



Green Township School District

Box 14, Greendell, New Jersey 07839

www.greenhills.org

Phone, 973-300-3800

Fax, 973-383-0594

Dr. Jennifer Cenatiempo
Superintendent

Mrs. Karen Constantino
Business Administrator/Board Secretary

Mr. Jon Paul Bollette
Principal

2025-2026 Facility Use Application

To: All Applicants for Building Request

Please be advised that we are maintaining a locked building throughout the day and evening hours for the safety and security of all students, staff, and visitors. In order to accommodate this provision, we will require a point of contact that will arrive first from your organization to allow all other individuals entry into the building.

The point of contact person will be provided with access to the building via a custodian. The entry point for gym usage will be the corner stairs with the Gymnasium Entrance sign. All other entry points will be locked unless otherwise opened by a custodian. The point of contact must remain at the assigned entry door or establish a designee to be the door monitor should the need arise to let in additional people throughout the event. In this way, the exterior doors will always remain in the locked position with the building secured. Propping the door open will not be permitted at any time. Should an organization be found to violate this procedure, the facility use may be revoked.

- Attached is the application and information needed for requesting the use of facilities at the Green Hills School. If you have any questions regarding the request for use of facilities please do not hesitate to contact the Main Office or Business Office.
- Please complete the information requested on pages 2, 3, & 4 of the application and sign where indicated on page 3 and page 4.
- Board Policy and Regulation 7510 is attached for your information and should be kept for future reference.
- The application should be submitted as soon as possible to ensure appropriate Board of Education approval. Start dates cannot be guaranteed if application is submitted less than 1 month prior to the event.
- The organization must have a current certificate of insurance attached to the application when submitted naming the Board as an additional insured. Applications will not be submitted for approval and dates/rooms will not be scheduled until insurance form is provided.
- **MINIMUM INSURANCE REQUIREMENTS:**

Prior to the event date the Applicant/Organization at its own expense, shall procure, carry, and maintain General Liability Insurance from an insurer acceptable to the **Green Township Board of Education**. All insurers shall have at least an A- (Excellent) rating by A.M. Best and be qualified to do business in the State of New Jersey. In no event shall the limits of General Liability Insurance be less than the following:



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Each Occurrence	\$1,000,000
Personal Injury and Advertising Injury	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Medical Expense – Each Person	\$ 5,000
Fire Damage Liability	\$ 300,000

- The Applicant/Organization is required to name **Green Township Board of Education,** as an Additional Insured on the Applicant/Organization’s General Liability policy. The required Additional Insured coverage shall be provided on a Primary and Non-Contributory basis.
- The Applicant/Organization shall provide to **Green Township Board of Education, 69 Mackerley Road, Greendell, NJ 07839** prior to the event date an original ACORD Certificate of Insurance that meets or exceeds the above noted minimum insurance requirements.
- Although all requests will be treated on a first come, first serve basis, school sponsored activities will take precedence over ALL other requests. The assignment of spaces will be accommodated to the best of our ability with final usage of space at the discretion of the superintendent.

We look forward to working closely with our community and various organizations this year!



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25/26 APPLICATION PERMIT FOR USE OF BUILDING / GROUNDS

Name of Organization			
Address of Organization			
Telephone Number			
Contact Name/Position			
Application for Use of	Please "X" Room Requested		Fees Per Room
	Main Gymnasium		
	Small Gymnasium/Cafeteria		
	Library Media Center		
	Music Room		
	Classroom		
Date/Time of Requested Use			
Reason for Requested Use			
Anticipated Attendance			
Equipment Needed			
Fee for Use of Space			
Total Fee (If any) Charged for use of Facility			
Insurance Information Name/Address/Phone Number of Insurance Carrier			
(ORGANIZATION MUST PROVIDE A COPY OF INSURANCE CERTIFICATE)			



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WAIVER OF CLAIM 2025-2026

To Whom It May Concern:

Be it known by these present that a mutual agreement exists between the

Green Township Board of Education and _____
(Name of Organization)

that said Board of Education, collectively and individually, its agents, volunteers and employees are not to be held liable for, or responsible for, any personal injury, including bodily injury or death and/or property damage incurred by, or resulting directly or indirectly from our use of the facility and/or participation as a spectator, or anyone engaged in competitive activities, while in attendance at, or while using the school building, grounds, facilities and equipment.

_____ further agrees to defend, indemnify and save

(Name of Organization)

harmless the said Green Township Board of Education, collectively and individually, its agents, volunteers and employees from any and all manner of actions, cause and causes of action, damages, judgments, claims and demands arising out of or in any manner connected with personal injury, including bodily injury or death or property damage including loss of use thereof resulting directly or indirectly from, or arising out of our use of the said building, equipment, facilities, and school grounds under the contract above mentioned.

The Waiver of claim includes the use of any equipment, building, or part of a building, facilities, and services, and school ground, which is owned or leased by the Green Township Board of Education, and which is being used on a rental, concession contract, or gratis basis by

(Name of Organization)

Organization Representative Printed Name/Title	
Organization Representative Signature/Date	
Superintendent / Business Administrator Signature/Date	



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It is hereby agreed and understood that if the Board of Education grants permission for the organization to use the aforementioned facility, that the undersigned representative and organization will assume responsibility for preservation of order at the facility requested as well as responsibility for any damage and /or loss of property. It is further understood that the organization has received, read, and understands their responsibility under the copy of Board Policy and Regulation 7510 attached to this application. The policy regarding smoking in the building and on school grounds and possession and/or consumption of alcoholic beverages on property must be observed.

Signature of Organization Representative	
Date Signed	
Representative Address	
Representative Contact Number	

.....
District Use Only

Date Received from Organization	
Received by	
Room Assigned	
Equipment Requested	
Custodial coverage required	
Superintendent Approval/Date	
Date of Response to Organization	
Response to Organization Made by	



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Policy 7510 USE OF SCHOOL FACILITIES

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 Superintendent. 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. Departments and agencies of the municipal government;
4. Governmental agencies;
5. Community organizations formed for charitable, civic, social, or educational purposes;
6. Community political organizations;
7. Community church groups;
8. Private groups and 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



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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 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.



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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: 16 July 2008

Revised: 20 February 2013

Revised: 15 November 2017

Revised: 16 December 2020



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Regulation 7510 USE OF SCHOOL FACILITIES

A. Classification of Users

Organizations and individuals using school facilities will be classified as Group A., Group B and Group C.

1. Group A: Non Profit - School activities and PTA activities
2. Group B: Non Profit - Green Township Community & Municipal Youth Groups, Civic Groups, Recreational Sports Groups and GTSC
3. Group C: Profit making Groups / Private Groups - Other Recreational & Private Groups

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 front office.
2. Application for use of school facilities must be submitted to the school not less than 14 working 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 CSA or designee will review each application and check the school calendar to



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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 CSA 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 CSA or designee will note his/her approval on the application form and will record the classification of the applicant organization.
 4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only on weekdays and Saturdays. School facilities are not available for use on Sundays, and other public holidays or when school is not in session. Exclusion will be the summer recreation program.
 - b. School facilities are available for use only during the hours of 3:00 p.m. and 9:30 p.m. Permission may be granted for extra time by the CSA or designee. School facilities are not available for use during the school day.
 - 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 may not be granted for the advantage of any commercial or profit-making organization.
 5. The CSA or designee will determine the classification (I or II) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. That information will be entered 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.



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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 CSA or designee 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.
10. Permission to use school facilities is not transferable.
11. The organization representative must inform the main office of any canceled use request as soon as he/she is aware of the cancellation.
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 \$1,000,000.00 Combined Coverage.

E. Rules for the Use of School Facilities



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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, unless proper licenses and /or permits are attached to application.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances are absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - 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 will be used with care and left in an orderly and neat condition.
 - b. The user must obtain the CSA or designee's permission to bring 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.
 - 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 more than 24 hours after the use 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.
 - d. The user must obtain the CSA or designee's permission to use, move, or tune



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a district piano. A piano may be moved only by a competent and experienced commercial mover 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. There will be no tape put on floors or helium balloons used.
- 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 obtain the CSA or designee 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 the approval of the CSA or designee.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without the approval of the CSA or designee.
- l. The custodial staff is responsible for examining the facility immediately after the use and informing 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. Users may make use of public telephones.
- n. No vehicles of any type shall be operated in any area that is not designed for



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such vehicles.

3. Uses Must be Properly Supervised.

- a. The organization will have a plan of who will be present during the event for the entire time.
- b. The use of certain school facilities (such as kitchen and auditorium stage) requires 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.
- d. The user must, in consultation with the CSA or designee, 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 CSA or designee, 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. There will be a registration form along with a fee, \$50 per hour, which will be sent to the township recreation department for the sporting event. The roster of names, facility use agreement, and proof of insurance will be sent to the Green Township Committee, including the plan that the organization has as to its officers and person responsible for the sporting event for approval. Extra custodial time, if needed, will be the responsibility of the organization having the event. The cost will be determined by the CSA or designee.
2. The business administrator will prepare an itemized bill for the use of school facilities



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based on the approved application form. The bill will be sent to the representative of the applicant organization at least 7 working days in advance of the use and is payable immediately.

3. Payment must be received by the business administrator before the scheduled use. Permission will be withdrawn from any use that is not paid in advance, except as expressly exempted by the CSA or designee.

Building Usage Rates Effective November 16, 2017

Group A

Group B

Group C

\$50 per hour

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Issued: 16 July 2008

Revised and Approved: 21 September 2011

Revised & Adopted: 15 November 2017