

CALIFON BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION
6 SCHOOL STREET
CALIFON, NJ 07830

APPLICATION FOR USE OF SCHOOL FACILITIES

Please complete all items. Incomplete forms will be returned to applicant.

All applications must be submitted to the school office at least thirty (30) days prior to requested use.

Name of Organization: _____

Billing Address: _____

Non-Profit: (required) Yes _____ No _____ If Yes: 501(c)(3) # required _____

Organization Contact/Responsible Person: _____

Area of affiliation: Califon Boro _____ Lebanon Twp _____ Tewksbury Twp _____ Other _____

Email Address: (required) _____ Phone Number: (required) _____

Purpose of use: _____

Is activity open to the public? _____ Will admission/fees be charged? _____

Area of Use Requested: _____

Special Instructions: _____

Date(s) Requested Please be specific – if more than a month is needed, please attach a schedule of dates	Activity Start Time (am/pm)	Activity End Time **Must end by 8:00 pm with premises vacated by 9:00 pm unless exception has been granted

IN THE EVENT OF AN EMERGENCY/WEATHER RELATED SCHOOL CLOSING OR EARLY DISMISSAL FOR ANY REASON,
ALL EVENTS ARE CANCELLED. (NOTICE OF CLOSING WILL BE FOUND ON DISTRICT WEBSITE) CONTACT PERSON LISTED

ON APPLICATION WILL RECEIVE EMAIL/PHONE NOTIFICATION

I agree, on behalf of the above indicated organization, that all members and guests will observe the regulations, policies and rules of the District and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to the Califon Borough School property during the above-indicated period of use. We also agree that our organization will at all times hereafter, indemnify the Califon Borough School District and Board of Education against any loss, damage or expense of any kind, which said school may sustain or incur during or as a consequence of the use of the school's facilities by our organization, and we will further hold harmless said School District and Board of Education for any and all loss in connection herewith.

I understand that school related activities have first priority for the use of school facilities.

I have read the rules governing the Use of Califon Borough School Facilities.

I have provided a certificate of insurance naming the CALIFON BOROUGH Board of Education as additional insured.

Requesting Party Signature

Date

Mark all that apply

_____ Request Approved _____ As Amended _____ Fees Apply _____ Request Not Approved *

School Official

Date

FOR OFFICE USE ONLY			
Certificate of Insurance _____ Attached _____ On file	Applicable Fees _____ Custodial _____ Facility Use _____ Copy to Business Office	Board _____ Approved _____ Not Approved*	*Reason for Non-Approval

CALIFON BOROUGH SCHOOL DISTRICT BOARD OF EDUCATION

RULES GOVERNING THE USE OF SCHOOL FACILITIES

1. The use of school facilities shall be governed in accordance with Board of Education Policy Number 7510 and Regulation Number R7510, located on the School District's website.
2. Smoking is prohibited at all times in any district building or on school grounds.
3. Possession or consumption of alcohol beverages or controlled substances is not permitted.
4. Activity shall be restricted to that area for which permission is granted.
5. The activity shall not extend beyond the hours approved in the request.
6. All programs shall be planned so they do not interfere with the regular school day.
7. The organization using the facilities shall be responsible for moving its equipment into and out of the building.
8. The supervisor in charge of the activity shall be present before the activity is due to start and will remain with the group until all have left.
9. School authorities must have access to all rooms at all times.
10. The custodian on duty must be engaged to do custodial service during the time the building has been engaged. This service will be as follows: opening and closing the building, heating, light, ventilation, and general custodial duties.
11. For occasional usage where custodial assistance must be provided, an hourly charge will be made and must be paid at the time of application.
12. Areas of use will be carefully inspected after each use. The applicant will make prompt restitution for any loss or damage occurring as the result or consequence of the use of school facilities.
13. No school property or equipment is to be altered or removed from the premises.
14. The using organization shall be required to furnish public liability and property damage insurance with the following minimum limits: \$1,000,000 liability and property damage.
15. A Certificate of Insurance with proper limits of liability shall be submitted as evidence of insurance coverage prior to approval of the event. The Califon Borough Board of Education must be named as the additional insured.
16. ***Failure to provide such a certificate of insurance will preclude the use of the school facility.***
17. This license is revocable at any time by school authorities.
18. No reservation will be made until this application is returned and approved by the Chief School Administrator and/or Board of Education.
19. The Califon Borough Board of Education reserves the right to refuse the use of school facilities to any individual and/or organization.
20. The Chief School Administrator/designee will determine facility assignments and reserves the right to make adjustments to these assignments whenever necessary.

FACILITY AVAILABILITY

Regular school year:

- M-F from 3:15 pm – 8:00 pm, Sat/Sun and holidays upon special approval by the CSA/Designee: 7:00 am - 8:00 pm

Summer Vacation:

- M-F from 7:00 am - 8:00 pm; Sat/Sun and holidays upon special approval by the CSA/Designee: 7:00 am - 8:00 pm

Outdoor fields, parking lots and play areas:

- During regular school days - 3:15 pm to dusk with appropriate approval
- On Saturdays, Sundays and during vacation periods - 7:00 am to dusk upon special approval by the CSA/Designee.
- During summer vacation and the regular school year, fields will be available unless closed for maintenance work. (7:00 am to dusk with appropriate approval.)

FACILITY USE/CUSTODIAL FEES

When an organization does not qualify as exempt from fees in accordance with Regulation R7510, fees shall be assessed as follows:

For Non-profit organizations, local to the area of Califon,
(Lebanon Twp/Califon Boro/Tewksbury Twp) appropriate fees for custodial overtime,
beyond the contracted/designated hours, shall be assessed as follows:

***Regular Custodian/Sub-Custodian:**

Weekdays: 1.5 x regular custodian's hourly rate

Saturdays: 1.5 x sub custodian's hourly rate

Sundays: 2 x sub custodian's hourly rate

For all other profit or nonprofit organizations outside the area:

The CSA/Designee will evaluate the request/assess the rate and eventual fee(s) for custodial services and facility use.

Califon Borough School District Concussion Policy Compliance

Statement of Compliance with the Califon Borough School Board of Education Policy/Regulation 2431.4 – “Sports Related Concussions and Head Injury”

I, _____, on behalf of
(Name of Individual)

_____ (hereinafter referred to as “Licensee”),
(Name of Organization or Individual)

hereby certify to the following:

1. The Califon Borough Board of Education (hereinafter referred to as the “Licensor”) and the Licensee are Parties to a Use of Public School Facilities Agreement (hereinafter referred to as the “Agreement”) entered into on _____, for the purpose of permitting the Licensee to utilize the
(Date)

Califon Borough School (hereinafter referred to as the “Facilities”) for the purpose of

(Purpose of using facilities)

In accordance with N.J.S.A 18A:40-41.5(b) (2), the Licensee has read and hereby agrees to comply with Board Policy/Regulation 2431.4 – “Sports Related Concussions and Head Injury,” a copy of which is attached and made part hereof in connection with its use of the Facilities as provided in the Agreement.

WITNESS:

LICENSEE:

Board President/CSA/Designee

(Signature of Authorized Person)

Dated: _____

Dated: _____

**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 students that participate in interscholastic athletics and cheerleading programs, it is imperative that student-athletes, cheerleaders, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete or cheerleader 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 or cheerleading programs is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes and cheerleaders 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 eighth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts. For the purpose of this Policy, "cheerleading program" shall be Kindergarten through eighth grade school-sponsored cheerleading programs.

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



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Prevention and Treatment of Sports-Related
Concussions and Head Injuries

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



POLICY

CALIFON BOARD OF EDUCATION

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Prevention and Treatment of Sports-Related Concussions and Head Injuries

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 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

Adopted: 19 June 2019

