

MONROE COUNTY REQUEST FOR FIELD USAGE (2016)

Important Information

Before completing this request for field usage, it is essential that all applicants agree to read, follow, and sign the "Rules & Regulations" pertaining to the use of the county fields. **Organizations are NOT permitted to use the fields until the following steps are completed.**

1. A completed ***Request For Field Usage*** form is received by Monroe County along with ***Usage Fee*** (payable in full, two weeks prior to start date, **not** refundable) and ***Certificate of Insurance***.

ALLOW 2-3 WEEKS TO PROCESS APPLICATION

2. This form with **signatures of approval** and an **Invoice of payment** have been forwarded to said organization.

This field request form will NOT be processed until all information (fully completed Field Usage Form, copy of Certificate of Insurance, and Usage Fee) has been received by Monroe County.

All rules and regulations will be strictly enforced. Disregard of any of the county rules, regulations, and policies may result in the loss of field-use privileges without refund of usage fee and/or security deposit. Monroe County and Burnley Workshop programs and events have first priority for field usage. Any scheduling changes must be done in writing one week prior to usage.

Signature of Applicant: _____ **Date:** _____
AGREES TO COMPLY WITH RULES & REGULATIONS STATED ABOVE

Name of Organization: _____

Nature of Activities: _____ Adult: ____ Youth: ____

Name of Applicant: _____
Position in organization

Email Address: _____

Telephone Numbers: Home () _____ Work/Cell () _____

LEAVE BLANK - OFFICE USE ONLY

FIELD USAGE RATES (per field)

Monthly: \$265.00 **1 Day:** (up to 4 hours) \$40.00 **Tournament** (Dusk to Dawn) \$100.00

Field Usage Rate	# of months/days	# of fields	TOTAL COST

___ Certificate of Insurance Received

Approved by: _____

Date: _____

FIELD USAGE REQUEST FORM

LIST OF FIELDS

Burnley Fields

1-Football
 1a-Practice
 2-Softball (Burnley)

3-Soccer (junior)
 4-Soccer (regulation)
 5-Softball (Hamilton)

County Fields

6-Soccer (regulation)
 7-Soccer (regulation)

Day of week	Field(s)	Specific Dates		Hours		Activity (practice, game)	# attending event	# supervising event
		From	To	From	To			
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Please Note: When scheduling games/practices, a 15-20 minute buffer between games/practices must be scheduled to allow for parking to open up. If you do not allow for this time, your group will not have suitable parking for your event.

Additional Remarks: _____

Tournaments (All Day) must be specifically requested.

Tournament Dates: _____

Tournament Times: _____

Estimated Attendance: _____

Parking Staff: _____

Additional services: please explain (additional fees may apply):

Equipment _____

Other _____