Other

### APPLICATION FOR THE USE OF PUBLIC SCHOOL FACILITIES TENAFLY, NEW JERSEY

Tenafly Board of Education 500 Tenafly Road Tenafly, NJ 07670

Permit No.:	
Date:	

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

The organization or individual applying for the use of the Tenafly Public School District's facilities shall be referred to as the

"Licensee". The Tenafly Board of Education shall be referred to as the "Licensor". hereby makes application for the use of: (name of organization or group) Day/Date Time School Facility am am pm pm am am pm pm am am pm pm (If additional space is required, attach list) Purpose of Use: Security and custodial personnel will be determined by the Board of Education, based on event needs. Will there be an audience? \_\_\_\_\_yes \_\_\_\_\_no Additional services requested: Audio System If yes, estimated number\_\_\_\_\_ Special Lighting (other than house lights) Microphone Does your organization charge for participation? \_\_\_\_yes \_\_\_\_no Projector Screen If yes, for what purpose will funds be used? \_\_\_\_Tables Chairs

### PERMITS ARE NON-TRANSFERABLE

The Board will give priority to the following uses, in the descending order given:

- a. TPS Athletic Events (practices and games)
- b. TPS Co-Curricular Activities (marching band, club activities)
- c. School related non-profit organizations such as HSAs and TEF
- d. Tenafly Recreation Department youth groups and co-sponsored youth groups (practices, games and activities)
- e. Tenafly Adult Groups (made up of 100% Tenafly Residents)
- f. Groups that do not fall into any of the above categories may be eligible to use any facility (except Geissinger Field) depending on availability and the discretion of the Superintendent

#### If this application is granted, Licensee agrees to:

1. Assume all liability for and agrees to indemnify and hold the Licensor, its respective members, agents, contractors, servants, employees, volunteers, licensees or invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with any acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees related to its use of the Licensor's facilities, including but not limited to, the Licensee's use of any portable equipment.

In the event that an action or proceeding is brought against the Licensor by reason of any such claim, the Licensee, upon notice from the Licensor, covenants to resist or defend, at Licensee's expense such action or proceeding by counsel reasonably satisfactory to the Licensor.

- 2. Assume full responsibility for Bodily Injury and Property Damage incurred as a result of the acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees. The Licensee 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 Licensee against any liability for bodily injury and property damage. The Licensor shall be named as an additional insured on such insurance policy. The Licensee must also include an additional insured endorsement via a CG 20100704 or equivalent. A copy of the necessary insurance policy must be presented to the Licensor prior to the Licensee's use of the facilities.
- 3. Assume responsibility for preserving orders in said school during its use of the facilities, for all fees in connection with the Licensee's use of the facilities, including when necessary, custodial fees.
- 4. Observe and adhere to all of the Licensor's rules and regulations governing the use of the Licensor's facilities as set forth in the Licensor's policies and regulations. The forgoing policies and regulations are as much a part of this application and agreement as if they were attached hereto. Additional copies of said policies and regulations may be obtained at the Licensor's Business Office. Any violation of these terms and conditions may result in the immediate expulsion of the Licensee from the Licensor's facilities.
- 5. If school is closed due to inclement weather, Licensee's event/function shall be cancelled.
- 6. 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 Licensee shall provide the Licensor with a statement of compliance with the Licensor'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.
- 7. If the Licensee is a "youth sports team organization," the Licensee shall provide the Licensor with a copy of their accident insurance policy or certificate of insurance, guaranteeing the proper accident coverage for the participants.
- 8. Pursuant to N.J.S.A. 18A:40-41a and N.J.S.A. 2A:62A-27, the Licensor, its employees, agents and servants shall not be liable for the injury or death of a person arising from the presence of and access to an AED, as well as the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees or invitees.
- 9. The Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees hereby acknowledge that the requirements of N.J.S.A. 18A:40-41a-c concerning automated extended defibrillators apply to school sponsored athletic events or team practices in which students of the district participate.
- 10. Pursuant to N.J.S.A. 18A:40-41.5, the Licensor shall not be liable for the injury or death of a person due to the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees, or invitees.
- 11. All charges for the use of school facilities will be paid within thirty (30) days after the Licensee's use of facilities has concluded.
- 12. Any Requested changes or modifications in this application and agreement for the use of facilities must be made in writing by the Licensee and approved by the Licensor at least three (3) days in advance of the date scheduled for the use of facilities.
- 13. \_\_\_\_\_\_ I have read and herby represent that the Licensee shall comply with any and all of the Licensor's rules, regulations, and policies as outlined in Policy 7510 and Regulation 7510 found at <a href="https://www.Tenafly.K12.NJ.US">www.Tenafly.K12.NJ.US</a>.
- 14. \_\_\_\_\_ The Licensee has provided the aforementioned required certificates of insurance to the Licensor.
- 15. FOOD AND BEVERAGES STRICTLY PROHIBITED IN ALL BUILDINGS.

Print Name of L	icensee:			
Signature of Licensee		Position with Organization Named	Position with Organization Named Above	
Home Address		Telephone/E-Mail	Date	
		FOR SCHOOL USE ONLY		
Approved by		Date		
Disapproved by		Reason		
• •	ct to payment of the following fees: RENTAL CHARGE	policy of the Board of Education of the Borough of:\$\$\$		
	STAGEHANDS AND LIGHTING OPE	ERATORS \$		
	POLICE	\$		
	TOTAL AMOUN	T DUE \$		
•	made by check payable to "Tenafly New Jersey 07670.	Board of Education" in the office of the Business A	Administrator, 500 Tenafly	
Date				
Revised 9/25/2015		Business Administ	rator	

# Statement of Compliance with the Tenafly Board of Education Policy No. 2431.4 "Concussion Testing and Return-to-Play"

(he	reinafter referred to as "Licensee"),		
hei	reby certify to the following:		
1.	The Tenafly 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(date),		
	for the purpose of permitting the Licensee to utilize		
	the		
	(hereinafter referred to as the "Facilities") for the purpose		
	of·		
2.	In accordance with N.J.S.A. 18A:40-41.5 (a) (2), the Licensee has read and hereby agrees to comply with Board Policy No. 2431.4 "Concussion Testing and Returnto-Play", a copy of which is attached and made a part hereof in connection with its use of the Facilities as provided in this Agreement.		
	In accordance with N.J.S.A. 18A:40-41.5 (a) (2), the Licensee has read and hereby agrees to comply with Board Policy No. 2431.4 "Concussion Testing and Returnto-Play", a copy of which is attached and made a part hereof in connection with		

### Tenafly Board of Education

#### RULES AND REGULATIONS GOVERNING THE PUBLIC USE OF ITS SCHOOL BUILDINGS & GROUNDS

The Board of Education is very glad to extend to the public the use of gymnasiums, auditoriums, cafeterias, and certain other facilities. In return, the board expects the property to be used carefully. This form has been prepared in order to explain the rules and regulations under which its use is made possible and to clarify the responsibilities of the Board of Education and the organization renting the school facilities.

- 1. All functions, for which applications are made to use the public school buildings and grounds, shall be conducted under the continuous supervision of a responsible adult. Such functions attended by children shall be adequately chaperoned.
- 2. Those attending the function are restricted to the use of the rooms or places indicated in the approved application, except for the nearest restroom.
- 3. There shall be no smoking on school property.
- 4. The carrying or consumption of alcoholic beverages, the use of profane or objectionable language and disorderly conduct in any school building or on school grounds are all prohibited. Those violating such prohibition will be summarily ejected from school premises.
- 5. Use of facilities will be limited to the capacity of facilities.
- 6. Organizations or groups using school buildings shall see that all persons are out of the building within the time specified in the approved application. No activity on Saturday evening shall continue beyond twelve o'clock midnight.
- 7. No signs of any kind shall be hung in or about the building or premises which would in any way mar or deface the same.
- 8. The applicant organization shall be responsible for any damage to school buildings or property resulting from its use thereof, whether by accident or otherwise and shall pay the cost of such damages. The applicant organization shall furnish a Hold Harmless Agreement and certificate of insurance in accordance with the attached form.
- 9. Any rearrangement of furniture or installation of any special equipment, furnishings or apparatus, etc. shall be done only with the written consent of the principal of the school and under the supervision of a member of school staff. Any costs thereof shall be paid by the applicant in addition to the regular fee.
- 10. The Board of Education reserves the right to cancel any approved application upon reasonable notice or assign suitable space in another building in the event any school activity makes this action desirable or necessary.
- 11. A permit is not transferable.
- 12. The Board of Education reserves the right to deny use of school facilities at its discretion.
- 13. The Board of Education does not approve gratuities to the board employees and no supplementary payments are to be made or paid to anyone working in the building.

## **POLICY**

## TENAFLY BOARD OF EDUCATION

PROGRAM 2431.4/Page 1 of 3

PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD

## 2431.4 <u>PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS</u> AND HEAD INJURIES

 $\mathbf{M}$ 

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 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 twelfth 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 twelfth 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 pupil begins participation in an interscholastic athletic or cheerleading program.



## **POLICY**

### TENAFLY BOARD OF EDUCATION

PROGRAM 2431.4/Page 2 of 3

## PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD

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 pupil will be evaluated by the school or team physician. The Principal or designee shall contact the pupil'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 pupil'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 pupil's physician or licensed health care provider must provide to the school district a written medical release/clearance for the pupil indicating when the pupil 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.

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



## **POLICY**

## TENAFLY BOARD OF EDUCATION

PROGRAM 2431.4/Page 3 of 3

## PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD

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: 1 March 2011

3 May 2011 Revised: 5 Feb 2013



#### **Borough of Tenafly Lightning Safety Policy**

#### Functions of Lightning Detection System

## This is an automatic system that enables itself upon weather threats in the area. It is not controlled by a person.

- I. When lightning approaches a twelve mile radius from Tenafly, the Lightning Detection System will activate a flashing light and an alarm will sound for approximately fifteen seconds.
- 2. As soon as the Lightning Warning System activates, everyone MUST remove themselves from their outdoor activity and seek shelter or face severe penalties and fines.
- 3. The flashing light will then continue for a minimum of thirty minutes after the last lightning strike within a twelve mile radius; all fields must remain cleared through the duration of the activated warning system.
- 4. When the warning alarm sounds three five- second intermittent blasts and the flashing light goes out it is permissible to reenter the field.
- 5. Under absolutely no circumstances is anyone allowed back on the field prior to the Lightning Warning System deactivates.
- 6. This system may reactivate at any time throughout the duration that the fields are open depending on the storm activity and its whereabouts. There are no false alarms.
- 7. Members of the Public using the municipal or board of education facilities, parks and fields on an individual, unorganized basis are also subject to the same policy.
- 8. All protective measures must be adhered to at all times.

**Recommendation**: If you hear thunder as a storm approaches and the alarm system has not yet activated, it is recommended that you use this leeway time to organize your group to safety. Lightning has been known to strike up to twelve miles away.

**Recommendation**: For places of safety during a thunderstorm, a vehicle with a solid metal roof and metal sides offers some protection. Close the windows, lean away from the sides of the car, and keep your hands in your lap. Do not touch the steering wheel, ignition, gear shifter or radio.

#### Additional Lightning Safety Tips:

- Plan ahead: coaches should watch the weather forecast prior to using the field.
- Use the '30-30 Rule': after you see lightning, count the seconds until you hear thunder. If this time 30 seconds or less, go inside. Stay inside until 30 minutes after the last strike of thunder.
- Avoid Dangerous Locations: DO NOT go under trees to keep dry in a thunderstorm! Avoid: elevated places, open areas, tall isolated objects, water activities, dugouts, and open areas such as fields, open vehicles, unprotected open buildings, and large structures such as fences or bleachers.

• First Aid: Lightning deaths are caused by cardiac arrest or the person has stopped breathing from the cardiac arrest. Start CPR or rescue breathing if the person has no pulse or is not breathing, respectively. Have someone call 911. Use an Automatic External Defibrillator (AED) if one is available.

#### Penalties for Disregarding the Lightning Protection System

Organized activities: The umpire, coach, coordinator or adult in charge is responsible to ensure that their group follows the Lightning Safety Policy. Disregarding the policy subjects the umpire, coach, coordinator or adult in charge to a possible suspension of responsibility regarding Tenafly Recreation activities or co-sponsored activities; and privileges including using the fields and parks for organized activity. A summons shall be issued by the Tenafly Police Department if caught in violation of this policy and Borough Ordinance.

I hereby acknowledge that I am aware of the above policy. I will follow this policy as an umpire, coach, coordinator or adult in charge, and inform all participants in the activities. I understand that I am subject to the above penalties and or fines should I choose to disregard the lightning detection system under any circumstances.

#### PLEASE PRINT CLEARLY IN BLUE OR BLACK PEN.

Printed Name:	·
Signature:	Date:
Date of Birth:	