

# **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**  
**2 Park Avenue, Park Ridge, NJ 07656 – Phone 201-573-6000 Ext. 105**  
**Fax: Board Office 201-391-6511; East Brook 201-930-1650; West Ridge 201-573-8658**

**APPLICATION FOR USE OF BUILDING FACILITIES BY NON-SCHOOL GROUPS**  
Approved Form must be presented when using building and/or grounds.

Complete this form and return it to the office at either East Brook or West Ridge or the Board of Education office at the high school. 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 also provide a Certificate of Insurance, file a Hold Harmless Agreement and 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: \_\_\_\_\_

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

**FOR BOARD USE ONLY:**  
To be provided at least 2 weeks prior to event:  
 Fire Permit Needed: Yes No  
 Fire Permit Application Submitted: \_\_\_\_\_  
 Fire Permit No.: \_\_\_\_\_  
 Hold Harmless Agmt. Rec'd.: \_\_\_\_\_  
 Certificate of Insurance Rec'd.: \_\_\_\_\_  
 Deposit (if applicable): \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Telephone (Daytime): \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_  
 Alternate Contact Person: \_\_\_\_\_ Telephone (Daytime): \_\_\_\_\_  
 Address: \_\_\_\_\_ Type of Activity: \_\_\_\_\_  
 Will admission be charged: Yes \_\_\_\_\_ No \_\_\_\_\_ How much? \$ \_\_\_\_\_ Purpose of fundraising: \_\_\_\_\_

Specify the school equipment/furnishings required and list the equipment, decorations, etc., to be supplied by your Organization: \_\_\_\_\_

Approvals: B.A.: \_\_\_\_\_  
 \_\_\_\_\_ Principal \_\_\_\_\_ Date \_\_\_\_\_ Assistant Principal \_\_\_\_\_ Date

**THIS CONTRACT IS SUBJECT TO THE REGULATIONS AS ATTACHED.**  
**PLEASE READ CAREFULLY BEFORE SIGNING.**

## REGULATIONS

1. It is specifically understood that no nails, screws or attachments of any kind are to be applied to the walls, floor or woodwork, nor is anything to be done that will, in any way, mar or deface the building.
2. It is specifically understood that the cost of repairing any damage to equipment or defacement to the building resulting from the misuse of these facilities will be paid for by the applicant organization.
3. Smoking is not permitted at any time inside any school building or on school grounds, and violating this rule will result in the immediate cancellation of the privilege here granted.
4. It is specifically understood that the use, chancing, or giving away by lottery or otherwise, of alcoholic beverages within any of the school buildings, or on school property, is prohibited. The use of any controlled substance is prohibited.
5. The Board of Education will assign a custodian to the building and his duties shall be to see that the building is properly opened, lighted, heated, ventilated and closed. No further compensation is necessary unless he is asked to give services other than those stated.
6. This application is granted with the full understanding that the Board of Education is not liable for accidents or personal property damage or loss in or about the premises; that the applicant does herewith accept full and complete responsibility in connection with the use of these facilities. Board policy requires that all non-school related organizations shall provide a signed Hold Harmless Agreement and a 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. Non-school related organizations are those not named on the Park Ridge Board of Education insurance policy. A Fire Permit must be submitted if any event is held indoors, during non-school hours and you have 25 or more persons attending. Copies of the Hold Harmless Agreement and the Fire Permit Application are in all school offices or the Board of Education office.
7. The Board of Education does not charge rental. The nominal fees, when applicable, listed on the schedule are intended to defray related expenses.
8. Checks for fees should be made out to: Park Ridge Board of Education.
9. When required by the school, the sponsoring agency must provide police reserve coverage and pay the cost for same.
10. Fees are as listed:

High School/Elementary Schools	\$100. per 1-4 hour use
Custodial fees	\$30. per hour after 4 hours

PERMISSION IS CONTINGENT UPON BOARD APPROVAL FOR ANY NON-PARK RIDGE RELATED APPLICANTS AND IS SUBJECT TO CANCELLATION FOR ANY ORGANIZATION BECAUSE OF SCHOOL ACTIVITY REQUIREMENTS. YOUR REQUEST IS NOT VALID UNTIL YOU RECEIVE AN "APPROVED" COPY OF YOUR APPLICATION BACK. IN CASE OF INCLEMENT WEATHER ON THE DATE OF YOUR ACTIVITY, PLEASE CALL THE SUPERINTENDENT OF BUILDINGS & GROUNDS AT 201-573-6000 EXT. 132 TO VERIFY THAT THE BUILDING WILL BE OPEN.

# POLICY

## BOARD OF EDUCATION PARK RIDGE SCHOOL DISTRICT

PROPERTY  
7510/Page 1 of 2  
Use of School Facilities

### 7510 USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Superintendent, except that the Board reserves the right to withdraw permission after it has been granted.

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 the P.T.A.;
3. Departments and agencies of municipal government;
4. Community or municipal sponsored organizations formed for charitable, civic, social, educational, or athletic purposes;
5. Community church groups;
6. Governmental agencies generally;
7. Private, corporate or individually sponsored users or organizations.

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

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations. Users shall be financially liable for damage to the facilities and for proper chaperonage. All activities must terminate by 12:01 a.m.

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 or negligence. Where rules so specify, no item of equipment may be used except by a qualified operator.

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 directly related to the educational program, district operations, or co-curricular activities shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use if so deemed by the Board of Education.

2. The fee schedule for use of school facilities by private, corporate or individually sponsored organizations whose membership includes citizens of Park Ridge or alumni of the Park Ridge School system may be set at the discretion of the Superintendent.

3. All other organizations or persons granted the use of school shall, at the discretion of the Board of Education, pay in advance the scheduled fee and the cost of any additional staff services required by the use as per the following:

Athletic fields	\$125. per 1-4 hour use
High School building	\$100. per 1-4 hour use
Elementary School building	\$100. per 1-4 hour use
Custodial fees	\$30. per hour (after 4 hours use)

The Superintendent shall develop regulations for the 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 in writing to be bound by these regulations.

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

Adopted: 17 January 1994  
Revised: 17 June 1996; 19 December 2001

**HOLD HARMLESS AGREEMENT  
AND  
INSURANCE REQUIREMENTS  
For use of Park Ridge Board of Education facilities**

For and in consideration of the use/rent of \_\_\_\_\_  
(name of facility)

on the following dates\_\_\_\_\_. For the purpose of \_\_\_\_\_, the undersigned agrees to indemnify and hold harmless the Park Ridge Board of Education, its officials, agents, and employees harmless for any and all liability, claims, costs and attorneys fees arising out of the use of said premises or property referenced above and including any losses or damages arising from the acts or omissions of any guest, participant, visitor, employee, servant or other person attending the event herein referred to.

This Agreement shall remain in full force and effect for any continued, additional or postponed date(s) for the event indicated.

The Park Ridge Board of Education reserves the right to cancel or interrupt the event if the representations set forth herein and on application, or guidelines for use of said property are not adhered to or if the Board determines that a situation that might lead to personal injury, property damage or violation of law exists.

Name of Individual or Organization:

Type of Organization: circle one (Individual, LLC, Partnership, Non-Profit, Corporation, Public Entity)

\_\_\_\_\_

\_\_\_\_\_

Position:

Telephone Number:

\_\_\_\_\_

\_\_\_\_\_

Address: (Not P.O. Box)

Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature:

X\_\_\_\_\_

## **Insurance Requirements**

The use of \_\_\_\_\_, Park Ridge Board of Education property by the aforementioned organization/individual is contingent on a Certificate of Insurance as required herein on file in the office of the Park Ridge Board of Education 5 work days PRIOR to the date of use.

1. The Certificate of Insurance must indicate the following:
  - a. Minimum limits \$1,000,000. CSL, General Liability for bodily injury and property damage. Note: The Board may require higher liability limits upon review of the application, i.e., nature of activities planned, number of persons attending, proposed entertainment or any other reason it deems necessary.
  - b. Said insurance Certificate **shall name the Park Ridge Board of Education, its Officials, agents and employees as additional insured's.**

Attached please find a Permit Application from the Park Ridge Fire Prevention Bureau. In order for us to grant your request for use of the Board of Education 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 may be a fee due since you do not represent a school group and therefore are not 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:** \_\_\_\_\_