

PARK RIDGE SCHOOL DISTRICT

2 PARK AVENUE, PARK RIDGE, NJ 07656; PHONE 201-573-6000

Fax: Board Office 201-391-6511; East Brook 201-930-1650; West Ridge 201-573-8658

GREEN SHEET INSTRUCTIONS

Determine whether or not you represent a school group. For example, any school club, approved sport booster club, or school sponsored organization is considered a school group and should follow the below directions for school groups. If you do not represent a school group, please follow the below directions for non-school groups. All forms should be submitted as early as possible, but not later than 2 weeks prior to the event.

In order for your request for a facility to be reserved as described on your Green Sheet application, you must receive back an “approved” copy from the Board of Education office. Do not consider your request granted unless you have the “approved” copy returned to you.

School Groups

You must submit the following:

1. Green Sheet for School Groups.

2. Fire Permit Application if you are reserving space inside one of the district’s schools, the time reserved is for non-school hours, and your group has 25 or more participants attending. There will not be a fee for a Fire Permit for a school group. Please fill out the entire Fire Permit Application, send a copy of the Application to the Board of Education, 2 Park Avenue, Park Ridge, NJ, 07656, attention: S. Mayer, and send the original Application to the Fire Department, 55 Park Avenue, Park Ridge, NJ, 07656. Once the Fire Department issues the Fire Permit, you will receive the original Permit back. You must have the Permit on hand (or display) at the event you requested the Fire Permit for.

Non-School Groups

You must submit the following:

1. Green Sheet for Non-School Groups.

2. Certificate of Insurance with minimum protection limits of \$1,000,000. property damage liability with such coverage extended to the Park Ridge Board of Education.

3. Hold Harmless Agreement.

4. Fire Permit Application if you are reserving space inside one of the district’s schools, the time reserved is for non-school hours, and your group has 25 or more participants attending. There will probably be a fee for the Fire Permit for a non-school group (see Application for charge). Please fill out the entire Fire Permit Application, send a copy of the Application to the Board of Education, 2 Park Avenue, Park Ridge, NJ, 07656, attention: S. Mayer, and send the original Application to the Fire Department, 55 Park Avenue, Park Ridge, NJ, 07656. Once the Fire Department issues the Fire Permit, you will receive the original Permit back. You must have the Permit on hand (or display) at the event you requested the Fire Permit for.

If you have any questions, please contact the Board of Education office at 201-573-6000, extension 105.

PARK RIDGE SCHOOL DISTRICT
APPLICATION FOR USE OF BUILDING FACILITIES BY SCHOOL GROUPS
A copy of this form must be presented when using the building during non-school hours.

Complete this form, obtain the Principal and Vice Principal's signature, and return it to the Board office. You should submit this request as early as possible, but not later than 2 weeks prior to the event. In order for your request for a facility to be reserved as described below, you must receive back an "approved" copy from the Board of Education office. Do not consider your request granted unless you have the "approved" copy returned to you. You must file a Fire Permit Application if your event is indoors, during non-school hours and you have 25 or more persons attending.

Date of Application: _____ School: _____ Date Requested: _____

Part of Building to be used: _____ Approx. # of persons to use room: _____

<u>Time of Event:</u>	<u>Set-up</u>	<u>Start</u>	<u>Finish</u>
<u>Monday</u>	_____	_____	_____
<u>Tuesday</u>	_____	_____	_____
<u>Wednesday</u>	_____	_____	_____
<u>Thursday</u>	_____	_____	_____
<u>Friday</u>	_____	_____	_____
<u>Saturday</u>	_____	_____	_____
<u>Sunday</u>	_____	_____	_____

FOR BOARD USE ONLY:

Fire Permit Needed: Yes No
 Fire Permit Application Submitted: _____
 Fire Permit No.: _____

Name of Organization: _____

Activity: _____

Chairperson of Activity: _____ Phone: _____

Set-up Requested: _____

Clean-up Plan (if applicable): _____

Approvals: B.A.: _____

Principal

Date

Assistant Principal

Date

Attached please find a Permit Application from the Park Ridge Fire Prevention Bureau. If you are reserving space inside one of the district's schools, the time reserved is for non-school hours and your group has 25 or more participants attending, then you must file the Fire Permit Application. In order for us to grant your request for use of the district's facilities, you must complete the form and return the original to the Fire Prevention Bureau directly. The address is at the bottom of the first page of the form. Please send us a copy for our files so we may attach it to your green sheet.

There is no fee due since you represent a school group and are covered under the school's blanket insurance policy.

PARK RIDGE FIRE PREVENTION BUREAU PERMIT APPLICATION

LOCATION INFORMATION

NAME:		MUNICIPALITY CODE: 0247
STREET ADDRESS:		REGISTRATION #:
MUNICIPALITY: PARK RIDGE	COUNTY: BERGEN	
STATE: NEW JERSEY	ZIP CODE: 07656	TELEPHONE #: () - EXT

APPLICANT INFORMATION

APPLICANT'S NAME:		COUNTY:
HOME STREET ADDRESS:		TELEPHONE #: () -
MUNICIPALITY:		FAX #: () -
STATE:	ZIP CODE:	EMAIL ADDRESS:

Permit requested for one year --
Expiration Date: _____

Permit requested for the following date(s), hours: _____

NOTE: Attach additional signed sheet if space is insufficient

The above named applicant hereby requests permission to conduct the following activity at the above location:

And/Or for the storage, occupancy, use, sale, handling or manufacturing of the following:

State quantities and method of storage/usage for each category or material to be stored or used:

I hereby acknowledge that the information given is correct, and agree to comply with the applicable requirements of the New Jersey Uniform Fire Code as well as any specific conditions imposed, and, if not, this permit may be revoked and I will be subject to the penalties as provided by law.

Applicant's Signature Title Date

Determine your fee amount from the back of this form. Make fee payable to Park Ridge Fire Prevention Bureau. Send the application form with fee payment to: Park Ridge Fire Prevention Bureau, 55 Park Avenue, Park Ridge, NJ 07656.

<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	<input type="checkbox"/> Conditional Approval	<input type="checkbox"/> Approved Pending Fee Payment	Permit Type:
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Fire Official Signature Date

ADMINISTRATIVE APPEAL RIGHTS

If denied, YOU MAY CONTEST THESE ORDERS AT AN Administrative Hearing. The request for a hearing must be in writing within 15 days after receipt of this order addressed to:

- a) Bergen County Board of Construction Appeals, Administration Building, Hackensack, NJ 07601; AND
- b) Park Ridge Fire Prevention Bureau, 55 Park Ave., Park Ridge, NJ 07656

In accordance with the rules promulgated under the Administrative Procedure Act (N.J.S.A. 52:148-1 et seq. and 52:14F-1 et seq.), an appeal request must sufficiently identify the decision or action you wish to appeal and the specific reasons forming the basis for your dispute, in order that a decision may be made as to whether your appeal constitutes a contested case. You are advised that only matters deemed to be **CONTESTED CASES**, as defined by the Administrative Procedures Act, will be scheduled for a Hearing. If a hearing is scheduled, you will be notified in advance of the time and place. At a hearing, a corporation may be represented only by a licensed attorney, unless approval is given by the County Construction Board of Appeals.

PERMITS REQUIRED BY THE N.J. STATE UNIFORM FIRE CODE, N.J.A.C. 5:70-2.7

TYPE 1

- i. Bonfires.
- ii. Use of a torch or flame-producing device to remove paint from, or seal membrane roofs on, any building or structure.
- iii. The occasional use of any non-residential occupancy other than Use Groups F, H or S for group overnight stays of persons over 2 ½ years of age, in accordance with section F-709.0 of the Fire Prevention Code.
- iv. Individual portable kiosks or displays when erected in a covered mall for a period of less than 90 days, and when not covered by a Type 2 permit.
- v. Use of any open flame or flame-producing device, in connection with any public gathering, for purposes of entertainment, amusement, or recreation.
- vi. Welding or cutting operations except where the welding or cutting is performed in areas approved for welding by the fire official and is registered as a Type B Life Hazard Use.
- vii. Possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194.
- viii. Use of any open flame or flame producing device in connection with training of non-fire service personnel in fire suppression or fire extinguishment procedures.
- ix. Occasional use in any buildings or multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
- x. Storage or handling of Class I flammable liquids in closed containers of aggregate amounts of more than 10 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
- xi. Storage or handling of Class II or IIIA combustible liquids in closed containers of aggregate amounts of more than 25 gallons, but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building.
- xii. Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-4.7(g) and is not defined as a life hazard use in accordance with N.J.A.C. 5:70-2.4.
- xiii. The use as a place of assembly, for a total of not more than 15 days in a calendar year, of a building classified as a commercial farm building under the Uniform Construction Code.
- xiv. Temporary use of any building or portion thereof as a special amusement building for a total of not more than 15 days in a calendar year.
- xv. The erection, operation or maintenance of any tent, tensioned membrane structure, or canopy, excluding those used for recreational camping purpose, and are greater than 900 sq. ft. and more than 30 ft. in any dimension, but less than 16,800 sq. ft. or less than 140 ft. in any dimension, containing platforms or bleachers less than 11 ft. in height. *Greater than 16,800 sq. ft. and greater than 140 ft. in any dimension; in place more than 180 days; used or occupied between December 1 and March 31; having a permanent anchoring system or foundation; containing platforms or bleachers greater than 11 ft. in height are subject to permitting requirements of the Uniform Construction Code (U.C.C.) (N.J.A.C. 5:23-2.14).*
- xvi. The erection, operation or maintenance of any outdoor combustible maze less than 6 ft. in height and contain no electrical equipment. *Outdoor combustible mazes that are 6 ft. in height or greater, or contain electrical equipment are subject to permitting requirements of the Uniform Construction Code (U.C.C.) (N.J.A.C. 5:23-2.14).*

TYPE 2

- i. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials.
- ii. Fumigation or thermal insecticide fogging.
- iii. Carnivals and circuses employing mobile enclosed structures used for human occupancy.
- iv. Not Applicable.
- v. Storage outside of buildings of LP-gas cylinders when part of a cylinder exchange program.

TYPE 3

- i. Industrial processing ovens or furnaces operating at approximately atmospheric pressures and temperatures not exceeding 1400 degrees Fahrenheit which are heated with oil or gas fuel or which contain flammable vapors from the product being processed.
- ii. Wrecking yards, junk yards, outdoor tire storage, waste material handling plants, and outside storage of forest products not otherwise classified.
- iii. Storage or discharging of fireworks.

TYPE 4

- i. Storage or use at normal temperature and pressure of more than 2005 cubic feet of flammable compressed gas or 6000 cubic feet of nonflammable compressed gas.
- ii. Production or sale of cryogenic liquids; the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic liquids or cryogenic oxidizers; or the storage of more than 500 gallons of nonflammable, non-toxic cryogenic liquids.
- iii. Storage, handling, and processing of flammable, combustible, and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons
- iv. Store or handle (except medicines, beverages, foodstuffs, cosmetics, and other common consumer items, when packaged according to commonly accepted practices):
 - (1) More than 55 gallons of corrosive liquids.
 - (2) More than 500 pounds of oxidizing materials.
 - (3) More than 10 pounds of organic peroxides.
 - (4) More than 500 pounds of nitromethane.
 - (5) More than 1000 pounds of ammonium nitrate.
 - (6) More than one microcurie of radium not contained in a sealed source.
 - (7) More than one millicurie of radium or other radiation material in a sealed source or sources.
 - (8) Any amount of radioactive material for which a specific license from the Nuclear Regulatory Commission is required.
 - (9) More than 10 pounds of flammable solids.
- v. Melting, casting, heat treating, machining or grinding of more than 10 pounds of magnesium per working day.

TYPE 5 Reserved.

PERMIT FEES	TYPE 1	\$42.00	TYPE 2	\$166.00	TYPE 3	\$331.00	TYPE 4	\$497.00
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PARK RIDGE SCHOOL DISTRICT BOARD OF EDUCATION

Facilities Use Agreement Form

COVID ADDENDUM

The Licensee acknowledges that a novel viral infection has resulted in a pandemic throughout the United States, and hereby agrees to ensure that its members, agents, contractors, servants, employees, volunteers, and invitees comply with and follow the most recent guidance and protocols issued by all applicable government laws, rules, regulations, New Jersey State and federal agency guidance and Executive Orders related to the coronavirus disease 2019 ("COVID-19"), including, but not limited to, prevention guidelines, restrictions on gatherings, social distancing and face coverings, vaccination and testing requirements, and to require compliance with same by all present in connection with the use of the Board's facilities and premises. Licensee agrees to immediately notify the Licensor if any of its members, agents, contractors, servants, or employees who are anticipated to be present in the facility or have been present during Licensee's use of the facility are known to have tested positive for or been exposed to coronavirus, or any other epidemic, and further agrees to indemnify and hold harmless the Licensor, its respective members, agents, contractors, servants, or employees harmless from and against any and all claims, losses, damages, injuries and expenses, including reasonable attorney's fees, arising out of, resulting from, or incurred in connection with any alleged exposure or infection of coronavirus or any other epidemic as a result of any acts or omissions of the Licensee, its members, agents, contractors, servants, employees, volunteers, licensees, or invitees as it relates to Licensee's use of the facility.

It is further understood and agreed that, if the Board is required to or determines to close its facilities due to the public health pandemic, it may immediately do so without any prior notice and/or approval by the Licensee, or any of its officers, agents or representatives. The Board will provide advance notice of any such closure, as reasonably foreseeable and able.

Unless as explained herein, the Board shall reimburse the Licensee for any deposits and/or costs paid related to the approved use of facilities in the event the Board of Education's decision to close its facilities precludes the Licensee's actual use of the facilities. The Board shall not reimburse the Licensee for any deposits or costs associated with the actual or anticipated usage of its facilities if the reason for the closure is associated with the Licensee's failure to comply with the health and safety obligations established herein.

The Licensee shall reimburse the Board for any costs and expenditures that have been or will be incurred by the Board, pursuant to N.J.S.A. 18A:7F-9(e), should it be required to continue payment on existing contracts that had been entered into to effectuate the Licensee's facilities use application.

This Addendum must be completed and submitted with the Facilities Use Agreement Form, and is made a part thereof. Failure to do so may result in the Application being denied.

Licensee/Organization: _____

**Presiding Officer/
Authorized Agent Signature:** _____

Title or Position: _____

Date: _____