

Application for Field Use Guidelines

If your team or organization would like to apply to use either Kennedy Field or Trackside Field, please complete the Application for Field Use and the Hold Harmless Agreement. Please email the completed forms, as well as a copy of your insurance, to the Recreation Board secretary, Lindsay Volpitta, Lvolpitta@norwoodboro.org.

Once your completed application has been received, it will be distributed to the Recreation Board subcommittee. The subcommittee reviews all applications and makes a recommendation to the Recreation Board on whether your application should be approved. If the Recreation Board approves your application, they will then make a recommendation to the Mayor and Council, who must make the final determination. Once there is a final decision on your application you will be notified of said result.

Please take the following into consideration:

- 1) Recreation teams always have field use priority. Though it is rare this could result in your practice or game having to be postponed or rescheduled.
- 2) The schedules of each field are posted on the borough website. The schedules are subject to change at any time.
- 3) The borough reserves the right to close the fields at any time due to field conditions or other reasons deemed necessary by the borough.
- 4) All non-recreation teams/organizations that use Norwood facilities will be charged a fee of \$75.00 each time the facility is used. There is also a fee of \$100.00 each time lights are used. The team/organization will be invoiced monthly. If you plan on canceling a scheduled practice or game, please notify the board secretary prior to the start of such event or you will be charged for that event. Failure to pay for your invoice in full, in a timely manner, will result in your approved field application being revoked.
- 5) An escrow account in the amount of \$250.00 will also need to be opened prior to any use of Norwood facilities. This account will be used in case there is damage to any borough property. If the account is not used, the deposit will be refunded at the end of the agreed upon field use time/season.
- 6) If your application is approved, all athletes and coaches that will be using the facilities must complete the Acknowledgement Waiver prior to the start of any practices/games. This only needs to be completed once for each participant.

Please contact the board secretary, at the above email with any questions you may have.



BOROUGH OF NORWOOD

455 Broadway
Norwood, New Jersey 07648
Fax (201) 784-2270

James P. Barsa
Mayor
Email: norwoodboro@gmail.com

APPLICATION /PERMIT FOR FIELD USAGE

Organization Name: _____

Address: _____

Phone/Email: _____

Contact Name: _____

Field Being Requested: _____

Dates & Times:

Is Your Organization a 501(c)(3): YES NO

Please list the towns participating & the number of players from each town:

Requirements:

Certificate of Insurance in the amount of \$1,000,000.00 for Bodily Injury & Property Damage, naming Borough of Norwood as additional insured.

Completed Hold Harmless Agreement

Please note, in the event of inclement weather the fields will not be available for use.

Fee Charged \$ _____ Fee Paid \$ _____ Date _____

Approved by Mayor & Council on: _____