



## Artificial Turf Field Rental Application

**East Greenbush Central School District**  
**29 Englewood Avenue**  
**East Greenbush, New York 12061**  
**518-207-2521**

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Person at Event: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Are you charging admission? \_\_\_\_\_ Fee Charged: \_\_\_\_\_

Activity (Include time requested for set-up and cleanup.)	Date	Day	Start Time	End Time	Total Hours

Turf Field Use	_____	Hours x \$150.00 (rate)	=	\$	_____
Lights	_____	Hours x \$ 20.00 (rate)	=	\$	_____
Custodial	_____	Hours x \$ 38.00 (rate)	=	\$	_____
Other Fees	_____	Hours x _____ (rate)	=	\$	_____
Other Fees	_____	Hours x _____ (rate)	=	\$	_____
<b>Total Rental Fee Due</b>				\$	_____

(Example: 2.25 hours of use is calculated at 2.25 x \$150.00 = \$337.50)

**Other Amenities Requested:** *(Note: A fee may be assessed.)*  
 (Please check all that apply)

Rest Rooms: \_\_\_\_\_ Score Board: \_\_\_\_\_ PA System: \_\_\_\_\_

Lights: \_\_\_\_\_ Press Box: \_\_\_\_\_ Other: \_\_\_\_\_

**For Office Use Only**

Rental Fee Collected \$ \_\_\_\_\_ Date Received: \_\_\_\_\_

Insurance Policy Received: \_\_\_\_\_ Date: \_\_\_\_\_ (Please Attach Policy)

Director of Athletics Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor of Building and Grounds Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Head Groundskeeper Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Field/Site Supervisor**

The field/site supervisor is included in the turf field use fee. The user organization must respect the authority of the Field/Site Supervisor. The Site Supervisor has the authority to stop a game at any time site regulations are being violated. The services of the Site Supervisor include the opening and securing of fields, operating lights, documenting field usage times for rental fees, monitoring all facilities, and reporting any discrepancies in the field condition before and after use.

Adult supervision of field activities is mandatory. The user organization is responsible for the conduct of participants and spectators.

All facilities are rented as is. Any special set-up arrangements are subject to additional fees in addition to the basic fee.

Extra staff time involved in special set-up arrangements is subject to additional fees to be invoiced to the user.

All utility costs including field lights are an additional fee.

All custodial services are an additional fee.

**East Greenbush Central School District**  
**Turf Field Use Rules**

1. No food of any kind on the turf field
2. Water is the only beverage allowed on the turf field
3. No gum
4. Nuts and sunflower seeds are prohibited
5. Tobacco and alcohol products are prohibited
6. Animals are prohibited
7. Metal spikes/cleats and high-heeled shoes are prohibited on the turf field
8. Burning materials of any kind is prohibited
9. The use of sharp objects or golf clubs on all surfaces is prohibited
10. Profane language, boisterous behavior, or other objectionable behavior is prohibited
11. Only authorized maintenance vehicles are allowed on the turf field
12. Marking or painting on the track, turf or any of the facility playing surfaces is strictly prohibited.
13. Moveable markers, such as cones and hurdles are allowed upon receipt of permission from the District Director of Athletics.

**EAST GREENBUSH CENTRAL SCHOOL DISTRICT**

**SUPPLEMENTAL FACILITIES USE FORM**

This form and the Facilities Use Application must be submitted at least 2 weeks in advance and forwarded to the Maintenance Department.

**ORIGINAL FORMS WILL ONLY BE ACCEPTED. FAXED OR E-MAILED COPIES OF FACILITIES USE FORMS AND CERTIFICATES OF INSURANCE WILL NOT BE ACCEPTED.**

The undersigned makes application for the use of \_\_\_\_\_  
(SCHOOL NAME)

\_\_\_\_\_  
(AREA TO BE USED) (DAY AND DATE)

\_\_\_\_\_ to \_\_\_\_\_  
(HOURS START TO FINISH) (FOR THE PURPOSE OF)

Will an admission fee be charged? \_\_\_ YES \_\_\_ NO If yes, the amount \_\_\_\_\_.

The undersigned accepts responsibility to pay the agreed fee (if required), see that building regulations are followed, and be responsible for any damage occasioned by its use. We further state that we have read the regulations shown on the reverse side of this application and do hereby certify that we will comply with all legal requirements.

If it is necessary to employ a custodian beyond his/her normal work schedule, or if custodial services are requested beyond normal workloads, there will be a fee based on that service. The undersigned further agrees to indemnify and save harmless the Board of Education and /or the East Greenbush Central School District, and/or any of its employees, from any and all claims that may arise through negligence or otherwise, or that may be made from damage, loss, injury or death resulting to the property of the East Greenbush Central School District, its employees or their property, or to other persons or property, resulting from such use, directly or indirectly. All organizations must attach a Certificate of Insurance naming East Greenbush Central Schools the certificate holder and additional insured for at least \$1,000,000.00 when filing for use of a building.

APPROVALS	
_____ Supervisor, Buildings & Grounds	_____ Date
_____ Building Principal	_____ Date
_____ Custodian	_____ Date

\_\_\_\_\_  
NAME OF ORGANIZATION  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
TITLE \_\_\_\_\_

\_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

Phone # Home \_\_\_\_\_  
Work \_\_\_\_\_

Provide the name and number of the person to be contacted in the event of a cancellation:  
\_\_\_\_\_

E-MAIL \_\_\_\_\_

## **REGULATIONS FOR USE OF SCHOOL BUILDINGS**

### East Greenbush Central Schools

It is the desire of the Board of Education to grant the privilege of using the building to those organizations or groups that will comply with the law and will benefit the general welfare of the community educationally and recreational. It is also the opinion of the Board of Education that where it is possible such organizations, except those directly connected with the education interests of the school, should pay the added expense such as costs of lighting, heating and custodial service necessary to make possible the use of buildings.

The Board of Education in granting the use of school buildings out of school hours is governed by Section 414 of the Education Law and Section 4 of Article XI of the New York State Constitution. Under these sections the Board of Education may permit the use of the buildings as indicated in the following extract from the Education Law.

#### **EDUCATION LAW (IN PART)**

S414

SECTION 1. By persons assembling therein for the purpose of giving and receiving instruction in any branch of education, learning or the arts.

SECTION 3. For holding social, civic and recreational meeting and entertainment, and other uses pertaining to the welfare of the community, but such meetings, entertainment and uses shall be non-exclusive and shall be open to the general public.

SECTION 4. For meetings, entertainment and occasions where admission fees are charged, when the proceeds thereof are to be expended for an educational or charitable purpose: but such use shall not be permitted in such meetings, entertainment and occasions are under the exclusive control, and the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization other than organizations of veterans of the military, naval and marine service of the United States and organizations of volunteer firemen.

Section 4 is interpreted to mean that use shall not be permitted if any of the said proceeds are to be applied for the benefit of a society, association or organization of a religious sect or denomination, or of a fraternal, secret or exclusive society or organization.

The building space allowed to any group will be proportion to the size of the group, as it is impractical and uneconomic for a small group to use auditorium or gymnasium facilities.

The Board of Education reserves the right to rescind permission granted for the use of the building to any program up to twenty-four hours of program time. The Board also reserves the right to waive any fees or increase them in certain instances.

#### **SMOKING IS PROHIBITED ON ALL SCHOOL PROPERTY**

Groups should plan to limit their meetings so that buildings may be closed at 11:00 P.M. at the latest.

The Board of Education does not assume any liability related to activities off school property sponsored by organizations that are independent of the school district, such as ski clubs, travel clubs etc.