

SPRINGFIELD BOARD OF EDUCATION
APPLICATION FOR USE OF SCHOOL BUILDINGS AND GROUNDS

DATE: _____
TO: The Board of Education

The undersigned hereby makes application for use of:

School/ Site Requested: _____ Number of Participants _____ Room(s) _____

Indicate specific dates requested:

Month	Day of Week	Date	Starting Time	Ending Time
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Purpose _____ Will admission/ registration be charged? Y/N

Will goods be sold? _____ Profits devoted to _____

Will an outside vendor/ company be on site? Y/N Please list: _____

All vendors are required to supply the Board of Education a certificate of insurance. Please see Insurance Agent section.

Other Needs or Equipment: _____

The building/grounds and/or equipment will be used for the following:

I have enclosed a fee of \$ _____ (if not enclosed, payment must be made one week prior to the date of use of building and/or other property).

The applicant and/or organization represented understands and adheres to the Rules and Regulations of Use of Facilities, Board Policy File Code 7510 and Prevention and Treatment of Sports- Related Concussions and Head Injuries, Board Policy File Code 2431.4.

Name of Applicant/Organization*

Signature of Authorized Representative

Address

Telephone Number

Email

Building Principal

Business Administrator

Athletic Director

Supervisor B/G

- _____ Rejected
- _____ Approved
- _____ Approved (must have fireman/police present)
- _____ Fee
- _____ Certificate of Insurance must be attached

cc: Site manager Maintenance
Principal
Applicant

HOLD HARMLESS AGREEMENT AND INSURANCE CERTIFICATE APPLICATION

We, _____, shall indemnify, hold free and harmless, assume legal
Name of Applicant/Organization

liability for and defend the Springfield Board of Education, its agents, servants, employees, representatives, etc. from any and all costs and expenses, including but not limited to attorneys' fees, reasonable investigative and discovery costs, court costs and all other sums which the Springfield Board of education, its agents, servants, employees, representatives, etc. may pay or become obligated to pay on accounts of any, all and every demand or claim, or assertions of liability or any claim or action founded thereon, arising or alleged to have arisen out of the use of the Board's facilities pursuant to the enclosed Application For Use Of School Buildings and Grounds, for damages, injury to person or property, or death of any person, made by any person, group or organization.

NONPROFIT ATTESTATION

We, _____, attest that we are a nonprofit organization and will provide
Name of Applicant/Organization

the Springfield Board of Education with evidence of nonprofit status in accordance with Title 15A:9-4.

USE OF FACILITY FEES

All fees will be billed to the user group by the business office following the event. All checks and/or money orders are to be made out to the Springfield Board of Education.

Signature of Authorized Representative

INSURANCE AGENT:

The use of Springfield School District properties by the aforementioned organization is contingent on a certificate of insurance on file with the Springfield Board of Education, Board Secretary, 139 Mountain Avenue, Springfield, New Jersey, 07081

The certificate of insurance must indicate the following:

- 1. The Springfield Board of Education must be named as an additional insured.**
- 2. Minimum General Liability protection limits of \$1,000,000 coverage is required.**
- 3. The certificate must contain the following statement and which may not be modified or limited in any manner.**

"The (insert name and address of organization) covenants and agrees to save and hold harmless the Springfield Board of Education, its agents, servants and administrator from any and all liability arising out of the use of said premises or property, including any and all pre-existing conditions."

SECURITY REQUIREMENTS FOR USE OF BUILDING:

1. The person or persons whose name or names appear on the application must take full responsibility for the use of the approved area and must identify themselves accordingly to the custodian in charge.
 2. **For any outside groups who use the facilities, a designee is required at the door to monitor those who enter and exit.**
 3. No doors may be propped open at any time. All doors must remain locked at all times;
 4. The group using the building is responsible to insure that all participants are in monitored and approved locations of the building at all times;
 5. Only those areas listed on the application may be used by the organization;
 6. School facilities may not be used for unlawful purposes;
 7. There is no smoking, gambling, and the use of alcoholic beverages at any time on school grounds;
 8. The use of fire, explosives and/or lighting of candles, chafing fuel, portable heating or cooking apparatus is strictly prohibited.
 9. The use of food trucks on school grounds is strictly prohibited.
 10. No pets allowed in the building or school grounds.
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USE OF FACILITIES AGREEMENT

1. I have received and agree to abide by District Policy 2431.4 Prevention and Treatment of Sports- Related Concussions and Head Injuries.
2. I have received and agree to abide by District Policy 7510 Use of School Facilities.
3. If I am renting for an Athletic Event, I will have a CPR and AED certified adult present and will provide an AED machine.
4. I have become familiar with the building layout and will review all emergency egress routes as posted and I understand that I am responsible for reviewing the Emergency plan with my participants, and that I will call 911 for an emergency and that I will ensure that the participant has a telephone for purposes of making the necessary calls.
5. I understand that I am responsible to comply with all local, state, county, and federal laws including but not limited to any required permits.
6. I understand that I am responsible for securing the facility, and the behavior and consequences of all participants in this agreement.
7. I understand that selling or the consumption of food/ beverages are not allowed in the auditorium, gym, band room, or media center.
8. I understand that no spectators are allowed on the turf fields.
9. I will not alter any aspect of the facility, introduce any combustible accelerants, utilize open flames or heating elements, introduce any chemicals without first having received explicit approval by the district, nor will I expand use beyond the rooms and materials and services approved herein.
10. I understand that the facilities will be left in the same condition in which they were found or future use of the facilities may be withdrawn and / or your security deposit will be forfeited.
11. I understand that custodial charges start 30 minutes before the start time and up to 60 minutes after the ending time.
12. I understand what I must provide a 72- hour cancellation notice or a cancellation fee will be incurred.
13. If inclement weather necessitates the closing of school or early closing on certain days, after school and evening use of the building will be canceled. Check www.springfieldschools.com
14. This application is not transferable.

The applicant and/or organization represented understands and agrees to the Rules and Regulations of Use of School Property for the Springfield Board of Education. The Springfield Board of Education reserves the right to deny future use of school facilities to any group who violates this agreement.

Signature of Authorized Representative

Springfield Board of Education

District Policy

7510 - USE OF SCHOOL FACILITIES

The facilities of the school district belong to the community, which paid for them for the primary purpose of offering a full educational program for the children of the school district. Prudent use and management of school facilities outside of the regular operating schedules, providing that such use does not interfere with the orderly conduct of a thorough and efficient system of education, allows the community to benefit more broadly from the use of its own property.

The Board will permit the use of school facilities with appropriate fees when such permission has been requested in writing and has been approved by the Superintendent giving the following priority for use:

- A. Users and groups directly related to the school and the operations of the school;
- B. Users and organizations indirectly related to the school;
- C. Departments or agencies of the municipal government;
- D. Other governmental agencies;
- E. Community organizations formed for charitable, civic or educational purposes.

In the event the Superintendent deems it advisable, any application may be submitted to the Board for action.

The Superintendent or Board may refuse to grant the use of a school building whenever in their judgment there is good reason why permission should be refused.

Anyone using any district building or grounds shall comply fully with current school policy on smoking and alcohol. All facility use shall comply with State and local fire, health, safety and police regulations.

The buildings shall not be available for community use during holidays, vacation periods, or during the time school is not in session over the summer when the programs interfere with cleaning and maintenance schedules.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted by the procedure by which permission to use facilities is granted. The user of school equipment must accept liability for any damage to or loss of such equipment that occurs while it is in use. Where rules so specify, a qualified operator must use school equipment.

Use of district equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used, i.e., the stage lights and piano in the auditorium, the basketball baskets in the gym. Non-district personnel shall not remove district equipment from the premises for their use.

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by such rules.

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.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

Once each year, the Superintendent shall report to the Board the outside uses of the school district buildings, grounds and equipment for the past year and the year to come and address any conflicts in scheduling and the setting of appropriate fees for the coming year.

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

District Policy

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

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

FACILITY USE FEES

RENTAL CHARGE	\$ Rate
Auditorium	
Performance - Admission Charged	\$ 1,760
Performance - Free Admission/Rehearsal	\$ 880
Air Conditioning	\$ 110
Band Room - Admission Charged	\$ 440
Band Room - Free Admission/Rehearsal	\$ 220
Band Room Air Conditioning	\$ 55
Gym - Admission Charged	\$ 660
Gym - Free Admission/Rehearsal	\$ 440
Cafeteria - Admission Charged	\$ 660
Cafeteria - Free Admission/Rehearsal	\$ 440
Classroom - Admission Charged	\$ 220
Classroom - Free Admission/Rehearsal	\$ 110
IMC - Admission Charged	\$ 220
IMC - Free Admission/Rehearsal	\$ 110
Athletic Field - Admission Charged	\$ 660
Athletic Field - Free Admission	\$ 440
Tennis Court - Admission Charged	\$ 440
Tennis Court - Free Admission	\$ 220
Total Facility Charges	

CUSTODIAL CHARGES	Rate per hr
Regular Time	\$ 33
Time and a Half(After 10:00PM Weekdays)	\$ 49.50
Double Time (Saturday/Sunday)	\$ 66
Total Custodial Charges	

Note: Sound and Lighting Supervisor is an additional charge of \$45 per hour per. Lighting Supervisor is required when requesting any sound or light usage. Student Technician is an additional \$20 per hour, and is also required when using any lighting or sound.

**Admission charged indicates the organization is charging admission to the event*