



## MEDFORD TOWNSHIP PUBLIC SCHOOLS

137 HARTFORD ROAD, MEDFORD NJ 08055

609-654-6416 FAX 609-654-7436

To Whom It May Concern:

Please **read this carefully** so that you will be familiar with the **changes** that have been made.

This Packet contains the following items:

1. Application for use of facilities. Completed application must be submitted **15 days** prior to requested date.
2. Facilities Use Regulations, Policy.
3. Request for Fire Permit (Type 1 permit); *Township may impose a Permit Fee – Fire Permit Application must be sent to the following address:*  
**Township of Medford  
Fire Division  
1 Firehouse Lane  
Medford NJ 08055**
4. Return all of the following to: **Medford Township Public Schools (Transportation Center)  
28 Branin Road, Medford NJ 08055  
ATTN: Mr. John Gallagher**
  - a. Completed application;
  - b. Proof of one million dollars (\$1,000,000) General Liability Insurance with the Medford Township Board of Education as secondary insured certificate holder;
  - c. Fire Permit;
  - d. Copy of 501C3 Form for non-profit/non-commercial organizations (if applicable)

All incomplete applications will be returned for completion.

If you have any questions regarding the above, please contact Mr. John Gallagher, Jr. at 609-953-5841 ext. 1507.

# THE BOARD OF EDUCATION OF MEDFORD TOWNSHIP

MEDFORD, NEW JERSEY

APPLICATION AND AGREEMENT for the use of the School Building, Grounds and Equipment.

\_\_\_\_ 1. Submit proof of one million dollars (\$1,000,000) General Liability Insurance with the Medford Township Board of Education as secondary insured certificate holder.

\_\_\_\_ 2. Fire Permit Type 1 (see attached application).

\_\_\_\_ 3. Non-profit, non-commercial organizations, 501C3 Form.

Name/Type of Organization (i.e. homeowners association, church group, etc.):

\_\_\_\_\_

Please reference a single contact from your organization. This individual will be recognized by the district as the **only** person to delegate changes to the calendar.

Contact Name: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day phone #: \_\_\_\_\_ Evening phone #: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

**SCHOOL REQUESTED:**

\_\_\_\_ Allen      \_\_\_\_ Chairville      \_\_\_\_ Cranberry Pines      \_\_\_\_ Haines  
\_\_\_\_ Kirby's Mill      \_\_\_\_ Memorial      \_\_\_\_ Taunton Forge

**SPECIFIC AREA/ROOM REQUESTED:**

\_\_\_\_ Gym      \_\_\_\_ Cafeteria      \_\_\_\_ LGI (Memorial Only)      \_\_\_\_ Track (Memorial)\*  
\_\_\_\_ Art Rm.      \_\_\_\_ Hallways

Other: \_\_\_\_\_

(\*Use of the running track located at Memorial Middle School will require a refundable deposit of \$500.00. This deposit will be refunded within five working days after the scheduled event.)

**SPECIFIC DATES REQUESTED (Please list each individual date that is being requested; not a date range):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIFIC TIME(S) REQUESTED:** \_\_\_\_\_

Nature of activity to be conducted: \_\_\_\_\_

Admission Charge (if applicable): \_\_\_\_\_

**Please Note:** Custodial fees of time and one-half will be charged for evenings and Saturdays, and double time will be charged for Sundays and holidays. Time will commence one-half hour before arrival of group and terminate one-half hour after group leaves. The per hour rate shall be set annually.

**EQUIPMENT NEEDED:**

\_\_\_\_\_ Microphone (\$200 deposit required)      \_\_\_\_\_ Podium (\$200 deposit required)  
\_\_\_\_\_ TV/VCR (\$200 deposit required)      \_\_\_\_\_ Overhead Projector (\$200 deposit required)  
\_\_\_\_\_ Slide Projector (\$200 deposit required)      \_\_\_\_\_ Screen  
\_\_\_\_\_ Chairs (How many? \_\_\_\_\_ )      \_\_\_\_\_ Tables (How many? \_\_\_\_\_ Size? \_\_\_\_\_ )  
\_\_\_\_\_ Trash/Recycling Receptacles (How many? \_\_\_\_\_ )

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**IT IS HEREBY AGREED:**

That upon approval of this request by the Board of Education of Medford Township, the above named organization, its officers, and/or sponsors, that the facilities shall be returned to the same arrangement and condition which existed prior to the event and that no property or equipment shall be removed from the premises.

That in accordance with New Jersey State Law, smoking of any kind is prohibited at all times anywhere in school district buildings or school grounds. Violators will be subject to a fine.

The Board of Education shall be reimbursed for any damage to any of its facilities or equipment at a value to be determined by the Board.

The organization shall accept the required custodial services/building fees (if applicable) of the Board of Education and shall reimburse the Board the established fee during the hours the facilities are in use.

**PROCEDURE FOR USE OF DISTRICT BUILDINGS, GROUNDS & EQUIPMENT**

1. School functions and activities will take priority over facility use requests by outside organizations.
2. For charitable or non-profit organizations, please provide any anticipated proceeds.
3. Application must be submitted to the Operations Office located at 28 Branin Road, Medford, for review 15 business days prior to the date of the scheduled activity.
4. Classification of Organization/Fees shall be determined by the Board of Education.
5. Custodial services are required at all events and will be billed (if applicable).
6. Deposits may be required for school equipment use.
7. No school equipment is to be removed from the school premises.
8. All conditions set forth in the agreement shall be binding.

On behalf of this group, we understand and will abide by all procedures associated with this request.

\_\_\_\_\_  
Signature of President or Head of Organization

\_\_\_\_\_  
Printed Name

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

\_\_\_\_\_

-----  
OFFICIAL USE ONLY:

\_\_\_\_ Approved \_\_\_\_ Rejected (Reason: \_\_\_\_\_)

\_\_\_\_\_ Date of approval/rejection

Class of Organization: (I \_\_\_ II \_\_\_ III \_\_\_)

Building Rental (if applicable): Waived: YES \_\_\_\_ NO \_\_\_\_

Custodial Fees (if applicable): Waived: YES \_\_\_\_ NO \_\_\_\_

Straight Time: # hours \_\_\_\_ X current rate of \$ \_\_\_\_ = \$ \_\_\_\_

Saturday (time + ½): # hours \_\_\_\_ X current rate of \$ \_\_\_\_ = \$ \_\_\_\_

Sunday (double time): # hours \_\_\_\_ X current rate of \$ \_\_\_\_ = \$ \_\_\_\_

Building/Custodial Fees:

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Deposit(s) Received:

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check #: \_\_\_\_\_

Deposit(s) Refunded: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**7510. USE OF SCHOOL FACILITIES**

USE OF SCHOOL FACILITIES

Board of Education policy permits use of its buildings, grounds and equipment providing that such usage does not conflict with the educational program and providing that the following regulations are followed:

1. Sound Systems
  - a. To be furnished by the user,
  - b. Installed in such a manner that lines cannot be tripped over,
  - c. All extension cords must be UL approved and be used in a safe manner
2. Props
  - a. Only free standing props will be used,
  - b. Props will not be mounted to wall nor affixed in any manner to stage curtains,
  - c. Stage area will be cleared for each school day of any props that would be a hazard to normal school use.
3. Special Lighting
  - a. Only lights that are portable and on stage only,
  - b. No lights are to be installed off stage,
  - c. A rotating spot on portable casters can be used during performance and removed from building during school hours.
4. Insurance

Insurance certificate will be furnished by user.
5. Fire permit shall be obtained from the Fire Marshal by the applicant.
6. Pre-inspection of Space

Prior to use of space, representative may wish to overview the area with a Board of Education representative and both representatives will list any damages. The using group will not be responsible for any damages noted by Board of Education representatives.
7. Building/Grounds rental rates and custodial service fees will be established annually by the Board Secretary.

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial service (fuel, water, and electricity) costs on weeknights only when district custodians are on duty. Class I users will be charged custodial service fees for request for facility use occurring on Saturday, Sunday and/or holidays. Class I users include the following organizations and individuals:

MYAA

HSA

MEA

All Local Municipal Departments

All Local Homeowner Associations

Boy Scouts

Girl Scouts

2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs. Class II users will be determined by the Superintendent or his/her designee at time of application.
3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users will be determined by the Superintendent or his/her designee at time of application.

B. Application Procedures

1. A complete application must be made in writing and on the form supplied by the school district. The form is available in the office of the Operations & Maintenance Supervisor.
2. Application for use of school facilities and/or grounds must be submitted to the Operations & Maintenance Supervisor not less than 15 working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than 30 working days prior to a regular Board meeting.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities and/or grounds that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The Operations & Maintenance Supervisor or designee will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled.
  - a. For use in the instructional or co-curricular program,
  - b. For maintenance, repair, or capital improvement, or
  - c. For use by another organization.
2. If the facility is not available for use, the Operations & Maintenance Supervisor or designee will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Operations & Maintenance Supervisor or designee will note his/her approval on the application form and will record the classification of the applicant organization or forward referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:
  - a. School facilities are available for use only on weeknights, Saturday and Sunday. School facilities are not available for use during school vacations, emergency school closing and other public holidays.
  - b. School facilities are available for use only during the hours of 5:30 p.m. and 9:30 p.m. and 8:00 a.m. and 6:00 p.m. on Saturday and Sunday. School facilities are not available for use during the school day.

- c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes such as birthday parties, baby/bridal showers and anniversaries.
  - d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any partisan political activity, or any purpose that is prohibited by law.
5. The Superintendent of Schools or designee will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. That information will be entered on the application form.
  6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
  7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
  8. The application form will include the rules governing the use of school facilities and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
  9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
  10. Permission to use school facilities is not transferable.
  11. The organization representative must inform the Operations & Maintenance Supervisor or designee of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Operations & Maintenance Supervisor or designee of a canceled use at last 72 hours in advance of the scheduled time of the use may result in imposition of service charges.
  12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or any emergency.
- D. Insurance and Indemnification
1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
  2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
  3. The user shall furnish evidence of the purchase of liability insurance in the amount of:
    - a. \$10,000 per person,
    - b. \$1,000,000 per accident or event, and
    - c. \$1,000,000 property damage.
- E. Rules for the Use of School Facilities
1. Users of school facilities will be bound by the law.
    - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
    - b. The use must not exceed the established capacity of the facility used.

- c. The use must not involve gambling or games of chance.
  - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
  - e. Smoking is prohibited in accordance with Policy No. 7434.
  - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
- a. The user will not damage, destroy, or deface school property. The facility will be used with care and left in an orderly and neat condition.
  - b. The user must obtain the building principal's permission to bring equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property.
  - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than 24 hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
  - d. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to the floors.
  - e. No school facility may be used for a purpose in conflict with the purpose for which the facility was designated.
  - f. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
  - g. The user must obtain the District's permission serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the cafeteria. No food or drink shall be served or consumed in any gymnasiums. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
  - h. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the building principal or designee.
  - i. No school keys shall be issued to a user.
  - j. No animal shall be allowed on school premises without the approval of the building principal.
  - k. The district custodial staff and organization's representative are responsible for examining the facility immediately after the use and documenting any loss or damage that must be corrected.
  - l. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment. Users may make use of public telephones.
  - m. No vehicles of any type shall be operated in any area that is not designed for such vehicles.
3. Uses Must be Properly Supervised.
- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these



regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is directed by the Operations & Maintenance Supervisor or designee to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.

- b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.
- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

**F. Fee Schedule**

- 1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to E3a and E3b will be billed.
- 2. Class II users will not be charged a facility fee, but will be charged custodial service and/or cafeteria fee.
  - a. For the specific services of school employees rendered pursuant to E3a and E3b, if any, and
  - b. For service costs of the use as follows:

Custodial Fees:

	<b>2017-2018</b>
<b>Straight Time</b>	\$59.00 / hour
<b>Saturday or Over Time</b>	\$88.50 / hour
<b>Sunday or Holiday</b>	\$118.00 / hour

- 3. Class III users will be charged the costs charged Class II users (F2a and F2b) and the following facility fee.

**Facility Use Fee Schedule**

Building Rental – Hourly Rate

<b>2017-2018</b>
\$115.00 / hour

Memorial School Track

<b>2017-2018</b>
\$475.00 / day

Daily track rental and custodial service fee will be charged for use of the running track regardless of classification.

4. The Operations office will prepare an itemized bill for the use of school facilities based on the approved application form. The bill will be sent to the representative of the applicant organization at the conclusion of a single event or at the end of the month for multiple events.

Outstanding invoices for payment for a period of 60 days or more will result in the denial of future applications and the termination of an existing approved schedule.

Use of the running track located at Memorial Middle School will require a refundable deposit of \$500.00. This deposit will be refunded five working days after scheduled event.

Issued: 27 September 1999  
Revised: 28 June 2004  
Revised: 25 June 2007  
Revised: 26 April 2010  
Revised: 26 November 2012  
Revised: 27 June 2016



TOWNSHIP OF MEDFORD  
**FIRE DIVISION**

1 Firehouse Lane ■ Medford, NJ 08055  
Administration: (609) 953-3291 ■ Fax: (609) 654-1069  
Emergencies: 9-1-1 ■ Web Site: [www.medfordfire.org](http://www.medfordfire.org)



To Applicant:

Attached please find an application for a permit pursuant to The Uniform Fire Code.

Please fill out the enclosed application in full and return it along with the appropriate permit fee made payable to: **Medford Twp. Division of Fire**

Mail application and fee to: Township of Medford  
Fire Division  
1 Firehouse Lane  
Medford, NJ 08055



# TOWNSHIP OF MEDFORD

## FIRE DIVISION

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There are five (5) types of permits.

### **Type 1 Permit - \$42.00**

#### **Bonfires**

1. The use of a torch or flame-producing device to remove paint from, or seal membrane roofs on any building or structure.
2. The occasional use of any non-residential occupancy other than Use Groups F, H or S for group overnight stays of persons over 2-1/2 years of age, in accordance with section F-709.0 of the Fire Prevention Code.
3. 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.
4. The use of any open flame or flame producing device in connection with any public gathering for purposes of entertainment, amusement or recreation.
5. Welding and cutting operations except where the welding and cutting is performed in areas approved for welding and is registered as a Type B Life Hazard use.
6. The possession or use of explosives or blasting agents other than model rocketry engines regulated under N.J.A.C. 12:194.
7. The use of any open flame or flame-producing device in connection with the training of non-fire service in fire suppression or extinguishment procedures.
8. The occasional use in any building of a multipurpose room with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
9. The storage or handling of class I flammable liquids in closed containers of aggregate amounts of more the 10 gallons but more than 660 gallons inside a building or more than 60 gallons but not more than 660 gallons outside a building.
10. The storage or handling of class II or IIIA combustible liquids in closed containers of aggregate amounts 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.
11. 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.
12. The use as a place of public 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.

### **Type 2 Permit - \$166.00**

1. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials.
2. Fumigation or thermal insecticide fogging.
3. Carnivals and circuses employing mobile structure used for human occupancy.
4. The use of a covered mall in any of the following manners:
  - (a) Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25 percent of the common area of the mall
  - (b) Temporarily using the mall as a place of assembly
  - (c) Using open flame or flam devices
  - (d) Displaying liquid or gas fueled powered equipment or
  - (e) Using liquefied petroleum gas, liquefied natural gas, and compressed flammable gas in containers exceeding 5 pound capacity.
5. Storage outside of buildings of LP-gas cylinders when a part of a cylinder exchange program.

### **Type 3 Permit - \$331.00**

1. Industrial processing ovens or furnaces operating at approximately atmospheric pressure and temperature not exceeding 1400 degrees Fahrenheit which are heated with oil and gas fuel or which contain flammable vapors from the product being processed.
2. Any wrecking yard or junk yard or
3. The storage or discharge of fireworks.

### **Type 4 Permit - \$497.00**

1. Storage or use at normal temperature and pressure or more than 2000 cubic feet or flammable compressed gas or 6000 cubic feet or non-flammable compressed gas.
2. The 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 non-flammable, non-toxic, cryogenic liquids.
3. The storage, handling and processing of flammable, combustible and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons.
4. To store or handle (except medicines, beverages, foodstuffs, cosmetics and other common consumer items when packaged according to commonly accepted practices):
  - (a) More than 55 gallons of corrosive liquids
  - (b) More than 500 pounds of oxidizing materials
  - (c) More than 10 pounds of organic peroxides
  - (d) More than 500 pounds of nitro methane
  - (e) More than 1000 pounds of ammonium nitrate
  - (f) More than micro curie of radium not contained in a sealed source
  - (g) More than one mill curie of radium or other radiation material in a sealed source or sources

- (h) Any amount of radioactive material for which the specific license from the Nuclear Regulator Commission is required, or
  - (i) More than 10 pounds if flammable solid
5. The melting, casting heating, treating, machining or grinding of more than 10 pounds of magnesium per working day or

**Type 3 Permit - \$1380.00**

- 1. Reserved



# TOWNSHIP OF MEDFORD

## FIRE DIVISION

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Emergencies: 9-1-1 ■ Web Site: [www.medfordfire.org](http://www.medfordfire.org)



March 1<sup>st</sup>, 2009

Effective immediately, all enclosed mobile cooking units shall conform to the 2006 International Fire Code New Jersey Edition, Mechanical subcode of the New Jersey State Uniform Construction Code and NFPA 96 Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations. The following includes but is not limited to the requirements for mobile cooking units. Additional requirements can be found at: <http://www2.iccsafe.org/states/06NewJerseyFire/Fire Code/NJ Fire Frameset.html>

If a permit inspection reveals the mobile unit or site conditions are not in compliance with the proper codes fire codes, construction codes or Township ordinances, the permit will be revoked and mobile unit shall leave the event.

### **N.J.A.C. 5:70-3 SECTION 609 COMMERCIAL KITCHEN HOODS**

Definition – Commercial Cooking Appliances:

Appliances used for heating or cooking food which will produce grease vapors, steam, fumes, smoke or odors that are required to be removed through a local exhaust system. Such appliances include deep fat fryers; upright broilers; griddles; broilers; steam-jacketed kettles; hot-top ranges; under-fired broilers (char broilers); ovens; barbeques; rotisseries; and similar appliances.

N.J.A.C. 5:70-3, 609.1 General:

Commercial kitchen exhaust hoods including those in mobile enclosed units shall be maintained in accordance with the requirements of the mechanical subcode of the Uniform Construction Code and NFPA 96.

N.J.A.C. 5:70-3, 609.2 Maintenance:

Commercial kitchen exhaust systems shall be cleaned to remove deposits of residue and grease in the system at intervals specified in the cleaning schedule required to be submitted in accordance with Section 609.2.1. Thorough cleaning of ducts, hoods and fans shall require scraping, brushing or other positive cleaning methods.

N.J.A.C. 5:70-3, 609.2.1 Cleaning schedule:

Where a cleaning schedule is not on file, the fire official shall require a schedule to be submitted, indicating the method of cleaning and the time intervals between cleanings.

### **N.J.A.C. 5:70-3 SECTION 904 FIRE PROTECTION SYSTEMS**

N.J.A.C. 5:70-3, 904.1 General:

Automatic fire-extinguishing systems, other than automatic sprinkler systems, shall be inspected, tested and maintained in accordance with the provisions of this section and the applicable referenced standards.

N.J.A.C. 5:70-3, 904.2.1 Commercial hood and duct systems:

Each required commercial kitchen exhaust hood and duct system required by Section 609 to have a Type I hood including mobile enclosed cooking operations shall be maintained in accordance with this code.

N.J.A.C. 5:70-3, 904.3 Installation:

Automatic fire-extinguishing systems shall be installed in accordance with the fire subcode of the Uniform Construction Code.

N.J.A.C. 5:70-3, 904.11 Commercial cooking systems:

The automatic fire-extinguishing system for commercial cooking systems shall be of a type recognized for protection of commercial cooking equipment and exhaust systems of the type and arrangement protected. Pre-engineered automatic dry- and wet-chemical extinguishing systems shall be tested in accordance with UL 300 and listed and labeled for the intended application. Other types of automatic fire-extinguishing systems shall be listed and labeled for specific use as protection for commercial cooking operations. The system shall be installed in accordance with this code, its listing and the manufacturer's installation instructions. Automatic fire-extinguishing systems of the following types shall be installed in accordance with the referenced standard indicated, as follows:

- 1) Carbon dioxide extinguishing systems, NFPA 12.
- 2) Automatic sprinkler systems, NFPA 13.
- 3) Foam-water sprinkler system or foam-water spray systems, NFPA 16.
- 4) Dry-chemical extinguishing systems, NFPA 17.
- 5) Wet-chemical extinguishing systems, NFPA 17A.

Exception: Factory-built commercial cooking recirculating systems that are tested in accordance with UL 710B and listed, labeled and installed in accordance with Section 304.1 of the mechanical subcode of the Uniform Construction Code.

N.J.A.C. 5:70-3, 904.11.1 Manual system operation:

A manual actuation device shall be located at or near a means of egress from the cooking area a minimum of 10 feet (3048 mm) and a maximum of 20 feet (6096mm) from the kitchen exhaust system. The manual actuation device shall be installed not more than 48 inches (1200 mm) nor less than 42 inches (1067 mm) above the floor and shall clearly identify the hazard protected. The manual actuation shall require a maximum force of 40 pounds (178 N) and a maximum movement of 14 inches (356 mm) to actuate the fire suppression system. Exception: Automatic sprinkler systems shall not be required to be equipped with manual actuation means.

N.J.A.C. 5:70-3, 904.11.2 System interconnection:

The actuation of the fire extinguishing system shall automatically shut down the fuel or electrical power supply to the cooking equipment. The fuel and electrical supply reset shall be manual.

N.J.A.C. 5:70-3, 904.11.3.1 Ventilation system:

Commercial-type cooking equipment protected by an automatic carbon dioxide extinguishing system shall be arranged to shut off the ventilation system upon activation.

N.J.A.C. 5:70-3, 904.11.5 Portable fire extinguishers for commercial cooking equipment:

Portable fire extinguishers shall be provided within a 30-foot (9144 mm) travel distance of commercial-type cooking equipment. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.

N.J.A.C. 5:70-3, 904.11.5.1 Portable fire extinguishers for solid fuel cooking appliances:

All solid fuel cooking appliances, whether or not under a hood, with fireboxes 5 cubic feet (0.14 m<sup>3</sup>) or less in volume shall have a minimum 2.5-gallon (9 L) or two 1.5-gallon (6 L) Class K wet-chemical portable fire extinguishers located in accordance with Section 904.11.5.

N.J.A.C. 5:70-3, 904.11.5.2 Class K portable fire extinguishers for deep fat fryers:

When hazard areas include deep fat fryers, listed Class K portable fire extinguishers shall be provided as follows:



- 1) For up to four fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each: One Class K portable fire extinguisher of a minimum 1.5 gallon (6 L) capacity.
- 2) For every additional group of four fryers having a maximum cooking medium capacity of 80 pounds (36.3 kg) each: One additional Class K portable fire extinguisher of a minimum 1.5 gallon (6 L) capacity shall be provided.
- 3) For individual fryers exceeding 6 square feet (0.55 m<sup>2</sup>) in surface area: Class K portable fire extinguishers shall be installed in accordance with the extinguisher manufacturer's recommendations.

N.J.A.C. 5:70-3, 904.11.6 Operations and maintenance:

Commercial cooking systems, including mobile enclosed cooking operations, shall be operated and maintained in accordance with this section.

N.J.A.C. 5:70-3, 904.11.6.1 Ventilation system:

The ventilation system in connection with hoods shall be operated at the required rate of air movement, and classified grease filters shall be in place when equipment under a kitchen grease hood is used.

N.J.A.C. 5:70-3, 904.11.6.2 Grease extractors:

Where grease extractors are installed, they shall be operated when the commercial-type cooking equipment is used.

N.J.A.C. 5:70-3, 904.11.6.3 Cleaning:

Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded, and records shall state the extent, time and date of cleaning. Such records shall be maintained on the premises.

N.J.A.C. 5:70-3, 904.11.6.4 Extinguishing system service:

Automatic fire-extinguishing systems shall be serviced at least every 6 months and after activation of the system. Inspection shall be by qualified individuals, and a certificate of inspection shall be forwarded to the fire code official upon completion.



TOWNSHIP OF MEDFORD

FIRE DIVISION

1 Firehouse Lane ■ Medford, NJ 08055
Administration: (609) 953-3291 ■ Fax: (609) 654-1069
Emergencies: 9-1-1 ■ Web Site: www.medfordfire.org



APPLICATION FOR PERMIT

The Uniform Fire Code states:

“Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a process or activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official.” [N.J.A.C. 5:70-2.7 (a)]

Date of application: \_\_\_\_\_

Location where activity will occur: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

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

\_\_\_\_\_

And for the keeping, storage, occupancy, sale, handling or manufacture of the following:

\_\_\_\_\_

(State quantities for each category to be stored, or used and the method stored or used:)

\_\_\_\_\_

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner’s behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

\_\_\_\_\_

(Applicant Signature)