

WOODLAND PARK BOARD OF EDUCATION

TO: Principal, _____

SUBJECT: Request for Use of School Facilities

The _____ requests permission to use
(Organization)

the _____ Elementary School _____
(Specify School) (Room or Facility)

From _____ PM to _____ PM on each

_____ from _____ 20 _____ through
(Specify day of week) (Date)

_____ 20 _____, for the purpose of: _____
(Date)

The above named organization agrees to and will adhere to the following:

1. Assume full responsibility for Bodily Injury and Property Damage incurred as a result of the acts or omissions of the Organization, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees. The Organization 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 Organization against any liability for bodily injury and property damage. The Woodland Park 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 Woodland Park Board of Education prior to the Licensee's use of the facilities

2. A ratio of 1 adult supervisor to 10 participants will be provided at all times. Please write the name, address and telephone number of the person who will be in charge of your organization in the spaces provided below. The organization using the facility is responsible for property damages that may be incurred during the use of the facility.

3. The adult Supervisor (person in charge of activity) is responsible for supervising the behavior of those persons in attendance and the condition of the facility and equipment upon leaving. Entrance and exit will be through the exterior door designated by the Building Principal and/or Supervisor of Buildings and Grounds. Pick up of participants will occur outside the building. Participants will be escorted by the adult supervisor to the exit. Only the adult supervisor, participants and authorized guests will be allowed in the building during the activity. Minor children must be under direct adult supervision. Unauthorized persons found in the building may be removed by police if necessary. Sign in/out sheets will be used to identify the supervisor of each activity. All exterior doors must be locked for the safety of all the children.

4. Your organization's calendar, prepared during the summer months must be submitted to the Board Office. After the first day of school in September, all changes, additions or deletions to the Use of Facilities Calendar must be submitted to the Building Principal, using this form. After the Principal, Business Administrator and Superintendent have approved the request, the change, addition or deletion will be added to the Master Calendar.

5. Organizations will be required to leave area in proper state of cleanliness and repair. A checklist documenting the condition of the facilities used, including restrooms, must be completed and signed by a custodian on duty and by the responsible representative of the named organization, both before and after use of the facilities. Any necessary cleanup or repairs beyond normal usage of the facilities will result in costs charged back to the named organization and suspension of further use of district facilities pending settlement of such charges.

6. In accordance with Board Policy No. 7510, priority will be given to all programs sponsored by the Board of Education.

7. All groups using the gym will wear sneakers or stocking feet, with the exception of adult groups who will not be engaging in physical activities.

8. There is no smoking in the schools or on school property.

9. Building must be vacated at time specified; use of facilities beyond normal custodial hours (10:00 PM) will necessitate an hourly charge.

10. All heavy equipment must receive prior specific approval and must be brought in by way of gym door and taken out the same way. Corridors are not to be used.

11. Any room setup (e.g. tables, chairs, etc.) must be specified on a separate sheet and attached to this form. Items or arrangements not detailed in this original application cannot be guaranteed to be provided at the time of the event.

❖ **SEPARATE SHEET ATTACHED DETAILING FACILITIES SET-UP** Yes_____ No_____

12. The Woodland Park Board of Education reserves the right to cancel or change scheduling when deemed necessary. **The Board Office must be notified 24 hours in advance of cancellation or risk the possibility of future use of facilities not permitted. Failure to do so may result in loss of privileges.**

13. Repeated violation of above regulations will result in a review of that organization's continued use of school facilities in the future.

14. 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 Organization shall provide the Woodland Park Board of Education with a statement of compliance with the Woodland Park Board of Education'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.

Approved by:

School Principal

V. Marlena Cowan, Business Administrator

Dr. Michele Pillari, Superintendent of Schools

Signature of Requestor

Date

Name - Please Print

Street

Town

Phone #

Email: