

**Harding Township Board of Education
Facility Use Application**

Individual Making Request: _____

Address: _____

Phone Number: _____ Date of Application: _____

Information

A) Facility Requested: _____

B) Dates(s): _____

C) Purpose for Use: _____

D) Sponsoring Organization: _____

E) Hours of Use: From: _____ To: _____

F) Will this request require any services, equipment or specialized use? Yes _____ No _____

Please Describe: _____

G) Any moving, setup, etc., will be provided by the user. Additional costs will be assessed for custodial fees and specialized personnel for sound or lighting system use.

H) All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than \$1,000,000 per occurrence. The Harding Township Board of Education must be named as an additional insured on this policy. A certificate of insurance as described must be provided to the Harding Township Board of Education before the facility is used. Failure by the Harding Township Board of Education to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid. In addition, by making this application, user agrees that should this application be granted, user will indemnify, hold harmless, and defend the Harding Township Board of Education against any and all demands, claims, damages, fees, cost and liabilities of any kind (including but not limited to attorneys fees) to the fullest extent permitted by law.

I) All prospective users must provide a minimum of two weeks notice and all requests may be subject to the Harding Township Board of Education approval.

J) With respect to use of the facilities for any athletic activity, all users will be supplied a copy of the Board of Education's policy on concussion testing and return to play. The user agrees and certifies that it will comply with this policy for the management of concussions and other head injuries.

I have read and agree to abide by the regulations listed on the back of this form.

Signature: _____ Dated Received: _____

Office Use Only

Conflict No Conflict Needs to be rescheduled

Contact office for more information

Special fees: _____

Approved Disapproved

_____ Date: _____

Regulations governing the use of school property:

1. School facilities are made available to organizations outside the school or for charitable, educational and civic purposes.
2. The school shall have precedence in the use of all school facilities. They may be used only when not needed for school purposes and under such circumstances that the use will not interfere in any way with the school program. No use of school facilities will be granted during school hours.
3. Only the dates, times, and facilities listed in the permit are included. All rehearsals, decorations, special rooms, service or equipment must be covered by the permit.
4. Application for the use of all school facilities is made to the Superintendent of Schools.
5. Smoking is prohibited in all parts of the buildings. The use or presence of alcoholic beverages is prohibited from the buildings and grounds. It is the responsibility of the sponsor to see that these regulations are strictly enforced. All facility use shall comply with State and local fire, health, safety and police regulations.
6. The sponsor shall provide all necessary policing of the buildings and premises. He/she shall be the first person admitted and the last person to leave. He/she shall be in attendance at all times during the occupancy of the building.
7. The sponsor is responsible for the proper care and use of all school property; i.e., equipment, building and grounds.
8. The sponsor shall provide a certificate of insurance as provided in the Facility Use Application. The sponsor assumes all liability for all claims resulting from accident, theft, or any other cause.
9. Unless otherwise agreed, the following are the charges for various facilities:

Facilities	Category I Not For Profit	Category II For Profit
Gymnasium Usage	none	\$600.00
Field Usage (per field)	none	\$600.00
Cafeteria Usage (w/o kitchen)	none	\$300.00
Cafeteria Usage (w/ kitchen)	none	\$350.00
Classroom Usage	none	\$225.00

*If the district incurs incremental custodial fees, the Board reserves the right to pass the charges on to the sponsor. The board reserves the right to determine the sponsor's category. **These fees are for a four-hour block of time.**

10. The school custodian is present as a representative of the school for purposes of security, inspection and observation. No one is permitted in the building unless a custodian is on duty. His services are not at the disposal of the sponsor. In addition to the fees described in #9, the sponsor is also responsible for the custodial cost (salary, overtime and FICA) necessary for the rental and the cost of any specialized personnel for operation of sound or lighting systems, if applicable. The Board of Education requires one custodian minimally for all rentals. If the expected crowd size exceeds 200, then additional custodial help will be required.
11. It is the responsibility of the sponsor to see that the premises are vacated promptly, as specified on the permit.
12. Disfiguring of walls, floors or fixtures is not permitted.
13. No alterations are permitted to building or electrical systems.
14. Bills will be sent out after the conclusion of the permitted activity by the Board of Education. Charges are expected to be paid promptly.
15. Even after the Board approves a request, district administration has the ability to notify the sponsor and revoke the approval due to unforeseen circumstances.

CONCUSSION TESTING AND RETURN-TO-PLAY

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, it is imperative that student-athletes, 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 play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes 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.

The school district will adopt an Interscholastic Athletic 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, 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. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete'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 before the student-athlete begins participation in an interscholastic athletic program.

Any student-athlete 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



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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 is exhibiting signs or symptoms, the student-athlete will be evaluated by the school or team physician. The Principal or designee shall contact the student-athlete's parent and inform the parent of the suspected sports-related concussion or other head injury.

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 to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete 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 who participates in interscholastic athletics 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 health care provider. The student-athlete's physician or licensed health care 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 student-athlete's physician or licensed health care provider must provide to the school district a written medical release/clearance for the student-athlete indicating when the student-athlete is able to return to the activity. The medical release/clearance must indicate the student-athlete is asymptomatic at rest and either may return to the interscholastic athletic activity 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



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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 are 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

