



# Albany High School Artificial Turf Field Rental Application



City School District of Albany  
Tony Clement Center for Education  
Attention: Nancy Viggiani, Coordinator  
395 Elk St., Albany, NY 12206  
Telephone: 518-475-6525 FAX: 518-475-6527

**Full payment and proof on insurance is required no later than ten (10) days prior to the date of the event. If the activities run longer than planned, the District will follow-up with an invoice for any outstanding balance.**

**Liability insurance is required as outlined on page 4, Selection Process and Insurance Requirements section.**

**Applications for use are required 30 days in advance. It is recommended that use for the spring, summer, and fall seasons should be submitted no earlier than February 1st or later than February 28<sup>th</sup> of the calendar year.**

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

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

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

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

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

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

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

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

Turf Field Use	_____	Hours x \$ _____*	(rate) = \$ _____*
Lights	_____	Hours x \$ 35	(rate) = \$ _____
Scoreboard	_____	Hours x \$ 35	(rate) = \$ _____
PA System	_____	Hours x \$ 35	(rate) = \$ _____
<b>Police</b>	_____	<b>Hours x \$ 225</b>	<b>(rate) = \$ _____</b>
<b>Supervisory Staff</b>	_____	<b>Hours x \$ 40</b>	<b>(rate) = \$ _____</b>
<b>Custodial Staff</b>	_____	<b>Hours x \$ 40</b>	<b>(rate) = \$ _____</b>
Other	_____	Hours x \$ _____	(rate) = \$ _____
<b>Total Rental Fee Due</b>			<b>\$ _____</b>

**District provided Supervisor and custodial coverage is required for all events for the length of the activity.**

## For District Use Only:

Date Received: \_\_\_\_\_ Group # \_\_\_\_\_ Approval # \_\_\_\_\_

Use Dates Approved: \_\_\_\_\_

Director of Athletics: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

High School Principal: \_\_\_\_\_

Insurance Certificate Received: \_\_\_\_\_

Director of Security: \_\_\_\_\_

Director of Bldg. & Grounds: \_\_\_\_\_

HS Head Custodian: \_\_\_\_\_

### **Field/Site Supervisor**

The user organization must respect the authority of the District provided Field/Site Supervisor. The Site Supervisor has the authority to stop a game at any time if 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 and must be requested with the application.

All utility costs including field lights are an additional fee.

All custodial services are an additional fee. The fee includes locking & unlocking the facility, garbage removal, cleanup and any other custodial assistance necessary for the event.

**Police fees are additional and required for all football games.** The District may also deem police coverage necessary and require it for other events.

## **Turf Field Use Rules**

All applicants must review District Policy 1500 prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicants signature the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use District facilities strictly in accordance with the use described in the application. Additionally, the following rules apply.

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.

I have read the rules relating to building use.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Turf Facility Rental Fees**

**Group 1 District Related Groups**

Examples: School sponsored teams, intramurals, PTA, Booster Clubs

**Group II Albany Community Based Groups**

Example: Student and adult recreational groups, local town events, YMCA, PAL  
(Must have at least **75%** of home team participates residing in Albany School District)

**Group III Non-residents**

Examples: Recreational groups, towns and other agencies, not located within Albany boundaries. (Colleges are in this group)

### **HOURLY RATES**

	<b>GROUP I</b>	<b>GROUP II</b>	<b>GROUP III</b>
Turf Field Use	N/A	75	150
Lights	N/A	25	25
Scoreboard	N/A	25	25
PA System	N/A	25	25
Custodial	N/A	40	40
Police	N/A	<b>225/3 hr. minimum</b>	<b>225/3 hr. minimum</b>
Supervisor	N/A	30	30

### **Availability, Selection Process and Insurance Requirements**

The Board of Education recognizes that the buildings and grounds are a valuable community resource and believes that this resource should be available to the community for specific uses that will not interfere with educational activities or disrupt district operations such as renovation or maintenance.

The district reserves exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the district’s educational programs or operations, or be difficult to schedule adequate staffing, and if so to deny the request.

The requests for field usage will be reviewed and approved with preference given to Group I, Group II, and Group III, respectively. A preference will also be given to student groups. Submittals will be reviewed with preference to the Groups in the order given above, student groups and the date of the submission.

A liability policy naming the City School District of Albany as an additional insured, in the amount of one million dollars (\$1,000,000.00) for personal injury, and two hundred and fifty thousand dollars (\$250,000.00) for property damage, must be forwarded to the Facilities Use Coordinator at the above address upon receiving approval of this application.

Revised: 7/19/2018