

7510 USE OF SCHOOL FACILITIES

The Board of Education believes the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational, co-curricular and extra-curricular programs of the school district. The Board also recognizes the need to protect the facilities from use beyond the capacity of limited maintenance resources to repair and restore.

For the purpose of this policy, "school facilities" also includes school grounds.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent or designee. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change, for example when such school facilities or school grounds will be needed for a school district purpose or due to a weather or other emergency school closing. The Board also reserves the right to withdraw permission at any time for non-compliance with District policies and regulations.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every applicant for the use of school facilities. Permission to use school facilities shall be granted only to applicants who agree to the terms of Policy and Regulation 7510, the requirements as outlined in the Use of School Facilities Application, and in accordance with the terms outlined in the approval granted by the school district.

School functions, athletics, and co-curricular or extra-curricular activities shall have first priority over any and all non-school uses. No permit shall be issued for the use of school facilities which shall conflict with the priority of users set forth in this policy unless specific approval is granted by the Superintendent or designee. In the event of a conflict between requesting applicants within the same group, the request received earlier will be honored first. The Superintendent or designee will consider facilities use and the applicant's priority as listed below when making decisions.

- A. In weighing competing requests for the use of school facilities, the Board will give priority to the following applicants, in the descending order given:
1. Applicants directly related to the schools and the operations of the schools, including student and teacher groups;



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2. Applicants indirectly related to the schools, for example, Board sanctioned parent/teacher organizations, the Wall Foundation for Educational Excellence (WFEE), and the Crimson Knights Foundation (CKF);
3. District employee or student supported charitable organizations;
4. Departments and agencies of the municipal government including Wall Township Recreation Programs;
5. Wall Township Community based organizations formed for charitable, civic, social, educational, recreational, or athletic purposes;
6. Government agencies;
7. Community church groups;
8. Private groups and organizations;
9. All others.

In order to ensure equitable participation by the community, any facility use application for a period of time in excess of four (4) months will be forwarded to the Board for consideration and discussion for approval or denial.

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

Authorization for use of school facilities shall not be considered as an endorsement or approval of any activity, applicant, individual, group, organization or the purposes they represent. The Board assumes no responsibility for the prices of admission, taxes, or fees associated with the applicant's activity or event.

B. Insurance

Each applicant shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations and provide a Certificate of Insurance naming the District as an additional insured.

Each applicant must provide the names, addresses, and other requested information of all outside companies/vendors that will participate and/or provide



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their services during the requested facility use including evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations and a Certificate of Insurance naming the District as an additional insured.

The applicant will hold the Wall Township Board of Education harmless from claims arising out of the permitted use of school facilities or during the user's occupancy. In addition, the applicant shall agree to hold 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.

C. Safety

Each applicant shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety issues or dangerous conditions. In the event such conditions exist, the district may cancel or modify the applicant's access to the school facility until such conditions are addressed. Applicants shall be financially liable for damage to the facilities and for appropriate supervision as required by the school district administration.

Sports organizations and other applicants, who will conduct athletic activities or events, must provide a Statement of Compliance with the Wall Township Board of Education's policies and regulations for management of concussions and other head injuries, including Policy and Regulation 2431.4, and shall attest that all head coaches and assistant coaches have received a copy of such policies and regulations and have successfully completed a course in concussion awareness, such as the Centers for Disease Control and Prevention's "Heads-Up: Concussion in Youth Sports" or the National Federation of State High School Association's "Concussion in Sports: What You Need to Know." The applicant shall provide copies of the coaches' certificates of completion of the appropriate concussion awareness courses.

D. Equipment

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy 7520. The applicants using 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. Each Applicant who uses school facilities shall provide personnel of sufficient number and training to safely and properly operate



all systems, machinery and equipment involved in the use of those facilities. Where rules so specify, certain items of equipment may only be used by a qualified operator approved by the school district administration. Sound and lighting for the Eva Applegate Theatre shall only be operated by the Wall Township High School Auditorium Sound Advisor/Lighting Coordinator at the rate noted in Regulation 7510.

E. Security

The Board recognizes the need to secure our facilities for the safety and welfare of the students and staff.

School Safety Officer (SSO) fees shall be assessed for indoor facility use at the Board approved rate as assigned in Regulation 7510. If the Superintendent or designee determines that additional security is required, the applicant will be responsible for arrangements and costs. The additional security details must be approved by the Superintendent or designee.

Doors are prohibited from being propped open and shall be kept locked at all times.

F. Building and Field Care

As per N.J.A.C. 34:7-1, it is required that a custodian who has a Black Seal License be on duty whenever a building is in use. If a facility is to be used outside of normally scheduled working hours, a custodian will be assigned at an overtime rate and the cost will be billed to the applicant. Custodial fees shall be assessed at the Board approved rate as assigned in Regulation 7510.

The Superintendent or designee reserves the right to require the presence of a school employee to provide field supervision during the time when a playing field is in use. A fee will be assessed for such field supervisor at the Board approved rate as assigned in Regulation 7510.

Applicants will be charged additional fees for excessive clean-up and/or for damages sustained.

G. Fees and Payment

The Board shall approve annually a schedule of fees for the use of school as assigned in regulation 7510.



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All applicants granted the use of school facilities shall pay in advance the scheduled fee and the cost of any additional personnel services required.

Payment must be received prior to the issuance of a Facility Use Permit.

The Superintendent, reserves the right to waive fees upon Board notification.

A representative of the applicant must have a copy of the approved Facility Use Permit in their possession at the time of the event and must show it to any representative or employee of the District upon request.

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

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The District facilities belong to the community for the primary purpose of offering a full educational program for its students. Prudent use and management of school facilities outside of the regular operating schedules allows the community to benefit more broadly from the use of school property.

The Board recognizes the need to secure our facilities for the safety and the welfare of the students and staff. The Board also recognizes the need to protect the facilities from use beyond the capacity of limited maintenance resources to repair and restore. Therefore the Superintendent of schools shall establish and the Board shall approve the classification of users/uses to serve as priority guidelines in granting permits for use of facilities as well as appropriate restrictions on use.

A. Classification of Users/Uses

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

1. Class I:

- a. Student organizations directly related to the schools which are sanctioned and supported in whole or in part by the Wall Township Board of Education, such as Student Council, School Teams and School Clubs
- b. Organizations indirectly related to the schools which are sanctioned by the Wall Township Board of Education, such as Parent Groups, Boosters, the Wall Foundation for Educational Excellence (WFEE), and the Crimson Knights Foundation (CKF), whose activities are run by volunteers and benefit the students of Wall Township Schools

2. Class II:



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- a. Municipal, county and state entities approved by the Wall Township Board of Education, who provide activities for the students of the Wall Township School District
 - b. Civic organizations run by volunteers, open to all Wall Township residents, such as Boy Scouts and Girl Scouts
 - c. Wall Township youth recreation organizations which include those that are open to all school age residents of Wall Township regardless of skill or ability level and are supervised exclusively through volunteer efforts, i.e. Wall Recreation Programs
 - d. Private youth and adult teams or leagues whose participants consist of at least 75% Wall Township residents and who are supervised and/or staffed by volunteers. Groups must submit a roster of participants and their addresses before activity begins. Groups may be required to submit a facility deposit that will be returned provided the facilities are left in good order. The deposit will be determined by the Business Administrator.
3. Class III:
- a. Community based camps or programs supervised and/or staffed by paid personnel including before and after school child care programs
 - b. Wall Township based Community Groups, Church Groups, and Government Agencies
 - c. Private youth and adult teams or leagues whose participants consist of at least 75% Wall Township residents and who are supervised and/or staffed by paid staff. Groups must submit a roster of participants and their addresses before activity begins. Groups may be required to submit a security deposit that will be returned provided the facilities



are left in good order. The deposit will be determined by the Business Administrator.

4. Class IV:

- a. Private youth and adult teams, and leagues, whose participants consists of less than 75% Wall Residents
- b. All private businesses and organizations, regardless of sponsoring agency
- c. All others

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district in the application packet. Application Packets are available in the office of the School Business Administrator or on the District website under the "Business Office" tab.
2. Each Applicant shall receive a packet that includes:
 - Facility Use Application Form
 - Policy 7510,
 - Regulation 7510,
 - Policy 2431.4,
 - Regulation 2431.4, and
 - Statement of Compliance form
3. Application for use of school facilities must be submitted to the Building Principal not less than fifteen working days before nor more than one year in advance of the date of the requested use and shall include the Facility Use Application, signed Statement of Compliance, and Certificate of Insurance.



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4. The application must be signed by an adult representative of the applicant, who will be considered by the Board to be the official representative of the applicant. The representative's signature on the application will signify receipt of the application packet and agreement to comply with the included policies and regulations.
5. 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, set up or clean up time or the use of grounds, rooms or buildings not expressly requested.
6. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy 7520 Loan of School Equipment.
7. The applicant must include on the Facility Use Application Form the names, addresses and other requested information of all outside companies/vendors that will participate and provide their services during the requested facility use. All such outside companies and vendors will provide their own Certificate of Insurance naming the District as an additional insured in the amount specified in this Regulation.

C. Approval

1. The Building Principal will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled for:
 - a. use in the instructional or co-curricular or extra-curricular program,



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- b. maintenance, repair, or capital improvement, or
 - c. use by another organization.
2. If the facility is available for use and the applicant meets the standards set by Policy 7510 and these regulations, the Building Principal will note his/her approval on the application form and will forward the application to the Superintendent or designee for final approval.
3. If the facility is not available for use, the Building Principal will so inform the applicant and refer the applicant to the Superintendent or designee for alternative dates, times, or facilities and final approval.
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only after school hours. School facilities are not available for use during the school day, with the exception of Federal and State mandates, or for any use that may interfere with the school district's educational, co-curricular or extra-curricular programs.
 - b. School facilities may be available for use on weekdays, including school vacations, Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial and security coverage.
 - c. In accordance with Policy 7510, the use of school facilities will not be granted for any purpose that is prohibited by law.



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5. The Superintendent or designee will review each application, determine and record on the application form the applicant's classification (Class I, II, III, or IV), and the fees and costs to be charged for the use of the facility.
6. School functions, athletics, and co-curricular or extra-curricular activities shall have first priority over any and all non-school uses. No permit shall be issued for the use of school facilities which shall conflict with the priority of users as set forth in Policy 7510, unless specific approval is granted by the Superintendent or designee. The Superintendent or designee will consider facility use and group classification in making such a decision. In the event of a conflict between requesting applicants within the same classification, the request received earlier by the district will be honored first.
7. The Board reserves the right to deny an application and/or to withdraw permission to use school facilities after approval has been granted and/or 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.
8. A copy of each approved or disapproved application will be distributed by the Superintendent or designee to the representative who signed the application form. Approved applicants will be issued a Facility Use Permit by the Business Administrator or designee.
9. Facility Use Permits are not transferable.



10. The organization representative must inform the Building Principal of any canceled use request as soon as he/she is aware of the cancellation. Failure to inform the Building Principal of a cancellation at least five school days in advance of the scheduled use shall result in forfeiture of the facility use fee. The Building Principal shall notify the Business Administrator immediately of any cancellation.
11. 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. The Board reserves the right to withdraw permission after it has been granted in the event circumstances change.
12. Any facility use application for a period of time in excess of four (4) months will be forwarded to the Board for consideration and discussion for approval or denial.

D. 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, which will be noted on the Facility Use Permit.
 - c. The use must not involve gambling or games of chance unless an official New Jersey State License is acquired.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely



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- prohibited, in accordance with law and Policy 5530 and 7435.
- e. Smoking is prohibited in accordance with Policy 7434. Use of tobacco products including chewing tobacco is prohibited in all District owned buildings, on all school grounds, and in all school vehicles.
 - 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.
 - g. Certain school facilities will not be made available for public use.
2. Users of School Facilities will respect District Staff.
- a. The user assumes full responsibility for the conduct of all participants in their treatment of District Staff.
 - b. Violation may result in revocation of the Facility Use Permit.
3. 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. All scenery must be flame retardant.



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- 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, move, or tune 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 only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. The user shall be responsible for the re-tuning of a piano if it is required as a result of being moved.
- e. To prevent damage to gymnasium floors:
 - i. Participants in athletic activities using the gymnasiums must wear rubber-soled footwear; and
 - ii. The User may not attach any substance, including masking tape, to the gym floor. Only District approved substances provided by the District may be used.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.



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- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. Food and/or beverages are not to be sold, served, or consumed, unless specific permission has been granted and noted on the facility use permit. The sale, service, or consumption of food and/or beverages is strictly limited to the area for which permission is granted. Food and/or beverages are not permitted in gymnasiums or auditoriums.
- i. No signs, posters, advertisements, or other displays may be placed in a school building and/or on school premises 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 with the exception of service animals.
- 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, kitchen facilities, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones 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.



4. Uses Must be Properly Supervised.

- a. School Safety Officers for Class IV Users are required during the entire time an indoor use occurs and must be scheduled at the time the application is approved by the Superintendent or designee. Class I, II, and III

Users may be required to have School Safety Officers depending upon the nature of their activity.

- b. The applicant must, in consultation with the Principal, anticipate the need for the assistance of a certain number of chaperones, police officers, fire fighters, parking attendants, and/or school district representatives to be present at the activity. All such services must be arranged by the applicant and will be at the expense of the applicant.
- c. A school custodian must be on duty during the entire time an indoor use occurs. The custodian is present for the purpose of overseeing proper functioning of the facility and for ensuring compliance with District Policies and Regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is needed 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.
- d. The use of certain school facilities (such as kitchen and auditorium stage) and equipment (such as sound and lighting equipment) require the services of school employees trained in the use of the facility and/or equipment. The user will be charged a fee and the school employee will be compensated accordingly by the district.



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- e. The user must assume full responsibility for the conduct of all participants 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 may require, as a condition of approval, a certain number of chaperones, law enforcement officials, and/or school district representatives to be present at the activity, depending upon the type of activity and/or the number of attendees.
- f. Board members and school officials are entitled to full 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.

E. 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 hold 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.



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3. The user shall furnish a Certificate of Insurance and evidence of the purchase of liability insurance in the amount of
 - a. \$1,000,000.00 per person,
 - b. \$1,000,000.00 per accident or event, and
 - c. \$1,000,000.00 property damage; except that
 - d. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

- e. The District reserves the right to require additional insurance or higher limits for specific events due to the type of activity and/or number of attendees.
4. Authorization for use of school facilities shall not be considered as an endorsement or approval of any



activity, applicant, individual, group, organization, or the purposes they represent. The Board assumes no responsibility for prices of admission, taxes, or fees associated with the applicant's activity or event.

F. Fee Schedule

Users will be charged facility use and personnel fees as per the Facility Use Fee Schedule below.

Payment must be received prior to the issuance of a facility use permit.

Fees are non-refundable upon cancellation without prior written notification at least five school days prior to the scheduled use.

All personnel fees are listed at a per hour rate unless otherwise specified.

Observatory fees are per annual registration.

Uses mandated by the Federal or State Government will not be charged any fees. (i.e. VOTING)

While Class I and Class II users are not charged facility fees, they may be charged personnel costs as indicated in the Facility Use Fee Schedule and the following guidelines: (see G for exceptions)

1. Custodial Fees (Class I and Class II only)
 - a. No charge if the activity or meeting takes place during the hours when a custodian is regularly scheduled to be on site and no extraordinary custodial services are required.
 - b. Charges apply if the activity or meeting takes place during hours when a custodian is not regularly scheduled to be on site and/or extraordinary custodial services are anticipated or required.



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2. School Safety Officer (SSO) Fees (Class I and Class II only)
 - a. No charge if the following criteria are met:
 - i. A School Safety Officer (SSO) is already scheduled to be in the building, or
 - ii. Class I and II only: An adult member of the group will staff the entrance for the entire duration of the activity or meeting making sure that doors are never propped open and are kept locked at all times and only members of their organization or the specific students their group is designed to support are allowed to enter the building.
 - b. Charges may apply under the following circumstances:
 - i. Class I and II only: The activity and/or meeting include those outside their membership or outside the specific students their group is designed to support, except presenters.

G. Fee Exceptions

1. The Superintendent reserves the right to waive Facility Use and/or personnel fees upon Board notification.
2. The Superintendent reserves the right to waive Facility Use and/or personnel fees where it has a reciprocal use agreement with another municipal entity or with a Wall Township based organization, upon Board notification.
3. The use of school facilities for activities sponsored by the following Class I users shall be exempt from custodial and security fees two times annually on a Saturday: Allenwood PTG, CAPE, Old Mill Home and School, West Belmar PTA, Wall Intermediate PTO, Wall High School Boosters/PTO, and Wall Primary School PTO.



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FACILITY USE FEE SCHEDULE

FACILITY USE IS FOR 3 HOURS UNLESS OTHERWISE NOTED

FACILITY USE FEE SCHEDULE

High School	Facility	Class I	Class II	Class III	Class IV
	Gym North	---	---	250	500
	Gym South	---	---	200	400
	Auxiliary Gym	---	---	50	100
	Theatre (up to 5 hours)	---	---	375	750
	Media Center	---	---	150	300
	Cafeteria	---	---	150	300
	Specialty Classroom	---	---	100	200
	Classroom	---	---	50	100
	Fields (18 th Ave. And WHS Campus) (per field)***	---	---	100	200
	Stadium** (up to 4 hours)	---	---	375	750
	Tennis Court (per court)(2 hour time block)	---	---	20	25
Intermediate School	Facility	Class I	Class II	Class III	Class IV
	Main Gym	---	---	200	400
	Audiforum (up to 5 hours)	---	---	200	400
	Media Center	---	---	100	200
	Cafeteria	---	---	150	300
	Auxiliary Gym	---	---	50	100
	Specialty Classroom	---	---	100	200
	Classroom	---	---	50	100
	Field (per field)	---	---	100	200
Elementary School	Facility	Class I	Class II	Class III	Class IV
	Auditorium (Stage plus Gym)	---	---	200	400
	Gym	---	---	100	200
	Media Center/Library	---	---	50	100
	Cafeteria	---	---	100	200
	Specialty Classroom	---	---	100	200
	Classroom	---	---	50	100



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	Fields	---	---	N/A	N/A
Primary School	Facility	Class I	Class II	Class III	Class IV
	Building	---	Not Available		
	Personnel (per hour)				
	Custodian \$35/\$50/\$70*	35/50/70	35/50/70	35/50/70	35/50/70
	School Safety Officer (SSO)	35	35	35	35
	Acting Field Supervisor	35/50/70	35/50/70	35/50/70	35/50/70
	Sound Advisor/Lighting Coordinator	45	45	45	45
	Kitchen Personnel	25	25	25	25
Observatory Annual Registration	Current District Students & Family	Resident	Non-Resident	Organization	
	Free	10	25	100	

**AIR CONDITIONING MAY OR MAY NOT BE AVAILABLE
NO REFUNDS WILL BE GIVEN**

* Custodian fees: \$35.00 is for Regular Time, \$50.00 is for Regular Overtime, \$70.00 is for Double Overtime

**Stadium – up to 4 hours and prorated for each additional hour

***Custodian fee required for bathrooms. Provision of portable toilet facilities may be required.

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PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS
AND HEAD INJURIES (M)

M

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 or Intramural Athletic/Cheerleading Program Head Injury Training Program

1. The school district will adopt an Interscholastic or Intramural 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, intramural 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 or intramural 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



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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;
 - e. Loses consciousness;
 - f. Demonstrates behavior or personality changes; and/or
 - g. Is unable to recall events prior to or after contact.
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. If possible, coaches, school nurses, and/or parents should notify the licensed athletic trainer of any signs or symptoms. 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;



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- e. Sensitivity to light or sound/noise;
- f. Feeling sluggish or foggy;
- g. Difficulty with concentration and short-term memory, and/or confusion;
- h. Irritability or agitation; or
- i. Sleep disturbance.

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, licensed athletic trainer, or designee. The Principal, licensed athletic trainer, 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 or intramural 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 (MD/DO). The pupil's physician (MD/DO) 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 letter to provide to their parent and their physician (MD/DO).
3. The student-athlete's or cheerleader's physician (MD/DO) must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the pupil is able to begin a graduated return to competition and practice protocol; or return to the activity. The release/clearance must indicate either:
 - 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, intramural 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 an approved medical evaluation and provides a medical



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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 - No activity with complete physical and cognitive rest for 4 days beginning when the student-athlete or cheerleader is deemed asymptomatic.

Step 2 - Completion of one 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 3 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 his/her physician (MD/DO). 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 3 - Completion of One full day of 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



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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 – Completion of One full day of 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 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 – Completion of One full day of 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 6 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the pupil shall return to Step 4.

Step 6 - The pupil's medical condition, upon completing Step 5 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 (MD/DO). 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 7 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 7, the school or team physician, in consultation with the pupil's physician, shall determine the pupil's return to competition and practice protocol.

Step 7 – Student-athlete or cheerleader may return to play involving normal exertion or game activity. If the pupil exhibits a



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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 6.

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, video games and watching television and 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;
 - f. Reduce take-home work; and/or



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- g. Be granted early dismissal from class to avoid crowded hallways.

Adopted: 11 October 2011
Revised: 15 October 2013
Revised: 13 May 2014



**Prevention and Treatment of Sports-Related Concussions and Head Injuries Youth Sports
Team Organization Statement of Compliance**

For the purposes of this Statement of Compliance, 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 or affiliated with a county or municipal recreation department.

I, _____ (name of the youth sports team organization authorized representative) represent to the Wall Township Board of Education that I am authorized by the _____ (youth sports team organization) to make the representations in this Statement of Compliance.

I, _____ represent the _____ (name of the youth sports team organization) and have received and reviewed the Board of Education Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries and the _____ (name of the youth team organization) as an organization that operates on school grounds, will comply with all the requirements of the Board of Education Policy and Regulation 2431.4. In addition, the _____ (Youth Sports Team Organization) has provided the Board of Education proof of an insurance policy in accordance with the Board's Use of School Facilities Policy and Regulation, and not in an amount less than \$50,000 per person per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person.

A copy of the Board of Education Policy and Regulation 2431.4 is attached to this Statement of compliance and the _____ (youth sports team organization) understands this Statement of Compliance is being required by the Board of Education in accordance with the provisions of N.J.S.A. 18A:40-41.5 for the school district not to 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.

Youth Sports Team Organization

Signature

Title

Date