

APPLICATION PROCEDURE AND FEES

The procedure for applying for use of Board of Education fields is as follows:

1. Complete the application--all information must be included--and submit to the business office. This should be completed at least 30 days prior to the first date requested.
2. Your organization must submit the Statement of Assurance (regarding residency stipulations) and a roster of participants stating names and addresses along with the application. (See attached Statement).
3. The business office will ascertain if the dates/times are available and will notify you of the number of available dates and the total fee.

Prior to approval of your application:

1. An insurance certificate naming the Pompton Lakes Board of Education as an additional insured must be submitted. The cost of this insurance will be assumed by the sponsoring organization.
2. The total fee must be paid in full.
3. Written approval will then be mailed.

SCHEDULE OF FIELD MAINTENANCE FEES PER USE
USE NOT TO EXCEED FOUR (4) HOURS

LOCATION	CLASS I	CLASS II	CLASS III	CLASS IV
Hershfield Park Football Field	N/A	N/A	\$10	\$20
Hershfield Park All other fields	N/A	N/A	\$10	\$20
High School Grounds	N/A	N/A	\$10	\$20
Lakeside Athletic Field	N/A	N/A	\$10	\$20
Lighting Fee (Lakeside Athletic Fee)	N/A	\$25	\$25	\$50

*For profit organizations/sports camps/clinics also charged a \$500 fee per season (fall/spring/summer)

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 representatives will hold the Board of Education harmless from claims arising out of the permitted use of the school facility of 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 amounts of:
 - \$1,000,000 Each Occurrence
 - \$ 50,000 Fire Damage
 - \$ 5,000 Med. Exp. (any one person)
 - \$1,000,000 Personal & Adv. Injury
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products - Comp/Op Agg

If the Licensee is a "youth sports term organization," as that term is defined by N.J.S.A.:18A:40-41.5(b), the Licensee shall provide the Licensor with a statement of compliance with the Licensor's Policy No. 2431.4 "Concussion Testing and Return-to-Play" for the management of concussions and other head injuries. As defined in N.J.S.A. 18A:40-41.5(b) a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county of municipal recreation department.

Pursuant to N.J.S.A., 18A:40-41.5, the Licensor shall not be liable for the injury or death of a person due to the action or inaction of the Licensee or any of the Licensee's members, agents, contractors, servants, employees, volunteers, licensees, or invitees.

THE USE OF ANY SOUND-PRODUCING INSTRUMENT IS STRICTLY PROHIBITED

**POMPTON LAKES BOARD OF EDUCATION
237 VAN AVENUE
POMPTON LAKES, NJ 07442
(973) 835-7100
FAX (973) 835-1748**

APPLICATION FOR USE OF FIELDS
(All Applications must be submitted 30 days prior to 1st date requested.)

DATE: _____

NAME OF ORGANIZATION _____

(Please check one): PROFIT _____ NON-PROFIT _____

AUTHORIZED SPONSOR – NAME _____

ADDRESS _____

TELEPHONE# _____ E-mail _____

ADULT SUPERVISORS

NAME _____ ADDRESS _____ PHONE _____

NAME _____ ADDRESS _____ PHONE _____

REQUESTS THE USE OF (LOCATION) _____

FOR THE PURPOSE OF _____

ADMISSION WILL BE CHARGED No _____ Yes _____ Amount _____

ON THE FOLLOWING DATE(S) _____

BETWEEN THE HOURS OF _____ and _____

SPECIAL INSTRUCTIONS _____

ALL FEES AND INSURANCE CERTIFICATES AS OUTLINED MUST BE SUBMITTED BEFORE APPROVAL IS FINALIZED

PAYMENT FOR USE OF FACILITIES: By check payable to the Pompton Lakes Board of Education

I acknowledge that I have received and read the Pompton Lakes Board of Education’s “Prevention and Treatment of Sports-Related Concussions and Head Injuries” Policy (2431.4) and that our organization is in compliance with this policy.

Permission is not transferable to any group or individual

Signature of Applicant/Head of Youth Organization



Date



APPLICABLE ONLY IF APPLICATION IS FOR LAKESIDE ARTIFICIAL TURF FIELD

RULES FOR LAKESIDE ARTIFICIAL TURF FIELD

PLEASE READ AND ACKNOWLEDGE

ARTIFICIAL TURF FIELD

The following items are prohibited from use on the artificial turf field:

- NO food or drinks other than water (NO GATORADE!)
- NO metal cleats – standard molded plastic cleats, under 2” ONLY
- NO sunflower seeds
- NO chewing gum
- NO chairs
- NO driving stakes
- NO animals

All maintenance, service, and/or other personal vehicles are strictly prohibited. Only those vehicles owned and operated by the Board of Education for maintenance of the field are permitted.

In addition, mud and dirt from cleated shoes can be a major source of soiling and staining the field surface. Each player is required to clean his or her footwear prior to accessing the field.

I acknowledge that I have read the above Rules for the Lakeside Artificial Turf Field and will adhere to the rules as stated.

Name: _____ Date: _____

FOR BOARD USE ONLY:

_____ *Statement of Assurance Received*

_____ *Fee Received*

_____ *Insurance Certificate Received*

_____ *Class (II, III, IV)*