

POLICY

BOARD OF EDUCATION TOWNSHIP OF UPPER

Upper Township School District Application for Use of School Facilities

Please complete this application in full; incomplete applications will be returned without consideration. Additional information may be requested prior to approval. **A Certificate of Insurance** must be submitted with this application. Unless otherwise indicated, please submit this application 30 days prior to the date of your event in order for review and approval.

Name of Organization & Representative: _____

Phone #: _____ Email: _____

Nature of Organization (please check one): ☐ Community ☐ Non-Profit ☐ Commercial

Nature of Event: _____ Non-Profit # (if any): _____

Expected Number of Participants: _____ Tickets being sold (circle): YES NO Price: _____

Event Date(s): _____ - _____ Time of Event: _____

Please check the days in which you wish to use the schools' facilities:

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

The above organization hereby applies for the use of the:

☐ Primary School

☐ Elementary School

☐ Middle School

Please note which facilities you wish to use (gym, cafeteria, etc.): _____

Equipment you wish to use (tables, chairs, etc.) if any: _____

Field prep and lining: _____

*NOTE: Requests to use a Cafeteria and/or Kitchen is subject to special rules and regulations and may require arrangements for appropriate District personnel to be present for the Event. Please refer to the Board's Use or Facilities Policy and Regulations for further information.

Any request to use specific pieces of school equipment (i.e., athletic equipment, sound or lighting equipment, etc.) in connection with this request to use school facilities must be submitted along with this application in order to be considered.

Security: Please describe your organization's plan to provide security or to control the event, including the name(s) of persons designated by your organization to oversee the event. Please note, the person(s) named as providing security shall be required to be present during the entire event.

Reservation of Rights

The Board of Education reserves the right to deny approval for the use of facilities when the Board determines that a proposed activity may place at risk the safety of students, staff, members of the community or the participants, or may adversely affect the facility, or which may place the Board in a position of bearing inordinate liability. In this regard, the determinations of the Board are binding. Such activities, which may be denied, include those activities for which the sponsors are unable to certify the presence of adequate security.

As the representative of the organization completing this application, I agree to the following:

1. Unless otherwise specified herein, a completed application must be submitted to the Board Office at least 30 days prior to the event.
2. No applications will be approved for personal gain of any individual(s) or for political or sectarian purposes, except by special permission of the Board of Education.
3. It is understood and agreed that the applicant assumes full responsibility for the preservation of order in the school building or on its premises and liability for any damage or loss of school property.
4. On school days or at other times when school is in session, no activities may be scheduled at the Middle School earlier than 3:30pm or at the Primary and Elementary Schools earlier than 4:00pm. Moreover, the applicant may not instruct or advise event participants to arrive at the schools before the times specified herein.
5. It is understood that all fees will be paid in full at least two weeks prior to the event or the event will be cancelled. Please make checks payable to the Upper Township Board of Education.
6. If required, a Fire Safety Permit must be on file in the Board of Education office and the appropriate Fire Department (the Marmora Fire Department & the Seaville Fire Department, depending upon school) two weeks before the event or the event will be cancelled.

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7. The organization must comply with all local and state laws regarding public assemblies.
8. All applicants must have liability insurance of at least \$1,000,000 naming the Upper Township Board of Education, as additionally insured on the Certificate of Insurance for the date(s) the facility will be used pursuant to this application. Proof of coverage must accompany the application or it will not be approved.
9. SMOKING or the possession and consumption of ALCOHOLIC BEVERAGES on any part of the school facility used pursuant to this application is positively prohibited.
10. ANIMALS of any kind, except service animals, are not permitted in any school facility.
11. NO OUTSIDE FOOD CONCESSIONS ARE PERMITTED, except by special permission of the Board of Education. All food arrangements must be made through the District's food service contractor.
12. Advertising is the responsibility of the organization and must not begin until written approval for the use of the facility is received from the district. Advertising must not use the school telephone number for information.
13. NOTIFICATION OF CANCELLATION IS REQUIRED TWO WEEKS PRIOR TO THE EVENT.
14. Modification in the dates, times or locations requested may result in additional charges for the organization.
15. A copy of the Board of Education's Policy and Regulation for Use of School Facilities was provided with this application packet, including fee schedules. All terms and conditions of the Board's Policy and Regulations are incorporated herein by reference, and that if there is any discrepancy between this application and the Board's Policy and Regulations, the latter shall control.
16. The organization will indemnify and hold harmless the Upper Township Board of Education, its members, officers, administrators, teachers, staff, employees, volunteers and agents from against any and all claims, suits, damages, fines, penalties, liabilities and expenses (including reasonable attorney's fees and other related charges of outside and/or of in-house counsel), resulting from or arising out of or in connection with any claimed act or omission by the organization or any of its directors, officers, employees, volunteers or agents pertaining to the use of the Board's facilities under this application.
17. A separate security deposit check shall be made at least two weeks prior to the event date. Please make checks payable to Upper Township Board of Education.

I AGREE TO THE TERMS AND CONDITIONS DESCRIBED:

Signature

Date

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**Upper Township Board of Education
Upper Township, New Jersey**

INDEMNITY AND HOLD HARMLESS AGREEMENT

(I) _____ (Organization, Responsible Individual, Group, etc.) agrees to indemnify and hold harmless the Upper Township Board of Education, its officers, employees, volunteers and agents from and against all claims, damages, losses and expenses, including reasonable attorney's fees in case it shall be necessary to file an action, arising out of use of school facilities requested herein, which is: 1) for personal or bodily injury, illness, or death, or for property damage, including loss of use; and 2) caused in whole or in part by the negligent act or omission or that of the Organization/Responsible Individual/Group, their officers, employees, volunteers and agents or that of anyone for whose acts the organization may be liable. This indemnification and agreement shall apply in all instances made a party to the action or claim or is subsequently made a party to the action by third-party in-pleading or made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

Signature

Date

Print Name

Name of Organization

*END OF APPLICATION. Do not write below this line.

Approving Signature by Superintendent

Date

Safety and Security Protocols for Outside Groups Using UTSD Facilities

Per N.J.S.A.18A:41-7, "A local board of education and chief school administrator of a nonpublic school shall provide to all persons who supervise youth programs that are not sponsored by the school district or nonpublic school, but operate a program in a district or nonpublic school building before or after school hours, on the weekend, or during a period when school is not in session, information on school district or nonpublic school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located. The organization that sponsors the youth program shall file a statement of assurance with the school district superintendent or chief school administrator of the nonpublic school that it has complied with the training requirements prior to the district or nonpublic school authorizing the use of the school building."

Emergency Telephone Numbers:

New Jersey State Police:	911
Upper Township Fire Department:	911
Upper Township Rescue:	911
Upper Township Borough Hall:	(609) 628-2011
Upper Township Office of Emergency Management:	(609) 628-2011
DCPP (Division of Child Protection and Permanency):	(609) 441-3164

School District Personnel Telephone Numbers:

Superintendent: Allison Pessolano	(856) 440-4712
Facilities Supervisor: Allen Matthews	(609) 741-4031
School Business Administrator: Laurie Ryan	(609) 741-4039

School District Building Locations:

Upper Township Primary School
130 Old Tuckahoe Road
Marmora, NJ 08223

Upper Township Elementary School
50 Old Tuckahoe Road
Marmora, NJ 08223

Upper Township Middle School
525 Perry Road
Petersburg, NJ 08270

Emergency Procedures:

Note: See enclosed maps for locations of fire extinguishers and AEDs in each building.

The following are general rules followed in an emergency situation:

1. Notify appropriate emergency responders
2. Provide for the complete safety of all personnel
3. Account for all personnel
4. Aid any injured individuals immediately

Evacuation: In event of an emergency requiring evacuation, notify emergency personnel per contact information provided above. Evacuate the building through the nearest exits and move as far away from the building as possible. Await instructions from responding emergency personnel.

Lock Down: In the event of a situation requiring a lockdown, immediately call 911 and move everyone to the closest secure locations. Await further instructions from emergency responders.

Medical Emergency: Call 911. AED locations identified on attached maps.

Weather Emergency: In the event of a weather emergency requiring people to seek shelter, announce the weather emergency and move people away from any windows and to the interior of the building (hallways or along interior building walls). If damage or injuries occur, call 911 and await instruction from emergency responders.

In the event of any emergency, notify superintendent. If emergency services are needed, call 911 first, then notify superintendent. If superintendent is not available, notify the school business administrator and/or facilities supervisor.

STATEMENT OF ASSURANCE

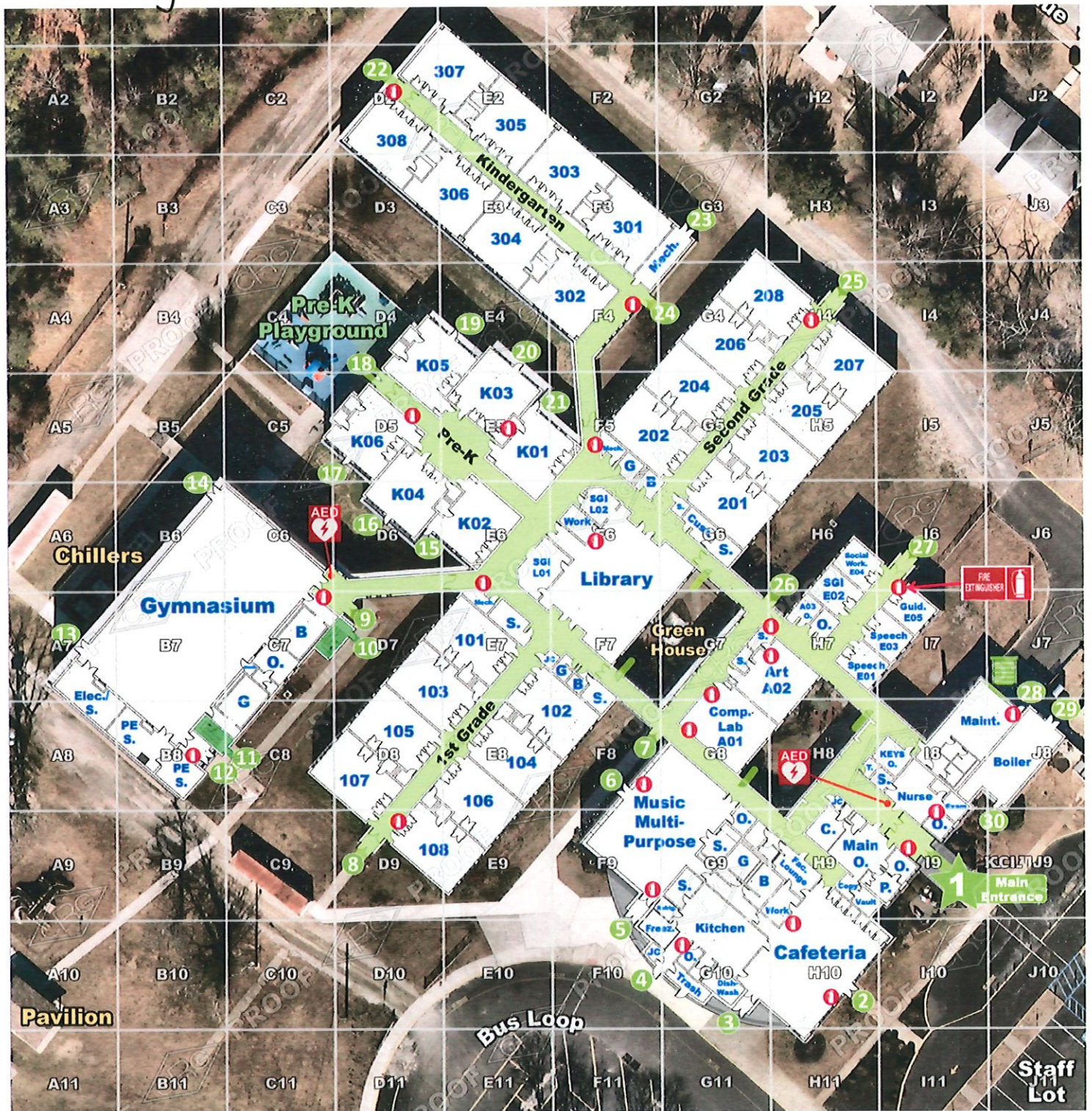
As the supervisor of the _____, I certify that the Upper Township School District has provided to me information on school district practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information. I also certify that all of the employees and volunteers for our program have received the information on school district practices and procedures in the event of a safety or security incident in a school building.

Name of responsible party: _____

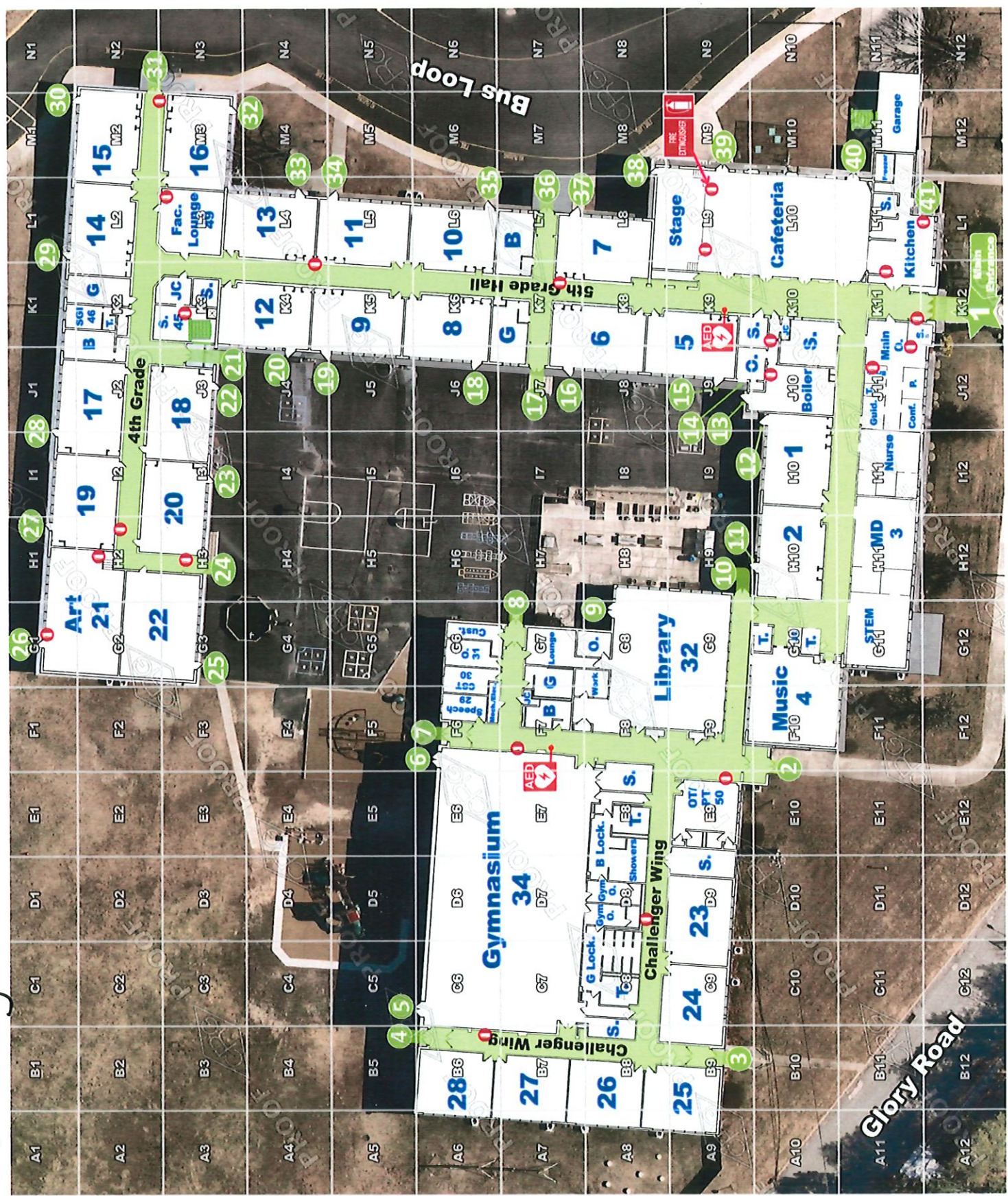
Signature: _____

Date: _____

Primary School



Elementary School



Middle School

