

# Branchburg Township School District

240 Baird Road  
Branchburg, New Jersey 08876

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## Facilities Use Terms of Agreement, Policy 7510

### **BUILDING ACCESS**

Access to the building is limited to the main school entrance. Please ring the doorbell and patiently await the night custodian to grant your group access. For security reasons, do not prop open external doors, as this may result in the cancellation of your building use.

Hall monitors from your group are required to be present in designated hallways throughout your reservation. It is strongly recommended that an adult supervise hallways during sporting events/practices. Kindly ensure that children refrain from running, touching artwork, entering restricted areas, or playing with balls in the hallways. Your cooperation in maintaining a safe environment is greatly appreciated.

### **USE OF SCHOOL BELONGINGS**

Please refrain from touching instructional equipment, such as TVs, VCRs, overhead projectors, tape recorders, filmstrip projectors, and computers, unless prior approval has been obtained through your building use application. Do not make any adjustments to these items.

Access to teacher or student desks is prohibited. These desks are off-limits for any purpose. Ensure that you have your necessary supplies with you and leave these desks undisturbed.

Bring your own learning supplies, including pencils, pens, scissors, crayons, and tape. The use of school-owned supplies is not permitted.

### **GYMNASIUM RULE**

No food or drinks of any kind are allowed in the gymnasium.

### **CLEAN-UP RESPONSIBILITIES**

Please ensure that you clean up after your activity/meeting, including wiping down tables/desks, especially if your group has snacks/food, to safeguard children with food allergies. Your adherence to this policy is essential.

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

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Signature

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Title

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Date

# Branchburg Township School District

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## **Procedures for Safe Building Use**

In accordance with Policy 7510 Use of School Facilities

### **GUIDELINES**

#### **Exit Accessibility**

During building use, it is strictly prohibited to block, chain, or obstruct any exits at any time.

#### **No Paper Products Near Fire Safety Devices**

Do not hang paper products near sprinkler heads, fire alarm stations (sensors, pull stations), or exit doors.

#### **Fire Alarm Activation**

In the event of a fire alarm activation, please follow the procedures outlined below.

#### **Activity Restrictions**

Except in the Gym and/or All-Purpose rooms, there should be no ball playing, rough-housing, or running in any part of the building.

#### **Supervision Requirement**

A designated member of your group must supervise all individuals within the building, including hallways. Any damage caused by your group will be billed accordingly.

#### **Food Restrictions**

Please be aware of our policy that prohibits food in the school due to our allergy protocols.

### **AED (AUTOMATIC EXTERNAL DEFIBRILLATOR) PROCEDURES**

If a person becomes unconscious or is found unconscious within the building or on campus, an AED is located in a wall cabinet within each school building. Directional signs will guide you to the AED.

A volunteer/Good Samaritan must be trained in CPR/AED use and willing to activate the AED system.

Upon opening the wall cabinet, immediate 911 access will be established with the Branchburg Police. Use the telephone in the cabinet to dial 911. Stay calm and provide necessary information.

If the AED is accessed, do not delay in providing immediate intervention to the victim. If possible, have another person contact 911 dispatch while the volunteer/Good Samaritan initiates AED intervention on the victim.

If the AED is used, please notify the Supervisor of Buildings and Grounds immediately at (908) 722-3335 x1630.

### **SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES**

Please be aware of the safety guidelines outlined in Policy 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries. :

Ensure that individuals are not involved in sporting events without physician clearance. Treat all head injuries with seriousness and seek proper professional evaluation.

### **FIRE DRILL PROCEDURES**

When the fire alarm activates, all personnel must immediately exit the building.

The fire alarm should not be reset until the fire chief and Supervisor of Buildings and Grounds have cleared the activated area.

Fire horns can only be silenced by building staff after receiving permission as mentioned above.

Re-entry into the building is not permitted until the fire official has given the "ALL CLEAR" for the building.

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***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: \_\_\_\_\_

**BRANCBURG TOWNSHIP SCHOOL DISTRICT  
APPLICATION FOR USE OF SCHOOL FACILITIES**



Name of Applicant/Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Nature of Activity: \_\_\_\_\_

Proposed Day(s) and Date(s) of Use: \_\_\_\_\_

\*(More dates - Use back or separate sheet and attach)

Occurrences of Use:  Monthly  Weekly  Daily  Once

Times for Use: From \_\_\_\_\_ To \_\_\_\_\_ \*(if times vary per date, list with date on back)

Number of Children \_\_\_\_\_ Number of Adults \_\_\_\_\_ \*Total expected \_\_\_\_\_

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

Select School (circle): Central Stony Brook Whiton

**Area(s) to be used (Check each area requested):**

Classroom(s) \_\_\_\_\_  Fields \_\_\_\_\_  Other\* \_\_\_\_\_

\* Kitchen use if needed will be charged additional

Café  Café 2  Gym  Aux Gym  Media Center  Principal Conference Room at BCMS

**Please submit any set up requirements at least 2 weeks prior to the date of your event.**

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 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 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 the \_\_\_\_\_ facilities on the above date(s).  
(name of school)

This Organization  will  will not be charged for building use.

Estimated Cost: \_\_\_\_\_ Billing Category:  1  2  3  4

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

**(This page must be filled out completely and approved before any facility may be used)**