

## MIDLAND PARK BOARD OF EDUCATION

### APPLICATION FOR USE OF SCHOOL BUILDINGS OR FACILITIES BY THE PUBLIC

NAME OF ORGANIZATION	ADDRESS OF ORGANIZATION
PERSON TO CONTACT	PHONE NUMBER
SCHOOL	EMAIL
TYPE OF FACILITY	PURPOSE
DATES	NUMBER OF PARTICIPANTS
TIMES OF USE:	NUMBER OF MIDLAND PARK RESIDENTS
ROOM ARRANGEMENT REQUIRED	EQUIPMENT REQUIRED
NAME OF ADULT IN CHARGE OF ACTIVITY	ADDRESS & TELEPHONE NUMBER
CERTIFICATE OF INSURANCE NAME OF CARRIER  CERTIFICATE NUMBER	LIMITS OF LIABILITY PROPERTY \$ LIABILITY \$
<b>CLASSIFICATION OF USERS:</b> Class I- School organizations, Continuing Education programs, School sponsored clubs/groups parent-teacher groups, nonprofit recreational activities for residents. No charge for use unless additional custodial services is necessary. <b>PROOF OF NON PROFIT STATUS MUST BE PROVIDED.</b> Class II- Cultural, recreational, civic, or other responsible community groups. Custodial services and fuel/lighting fee will be charged. Class III- All other responsible community groups or for profit organizations. Board approved fee schedule will apply.	

**Agreement :**

As the official representative of the applicant, the undersigned agrees to the use of the facilities in accordance with the general regulations of the Midland Park Board of Education.

In consideration of the agreement, it is understood and agreed that the Board of Education is hereby held harmless for any bodily injury or damage to property of others as a result of the use of facilities by the applicant/organization.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Midland Park Board of Education**  
**Midland Park, New Jersey**  
**PERMIT FOR USE OF SCHOOL BUILDINGS OR FACILITIES BY THE PUBLIC**

**GENERAL REGULATIONS GOVERNING USE OF FACILITIES**

<b>NAME OF ORGANIZATION</b>	<b>PERSON TO CONTACT</b>	<b>PHONE</b>
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1. School activities shall have priority in the use of school facilities. No permit for the use of school facility will be granted to any outside group until such time as the annual school activity calendar has been established and approved.

2. All reservations shall be made through the office of the Secretary of the Board, at least three weeks in advance of the proposed use. Any request of less than three weeks may be a basis for administrative rejection as untimely. The Secretary shall clear the availability of the requested facility with the school principal.

3. Any application and approval for facility use shall not constitute a landlord-tenant relationship, but shall merely constitute a permit which is revocable for good cause or transfer to another facility when required by a school need.

4. Applicants may request a particular facility, the facility shall be reserved for the organization. If, in the opinion of the Board of Education, it is determined that for the safety of the facility, or personnel that the program should be moved to another facility, the Board shall make another facility available to the organization. The Board shall attempt to make the alternate facility available as that originally requested.

5. Only Board of Education personnel may operate equipment belonging to the School District such as microphones, kitchen equipment, stage equipment, technology equipment, etc.

6. Organizations shall be responsible for the action of its members, invitees, and others using the facilities under their auspices. Abuse of the use permit shall constitute grounds for cancellation of reservations already made and refusal of new reservations.

7. 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 non-profit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

8. 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.

9. Reservations for other than classrooms will not be accepted beyond a three month period; however, requests beyond that period will be held, and these requests will be considered at a later date.

10. When any kitchen or kitchen equipment is used for serving refreshments, cafeteria employees must be on duty. Fees will be charged accordingly.

11. **ALCHOLIC BEVERAGES AND GAMBLING ARE NOT PERMITTED** on school property, including all playing fields, at any time. Any infractions of either of the above, shall constitute grounds for cancellation of reservations already made and refusal of new reservations. No food/drink allowed in the media centers.

12. Setting up of equipment (chairs, scenery, decorations, etc.) shall be done outside of school hours and must not conflict with school activities or programs.

13. Central Office Administrators, the Principal, Assistant Principal and the Buildings & Grounds Supervisor shall have free access to all areas of the school facilities at all times, including periods when facilities are used by non-school organizations.

14. Building regulations (safety, health, and use) applicable to any facility shall be adhered to by using organizations.

15. Smoking is not permitted anywhere in school buildings or on school grounds.

16. Organizations shall be responsible for the cost of repairing any damage or defacement of buildings and equipment from misuse by the organizations or their guests. The Board of Education will determine the cost of such damage and the amounts to be paid.

17. No nails, screws, attachments, etc. of any kind are to be applied to walls or woodwork of any school facility.

18. During and following periods of inclement weather, Board of Education personnel shall make the final determination on whether a field is playable.

19. All fees are to be made payable to Midland Park Board of Education.

20. It is the responsibility of the using organizations to arrange and pay for any police protection required. If an attendance of more than 200 is expected, the organization shall have police assistance in the parking of automobiles. Under no circumstances shall parking be permitted on the right side of the circular drive to the entrance of the building at the Midland Park High School. At Godwin and Highland School no parking will be permitted on the macadam areas to the rear and sides of the two elementary school buildings.

**USE CHARGES**

Custodial Personnel	\$ _____
Cafeteria Personnel	\$ _____
Equipment Personnel	\$ _____
Stage Crew	\$ _____
Other Charges	\$ _____

Total Estimated Charge	\$ _____
No Charges Due	\$ _____

**TO BE PAID WITHIN 30 DAYS OF USE**

**ADMINISTRATIVE DETERMINATION**

Facility is not available on  
dates requested \_\_\_\_\_

Facility is available \_\_\_\_\_

Facility is available with the  
following stipulations \_\_\_\_\_

Approval Date

Building Principal Signature

**COPIES TO: APPLICANT, BUILDING PRINCIPAL,  
BUILDING & GROUNDS SUPERVISOR, AND THE  
BUILDING CUSTODIAN**

SECRETARY, BOARD OF EDUCATION

DATE

**Statement of Compliance: Guidance and Protocols Issued by CDC and State of New Jersey During Viral Pandemic**

I, \_\_\_\_\_,

on behalf of \_\_\_\_\_  
(hereinafter referred to as "Licensee"), hereby certify the following:

Licensee acknowledges that a novel viral infection has resulted in a pandemic throughout the United States, and hereby agrees to ensure that its members, agents, contractors, servants, employees, volunteers, and invitees comply with and follow the most recent guidance and protocols issued by the Centers for Disease Control and Prevention (CDC) and the State of New Jersey prior to and during the use of the facility. Licensee agrees to immediately notify the Licensor if any of its members, agents, contractors, servants, or employees who are anticipated to be present in the facility or have been present during Licensee's use of the facility are known to have tested positive for or been exposed to coronavirus, or any other epidemic, and further agrees to indemnify and hold harmless the Licensor, its respective members, agents, contractors, servants, or employees 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 alleged exposure or infection of coronavirus or any other epidemic as a result of any acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees as it relates to Licensee's use of the facility.

WITNESS:

LINCENSEE:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



USDOE Blue Ribbon School of Excellence  
NJDOE Star School

# MIDLAND PARK PUBLIC SCHOOLS

District Administration Offices  
250 Prospect Street  
Midland Park, New Jersey 07432

Godwin School

Highland School

Midland Park Junior/Senior High School



Home of the Panthers

## Scholastic Student Athlete Safety Act

Pursuant to N.J.S.A. 18A:40-41.5 and N.J.S.A. 2A:62A-27, the Licensor, its employee, 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.

Sudden Cardiac Death Pamphlet Sign- Off

I/We acknowledge that we received and reviewed the Sudden Cardiac Death in Young Athletes pamphlet.

Name of Group/ Organization \_\_\_\_\_

Signature of Agent \_\_\_\_\_ Date \_\_\_\_\_

**Statement of Compliance with the Midland Park Board of Education Policy No. 2431.4  
"Prevention And Treatment Of Sports-Related Concussions and Head Injuries"**

I, \_\_\_\_\_,  
on behalf of \_\_\_\_\_  
(hereinafter referred to as "Licensee"), hereby certify to the following:

1. The Midland Park 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 \_\_\_\_\_ (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, "Prevention And Treatment Of Sports-Related Concussions And Head Injuries," a copy of which is attached and made a part hereof in connection with its use of the Facilities as provided in the Agreement.

WITNESS:

LICENSEE

\_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

# POLICY

## MIDLAND PARK BOARD OF EDUCATION

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#### 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



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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 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



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

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: 10 May 2011  
Revised: 20 December 2011

