BOARD OF EDUCATION
HIGH POINT REGIONAL HIGH SCHOOL
APPLICATION FOR USE OF SCHOOL BUILDING

1. Name of Organization: ____________________________

2. Name and address of the Sponsor: (This is the person responsible for enforcing the regulations of the Board of Education. He/She shall also be personally responsible for making all necessary arrangements with the school and shall sign the application).

3. Facility requested: ____________________________
   Auditorium, Gymnasium, Classrooms, etc.

4. Specify any special equipment required: ____________________________
   PA System, Lighting, AV Equip. etc.

5. Purpose for which facilities are to be used: ____________________________

6. Date(s) of Use: ____________________________ Start Time: ___________ End Time ___________
   ____________________________ Start Time: ___________ End Time ___________

7. Is admission to be charged? Yes ☐ No ☐ If yes, Board Approval is required.
   Disposition of Proceeds: ☐ Scholarship Donation to HPRHS ☐ Back to HPRHS Club ☐ Other ____________________________

8. Are you requesting fees to be waived? Yes ☐ No ☐ If yes, Board Approval is required.

9. Est. Attendance: ________ (Security Guard is required for over 100 in attendance - the Organization will be billed for this service).

10. Will you require additional security or police present? Yes ☐ No ☐ (See Regulations)

11. Sponsor signifies that he or she has read and will abide by the regulations of the Board of Education for use of school facilities as herein and attached. The sponsor is responsible for the proper care and use of all school property. He shall be the first person admitted and the last person to leave. He shall be in attendance at all times during the occupancy of the buildings or grounds. Requirements - When user has finished with facilities check out with custodian who will initial this form.

Agreement to Save Harmless
For and in consideration of the Board of Education of the High Point Regional High School, in the County of Sussex and State of New Jersey, permitting us, the undersigned, to use school premises and facilities, we hereby agree to save harmless, the said Board of Education of the High Point Regional High School, from any and all claims, suits, liabilities, litigation or proceedings of any kind or nature, against said Board of Education of the High Point Regional High School, by reason of any injury, or alleged injury, damage, or alleged damage, sustained, or alleged to be sustained, by any person, firm, or corporation, arising out of the use of said premises and facilities, and we further agree to indemnify the Board of Education of the High Point Regional High School from and against all costs, counsel fees, expenses, and liabilities incurred as a result of any such claims or any action or proceeding brought thereon.

Insurance Requirements
All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability insurance, in an amount not less than $1,000,000 per occurrence. The High Point Regional High School Board of Education must be named as an additional insured on this policy. A certificate of insurance as described MUST be provided before the facility is used. Failure to enforce the required production of the certificate will not void users’ obligation to provide the insurance as aforesaid.

With respect to use of the facilities for any athletic activity, all users will be supplied a copy of the Board of Education’s policy on concussion testing and return to play. The user agrees and certifies that it will comply with this policy for the management of concussions and other head injuries.

All prospective users must provide a minimum of two weeks notice.

Signature of Sponsor

Telephone Number/Cell Number

FOR SCHOOL USE ONLY
Please Indicate your approval - initial below

PRINCIPAL....................................................

ATHLETIC DIRECTOR....................................................

DATE BOARD APPROVED..........................................................

Updated 1/4/16
1. Name of Organization: ________________________________

2. Name and address of the Sponsor: (This is the person responsible for enforcing the regulations of the Board of Education. He/She shall also be personally responsible for making all necessary arrangements with the school and shall sign the application).

3. Field requested: ________________________________

4. Purpose for which facilities are to be used: ________________________________

5. Date(s) of Use: ________________________________ Start Time: ___________ End Time ___________

6. Est. Attendance: _________ (Security Guard is required for over 100 in attendance - the Organization will be billed for this service). Is admission to be charged? Yes G No G

7. Will you require additional security or police present? Yes G No G (See Regulations)

8. Does your organization require Board Approval to run this program? Yes G No G

9. Sponsor signifies that he or she has read and will abide by the regulations of the Board of Education for use of school facilities as herein and attached. The sponsor is responsible for the proper care and use of all school property. He shall be the first person admitted and the last person to leave. He shall be in attendance at all times during the occupancy of the buildings or grounds. Requirements - When user has finished with facilities check out with custodian who will initial this form. Field conditions will also need to be evaluated. The final decision will be made by Todd Van Orden, Athletic Director. If the fields are determined to be un-playable, you must adhere to that decision. Failure to comply with the Athletic Director's determination may result in possible financial liability, should damage to the facilities or fields occur, and/or field use privileges being revoked.

Agreement to Save Harmless

For and in consideration of the Board of Education of the High Point Regional High School, in the County of Sussex and State of New Jersey, permitting us, the undersigned, to use school premises and facilities, we hereby agree to save harmless, the said Board of Education of the High Point Regional High School, from any and all claims, suits, liabilities, litigation or proceedings of any kind or nature, against said Board of Education of the High Point Regional High School, by reason of any injury, or alleged injury, damage, or alleged damage, sustained, or alleged to be sustained, by any person, firm, or corporation, arising out of the use of said premises and facilities, and we further agree to indemnify the Board of Education of the High Point Regional High School from and against all costs, counsel fees, expenses, and liabilities incurred as a result of any such claims or any action or proceeding brought thereon.

Insurance Requirements

All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability Insurance, in an amount not less than $1,000,000 per occurrence. The High Point Regional High School Board of Education must be named as an additional insured on this policy. A certificate of insurance as described MUST be provided before the facility is used. Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid.

With respect to use of the facilities for any athletic activity, all users will be supplied a copy of the Board of Education's policy on concussion testing and return to play. The user agrees and certifies that it will comply with this policy for the management of concussions and other head injuries.

All prospective users must provide a minimum of two weeks notice.

__________________________________________________________
Signature of Sponsor

__________________________________________________________
Telephone Number/Cell Number

FOR SCHOOL USE ONLY
Please Indicate your approval – initial below

__________________________________________________________
PRINCIPAL

__________________________________________________________
ATHLETIC DIRECTOR

Updated 1/4/16
CAMP CHECKLIST
NON AFFILIATED

Name of Camp: ___________________________________________ 

1. We have assurance that all advertisements state this camp is open to all students in the age group regardless of what school they attend. Yes No

2. We have assurance that ALL advertisements for this camp clearly state this camp is not affiliated with High Point Regional High School. Yes No

3. Building Use paperwork has been submitted and approved. Yes No

4. Is security required? Yes No

5. Amount of coverage of the insurance policy on file with our Board of Education Office. (Minimum $1 million liability coverage) $____________

6. Name of person in charge. ______________

7. Phone number of the person in charge. ______________

8. What sport/activity is offered at the camp? ______________

9. Is the camp Co-Ed? Yes No

10. How long will the camp run? Days: ______________

11. Number of athletes/students attending this camp ______________

12. Cost to attend this camp. $____________

13. Age of students attending this camp. ______________

14. We have assurance that checks submitted as payment for this camp are not made out to High Point Regional High School. Yes No

15. The use of High Point Regional High School facilities fee in the amount of ______________ has been paid. Yes No

All required paperwork has been submitted and reviewed by me. 

Copy: Principal
       Bus. Administrator
       Camp Director
       Athletic Director

______________________________  ________________
Todd Van Orden-Athletic Director  Date
POLICY
BOARD OF EDUCATION  NO. 7510
HIGH POINT REGIONAL

7510 USE OF SCHOOL FACILITIES

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

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

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

1. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;

2. Uses and organizations indirectly related to the schools, including any other school-parent related organizations;

3. Community organizations formed for charitable, civic, social, or educational purposes;

4. Community church groups;

5. Departments and agencies of the municipal government;

6. Governmental agencies

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

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

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

1. The use of school facilities for activities related to the educational program, district operations, and organizations within the sending district communities that serve High Point Regional High School and its students shall be without cost to the user, except where and when security personnel are required, as stipulated in Paragraph 3.d. of Regulation 7510.

2. All other organizations or persons not listed or included in Paragraph 1, who are granted the use of school facilities shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

3. Waiver Application: Groups covered under Paragraph 2 that are charging a fee to participants may seek a waiver of fees or reduction of fees if they choose to make a donation to the school. A waiver application will need
to be completed and financial records of the organization will need to be provided in order for the waiver to be considered by the Board. The waiver will not cover additional custodial fees incurred nor additional security fees incurred as a direct result of the activity.

4. Any group, within district or otherwise, which submits building use forms, will be held accountable for the extent of the time period for which their activity or event has been approved. Should the approved activity or event end two or more hours prior to the agreed upon time, the participating group will be responsible to recompense the Board of Education for the requisite personnel, such as custodial coverage, for the unused time period. Failure to observe or comply with this stipulation may result in the denial of future use of facilities requests.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than $50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district’s Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

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

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


Date Adopted: 1/16/1997
Date Revised: 1/19/76, 3/18/91, 11/19/13