



CREATIVE CAMPUS APPLICATION FOR USE OF FACILITIES

Name of Applicant/Organization: _____

Mailing Address: _____

Contact Person: _____ Telephone No. (____) _____ - _____

Nature of Activity: _____

Proposed Day (s) and Date (s) of Use: _____

(More dates on back or separate sheet and attach)

Occurrence of Use: Weekly Daily Monthly Once

Times for Use: From _____ To _____ (If dates vary per date, list with dates)

Number of people/children _____ Number of Adults _____ *Total Expected _____

*This number is required if more than the participants will be in attendance.

Area (s) to be Used (check each area requested):

Classroom Gym Courtyard Playground Library

Admission will / will not be charged. The funds obtained (if any) are to be used for the following purpose(s). _____

Insurance Information:

Policy No. _____ Company Name: _____

Limits of Coverage: _____

Note: A certificate of insurance naming The Jointure and the Branchburg Township Board of Education as an additional Insured must be issued prior to the date of the proposed use.

I acknowledge receipt of the rules and regulations governing the use of school facilities and understand and agree to comply with them in their entirety.

The rules and regulations governing the use of school facilities are fully understood and accepted. The user further agrees to indemnify and save harmless The Jointure and the Branchburg Township Board of Education from any claim due to personal injury or property damage suffered or incurred in connection with or arising from the activities of the applicant.

Signature of Sponsor or Representative

Date

----- (Office Use Only) -----

The Board of Education _____ approves; _____ does not approve: the application for the use of _____ Facilities on the above date(s).

Creative Campus at Old York School

This Organization will / will not be charged for building use.

Board President

Date

Use of The Creative Campus Facility Guidelines

1. Entrance to the building is limited. Everyone must enter from the main door by ringing the door bell. The custodian will open door someone from your group must stay at the door to admit the rest of your group into the building. **Doors to outside CAN NOT be left open.** (by using door stop, chair, etc.) If this is done your permit for use of the building will be revoked.
2. Rooms are to be left as you found it. If furniture is moved for activity, it is to be returned to its original position.
3. Audio/Visual– Instructional equipment is not to be used. This includes TV, VCR, overhead projectors, tape recorders, filmstrip projectors, physical education equipment, art supplies, music equipment, computers, etc. It is expected that you will bring the necessary supplies unless prior arrangement has been made with your building use application.
4. No one is to go into a teacher's desk for any reason. It is expected that you will bring the necessary supplies (pencils, pens, scissors, crayons, tape, etc.) with you.
5. Classroom displays are not to be touched for any reason. This includes classroom pets/plants and or wall and hall displays.
6. Clean up after your activity/meeting. If desk/table tops are dirty (from your activity with paint, glue, changing babies, etc.) or floors littered, please clean up the mess which you made. This is especially important if your group has snack/food. **PLEASE WIPE TABLES/DESKS.** There are children and adults in the building with food allergies.
7. Hall monitors from registered users group in designated hallways during entire reserved time period. It is suggested that an adult be present in the hallways as a hall monitor at all times during a sporting event/practice. Children are not to be running or playing ball in the hallways at any time.
8. No food or drink allowed in the Gym. Please be advised that food or drink of any kind are not permitted in the gym.
9. **IT IS VERY IMPORTANT THAT OUR GROUP ADHERE TO THESE GUIDELINES OR RISK THE LOSS OF PRIVILEGES. WE RESERVE THE RIGHT TO RESCIND THE PERMIT AT ANY TIME.**
10. Please review the Branchburg Township Board of Education on Building Use as well as this form and return the bottom portion of this form with your signature to The Jointure Administrative Office, 1124 US Hwy 202, Suite B-11, along with your application.

I have read the above guidelines and will see that our group adheres to them.

Signature

Title

Date



Township of Branchburg

1077 US HIGHWAY 202 NORTH, BRANCHBURG, NJ 08876-3936
Telephone: (908) 526-1300 x158 Fax: (908) 526-7479

www.branchburg.nj.us

OFFICE OF THE FIRE OFFICIAL

August 15th, 2013

RE: Use of Board of Education Facilities

Dear Organization Member:

In addition to the rules and standards set by the Branchburg Township Board of Education, your organization and all persons responsible shall adhere to the safety procedures as established in the New Jersey Uniform Fire Code. The individuals responsible for your event must insure the safety of persons attending the event and comply with the Fire Code. The Branchburg Bureau of Fire Safety shall be contacted prior to the event to sign off on that event

Attached, you will find basic regulations directly from the New Jersey Uniform Fire Code regarding occupancy, exits and access to exits, announcement, operator responsibility, mandatory evacuation and No Park Regulations.

The Board of Education has occupancy capacities set for all assembly uses. They are posted in accordance with the New Jersey Uniform Fire Code. Your organization must adhere to these occupancy regulations. If any individual has questions on the New Jersey Uniform Fire Code regulations you are encouraged contact the Branchburg Bureau of Fire Safety.

Very truly yours,

Joseph V. Olivo
Branchburg Township Fire Official
(908) 526-1300 Ext: 156
joe.olivo@branchburg.nj.us

Note :N.J.A.C 5:70-2.10 (g) Any person, firm or corporation violating any of the provisions of the Code or failing to comply with any order issued pursuant to any section thereof, shall be subject to penalties provided in N.J.A.C. 5:70-2.12. The maximum penalty for any act or omission in violation of the Act or Code that is not enumerated in this subsection shall be \$5,000 per day.

Buildings and Grounds Department

240 Baird Road --Branchburg, NJ 08876-3698

(908) 722-7213 Fax: (908) 722-8134

Alan R. Coburn • Supervisor of Buildings and Grounds



PROCEDURES FOR SAFE BUILDING USE

Please note the "7510 USE OF SCHOOL FACILITIES" policy. The following are safety steps from that policy.

1. During the use of any building, **NO EXIT** may be blocked, chained or obstructed at any time. (*Special conditions B:1*)
2. No paper products are to be hung from or near sprinkler heads, fire alarm stations, (sensors, pull stations) or on any exit door. (*Special conditions B:4*)
3. If fire alarm activates, follow the procedures below. (*Special conditions B:4*)
4. No ball playing, horseplay, or running is permitted in any part of the building EXCEPT the Gym and or All Purpose rooms. (*Limitations of use G*)
5. Someone from the using group is required to supervise all persons in the building including hallways. Damage done by your group will be billed to you. (*Use groups B*)

AED Procedures

1. If a person becomes or is found unconscious in the building or campus, an Automatic External Defibrillator (AED) is housed in a wall cabinet in each school building. Directional signs will lead to the AED.
2. A volunteer/Good Samaritan must be duly trained in CPR/AED use and be willing to activate the AED system.
3. Upon opening the wall cabinet door an immediate 911 access will be established with the Branchburg Police. A telephone in the cabinet should be used by the volunteer/Good Samaritan. Pick up the receiver and dial 911. Stay calm. Give information.
4. If the AED is being accessed DO NOT DELAY in providing immediate intervention to the victim. If possible have another person talk to 911 dispatch and the volunteer/Good Samaritan begin AED intervention on the victim.
5. If AED is used, Supervisor of Buildings and Grounds needs to be notified immediately (908) 722-7213.

Please note the "2431.4 PREVENTION AND TREATMENT OF SPORTS --RELATED CONCUSSIONS AND HEAD INJURIES. The following are safety bullets from policy.

1. Must read and be aware of dangers to letting a person be involved in sporting events when not released by Physician(s) (*R2431 C1,2*).
2. Any head injuries should be treated seriously and with proper professional evaluation (*a-1*)

Fire Drill Procedures

1. When the fire alarm activates, ALL personnel are to immediately exit building.
2. The fire alarm is not to be reset until the fire Chief and Supervisor of Buildings and Grounds clears the activated area.
3. Fire horns can only be silenced by building staff after above permission is granted.
4. No one is to re-enter the building until the fire official has given the **ALL CLEAR** for the building.

Note: There is a policy in effect that does not allow food into the school as we have peanut free buildings.

I hereby certify that I have read and understand all of the above and that I have the responsibility to ensure that all individuals in my group understand and agree to abide by the safe building procedures above.

Group Name _____ Date _____

Signature _____ Title _____

Thank you for your assistance. Supervisor of Buildings and Grounds

(Please sign and return with forms).

April 15



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OFFICE OF THE FIRE OFFICIAL

REQUIRED FIRE SAFETY ANNOUNCEMENT FOR

ASSEMBLY OCCUPANCIES N.J.A.C. 5:70-3, 408.2.2

ON BEHALF

OF _____

WELCOME TO

_____. In accordance with the

New Jersey Fire Code and the

Branchburg Township Bureau of Fire Safety please observe the exits available in case of an **Emergency**.

In the event of an activation of the fire alarm system, it is mandatory for all Occupants to **completely evacuate** the building.

Thank You for your cooperation.

Joseph V. Olivo
Branchburg Township Fire Official