

# Board of Education

## Parsippany-Troy Hills Township

Morris County, New Jersey

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*PO Box 52  
Parsippany, NJ 07054*

*Telephone: (973) 263-7200 ext. 7220  
Fax: (973) 263-7241*

Your application for the use of school district facilities will be approved after submission of the necessary Use of Facilities and/or Kitchen Applications along with a Classroom/Media Center Use Agreement to the school requested. A listing of our schools, their addresses and telephone numbers is available on our website at [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us). By submitting the Application for Use of Facilities you are agreeing to the following requirements as well as the attached Board of Education Regulation #R7510 with respect to Use of School Facilities.

An estimation of rental fees and/or personnel charges will be provided with the approved permit and must be paid at least 2 weeks before the date of the event.

### **Insurance Requirements**

Approval is also contingent upon the receipt of a Certificate of Insurance providing liability limits of at least \$1,000,000.00 for bodily injury and property damage and indicating the existence of contractual liability. The Parsippany-Troy Hills Board of Education must be named on said certificate as an additional insured.

The Certificate Holder should be:

Parsippany-Troy Hills Board of Education  
292 Parsippany Road  
Parsippany, NJ 07054

Please be sure to indicate which building you will be using and for what purpose. If your request is for a single performance/event the date should be included in the Description of Operations section. If your request is for multiple dates (example: weekly or monthly meetings or sports practices/games) the wording “during the policy period” may be used in the Description of Operations section.

**Example of wording to be used for a request with multiple dates:** Certificate Holder is included as an Additional Insured for meetings at PHS throughout the policy period.

In addition, you must submit satisfactory evidence that your insurance coverage includes the indemnification agreement set forth in the Board Rules and Regulations concerning use of School Facilities as stated below:

“The lessee shall indemnify the Board of Education and save it harmless from and against all losses, damages, liability and expenses including attorney’s fees, arising out of any claim or demand or any proceeding or action to enforce any claim or demand, by any person, for personal injury or property damage resulting from or arising out of the use of the land and buildings of the Board of Education in connection with the performance of or furtherance of this agreement by the lessee, whether or not due to the carelessness, negligence or improper conduct of the lessee, its employees, agents or guests.”

### **Fire Prevention Permit**

The Parsippany-Troy Hills Township Schools must comply with the Uniform Fire Code as stated below. Therefore if your application for Use of School Facilities is approved requiring a Fire Permit, you must contact the Township of Parsippany-Troy Hills Fire Prevention for a permit. Any organization found within the building without a permit, will be fined.

Under the Uniform Fire Code, 5:70-2.7, “permits shall be required and obtained from the local enforcing agency...”

A Permit Application may be obtained online at [www.parsippany.net](http://www.parsippany.net) under Municipal Operations under Fire Prevention or by contacting the Fire Prevention Bureau Monday through Friday from 9:00 A.M. to 5:00 P.M.

Telephone: 973-263-7166 Fax: 973-334-0307

Physical Address:

Community Center  
1130 Knoll Road

Mailing Address:

1001 Parsippany Blvd.  
Parsippany, NJ 07054  
Attn: Parsippany Fire Prevention Bureau

### **Health Department Permit**

Food being served at an event in any of the Parsippany- Troy Hills Board of Education’s facilities may require a permit from the Parsippany-Troy Hills Department of Health. Contact the Department of Health at 973-263-7160 for further information and application instructions.

# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
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Use of School Facilities

### 7510 USE OF SCHOOL FACILITIES

Because community-based activities can make an important contribution to a child's education and to a community's cohesiveness, the Board of Education encourages the responsible use of its facilities, including school buildings and fields, by organized groups of ParsIPPany-Troy Hills residents or ParsIPPany-Troy Hills based business' whose purpose and intent are to promote programs of an educational, civic or recreational nature for the youth and residents of ParsIPPany-Troy Hills. While such use must be construed as a privilege rather than right, it is the intent of the Board to open its facilities to the greatest extent possible.

The use of school facilities will not be granted for any purpose that is prohibited by law or found to be contrary to the educational mission of the district.

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 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. 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 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, or volunteering with, a youth sports team organization that uses school facilities or operates on school grounds. 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; and which insures the youth sports team organization, and the District, 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.



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
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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.

### **PRIORITY USAGE**

Priority will be given to activities which align with the district's mission statement to "Provide effective instruction, develop the learning potential of all (children) in the district, to build skills for a lifetime of learning and to develop a feeling of self-worth and confidence that will allow (children) to become productive members of society." The Board of Education "Seeks the involvement of parents and members of the community as participants in a partnership in activities which have the potential "to produce effective learners who can cope with the demands of an ever-changing society," as well as those which "(Contribute) to the well being of the community."

### **Priority Number One**

Use of school facilities by school classes, school clubs or groups of pupils or teachers for school activities, Board of Education, PTA meetings, and school-sponsored scout groups shall be classed as priority number one. Each school-based parent group will be granted free use of the facilities for annual events which causes the Board to bear the expense of additional services up to \$1500.00. Parent groups will not be charged custodial hours for events which can be scheduled during normal working hours of custodial staff. Parent groups may charge admission.

Priority Number One status shall also be accorded to non-profit Parsippany-Troy Hills-based groups whose membership or participants is made up of 90% or more community residents, and whose participants are school-age children. Such groups will be provided free use of the facilities as long as the activities take place during normal custodial work hours. Additional custodial services required, directly related to the use of the facility, (extra hours, overtime, repair of damage above normal wear and tear) will be billed to the organization on a cost-to- Board basis. No such community-based activities may conflict with school use of facilities.



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Use of School Facilities

### **Priority Number Two**

Use of school facilities by divisions of the local municipal government and regular business meetings of Parsippany-Troy Hills community groups shall be classed as Priority Number Two, provided no admission is charged and the function is on behalf of general education or youth and public welfare. Reciprocal agreements with such organizations may obviate the need for fees.

Regular custodial service shall be supplied, but when extra custodial service is necessary, the cost of same must be borne by the requesting organization. A service charge for opening the building will be made if necessary, according to Board regulations. The organization shall also bear all expenses connected with stage supervision and operation.

### **Priority Number Three**

Use of school facilities for fund raising or other events sponsored by Parsippany-Troy Hills community based groups and/or educationally oriented associations, on behalf of general education or youth and public welfare, shall be classed as Priority Number Three.

All custodial service expenses, whether regular or overtime, must be borne by the requesting organization. A service charge for use of the building will be made according to Board regulations. The organization shall also bear all expenses connected with stage supervision and operation.

### **Priority Number Four**

Use of school facilities by political rallies or caucuses sponsored by political parties shall be classed as Priority Number Four, provided no admission is charged, or an admission is charged and the net proceeds are for the benefit of a non-profit, service, educational, cultural, or recreational organization.

A rental charge shall be made in accordance with Board regulations. All custodial service expenses, whether regular or overtime, must be borne by the requesting organization. The organization shall also bear all expenses connected with stage supervision and operation.



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
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Use of School Facilities

### Priority Number Five

Use of school facilities for activities sponsored by responsible Parsippany-Troy Hills organizations for their own profit shall be classed as Priority Number Five.

A rental charge shall be made in accordance with Board regulations for the performance and all rehearsals.

All custodial service expenses, whether regular or overtime, must be borne by the requesting organization. The organization shall also bear all expenses connected with stage supervision and operation.

### IMPORTANT NOTICE

In cases where use of a school facility, either building or field, may result in damage to that facility the Board of Education reserves the right to cancel permission without prior notice.

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

Adopted: 8 January 2009  
Date Revised: 23 August 2012



# REGULATION

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
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Use of School Facilities

## R 7510 USE OF SCHOOL FACILITIES

### COMMUNITY RELATIONS

#### General Statement

School buildings, other facilities, and equipment are constructed, purchased, and maintained by the Board at public expense for the primary purpose of educating the school-age children of Parsippany-Troy Hills. The non-school use of the school facilities may be permitted in accordance with policy 7510, as long as such use does not hamper or interfere with the proper maintenance and conduct of school functions.

Determination of the after-school use of buildings, facilities and equipment is vested in the Board.

The Superintendent and/or Board Secretary shall administer the Board's rules and regulations concerning use of school facilities and shall control the assignment of such facilities to requesting organizations.

School functions and regularly scheduled co-curricular activities shall have priority over any and all non-school uses.

#### Procedures, Rules and Regulations for Community use of School Facilities

The School Business Administrator shall coordinate the scheduling of the use of school facilities, shall insure that all insurance certificates are provided in advance of the event and demonstrate the appropriate coverage, issue all District permits related to use of facilities by the community and shall maintain a calendar of approved activities, and verify that all required Municipal permits are obtained.

The Board of Education shall review and pass upon community use of school facilities. The Board expressly reserves the right to reject any application, to revise the rules, regulations and rental charges at any time, and to revoke permission for use previously granted.

All organizations shall schedule their facilities one month in advance of the planned date of use through the building principal.

All organizations must complete an application form before Board action on approval can be initiated. A deposit for use of the facility may be required according to current rates. The individual completing the application will be responsible to the Board for any problems arising from the group's use of school facilities.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
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Use of School Facilities

Organizations desiring to rent facilities on a regular scheduled basis for extended periods shall have their rental fees determined at the time the rental agreement is prepared.

All organizations shall be assigned at least one school custodian who is an employee of the Board of Education to any activity requiring the use of an auditorium, gymnasium, locker room, cafeteria, kitchen, or classroom. The custodian shall be present one-half hour prior to the beginning of the activity. The same shall apply to any rehearsal or breakdown time necessary in connection with the activity. The attending custodian's function in all cases shall be to supervise the use of Board facilities, clean following the activity and secure the building.

The Board of Education reserves the right to determine the number of school personnel who shall be on duty for any given activity. The Board may also require special police to be on duty, which the sponsoring organization shall employ. The organization using the schools must contact police, health, and fire departments to determine the requirements of each department in connection with the rental.

All organizations must conclude their evening activities and be out of the building by 10:30 p.m. unless special permission is granted on the permit. All school property is rented conditionally upon the good behavior of the sponsoring organization and if any rules or regulations are broken or property damaged through carelessness or neglect, future applications for rental may be rejected. The lessee will be responsible for the preservation of order and will be liable for any damages to or loss of Board property that may result from said use.

The sponsor is responsible for supplying all equipment and all necessary personnel except as specifically listed on permit.

Permit holders shall confer with the School Business Administrator to obtain permission to bring materials to rented space. The Board of Education assumes no liability for damage to properties of others. Storage arrangements must be made with the school officials.

Permission to serve food or refreshments is limited to that specified on the permit and shall be limited to the area designated by the school officials.

The seating capacity of the high school auditoriums shall be posted and in no case may it be exceeded.

No vendors shall be permitted on school property unless specified and approved on the permit. Any vendors not listed on the application for use of facilities shall not be permitted on any school site. The decision of the facility manager designated for a particular event shall be final.





# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Use of School Facilities

Any use of food preparation equipment, kitchen equipment or facilities, or school-owned audio visual or electronic equipment must be requested in writing on the application and approved prior to the event.

No alcoholic beverages or drugs shall be brought to or served on Board of Education property. Smoking is prohibited on school property.

All requests for use of school facilities should be made as far in advance as possible.

School functions, whether regularly scheduled or because of rescheduling, shall have priority. When they conflict with previously assigned non-school uses sponsors shall be informed of this provision.

The Board of Education or its agents shall have no responsibility, expressed or implied, for inconveniences, loss or damage resulting from any form of schedule conflict in the assignment or rental of school facilities.

The Board of Education requires sponsoring organizations to submit proof of sufficient liability insurance coverage, and must name the Parsippany-Troy Hills Board of Education as an additional insured.

The following clause is a part of this application/permit:

"The lessee shall indemnify the Board of Education and save it harmless from and against all losses, damages, liability and expenses including attorney's fees arising out of any claim or demand or any proceeding or action to enforce any claim or demand, by any person, for personal injury or property damage resulting from or arising out of the use of the land and buildings and equipment/property of the Board of Education in connection with the performance of or furtherance of this agreement by the lessee, whether or not due to the carelessness, negligence or improper conduct of the lessee, its employees, agents or guests."

No grant of permission to use school property shall carry with it any right to exclude members of the school administration or the Board of Education or its representatives from the property. Any member of the Board or any of its representatives shall have full and free access at all times to any part of the building or grounds.

Any request for use of school facilities which in the opinion of the Superintendent or School Business Administrator is unusual shall be brought to the Board for a ruling.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Use of School Facilities

Permission for use of a specific facility within a building confers no privileges with reference to any other part of the building.

There must be suitable and adequate adult supervision of all activities while on school premises.

Direct payments are not to be made to any employee, including gratuities of any kind. All charges for rentals are invoiced through the Business Office and are payable to: Parsippany-Troy Hills Board of Education.

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, and which insures the youth sports team organization, and the district, 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.

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.

### 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 and Policy Nos. 5530 and 7435.
  - e. Smoking is prohibited in accordance with Policy No. 7434.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Use of School Facilities

- 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 shall be used with care and left in an orderly and neat condition.
  - b. The user must request in the application and receive permission to bring and use 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 beyond the time period approved in the application 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.
  - d. The user must request in the application and receive permission to use or move a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
  - e. 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.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
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Use of School Facilities

- h. The user must request in the application and receive 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.
  - i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
  - j. No school keys shall be issued to a user.
  - k. No animal shall be allowed on school premises without prior approval except as permitted by law.
  - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform 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 without prior permission.
3. Facilities Must be Properly Supervised.
- a. A school custodian(s) must be on duty during the entire time a use occurs.
  - 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.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Use of School Facilities

- 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. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- d. The user must, in consultation with the Superintendent or Business Administrator, 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 Superintendent or Business Administrator, 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.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

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Use of School Facilities

### SCHEDULE OF RENTAL CHARGES

#### PRIORITY

	<u>II &amp; III</u>	<u>IV</u>		<u>V</u>	
		4 Hr.	-	Full*	
		4 Hr.	-	Full*	
<u>Elementary Schools</u>					
Gym/All-Purpose Room	\$ 70.00	\$150.00	-	300.00	\$300.00 - 600.00
Classroom	30.00	30.00	-	60.00	60.00 - 120.00
<u>Middle Schools</u>					
Cafeteria (Central)	60.00	120.00	-	240.00	240.00 - 480.00
(Brooklawn)	100.00	240.00	-	480.00	480.00 - 960.00
Rehearsal (Central)	40.00	60.00	-	120.00	120.00 - 240.00
(Brooklawn)	60.00	120.00	-	240.00	240.00 - 480.00
Gymnasium (Central)	80.00	180.00	-	360.00	360.00 - 720.00
(Brooklawn)	120.00	300.00	-	600.00	600.00 - 1,200.00
Kitchen**	30.00	30.00	-	60.00	60.00 - 120.00
Classroom	30.00	30.00	-	60.00	60.00 - 120.00
<u>High Schools</u>					
Auditorium (PHS)	105.00	255.00	-	510.00	510.00 - 1,020.00
(PHHS)	155.00	405.00	-	810.00	810.00 - 1,620.00
Rehearsal (PHS)	60.00	130.00	-	255.00	260.00 - 520.00
(PHHS)	90.00	200.00	-	405.00	420.00 - 840.00
Gymnasium	120.00	300.00	-	600.00	600.00 - 1,200.00
Cafeteria (PHS)	85.00	195.00	-	390.00	390.00 - 780.00
(PHHS)	110.00	270.00	-	540.00	540.00 - 1,080.00
Kitchen**	30.00	30.00	-	60.00	60.00 - 120.00
Media Center	70.00	150.00	-	300.00	300.00 - 600.00
Classroom	30.00	30.00	-	60.00	60.00 - 120.00
<u>Athletic Fields</u>					
Football					200.00 per team/
Baseball					per season

\* "Full" means more than 4 hours.

\*\* Use of kitchen not available without use of Cafeteria personnel.

9-1-2000

Issued: 8 January 2009

Revised: 23 August 2012



**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**  
**Application for Use of Facilities**

Date \_\_\_\_\_

1. Name of Organization \_\_\_\_\_

2. Contact Person (Person responsible for making all necessary arrangements and who will sign this application).

Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

3. Name of School \_\_\_\_\_

Auditorium \_\_\_\_\_ Gymnasium \_\_\_\_\_ Cafeteria \_\_\_\_\_ Classroom(s)\* \_\_\_\_\_

Dressing Rooms \_\_\_\_\_ Aux. Gymnasium \_\_\_\_\_ Kitchen\* \_\_\_\_\_ Media Center\* \_\_\_\_\_

Ticket Booth \_\_\_\_\_ Locker Rooms \_\_\_\_\_ Athletic Fields \_\_\_\_\_

\*Requires additional application/agreement form Food Will Be Sold/Served:  yes  no

4. Purpose for which facilities are requested \_\_\_\_\_

5. Date(s) of Use (Include all rehearsals and set-up times, if any)

<u>Day of Week</u>	<u>Date</u>	<u>Time</u>	<u>No. of People Attending</u>
_____	_____	From _____ To _____	_____
_____	_____	From _____ To _____	_____
_____	_____	From _____ To _____	_____

6. School equipment requested (Please indicate number needed)

Folding chairs \_\_\_\_\_ Tables \_\_\_\_\_ Choral Risers \_\_\_\_\_ Music Stands \_\_\_\_\_ Piano \_\_\_\_\_

Microphones \_\_\_\_\_ Projectors \_\_\_\_\_ Screen \_\_\_\_\_ Bank Lighting \_\_\_\_\_ Orch Downs \_\_\_\_\_

Lekos Spots \_\_\_\_\_ Follow Spots \_\_\_\_\_ Fresnels \_\_\_\_\_

7. Fee/Admission to be charged \_\_\_\_\_ Disposition of Proceeds \_\_\_\_\_

This is an application only. Please complete and return original to the school office. A permit for use of school facilities will be issued following Board approval. No reservation is confirmed nor application valid until the organization/individual has received this contract signed by the Parsippany-Troy Hills School District Business Office.

I have read the rules and regulations of the Parsippany-Troy Hills School District and hereby agree to abide by and enforce them. I further agree to indemnify and save the Parsippany-Troy Hills School District harmless from any and all losses and expenses arising out of personal injury, including death or damage to property and including legal fees arising out of the above activity. **Parsippany-Troy Hills School District shall be provided with a Certificate of Insurance naming it as additional insured on our General Liability Policy and coverage will respond on a primary basis.**

\_\_\_\_\_  
 Signature of Sponsor Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Estimated Custodial Hours Required: \_\_\_\_\_  
 (School Administrator) (Date)

**CENTRAL OFFICE USE ONLY**

Personnel Required: \_\_\_\_\_  
 Police Required: \_\_\_\_\_ Fire Permit Required: \_\_\_\_\_ Health Dept. Permit Required: \_\_\_\_\_ Insurance Certificate Filed: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Estimate No.: \_\_\_\_\_  
 Lyanna Rios, Assistant School Business Administrator

# ***PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS***

## **CLASSROOM/MEDIA CENTER USE AGREEMENT**

The Parsippany-Troy Hills School District has a strict ban on the use of permanent markers in its buildings due to the damage they cause to white and smart boards.

\_\_\_\_\_ (name of organization) does hereby agree to comply with the District's ban by agreeing not to use or bring any permanent markers of any kind into any classroom or media center in the Parsippany-Troy Hills School District.

We agree that our organization will be held financially responsible for damage to any white board or smart board in a classroom or media center being used by our organization.

Name of Organization: \_\_\_\_\_

By \_\_\_\_\_ Date \_\_\_\_\_

Accepted: Parsippany-Troy Hills School District

By \_\_\_\_\_  
Building Principal



**PARSIPPANY TROY-HILLS TOWNSHIP SCHOOLS**

**REQUEST FOR USE OF KITCHEN FACILITIES**

*Please complete and return to school administrator along with completed Application for Use of Facilities*

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
School Name: \_\_\_\_\_  
Date(s) and Time of Use: \_\_\_\_\_

The following equipment is available for use. Please check the equipment you wish to use. A general worker is required on the premises if you desire to use the following:

STOVE \_\_\_\_\_ COFFEE POT \_\_\_\_\_ OVEN \_\_\_\_\_  
KETTLE \_\_\_\_\_ REFRIGERATOR \_\_\_\_\_  
STEAM TABLES \_\_\_\_\_ HOW MANY \_\_\_\_\_  
POTS & PANS \_\_\_\_\_ HOW MANY \_\_\_\_\_  
UTENSILS \_\_\_\_\_ PLEASE INDICATE TYPE & NUMBER REQUIRED \_\_\_\_\_

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The following equipment requires special knowledge and training to operate. A cook is required on the premises if you desire to use the following:

FRYERS \_\_\_\_\_ (group must supply their own oil & clean fryer after use)  
GRILL \_\_\_\_\_  
SLICER \_\_\_\_\_ BUFFALO CHOPPER \_\_\_\_\_

**If approval is received, it is MANDATORY that the contact person for your organization speak with the Food Service Director, Donna Devany, before the date of the event.**

**The organization is responsible for supplying their own cleaning supplies and any necessary locks for the refrigerator they may need.**

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**POMPTONIAN OFFICE USE ONLY**

Personnel Required: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Donna Devany, Food Service Director

# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

M

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

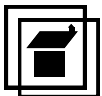
A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete or cheerleader to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

#### A. Interscholastic Athletic/Cheerleading Program Head Injury Training Program

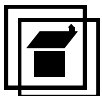
1. The school district will adopt an Interscholastic Athletic/Cheerleading Program Head Injury Training Program to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport or cheerleading program, designated school nurses, and other appropriate school district personnel as designated by the Superintendent.
2. This Training Program shall be in accordance with the guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.1 et seq.

#### B. Prevention

1. The school district may require pre-season baseline testing of all student-athletes and cheerleaders before the pupil begins participation in an interscholastic athletic program or activity or cheerleading program. The baseline testing program shall be reviewed and approved by the school or team physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information for student-athletes and cheerleaders on prevention of concussions.



3. All school staff members, student-athletes, cheerleaders, and parents of student-athletes and cheerleaders shall be informed through the distribution of the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.
- C. Signs or Symptoms of Concussion or Other Head Injury
1. Possible signs of concussions can be observed by coaches, licensed athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to, the student-athlete or cheerleader:
    - a. Appears dazed, stunned, or disoriented;
    - b. Forgets plays, or demonstrates short-term memory difficulty;
    - c. Exhibits difficulties with balance or coordination;
    - d. Answers questions slowly or inaccurately; and/or
    - e. Loses consciousness.
  2. Possible symptoms of concussion shall be reported by the student-athlete or cheerleader to coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:
    - a. Headache;
    - b. Nausea/vomiting;
    - c. Balance problems or dizziness;
    - d. Double vision or changes in vision;
    - e. Sensitivity to light or sound/noise;



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

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Prevention and Treatment of Sports-Related  
Concussions and Head Injuries

- f. Feeling sluggish or foggy;
- g. Difficulty with concentration and short-term memory;
- h. Sleep disturbance; or
- i. Irritability.

### D. Emergency Medical Attention for Concussion or Other Head Injury

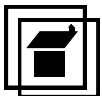
1. Any student-athlete or cheerleader who is exhibiting the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall immediately be removed from play and activities and may not return to the practice or competition that day.
2. The school staff member supervising the student-athlete or cheerleader when the pupil is exhibiting signs or symptoms of a sports-related concussion or other head injury shall immediately contact emergency medical assistance 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.
  - a. In the event the school or team physician is available when the student-athlete or cheerleader is exhibiting signs or symptoms of a sports-related concussion or other head injury, the physician may make the determination to call emergency medical assistance.
3. The school staff member supervising the student-athlete or cheerleader when the pupil is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the pupil's parent and inform the parent of the suspected sports-related concussion or other head injury.



E. Sustained Concussion or Other Head Injury

1. A student-athlete or cheerleader who participates in interscholastic athletics or cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition and 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.
2. The student-athlete or cheerleader suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Education Policy and Regulation 2431.4 and a copy of Board of Education approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.
3. The student-athlete or cheerleader's physician must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the pupil is able to return to the activity. The release/clearance must indicate:
  - a. The medical examination determined the injury was not a concussion or other head injury, the pupil is asymptomatic at rest, and the pupil may return to the interscholastic athletic or cheerleading activity; or
  - b. The medical examination determined the injury was a concussion or other head injury, the pupil is asymptomatic at rest, and can begin the graduated return to competition and practice protocol outlined in F. below.

A medical release/clearance not in compliance with this requirement will not be accepted. The student-athlete or cheerleader may not return to the activity or begin the graduated return to competition and practice protocol until he/she receives a medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.



4. Complete physical, cognitive, emotional, and social rest is advised while the pupil is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)
- F. Graduated Return to Competition and Practice Protocol
1. Upon the school physician's acceptance of the written medical release/clearance, the student-athlete or cheerleader may begin a graduated return to competition and practice protocol supervised by a licensed athletic trainer, school or team physician, or designated school nurse trained in the evaluation and management of concussions and other head injuries. The following steps shall be followed:  
  

Step 1 - Completion of a full day of normal cognitive activities (attendance at school, studying for tests, watching practice, interacting with peers, etc.) without re-emergence of any signs or symptoms. If there is no return of signs or symptoms of a concussion, the student-athlete or cheerleader may advance to Step 2 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall be required to have a re-evaluation by their physician or licensed healthcare provider. The pupil shall not be permitted to begin the graduated return to competition and practice protocol until a medical clearance, as required in E.3. above, is provided and approved by the school or team physician.

Step 2 - Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate. There shall be no resistance training. The objective of this Step is increased heart rate. If there is no return of any signs or symptoms of a concussion, the student-athlete or cheerleader may advance to Step 3 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 1.



Step 3 - Sport-specific exercise including skating and/or running. There shall be no head impact activities. The objective of this Step is to add movement and continue to increase the student-athlete or cheerleader's heart rate. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 4 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 2.

Step 4 - Non-contact training drills such as passing drills, agility drills, throwing, catching, etc. The student-athlete or cheerleader may initiate progressive resistance training. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 5 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 3.

Step 5 - The pupil's medical condition, upon completing Step 4 with no return of any signs or symptoms of a concussion, shall be evaluated for medical clearance based upon consultation between the school district's licensed athletic trainer, school or team physician, designated school nurse, and the pupil's physician. After this consultation and upon obtaining written medical release/clearance approved by the school or team physician, the pupil may participate in normal training activities. The objective of this Step is to restore the pupil's confidence and for the coaching staff to assess the pupil's functional skills. If there is no return of any signs or symptoms of a concussion, the pupil may advance to Step 6 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur or if the pupil does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the pupil's physician, shall determine the pupil's return to competition and practice protocol.

Step 6 - Return to play involving normal exertion or game activity. If the pupil exhibits a re-emergence of any concussion signs or symptoms once he/she returns to physical activity, he/she will be removed from further activities and returned to Step 5.



- G. Temporary Accommodations for Student-Athletes and Cheerleaders with Sports-Related Head Injuries
1. Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed pupil to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
  2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a pupil is sensitive to light/sound, can slow a pupil's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the pupil's cognitive needs in the following ways. Pupils who return to school after a concussion may need to:
    - a. Take rest breaks as needed;
    - b. Spend fewer hours at school;
    - c. Be given more time to take tests or complete assignments (all courses should be considered);
    - d. Receive help with schoolwork;
    - e. Reduce time spent on the computer, reading, and writing; and/or
    - f. Be granted early dismissal from class to avoid crowded hallways.

Adopted: January 12, 2012  
Revised: 29 November 2012





### 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 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 student-athlete 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 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 student-athlete pupil will be evaluated by the school or team physician. The Principal or designee shall contact the student-athlete's 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 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 pupil's student-athlete's physician or licensed health care provider must provide to the school district a written medical release/clearance for the pupil student-athlete indicating when the pupil student-athlete 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. 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.



# POLICY

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROGRAM

2431.4/page 3 of 3

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: January 12, 2012

Revised: 29 November 2012

