

NORTHERN BURLINGTON USE OF ATHLETIC FACILITIES

Contact Person

First Name

Last Name

E-mail address _____

Evening Phone _____

Cellular Phone _____

Name of Organization _____

Billing Address _____

Insurance Information

Company _____

Company Policy No. _____

Coverage _____

Coverage Dates _____ to _____

The Nature of the Event will be as follow:

Location Athletic Department

Athletic Facilities *Please circle the Athletic Facilities needed*

NOTE: USE OF VARSITY FIELDS WILL BE RESTRICTED

Middle School

Field 1
Field 2 (not in use)
Field 3 (not in use)
Field 4 Soccer
Field 5
Field 6
Field 7 Soccer
Field 8 Football
Middle School Main Gym
Middle School Aux. Gym

High School

Field 9 Stadium with lights
Court 10 Tennis
Field 11 Soccer/Girls Lacrosse
Field 12 Practice Football/Field Events
Field 13 Practice Football/Field Events
Field 14 Varsity Baseball
Field 16 JV Baseball
Field 18 Field Hockey/Girls Lacrosse
Field 19 Soccer/Boys Lacrosse
Field 20 Baseball
Field 21 Field Hockey(not available in the spring)
Field 22 Softball
Field 23 Soccer(not available in the spring)
Field 24 Softball
Field 25 Softball with lights
Field 26 Field Hockey/Girls Lacrosse
Field 27 Soccer/ Boys Lacrosse
HS West Main Gym
HS West Aux Gym
HS East Gym
Classrooms 302, 303, 304
East Cafeteria
West Cafeteria

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

Start Time _____ am or pm **End Time** _____ am or pm

Setup Begin Time _____ am or pm **Breakdown End Time** _____ am or pm

Duration _____ hours _____ minutes. Span over _____ day (s)

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 Attending	_____

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 – 2nd week in August) After April 15

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

RETURN COMPLETED FORM TO THE ATHLETIC OFFICE

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.