



76 South Orange Ave  
Suite 302  
South Orange  
Essex County  
New Jersey 07079

so@southorange.org  
P 973.378.7715 ext 2  
F 973.763.6396  
www.southorange.org

## Sensory Activation Vehicle Request for Use

### Applicant Information

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event/Activity Information

Event Name: \_\_\_\_\_

Event Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Rain Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Regulations and Requirements:

Name of Individual Responsible for Supervision of Vehicle during the event: \_\_\_\_\_

Vehicle can be parked within 100ft of power source:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

\*I certify I have read the Sensory Activation Plan policy below and agree to all terms and conditions:

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

## Sensory Activation Vehicle Policy

### 1. Purpose and Scope



This policy serves to regulate the private use of South Orange Village's Sensory Activation Vehicle (SAV) during periods when it is not in the care, custody, and control of the municipality.

The policy applies to any individual, group, or organization seeking to use the Vehicle for private purposes, excluding municipal activities.

## **2. Definitions**

- Sensory Activation Vehicle: A mobile unit equipped with various sensory stimulation equipment and resources intended to provide therapeutic and educational experiences.
- Private Use: Any use of the sensory activation Vehicle that is not officially organized or sanctioned by the municipality for public use.

## **3. Eligibility and Application**

3.1 Individuals or organizations interested in utilizing the sensory activation Vehicle for private use must agree to comply with all terms and conditions outlined in this policy.

3.2 Applicants must submit a request to the municipality, indicating event/purpose, intended dates, and locations for the Vehicle's use and designed for supervising/attending the Vehicle during the event period.

3.3 The municipality will review each application and grant permission, at its sole discretion, based on the availability of the Vehicle, the merit of the proposed activity, and adherence to the policy's guidelines.

## **4. Conditions for Private Use**

4.1 The SAV may only be used for activities related to sensory stimulation, therapy, education for neurodivergent individuals. The Vehicle is not to be used for entertainment purposes.

4.2 Users must sign the above application agreement with the municipality, acknowledging that they will be solely responsible for any damage or loss to the Vehicle and its equipment during the private use period.

4.3 The Vehicle's exterior, including any municipal branding or decals, must not be altered or defaced in any way during private use.

4.4 Private users must adhere to maximum occupancy requirements:

- No more than 5 children at one time.
- When adults are present in the Vehicle, no more than 2 children and 2 adults at one time.

4.5 Vehicle must be able to be parked within 100 ft. of electrical outlet for use.

4.6 Vehicle cannot be moved by any member of the public, delivery and parking of the Vehicle will be handled by SOPD or another municipal employee as designated by SOPD and approved by Village Administration.

4.7 Vehicle must be supervised at all times when open for use/event.



4.8 Minors must be accompanied by an adult to enter Vehicle. Small children must have an adult parent or caregiver with them inside Vehicle. Adults and caregivers of older children must remain at the Vehicle if not inside with the minor child.

4.9 The rear gate is for wheelchair access and must be closed at all times when not in use.

4.10 The responsible party must be available to meet SOPD upon Vehicle delivery for an overview of operations.

4.11 Adhere to the following steps when preparing the SAV for pickup:

- Disconnect and roll up the extension cords, then place them in the SAV.
- Close the rear gate and lock it with the two supplied padlocks.
- Lock the side door:
- Open the door.
- Insert the key in the top lock cylinder.
- Turn the key to the locked position, BUT don't close the door yet.
- Place the keys in the SAV, on the floor.
- Close the door. Confirm it is locked before leaving.

## **5. Scheduling and Prioritization**

5.1 Scheduling of the sensory activation Vehicle for private use will be on a first-come, first-served basis, subject to availability.

5.2 The municipality reserves the right to prioritize municipal activities, events, and programs over private use requests.

5.3 Application request forms must be received 15 days prior to the event date.

## **6. Supervision and Security**

6.1 A designated representative from the private user's organization must be present during the entire duration of the private use.

6.2 Private users must ensure the security of the Vehicle, and its contents, at all times. The Vehicle should be locked when not in use and under supervision.

## **7. Compliance**

7.2 Failure to adhere to the policy's terms and conditions may result in the denial of future requests for private use of the sensory activation Vehicle.

## **8. Amendments and Updates**

8.1 The municipality reserves the right to amend or update this policy as deemed necessary. Any changes will be communicated to all eligible users and posted on the municipality's website.

## **9. Contact Information**

For inquiries or to submit a private use request for the SAV, please contact the South Orange Police Department, Community Affairs Division by emailing [jalbino@southorange.org](mailto:jalbino@southorange.org) and [nloreno@southorange.org](mailto:nloreno@southorange.org)