

LEBANON BOROUGH BOARD OF EDUCATION
6 MAPLE STREET
LEBANON, NJ 08833

APPLICATION FOR SCHOOL FACILITY USE

All applications must be submitted to the school office at least thirty (30) days prior to requested use. The organization or individual applying for the use of the Lebanon Borough Public School District's facilities shall be referred to as the "Licensee." The Lebanon Borough Board of Education shall be referred to as the "Licensor."

Licensee: _____
Name of Organization or Individual requesting facility use

Date Requested: _____ Time Needed: _____
MM/DD/YY Starting and ending times for event

The Licensee hereby makes application for the use of the **Lebanon Borough School**. Specific rooms requested for use:

Multi-Purpose Room: _____ **Kitchen:** _____ **Library:** _____ **Classroom:** _____

Additional Services requested:

- Audio System
- Microphone
- Projector Screen

_____ Tables

_____ Chairs

Moving of Piano

Will there be an audience? Yes No
If yes, estimated number _____*

Occupancy Requirements are as follows:

Up to 135 people – use of tables and chairs

Up to 289 people – use of chairs only

Up to 405 people – Standing Room only

Purpose of Use:

If this application is granted to Licensee,

(Name of organization or group)

Licensee agrees to:

1. Assume all liability for and agrees to indemnify and hold the Licensor, its respective members, agents, contractors, servants, employees, volunteers, licensees or invitees, harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney fees, arising out of, resulting from, or incurred in connection with any acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees related to its use of the Licensor's facilities, including but not limited to, the Licensee's use of any portable equipment. In the event that an action or proceeding is brought against the licensor by reason of any such claim, the Licensee, upon notice from the licensor, covenants to resist or defend, at licensee's expense such action or proceeding by counsel reasonable satisfactory to the Licensor.
2. Assume full responsibility for Bodily Injury and Property Damage incurred as a result of the acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees. The Licensee must present an insurance certificate guaranteeing proper liability coverage of at least a Combined Single Limit of \$1,000,000 per occurrence/\$2,000,000 aggregate insuring the Licensee against any liability for bodily injury and property damage. The Licensor shall be named as an additional insured on such insurance policy. A copy of the necessary insurance policy must be presented to the Licensor prior to the Licensee's use of the facilities.

3. Assume responsibility for preserving orders in said school during its use of the facilities, for all fees in connection with the Licensee's use of the facilities, including when necessary, custodial fees.
4. Observe and adhere to all of the Licensor's rules and regulations governing the use of the Licensor's facilities as set forth in the Licensor's policies and regulations. The foregoing policies and regulations are as much a part of this application and agreement as if they were attached hereto. Additional copies of said policies and regulations may be obtained at the Licensor's Business Office. Any violation of these terms and conditions may result in the immediate expulsion of the Licensee from the Licensor's facilities. Agree to pre-inspect any and all facilities to be used prior to the date(s) of any event(s).
5. If school is closed due to inclement weather, Licensee's event/function shall be cancelled.
6. If the Licensee is a "youth sports team organization," as that term is defined by N.J.S.A. 18A:40-41.5(b), the Licensee shall provide the Licensor with a statement of compliance with the Licensor's Policy No. 2431.4 "Prevention and Treatment of Concussions and Head Injuries" for the management of concussions and other head injuries. As defined in N.J.S.A. 18A:40-41.5(b) a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.
7. Pursuant to N.J.S.A. 18A:40-41a and N.J.S.A. 2A:62A-27, the Licensor, its employees, agents and servants shall not be liable for the injury or death of a person arising from the presence of and access to an AED, as well as the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees, or invitees."
8. Pursuant to N.J.S.A. 18A:40-41.5(b), the Licensor shall not be liable for the injury or death of a person due to the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees, or invitees.
9. All charges for the use of school facilities will be paid within thirty (30) days after the Licensee's use of the facility has concluded.
10. Any requested changed or modifications in this application and agreement for the use of facilities must be made in writing by the Licensee and approved by the Licensor at least three (3) days in advance of the date scheduled for the use of facilities.
11. Licensee agrees to pre-inspect the facilities for which use is being requested. Accordingly, the Licensee agrees to provide the Licensor with any noted defects or areas of concern prior to use of facilities. The Licensee agrees not to use the facility should a dangerous condition exist.

Organization will be billed for facility use which will include cost for custodial coverage by a Black Seal Licensed Custodian.

Print Name of Licensee

(Signature of Licensee)

(Position with Organization Named Above)

(Home Address)

(Telephone Number)

(Date)

Chief School Administrator Approval _____

Date _____

Business Office Approval _____

Date _____

Statement of Compliance with the
Lebanon Borough Board of Education Policy No. 2431.4
“Prevention and Treatment of Concussions and Head Injuries”
(Board’s Concussion Policy)

I, _____, , on behalf of

(Name of Individual)

_____ (hereinafter referred to as “Licensee”),

(Name of Organization or Individual)

hereby certify to the following:

1. The Lebanon Borough 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

Date

Lebanon Borough School, (hereinafter referred to as the “Facilities”) for the purpose of

_____.

Purpose of using facilities

In accordance with N.J.S.A 18A:40-41.5(b) (2), the Licensee has read and hereby agrees to comply with Board Policy No.2431.4 “Prevention and Treatment of Concussions and Head Injuries,” a copy of which is attached and made a part hereof in connection with its use of the Facilities as provided in the Agreement.

WITNESS:

LICENSEE

Board President, Lebanon Borough BOE

(Signature of Authorized Person)

Dated: _____

Dated: _____

LEBANON BOROUGH BOARD OF EDUCATION POLICY
PROGRAM

2431.4/page 1 of 3

Prevention and Treatment of Concussions
and Head Injuries
M

2431.4 PREVENTION AND TREATMENT OF 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, it is imperative that students, coaches, and parents are educated about the nature and treatment of concussions and other head injuries. Allowing a student to return to activity before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletic programs is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among students or student-athletes in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. The provisions of this Policy shall apply to all students in the Lebanon Borough School District and for student-athletes participating in youth sports organization programs.

The school district will adopt a Head Injury Training Program to be completed by the school physician, licensed athletic trainer(s) involved in the youth sports programs, designated school nurses, and other appropriate school district personnel as designated by the Chief School Administrator. 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 Chief School Administrator or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student in the district. The Chief School Administrator or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student'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 or youth sports organizations may require pre-season baseline testing of all students and student-athletes.

Any student who exhibits the signs or symptoms of a concussion or other head injury during practice, competition, and/or in school related activity shall be immediately removed from school or play and may not return to the activity 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 is exhibiting signs or symptoms, the pupil will be evaluated by the school physician. The Chief School Administrator or designee shall contact the pupil's parent and inform the parent of the suspected concussion or other head injury.

PROGRAM
2431.4/page 2 of 3
Prevention and Treatment of Concussions
and Head Injuries

Possible signs of a concussion can be observed by any coach, school staff member, or the school physician. Any possible symptoms of a concussion can be reported by the student, school nurse, school staff member, and/or parent. The Chief School Administrator or designee shall provide the student 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 concussions and other head injuries.

A student 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 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 school and participate in school activities. The medical release/clearance must indicate the student is asymptomatic at rest and either may return to school activities because the injury was not a concussion or other head injury or may begin the district's graduated return to activity 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 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 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.

PROGRAM
2431.4/page 3 of 3
Prevention and Treatment of Concussions
and Head Injuries

The provisions of Policy and Regulation 2431.4 shall apply to all students in the district and shall be required to be complied with for all youth sports organizations using school buildings, fields, and grounds. The Lebanon Borough School District does not have any interscholastic athletic or intramural programs and reference to coaches and student-athlete in Policy and Regulation 2431.4 are terms applicable to a youth sports organization's use of school buildings, fields, and grounds

This Policy and Regulation shall be reviewed and approved by the school physician prior to Board adoption 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