

**LONG BEACH ISLAND SCHOOL DISTRICT**  
**Application for School Building And/Or Grounds Usage**

\*All school building use is covered by Policy #7510 (a copy of which was provided with this application).

\*This form should be returned to the Principal/Main Office of the building of which you are requesting use. Please note that this application is subject to Board of Education approval.

<b>Approvals: (For Administrative Use Only)</b>	
Superintendent:	_____
	Initials      Date
Board of Ed.:	_____
	Date

**Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Cell Phone#:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Insurance Certificate Attached:** \_\_\_\_\_ (A valid Certificate of Insurance set forth in Policy #7510 must be attached. Failure to provide the Certificate of Insurance will result in an application rejection.)

**Event Title:** \_\_\_\_\_

**Event Description:** Please give a general event description and indicate: the intended use, approximate number of participants using facility, and if food/drink is being served.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Number of Participants:** \_\_\_\_\_ Adults \_\_\_\_\_ Children

**Will food/drink be served?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**School Requested:** Long Beach Island Grade School \_\_\_\_\_ Ethel Jacobsen School \_\_\_\_\_

**Area Requested:** \_\_\_\_\_

**Event Dates:** \_\_\_\_\_

\_\_\_\_\_

**Setup Begin Time:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_

**End Time:** \_\_\_\_\_ **Breakdown End Time:** \_\_\_\_\_

The District security procedures require that the facility doors remain locked at all times. Therefore, a representative from your group must be designated to meet the custodian 15 minutes in advance of your event start time to open the facility doors. Thereafter, the representative must remain at the doors to let your event attendees inside. Finally, the representative must notify the custodian when your group leaves the facility. If your group's representative is someone other than the individual named above, please provide their name \_\_\_\_\_.

The applicant agrees to hold the Board of Education harmless in the event of damage to the person or property of any individual arising out of the use of the facilities. **The applicant must attach a copy of proof of liability in accordance with Policy #7510.** Such insurance must name the Long Beach Island Board of Education as an additional insured party. The applicant further agrees to pay for any damage to the premises and property of the Long Beach Island Board of Education resulting from its use.

A charge of **\$55/hour** will be made for services that extend beyond **7:00 PM Monday through Friday during the school year.** During the summer, school is open between the hours of 7:00 and 3:00. The hourly rate will be charged for services rendered after 3:00 PM. The hourly rate is effective on weekends with a **three (3) hour minimum charge.** Kitchen facility usage is at the discretion of Maschio's Food Services. Hourly rates are subject to change without notice.

**Use of the building and grounds may be pre-empted for school-related functions or school closings. In the event of early dismissal or if schools are closed due to inclement weather, use of the facility will be canceled.**

Please be advised that the school facilities may not be used during regular school hours. Facilities may only be used after school hours and all organizations must end their program and vacate the building **no later than 15 minutes before the end of the custodial shift** on the day(s) requested.

**Organization Certification:**

By executing this application and form of contract, the applicants hereby agree that they will abide by the terms hereof and the person signing this form on behalf of any corporation or organization warrants that he or she is duly authorized to bind said applicant, that the information herein is accurate, and that he/she has read District Policy #7510 and understands and agrees to all terms of same, including but not limited to compliance with N.J.S.A. 18A:40-41.5 et seq. and Policy and Regulation #2431.4 regarding prevention and treatment of sports-related concussions and head injuries for your sports team organizations.

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any purpose which is prohibited by law.

The following individual is also indicating that they have reviewed the **attached Automated External Defibrillators (AED) information** and will provide such information to all of the representatives in the above named organization.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Information-Phone/Address (if different from information above): \_\_\_\_\_

---

# POLICY

## Long Beach Island Board of Education

Section: Property  
7510. USE OF SCHOOL FACILITIES (M)  
Date Created: December 2017  
Date Edited: March 2022

### 7510. USE OF SCHOOL FACILITIES (M)

The Board of Education believes 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 programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Board of Education. 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:

1. Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Community organizations formed for charitable, civic, social, or educational purposes;
4. Private groups and organizations;
5. Community church groups;
6. Departments and agencies of the municipal government;
7. Governmental agencies;
8. Community political organizations;

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.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as 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 PTA Local Nonprofit Groups related to students 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 a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

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 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.

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 contact 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:41-7

Adopted: 19 December 2017  
Revised: 22 March 2022

# POLICY

## Long Beach Island Board of Education

2431.4. PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

Section: Program  
Date Created: December 2017  
Date Edited: April 2024

### 2431.4. PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M) M

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. In order to ensure safety, it is imperative that student-athletes participating in a program of athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete to return to a program of athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

This Policy and Regulation 2431.4 are consistent with the requirements of N.J.S.A. 18A:40-41.1 et seq., the New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions, and the recommendations developed by the Center for Disease Control and Prevention (CDC).

For the purpose this Policy and Regulation 2431.4, “program of athletic competition” shall include any competition or practice in 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.

For the purpose of this Policy and Regulation 2431.4, “student-athlete” shall mean any student enrolled in a public or nonpublic school in New Jersey who is a participant in a program of athletic competition organized by the school district.

The staff member supervising the program of athletic competition shall take steps to prevent concussions and head injuries; ensure student-athletes have appropriate supervision and safety equipment; and ensure student-athletes avoid unsafe conditions.

School staff members supervising programs of athletic competition; licensed athletic trainers; nurses; and school/team physicians shall be trained on the possible signs or symptoms of a concussion. Any possible signs or symptoms of a concussion shall be reported by the student-athlete or an observer to the staff member supervising the program of athletic competition; athletic trainer; school/team physician; school nurse; and/or parent.

The district will adopt an Interscholastic Head Injury Training Program to be completed by the school/team physician, licensed athletic trainer, coaches, and other appropriate district personnel pursuant to N.J.S.A. 18A:40-41.2.

Pursuant to N.J.S.A. 18A:40-41.4, a student-athlete who participates in a program of athletic competition and who sustains or is suspected of having sustained a concussion or other head injury while engaged in a program of athletic competition shall be immediately removed from the program of athletic competition by the staff member supervising the program or athletic competition. A student-athlete who was removed from a program of athletic competition shall not participate in further programs of athletic competition until the student-athlete: is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions; receives written medical clearance from a physician trained in the evaluation and management of concussions to return to a program of athletic competition; and progresses through the steps outlined in the CDC’s Six-Step Return to Play Progression. The student-athlete’s written medical clearance shall be reviewed and approved by the school physician.

School personnel shall contact the parent of a student-athlete to inform them of a suspected sports-related concussion or head injury as soon as possible after the incident. School personnel shall provide the parent with a checklist or copy of the return to play protocols outlined in this Policy and Regulation 2431.4.

The student-athlete may not begin the CDC’s Six-Step Return to Play Progression until the student-athlete receives a medical examination, provides the required written medical clearance, and the medical clearance is approved by the school physician.

Some symptoms may require immediate medical treatment. Emergency medical responders (911) shall be called if the student-athlete is experiencing a deterioration of symptoms; loss of consciousness; direct neck pain associated with the injury; or any other symptom that may require immediate medical treatment.

The district will provide temporary supports to a student-athlete that has sustained a concussion or other head injury.

The Commissioner of Education and Commissioner of Health educational fact sheet that provides information concerning the use and misuse of opioid drugs in the event a student-athlete is prescribed an opioid for a sports-related injury shall be provided to the parents of student-athletes. The district shall obtain a signed acknowledgement of receipt by the student-athlete and their parent in accordance with the provisions of N.J.S.A. 18A:40-41.10.

The Board shall review this Policy and Regulation 2431.4 annually and update as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and head injuries pursuant to N.J.S.A. 18A:40-41.3.

The 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 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.

New Jersey Department of Education Model Policy and Guidance for Districts on the Prevention and Treatment of Sports-Related Head Injuries and Concussions – August 2023

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

Adopted: 19 December 2017

Revised: 27 April 2022, 30 April 2024

# AED LOCATIONS

## Ethel Jacobsen School (2 AEDs):

**Primary AED:** Across from Health Office, Entrance #2

**Secondary AED:** Hallway by Custodian Office and Supply Room, Entrance #6

**EMS Route:** 200 Barnegat Avenue, Surf City

## Long Beach Island Grade School (3 AEDs):

**Primary AED:** Main Hallway, by Supply Closet, Entrance #2

**Secondary AEDs:** By 6<sup>th</sup> Grade Classrooms, Entrance #5

By 3<sup>rd</sup>/4<sup>th</sup> Grade Hallway by Gymnasium,  
Entrance #3

**EMS Route:** 201 20<sup>th</sup> Street, Ship Bottom

## Bus Garage (1 AED and 1 portable AED):

**Primary AED:** Main Office on left (East Wall), Enter through door on left when facing bus garage.

**Secondary AED:** Portable AED to be utilized on class trips

**EMS Route:** 201 20<sup>th</sup> Street, Ship Bottom