

Form

APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES

Organization: _____

Date of this Request: _____ Facility Requested: _____

Number of Persons Using the Facility: _____ Date and Time of Use: _____

Purpose: _____

I have read the Spring Lake Board of Education policy and regulation 1330 Use of School Facilities and agree to comply fully with, said policy. It is understood and agreed that any damage to buildings, grounds or equipment of H. W. Mountz School, resulting in any way from the use of the facilities, shall be the responsibility of the persons and/or organizations set forth above, who are granted the use of the facilities. Said persons and/or organizations shall agree to indemnify and hold the Spring Lake Board of Education harmless for any such damage. It is further understood and agreed that any such persons and/or organizations shall, if requested, immediately tender the amount of insurance deductible maintained by the Board of Education to insure against such loss. Said payment shall in no way be construed to absolve the user of the facilities of any additional liability.

Organization	Adult in Charge
	Address
	Telephone
	Cell Phone

This application is hereby approved except as follows: _____

Custodian requirements are as follows: _____

Date Chief School Administrator Signature

Submit certificate of insurance prior to beginning the program to verify coverage of the group and to name the Board of Education as additional insured.

Certificate of insurance valid through: _____ received; _____ Yes _____ No

Certificate endorses the SLBOE as additional insured for the activity: _____ Yes _____ No

Team Roster _____ Not Needed _____ Yes _____ No

SLBOE Meeting: _____ Approved: _____ Yes _____ No

**THIS FORM MUST BE SUBMITTED THE MONDAY PRIOR TO THE SCHEDULED BOE MEETING FOR APPROVAL
THIS FORM MUST BE IN THE SUPERVISOR'S POSSESSION DURING USE OF SCHOOL FACILITIES**

REGULATION

SPRING LAKE BOARD OF EDUCATION

PROPERTY

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Mountz Outdoor Recreational Facility Regulations

R 7510.2 MOUNTZ OUTDOOR RECREATIONAL FACILITY REGULATIONS

Every group must adhere to the following rules when using the H. W. Mountz Elementary School outdoor facilities. Failing to comply with these rules might jeopardize usage of the facilities in the future.

1. The outdoor area in use must be cleaned up and trash must be picked up at the conclusion of the scheduled event.
2. The group or the organization that requested to use the outdoor facility is responsible for any damage to the school's equipment. Any such incident must be reported to the school's administration no later than the morning of the next working day (the person may be asked to provide a written report of the incident).
3. Mountz School will not be responsible for any damages that occurred during another group's activities.
4. The group/organization is responsible for any required custodial fees.
5. The group/organization is also responsible for its spectators, coaches, visitors, and participants' behavior during that time.
6. When any of the buildings and grounds of the Mountz School are utilized, the school and local laws shall be observed. Specifically, there shall be no cursing or abuse or use of violent or abusive language or use of any such other language so as to provoke a breach of the peace. Any violation, or suspected violation, may result in an immediate revocation of permission to use the school property.
7. School facilities may only be used during the days and times approved by the Board of Education on the Application and Agreement for Use of School Facilities. Use of Sundays is prohibited.
8. Smoking is prohibited on school grounds.

I have read the above-listed regulations regarding usage of the outdoor facility at Mountz School. I agree to abide by these regulations and realize that noncompliance will result in my inability to use these facilities in the future.

Signature

Date

Issued: 22 May 2017



REGULATION

SPRING LAKE BOARD OF EDUCATION

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Use of School Facilities

R 7510 USE OF SCHOOL FACILITIES

The facilities of the H. W. Mountz School are to be used by the following Spring Lake organizations upon terms and conditions hereinafter set forth:

- A. Parent/teacher organizations;
- B. Mayor, council, and duly appointed agencies;
- C. Spring Lake community groups;
- D. All of the above will be at the discretion of the superintendent and board of education.

Procedures

- A. All requests for the use of school facilities shall be made in writing at the office of the Superintendent. He/She shall determine whether the desired facilities are available. If the facilities are available and the request complies with Board policy, the Superintendent shall schedule the use of the facilities and inform the applicant. If a question arises concerning any application, the Board of Education shall be consulted for approval. The applicant will be informed if the facilities are not available.

The Superintendent shall determine the need for additional custodial personnel, if any, and shall authorize the necessary overtime, if required.

All monies due the board of education for custodial services shall be paid directly to the Board. The Superintendent and custodial personnel shall not receive or make payment of any monies.

- B. The use of the facilities must be for community benefit and not for the personal gain of any specific individual(s). All applicants must submit an application and evidence of insurance at the time of application. If an insurance certificate is not presented, then the application process will not proceed.
 - 1. Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury 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, which will be provided to the adult representative of the requesting organization with the application to use school facilities.



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Use of School Facilities

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.

- C. Any damage to buildings, grounds or equipment of H. W. Mountz School, resulting in any way from the use of the facilities, shall be the responsibility of the persons and/or organizations set forth above, who are granted the use of the facilities. Said persons and/or organizations shall agree to indemnify and hold the Spring Lake Board of Education harmless for any such damage. It is further understood and agreed that any such persons and/or organizations shall, if requested immediately tender the amount of any insurance deductible maintained by the Board of Education to insure against such loss. Said payment shall in no way be construed to absolve the user of the facilities of any additional liability. Please see Application and Agreement for Use of School Facilities.
- D. All equipment of H. W. Mountz School shall be under the supervision and control of the Board of Education or its representatives and may not be used without the approval of the Superintendent and/or Board of Education.
- E. The persons and organizations granted the use of the facilities shall be responsible for enforcing rules of good conduct on the part of persons using school facilities. Non-compliance will result in forfeiture of future use of buildings by the persons or organizations responsible. **SMOKING IS PROHIBITED.**
- F. All decorations must be approved by the Superintendent. Decorations must be taken down after the event.
- G. Alcoholic beverages may not be served or consumed on school premises.
- H. The serving of refreshments shall be restricted to an area outside the gymnasium designated by the Superintendent.
- I. Sneakers or gym shoes only shall be worn when the gym is being used for any athletic program.
- J. All groups or organizations using school facilities shall at the discretion of the Superintendent be responsible for janitorial expense in the following instances:
 - 1. Any time when a janitor is not regularly scheduled for duty;
 - 2. In such instances that the superintendent shall determine the necessity of additional janitorial staff due to the size and/or type of program to be conducted.



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Use of School Facilities

- K. Each member of the janitorial staff rendering such services shall be assigned a minimum of two hours. The applicants shall be billed for such services.
- L. The use of school facilities on Sundays will not be permitted as a general rule. The use of any school facility by a community organization or agency shall adjourn not later than 9:30 p.m. for indoor activities and dusk for outdoor activities.
- M. Organizations or groups requesting the use of buildings or facilities for the purpose of sponsoring youth activities must guarantee that such activities will be adequately supervised. Before the use shall be granted, the requesting organization or group must agree to provide adequate supervision for juveniles participating in the activity. The Superintendent shall determine the adequacy of the supervision and will require the name(s) of the individual(s) responsible for said supervision.
- N. In addition to the supervisors of the students, a second adult may be needed to allow entrance into the school and program. All external school doors may be required to be closed and locked.
- O. Those individuals supervising the event on premises must have the Application and Agreement for use of School Facilities in their possession. Not having this form may result in the organization being asked to leave the premises.
- P. All groups must confine activities to the area(s) assigned. Individuals or groups found wandering away from the assigned area will result in a cancellation of the group's privileges. The sponsoring group(s) should submit a roster of participants (students only) or have a list readily available on the day of the activity.
- Q. The use of the outside scoreboard will be limited to H. W. Mountz School games and activities only.
- R. The outdoor facilities will not be equipped with lights on the playing fields or an amplification or sound system, and no exterior structure can be erected (i.e. dugouts).
- S. Use of outdoor facilities by the general public are restricted to use between 8:30 a.m. and dusk on non-school days and 3:00 p.m. and dusk on school days.
- T. Organizations must get approval of the Superintendent to sell food at events.



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- U. Groups requesting the use of the building or facilities for the purpose of sponsoring a team or activity will be given preference for facilities in the following priority: Mountz Teams and Clubs, School Connected Organizations, Spring Lake Boro, Organizations with the majority of its members being residents of Spring Lake, Organizations without the majority of its members being residents of Spring Lake. No individual or personal use will be approved.
- V. Groups requesting the use of the building or facilities for the purpose of sponsoring a team must submit a team roster with the application.
- W. Organizations with teams affiliated with Mountz School, e.g. varsity, booster club, may charge tournament fees and admission fees when they use the school gymnasium for a tournament fund raising endeavor.

Issued: 22 May 2017



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Mountz Outdoor Recreational Facility Regulations

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I have read the above-listed regulations regarding usage of the outdoor facility at Mountz School. I agree to abide by these regulations and realize that noncompliance will result in my inability to use these facilities in the future.

Signature

Date

Issued: 22 May 2017



Prevention and Treatment of Sports-Related Concussions and Head Injuries
Youth Sports Team Organization Statement of Assurance

For the purposes of this Statement of Assurance, 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.

I, _____ (name of the youth sports team organization) authorized representative) represents to the _____ Board of Education that I am authorized by the _____ (youth sports team organization) to make the representations in this Statement of Assurance.

I, _____ represent the _____ (name of the youth sports team organization) has received and reviewed the Board of Education Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries and the _____ (name of the youth sports team organization) as an organization that operates on school grounds, will comply with all the requirements of the Board of Education Policy and Regulation 2431.4. In addition, the _____ (youth sports team organization) has provided the Board of Education proof of an insurance policy in accordance with the Board's Use of School Facilities Policy and Regulation, and not in an amount less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person.

A copy of the Board of Education Policy and Regulation 2431.4 is attached to this Statement of Assurance and the _____ (youth sports team organization) understands this Statement of Assurance is being required by the Board of Education in accordance with the provisions of N.J.S.A. 18A:40-41.5. for the school district not to 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.

Youth Sports Team Organization

Signature

Title

Date