

**HO-HO-KUS PUBLIC SCHOOL DISTRICT
70 LLOYD ROAD
HO-HO-KUS, NJ 07423**

Phone 201-689-0175

Fax 201-652-2824

**APPLICATION
FOR THE
USE OF FACILITIES
THE HO-HO-KUS SCHOOL DISTRICT**

INSTRUCTIONS TO THE APPLICANT, SPONSOR OR CONTACT PERSON:

Before final approval can be granted, the School Superintendent's office must have in its possession the following:

1. Completed Application – including signed confirmation of receipt of annual AHERA notice, copy of regulations for facility use #7510 which includes concussion information, and Policy #2431.4, Concussion Testing & Return to Play. For sports team organizations, the Statement of Compliance with Board of Education Policy #2431.4, Concussion Testing & Return to Play must be signed and returned with the application.
2. Hold Harmless Agreement and updated Insurance Certificate naming the Ho-Ho-Kus Board of Education as an additional insured as per the language in Hold Harmless Agreement.

Submit all applications to:

**Dr. Diane G. Mardy, Superintendent
Ho-Ho-Kus Public School District
70 Lloyd Road
Ho-Ho-Kus, NJ 07423**

All applications must be filed **at least twenty (20) working days** in advance.

Submit all requests through the application process – no requests will be considered by telephone request.

All applications, including all dates/times are final. Due to constraints of time and space, no makeup dates or other changes will be granted.

Phone 201-689-0175

Ho-Ho-Kus School District

70 Lloyd Rd., Ho-Ho-Kus, NJ 07423

Fax 201-652-2824

Use of Facilities Request/Application Form (outside organizations)

1. This request for the use of facilities must be filed at least 20 working days in advance of the activity.
2. Only completed forms will be processed.
3. Specify exact dates and times.
4. Use the back side of this application or additional sheets as necessary to list all dates and times.
5. Send all completed applications to:

Dr. Diane G. Mardy, Superintendent
 Ho-Ho-Kus Public School District
 70 Lloyd Rd.
 Ho-Ho-Kus, NJ 07423

PLEASE PRINT ALL INFORMATION

About your organization:

Name of Organization: _____ Your Name: _____

Address: _____ Telephone: _____

_____ Fax: _____

Contact Person: _____ Telephone: _____

Email address: _____

Age Group: 1-14yrs. _____ 15-20 yrs. _____ over 20 yrs. _____ Application Filing Date _____

Grade Level _____

About your event/activity:

Please describe your planned event/activity: _____

of people expected to attend: _____ Date(s) requested: _____
 (Specify exact dates in conformity with school calendar)

Time(s) requested: _____ From _____ am/pm
 (Include set up/tear down & clean up) To _____ am/pm
 Total hours _____

Place of activity/facilities requested: _____ (please check)

AREA (S) OF SCHOOL FACILITY TO BE USED:
Auditorium
Library
Gymnasium
Multi Purpose Room (MPR)
Classroom(s)
needed _____
Other: lobby, parking lot, etc. (please specify)
ADDITIONAL NEEDS:
Table(s) _____ indicate # _____ Chair(s) _____ indicate # _____
Other: Describe -

I hereby acknowledge, on behalf of the organization named above, that I have received a copy of the annual AHERA notification letter and a copy of the regulations for facility use (7510) which includes concussion information. For sports team organizations the Statement of Compliance with Board of Education Policy 2431.4, Concussion Testing & Return to Play, and Policy 2431.4 is included.

Name of organization _____ Signature of representative/applicant _____

**HO-HO-KUS PUBLIC SCHOOL DISTRICT
HOLD HARMLESS AGREEMENT
AND
INSURANCE CERTIFICATE APPLICATION**

For and in consideration of the use of the Ho-Ho-Kus School (specify room/area) _____

_____ located at 70 Lloyd Road, Ho-Ho-Kus, New Jersey

07423, on the following date(s) * _____ at the following time(s) * _____

the _____
name of organization

convenants and agrees to save and hold harmless the Board of Education of Ho-Ho-Kus, its agents, servants and administrators from any and all liability arising out of the use of said facilities.

Signed: _____

Organization Officer

Position

Organization

Address

Contact Person _____

Date: _____ Tel # _____

***LIST ALL DATES AND TIMES ON AN ATTACHED SHEET IF NECESSARY**

TO INSURANCE AGENT:

The use of facilities of the Ho-Ho-Kus School District by the aforementioned organization is contingent on a Certificate of Insurance being on file in the Board office of this District, 70 Lloyd Rd., Ho-Ho-Kus, NJ 07423 **PRIOR TO THE DATE THE FACILITIES ARE TO BE USED.**

The Certificate of Insurance **MUST** indicate the following:

1. Minimum Public Liability of \$1,000,000.00
2. The Certificate **MUST** contain the following statement that may not be modified or limited in any manner.

"THE HO-HO-KUS BOARD OF EDUCATION IS LISTED AS AN ADDITIONAL INSURED."

Ho-Ho-Kus Public School

70 Lloyd Road ~ Ho-Ho-Kus, New Jersey 07423

201-652-4555

*Diane Mardy, Ed.D.
Superintendent*

*Alexis M. Eckert, Ed. D.
Principal*



TO: Mr. Michael Michaliszyn and Mrs. Mary Meier, Co-Presidents HEA
Mrs. Julia Rosenfeld, President Ho-Ho-Kus HSA
Facility Applicants, and
Contractors of Record

FROM: Thomas Duane, Business Administrator/Board Secretary

DATE: August 2018

RE: Annual Notification Letter

The Asbestos Hazard Emergency Response Act (AHERA) 40 CFR 763 requires all schools from Pre-K to Grade 12 to conduct inspections to determine if they contain asbestos-containing building materials (ACBM). If they do contain these materials, the ACBM must be categorized according to the type of material, its location, current damage, and its potential for future damage. Also, a detailed Asbestos Management Plan must be developed. The Management Plan details the inspection findings, and outlines the response actions the School Board intends to implement.

To accomplish these goals, the School District now has on file at the school and in the District Office a NJ State Department of Health approved Asbestos Management Plan for the school facility. The provisions of the plan are being implemented in a timely and on-going fashion. It is your Board's desire to provide a safe and healthy facility for all students, employees and visitors.

The purpose of this letter is to satisfy the requirements of AHERA for written notice of the availability of the Management Plan for review. Should you desire, please contact Dr. Alexis Eckert for further details.

Since the last written notice, there have been no Asbestos removal projects. The School Board performed the 3-year re-inspection in February 2016 and the 6-month surveillance in August 2018 as required by the AHERA regulations.

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Use of School Facilities

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I - Users directly related to the schools and the operations of the schools, including pupil and teacher groups. Users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations: HSA, Education Foundation.
2. Class II - Users indirectly related to the schools. Users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee, except in the case of Superintendent discretionary decision that additional fees are to be charge, but will be charged custodial and service costs. Class II users include the following organizations: Recreation Commission, YAC, Scouts.
3. Class II - Community organizations formed for charitable, civic, social, or educational purposes. Users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs in accordance with the terms of agreement with the district and approved by the Superintendent. Class III users include all outside organizations.
4. No other organizations or individuals will be permitted to use school facilities.

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Superintendent and on the district website.
2. Application for use of school facilities must be submitted to the Superintendent not less than 20 working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than 25 working days prior to a regular Board meeting and not less than 25 working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.

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Use of School Facilities

4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use.

C. Approval

1. The Superintendent will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, and has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.
2. If the facility is not available for use, the Superintendent will so inform the representative of the organization.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Superintendent will note his/her approval on the application form and return to the applicant.
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use on weekdays only after school hours, with the exception of pre-approved Home School Association meetings. School facilities may be available for use on Saturdays and Sundays depending on appropriate and adequate custodial coverage and at the Superintendent's discretion.
 - b. School facilities are available for use only after school hours until 10:00PM. Permission may be granted at the Superintendent's discretion for a use up to 11:00PM, provided the user pays an overtime fee regardless of the user's classification. School facilities are not available for use during the school day. On weekends, the school is available on Saturdays during the hours of 8:30AM and 6:00PM and Sundays during the hours of 11:00AM and 6:00PM.

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Use of School Facilities

- c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
- d. The use of school facilities will not be granted for the advantage of any commercial or profit-making enterprise, or partisan political activity, or any purpose that is prohibited by law or school policy.
5. The Superintendent will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility.
6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
10. Permission to use school facilities is not transferable.
11. The organization representative must inform the Superintendent/designee of any canceled use request as soon as he or she is aware of the cancellation. An organization's failure to inform the Superintendent/designee of a canceled use at least one (1) working day in advance of the scheduled time of the use may result in imposition of service charges.
12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

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D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance in the amount of
 - a. \$1,000,000 per person,
 - b. \$1,000,000 per accident or event, and
 - c. \$1,000,000 property damage.
4. All organizations using the facility must comply with requirements for care of any student/adult who is involved in an accident that involves an impact to the head.

If it is suspected that a program participant sustained an injury that could cause a concussion or if signs observed by others or symptoms reported by the participant are those signs and symptoms of a concussion, the individual will be immediately removed from the activity and receive medical attention. A physician must make a determination regarding presence or absence of concussion.

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 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.

For the purpose of this Regulation, a "youth sports team organization" means one of more sports teams organized pursuant to a nonprofit or similar charter or which are

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Use of School Facilities

member teams in a league organized by or affiliated with a county or municipal recreation department.

B. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law.
 - e. Smoking is prohibited on school property.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
 - a. The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition.
 - b. The user must request in the application and receive the Superintendent's written permission to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
 - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than 24 hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.

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- d. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
 - f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
 - g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
 - h. The user must request in the application and receive the Superintendent's written permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
 - i. No signs, posters, advertisements, or other displays may be placed in a school building without the written approval of the Principal.
 - j. No school keys shall be issued to a user.
 - k. No animal shall be allowed on school premises without the **prior** written approval of the Principal.
 - l. An authorized school district staff member shall examine the facility immediately after the use, informing the user of any loss or damage that must be corrected.
 - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
 - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles.
3. Uses Must be Properly Supervised.

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- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is directed by the Superintendent to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.
- b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

F. Fee Schedule

1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b will be billed.
2. Class II users will not be charged a facility fee, but will be charged for custodial overtime and any additional costs incurred as per Superintendent's discretion.
3. Class III users will be charged the costs charged Class II users and additional facility fees as per contract terms.

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4. For Class II users the business office will prepare an itemized bill for the use of school facilities based on the approved application form. The bill will be sent to the representative of the applicant organization at least 5 working days in advance of the use and is payable immediately.
5. Payment must be received by the business office before the scheduled use. Permission will be withdrawn from any use that is not paid in advance, except as expressly exempted by the Superintendent.

Issued: 20 November 2000

Revised: 17 December 2002

Revised: 28 February 2012

**Statement of Compliance with the
Ho-Ho-Kus Board of Education Policy No. 2431.4
“Concussion Testing & Return to Play”**

I, _____,

On behalf of:

(hereinafter referred to as “Licensee”), hereby certify to the following:

1. The Ho-Ho-Kus 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 Ho-Ho-Kus Public School building (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 & Return to Play,” 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

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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 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.

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

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Sports-Related Concussions and
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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. Parents are required to share this information with the school. 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

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Prevention and Treatment of Sports-Related Concussions and Head Injuries

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 June 2011

Revised: 20 November 2012