



COMMUNITY FACILITY USE TERMS & CONDITIONS

1. Prior to requesting use of Howell Township Public School (hereafter referred to as District) facilities, the facility user/organization must read and understand the provisions set forth in the following laws, regulations and policies, located at <http://www.howell.k12.nj.us/policylist.aspx> .
 - Policy 7510 (Use of School Facilities)
 - Regulation and Policy 2431.4 (Prevention and Treatment of Sports Related Concussions and Head Injuries)
 - Policy 7434 (Smoking in School Buildings and On School Property)
 - Policy 7490 (Animals on School Property)
 - Policy 5300 (Automated External Defibrillator) & Janet’s Law [18:40-14a – 14c]
2. When utilizing an indoor facility, all unstaffed exterior doors are to be closed and locked. **Propping or manipulating doors is strictly prohibited and subject to sanctions.**
3. It is the responsibility of the facility user/organization to chaperone all participating and non-participating youth at all times.
4. Use of District equipment on the premises by non-school personnel is limited to the equipment that is an integral part of the facility being used. No district equipment shall be removed from the premises or moved within the facility or on the property for use by non-district personnel.
5. Equipment not owned by the District shall not be left on school grounds or stored in facilities.
6. The user certifies that all members are trained and or certified in the proper set-up, maintenance, and use of any equipment or supplies provided to them by the organization, brought on-site from any source or requested to be used from the district. *Trampolines, bounce houses, amusement rides and similar items will not be permitted without specific, case by case review and approval by the Assistant Superintendent for Business in consultation with the district insurance company.
7. All areas are to be left clean and free from debris.
8. It is incumbent on the facility user/organization to ensure that the organization’s Certificate of Insurance (in accordance with district limits and naming the district as additional insured) is current and a copy has been provided to the District prior to facility use.

ACKNOWLEDGEMENT STATEMENT

By signing below, the facility user/organization certifies that you have read, understand, and agree to adhere to all the aforementioned requirements, conditions, policies, procedures, and applicable laws set forth within the Terms and Conditions prior to the use of Howell Township School District facilities. Furthermore, the facility user/organization understands that any and all policies, practices, laws, etc. are subject to change at any time, and that revised information may supersede, modify, or eliminate existing policies. It is incumbent upon the user/organization to check for any modifications or changes to the Terms and Conditions, posted on the District’s website. Additionally, continued use of the Howell Township School District’s facilities by any user/organization is acknowledgment of agreement to modified Terms and Conditions. Failure to comply will lead to the denial of your application.

Organization: _____ Date: _____

Certifying Organization Representative’s Signature: _____

Print Certifying Organization Representative’s Name: _____