

## NORTHERN BURLINGTON USE OF ATHLETIC FACILITIES

<b>Contact Person</b>	<b>First Name:</b>	<b>Last Name:</b>
<b>Email Address:</b>		
<b>Evening Phone:</b>		
<b>Cellular Phone: N/A</b>		
<b>Name of Organization:</b>		
<b>Billing Address:</b>		

Insurance Information
Company
Company Policy Number
Coverage
Coverage Dates _____ to _____

**The Nature of the Event will be as follow:**

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**Location**                      Athletic Department

**Athletic Facilities**                      *Please circle the Athletic Facilities needed*

**NOTE: USE OF VARSITY FIELDS WILL BE RESTRICTED**

Middle School									
Field 1 Baseball	Field 2 Field Hockey/GLax	Field 3 Soccer	Field 4 Soccer	Field 5 Softball	Field 6 Softball	Field 7 Football	Field 8 Football	Middle School Main Gym	Middle School Aux Gym

High School											
Field 9 Stadium with Lights	Field 10 Tennis	Field 11 Soccer Lax	Field 12 Practice Football Field Events	Field 13 Practice Football Field Events	Field 14 Varsity Baseball	Field 16 JV Baseball	Field 18 Field Hockey GLax	Field 19 Field Hockey GLax	Field 20 Baseball	Field 21 Soccer	Field 22 Softball
Field 23 Soccer (Not Avail in Spring)	Field 24 Softball	Field 25 Softball with Lights	Field 26 Soccer Boys Lax	Field 27 Soccer Boys Lax	HS West Main Gym	HS West Aux Gym	HS East Gym	Classroom 302	Classroom 303	Classroom 304	East Cafeteria
West Cafeteria											

**FIELD LOCATIONS ARE SUBJECT TO CHANGE**

**Event Date (s)** – Please write down the specific dates that the Athletic Facilities is needed. Attach additional paper if more space is needed. *For example- Sept. 6, 8, 12, 14*

Dates Requested					
Date Needed	Facility Requested	Start Time	End Time	Setup Begin Time	Breakdown End Time

## Setup Requirements

Required Maintenance Service	Service Description
Athletic Field	
Audio/Visual	
Bleachers	
Climate Control	
Concession Stand	
Custodial	
Electrical	
Equipment	
Event Setup	
Food Service Delivery	
Heating/Ventilation/Air Conditioning	
Kitchen Equipment	
Laborer	
Locker Room	
Miscellaneous	
Restrooms	
Scoreboards	
Security	
Number of Guests in Attendance	

Time Span to Register for Athletic Facility:

Fall Season (September- October) After August 1

Winter Season (December – February) After October 1

Spring Season (April – May) After February 15

Summer Season (After graduation in June – 2<sup>nd</sup> week in August) After April 15

**MINIMUM: TWO WEEKS IN ADVANCE OF SCHEDULED EVENT FOR BOARD APPROVAL**

**RETURN COMPLETED FORM TO THE ATHLETIC OFFICE**

**PLEASE CONTACT THE BOARD OF EDUCATION OFFICE FOR FEE SCHEDULES – 609-298-3900, EXT. 2001**

### STANDARD RULES FOR USE OF ATHLETIC FACILITIES

**The organization requesting the Athletic Facility:**

- Will ensure there is no smoking permitted on school grounds
- Will confine the meeting and/or activity to the assigned area
- Will not use any school equipment unless requested in writing and approved by the Board of Education
- Agrees not to put on any form of entertainment or activity that would be offensive to the general public, which could be considered hostile or treasonable to the State or Nation, or which in any way is inconsistent with the purpose of public education
- Will be financially responsible for any damages during the use of the athletic facility
- Will be responsible for the conduct of all activity participants, including spectators
- Will ensure parking regulation be strictly enforced
- Will submit the Use of Athletic Facilities to the Athletic Office at least two weeks prior to the activity or event
- Will pay all Building and Fields Usage Fees to the Board Office

**Police Coverage – officer(s) arranged by Northern Burlington Athletic Office through Mansfield Twp. Police at a hourly rate per contract as determined by the Board of Education to be included in the cost which will be paid by the organization requesting the use of the athletic facility.**

**The Board of Education shall be the sole judge as to whether these terms are violated; and they reserve the right to return the fee and deny the use of the facilities whenever, in their judgment these terms are violated.**