

**GREENWICH TOWNSHIP SCHOOL DISTRICT**  
**Gibbstown, New Jersey**

**APPLICATION FOR USE OF SCHOOL FACILITIES**

**Today's Date:** \_\_\_\_\_  
**Sponsoring Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Responsible Official:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Date/Time Requested:** \_\_\_\_\_  
**Alternates:** \_\_\_\_\_

**Nature of Activity:** \_\_\_\_\_

**FACILITIES REQUESTED:** \_\_\_\_\_ **Broad Street** \_\_\_\_\_ **Nehaunsey**  
\_\_\_\_\_ **Gymnasium** \_\_\_\_\_ **Kitchen** \_\_\_\_\_ **Auditorium** \_\_\_\_\_ **Classroom**

**SPECIFY CLASSROOM NEEDED:** \_\_\_\_\_

**EQUIPMENT NEEDED:** \_\_\_\_\_

**Chaperones: (Please fill in at least one)**

- |    |                    |                     |
|----|--------------------|---------------------|
| 1. | <b>Name:</b> _____ | <b>Phone:</b> _____ |
| 2. | <b>Name:</b> _____ | <b>Phone:</b> _____ |
| 3. | <b>Name:</b> _____ | <b>Phone:</b> _____ |
| 4. | <b>Name:</b> _____ | <b>Phone:</b> _____ |

Your group needs to carry insurance. Please attach a copy of your insurance certificate to this application or provide Company Name and Policy Number.

**SIGNATURE OF RESPONSIBLE OFFICIAL:** \_\_\_\_\_

**NOTE:** The responsible official must assume responsibility for familiarizing Chaperones with all rules and regulations and adherence to them.

**THIS PORTION FOR BOARD ACTION**

**Permission Granted:** \_\_\_\_\_ **Permission Not Granted:** \_\_\_\_\_

**Notification Given by Mail on: (Date)** \_\_\_\_\_

**Janitor Assigned:** \_\_\_\_\_

**Charges (if any):** \_\_\_\_\_

**Signature of School Business Administrator:** \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

Between \_\_\_\_\_ and \_\_\_\_\_

**Witnesseth:**

**1.** \_\_\_\_\_ agrees to release, indemnify and hold harmless \_\_\_\_\_ from and against any loss, damage or liability, including attorney's fees and expenses incurred by the latter entities and their respective employees, volunteers or other representatives arising out of or in any manner relating to: \_\_\_\_\_  
\_\_\_\_\_

**2. The applicant has furnished the Certificate of Insurance with limits of liability described below:**

General Liability \_\_\_\_\_

Auto Liability \_\_\_\_\_

Umbrella Liability \_\_\_\_\_

Workers Compensation \_\_\_\_\_

**3. The event taking place will occur:**

Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

**GREENWICH TOWNSHIP BOARD OF EDUCATION**  
**415 SWEDESBORO ROAD, GIBBSTOWN, NEW JERSEY 08027**

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Gerardo Batista  
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Phone: 856-224-4920 x 2129  
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## **TERMS OF USE**

**WHEN APPROVED TO USE BROAD STREET SCHOOL GYM AND/OR NEHAUNSEY SCHOOL GYM:**

**ABSOLUTLEY NO TAPE OR ANY ADHESIVE MATERIAL IS TO BE PLACED ON OR AROUND THE GYM FLOOR!**

**DO NOT DRAG ANY TYPE OF EQUIPMENT OR FURNITURE ON OR AROUND THE GYM FLOOR!**

**THE SPONSORING ORGANIZATION/LIABLE PARTY, WILL BE RESPONSIBLE FOR ANY/ALL REPAIRS TO ANY ISSUES FOUND BY OUR STAFF.**

**BY SIGNING THIS, YOU AGREE TO THE TERMS OF USE ABOVE.**

\_\_\_\_\_  
**RESPONSIBLE OFFICIAL:**

\_\_\_\_\_  
**DATE:**

# POLICY

## GREENWICH BOARD OF EDUCATION

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USE OF FACILITIES

### 7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational and co-curricular programs of the school district. For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Departments and agencies of the municipal government;
4. Community organizations formed for charitable, civic, social, or educational purposes;
5. Governmental agencies;
6. Community church groups;
6. Community political organizations;
7. Private groups and organizations;



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# POLICY GUIDE

# GREENWICH TOWNSHIP BOARD OF EDUCATION

PROPERTY

7510 USE OF SCHOOL FACILITIES (M)

## 7510 USE OF SCHOOL FACILITIES (M)

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The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

### **Number the following uses in the appropriate order**

1. Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.A., P.T.O., Home-School Association, and other school-parent related organizations;
3. Departments and agencies of the municipal government;
4. Governmental agencies;
5. Community organizations formed for charitable, civic, social, or educational purposes;
6. Private groups and organizations;

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function.

The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until

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## **GREENWICH TOWNSHIP BOARD OF EDUCATION**

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7510 USE OF SCHOOL FACILITIES (M)

such conditions are addressed. Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration.

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. 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 uses school facilities or 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. 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.

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.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's 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 in accordance with the provisions of N.J.S.A. 18A:41-7.

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7510 USE OF SCHOOL FACILITIES (M)

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted: 14 March 2005

Revised: 10 September 2012

Revised: 14 December 2020

# POLICY

## GREENWICH BOARD OF EDUCATION

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PREVENTION AND TREATMENT OF SPORTS-RELATED  
CONCUSSIONS AND HEAD INJURIES

### 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

#### **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, 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.





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PREVENTION AND TREATMENT OF SPORTS-RELATED  
CONCUSSIONS AND HEAD INJURIES

Any student-athlete 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 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.



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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: 21 November 2011

