

South Hackensack Board of Education

FACILITY USE APPLICATION

1. Submission Date: _____

2. Field Permit Fees:

All fees must be paid in advance of event(s) to the South Hackensack Board of Education by one week

Field	Single Game/Practice (2 hours)	2 Games (4 hours)	3 Games (6 hours)	All Day (12 hours)
Soccer/Turf Field	\$150	\$300	\$450	\$1000

Any extra costs as per schedule below will be borne by user.

- a) Maintenance/Custodial fee - \$_____ /hour
- b) Any moving, setup, etc., will be provided by user or will pay costs incurred by the BOE
- c) Any damage will be assessed and charged as per cost incurred.

3. Individual making request: _____

Address: _____

Phone number: _____ EMAIL: _____

4. Information:

a) Facility requested: **South Hackensack Memorial School Turf Soccer Field**

b) Date(s): Field availability will be Monday – Thursday; Saturday; Sunday

Check one of the following: Monday Tuesday Wednesday Thursday
Saturday Sunday

c) Event & Activities Planned: _____

Sponsoring organization: _____

Hours of use request: _____ to _____

- d) Will this request require any services (as per #2) or specialized use? Yes No
- e) A conference with School Officials may be required for all uses and fee assessment.
- f) Please forward Summary of events and any promotional documents to BOE Business Office

All users are required to maintain, in addition to any insurance required by law, Comprehensive Liability insurance, in an amount not less than \$1,000,000 per occurrence. The Board of Education must be named as an additional insured on this policy. A certificate of insurance as described must be provided before the facility is used. Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid. In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the Board of Education against any and all demands, claims, damages, fees, cost and liabilities of any kind (including but not limited to attorneys' fees) to the fullest extent permitted by law.

With respect to use of the facilities for any athletic activity, all users will be supplied a copy of the Board of Education's policy on concussion testing and return to play. The user agrees and certifies that it will comply with this policy for the management of concussions and other head injuries.

Please note the following:

- 1. The field will close 30 minutes before sundown.**
- 2. The field may be closed due to inclement weather (at the discretion of the Board of Education)**
- 3. Teams/Organizations which are granted field permits are responsible for the cleanup of their events.**
- 4. Teams/Organizations which are issued a field permit must show a driver's license to retrieve the field gate key from the South Hackensack Police Department located at 227 Phillips Avenue in South Hackensack. Permit holders must return the field gate key to the Police Department immediately after concluding their use for the day.**

All prospective users must provide a minimum of two week's notice.

Signature of Sponsoring Organization Official: _____ date _____

Signature of individual representing organization _____ date _____

OFFICE USE ONLY

Conflict No Conflict
Needs to be rescheduled

Approved _____ Disapproved _____

Contact Office for more information

Special fees: _____

Approved Disapproved

AUTHORIZED SIGNATURE BOE DATE