adopt an Interscholastic Athletic and Cheerleading Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This training program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete, who participates in interscholastic sports and every cheerleader, who participates in a cheerleading program. The Principal or designee shall obtain a signed acknowledgement of the receipt of the fact sheet by the student-athlete or cheerleader’s parent and keep on file for future reference.

Prevention of a sports-related concussion and head injuries is an important component of the school district’s program. The school district may require pre-season baseline testing of all student-athletes and cheerleaders before the pupil begins participation in an interscholastic athletic or cheerleading program.

Any student-athlete or cheerleader, who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete or cheerleader is exhibiting signs or symptoms, the pupil will be evaluated by the school or team physician. The Principal or designee shall contact the pupil’s parent, and inform the parent of the suspected sports-related concussion or other head injury.

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Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete or cheerleader to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete or cheerleader with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.

A student-athlete or cheerleader, who participates in interscholastic athletics or a cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed healthcare provider. The pupil's physician or licensed healthcare provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The pupil's physician or licensed healthcare provider must provide to the school district a written medical release/clearance for the pupil indicating when the pupil is able to return to the activity. The medical release/clearance must indicate the student-athlete or cheerleader is asymptomatic at rest and either may return to the interscholastic athletic activity or cheerleading program because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

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

This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

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

Northern Highlands Regional High School District Board of Education

**2431.4 Statement of Compliance
with the Northern Highlands Board of Education**

**“PREVENTION AND TREATMENT OF SPORTS-RELATED
CONCUSSIONS AND HEAD INJURIES”**

I, _____
on behalf of _____
(hereinafter referred to as “Licensee”), hereby certify to the following:

1. The Northern Highlands Board of Education (hereinafter referred to as the “Licensor”) and the Licensee are parties to a Use of Public School Facilities Agreement (hereinafter referred to as the “Agreement”) entered into on _____ for the purpose of permitting the Licensee to utilize the _____ (hereinafter referred to as the “Facilities”) for the purpose of _____.
2. In accordance with N.J.S.A. 18A:40-41.5 (a) (2), the Licensee has read and hereby agrees to comply with Board Policy No. 2431.4, “Prevention and Treatment of Sports-Related Concussions and Head Injuries,” a copy of which is attached and made a part hereof in connection with its use of the Facilities as provided in the Agreement.

LICENSEE:

Date: _____

**Northern Highlands Regional
High School District Board of
Education**

Guidelines for Use of Athletic Fields

Please observe the following when using the Northern Highlands High School facility:

- An approved application including the submittal of a valid copy of insurance is required prior to issuance of an agreement.
- An agreement will be issued and must be carried/shown to prove that the school district has granted permission. Only the facilities listed on the agreement (and during the approved time-frame) are allowed to be used. **In-season varsity fields are off limits!**
- Repairs or modifications to fields (including raking out puddles, painting of lines, adding dirt to wet areas, use of "speedy dry") are not permitted by any party not affiliated with the school district. If fields are wet then activities should not take place.
- Coaching supervision is required at all times.
- All field rules must be followed or groups will lose the privilege to use the facilities.
- High school teams take precedence. If a coach/program is running overtime, please respect the program and coach and be patient. Groups should not arrive more than ten (10) minutes prior to their scheduled time.
- Users/applicants will be personally responsible and liable for any damage to a field, facility or on-site equipment (fencing, nets, goals etc.).
- Please have all coaches, players and parents show respect to our coaching and custodial staff.
- Scoreboards will not be provided.
- Pets/animals are not allowed.
- All parking rules and signs must be adhered to; violators will be ticketed or towed at the vehicle owner's expense.
- Clean up any debris upon the conclusion of the activity.
- **All scheduled dates and times are subject to change.** Programs not affiliated with the high school should check the school website (www.northernhighlands.org) and the daily calendar to check if events have been cancelled and/or fields are closed. Additionally, program coaches should confirm schedules with the school activities office at 201-327-8700 (Ron/ext. 518 or Bethany/ext. 567) at 2:15 p.m. each day.

Any unauthorized use, damage to fields or failure to adhere to the above procedures will result in loss of future use of facilities.

Please Note: Northern Highlands has ample parking to accommodate parents and visitors at athletic events and games. Please do not park on adjacent streets, especially East Elbrook Avenue behind Northern Highlands. The Allendale Police have informed us that vehicles parked on both sides of East Elbrook create a hazard, and that you risk a summons.

**Northern Highlands Regional
High School District Board of
Education**

STADIUM FIELD RULES

In addition to the guidelines for facility use, the following are **PROHIBITED** on the stadium synthetic field and track surfaces:

- Wearing of metal spikes
- Littering
- Food consumption of any kind including sunflower, pumpkin, peanuts and other shelled seeds/nuts
- Beverages other than **plain** water -- Gatorade, vitamin water, juice, coffee, tea, soda, alcohol, etc. are prohibited
- Gum or tobacco chewing
- Glass Containers
- Smoking
- Bikes, scooters, skateboards or rollerblades
- Golfing
- Gas or open flames
- Remote controlled planes, cars or any other models powered by an electrical or mechanical device
- Vehicles
- Sleds or goals with metal, steel or aluminum runners
- Unauthorized snow removal from the artificial surface if the field is snow-covered or closed
- Lawn chairs or erection of tents or stands
- Any other activity or behavior that may damage the field/track

THANK YOU FOR YOUR COOPERATION

AREAS OF THE CAMPUS ARE UNDER VIDEO SURVEILLANCE

Please Note: Northern Highlands has ample parking to accommodate parents and visitors at athletic events and games. Please do not park on adjacent streets, especially East Elbrook Avenue behind Northern Highlands. The Allendale Police have informed us that vehicles parked on both sides of East Elbrook create a hazard, and that you risk a summons.



Northern Highlands Regional High School District

Board of Education

James J. Davis
Business Administrator / Board Secretary

Debbie Saunders (201) 327 8700
x573 Administrative Assistant to BA

TO: Mr. Michael McCabe, President NHEA
Presidents of Northern Highlands HASA, MPAA and Sports Association
Facility Applicants, and
Contractors of Record

FROM: DATE: RE:

A handwritten signature in blue ink, appearing to be 'James J. Davis', written in a cursive style.

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Annual Notification Letter

The Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763 requires all schools from Pre-K to Grade 12 to conduct inspections to determine if they contain asbestos-containing building materials (ACBM). If they do contain these materials, the ACBM must be categorized according to the type of material, its location, current damage, and its potential for future damage. Also, a detailed Asbestos Management Plan must be developed. The Management Plan details the inspection findings, and outlines the response actions the School Board intends to implement.

To accomplish these goals, the School District now has on file at the school and in the District Office a NJ State Department of Health approved Asbestos Management Plan for the school facility. The provisions of the plan are being implemented in a timely and on going fashion. It is your Board's desire to provide a safe and healthy facility for all students, employees and visitors.

The purpose of this letter is to satisfy the requirements of AHERA for written notice of the availability of the Management Plan for review. Should you desire, please contact Mr. Davis for further details.

Since the last written notice, there have been several small asbestos abatement projects in Rooms 208, 209, 249, 250 and section of the auditorium. A bulk sample was collected on October 12, 2017 to determine whether asbestos existed in the pipe fitting insulation behind the showers in the girls' locker room. The result was NOT ASBESTOS. A 3- year re-inspection was performed in October 2015 as required by the AHERA regulations and the next 6-month surveillance will be done in April 2018. The next 3-year inspection will be in October 2018.

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