APPLICATION FOR USE OF OUTSIDE FIELDS

Date of Application: _____

Title of Event: _____

Type of Event: _____

Full name of Organization: _____

Name of Contact Person & Position: _____

Address:_____

_____

Phone: _____ **Email:** _____ **Website:** _____

Date(s): _____

***Pre-Event:** _____
*Time you would like to start to prepare for your event

***Post-Event:** _____
*Time you expect to be done breaking down your event

Event Starts: _____

Event Ends: _____

Provide a brief description of event:

_____

_____

_____

Requesting use of: ____ **Undeveloped Field** ____ **Baseball Field** ____**Track** ____ **Soccer Field**

____ **Tennis Courts (# courts required** {up to 8} #____ **)**

Estimated number of attendees per day: _____

Will a fee be charged to attendees: _____ **If yes, amount: $**_____

DOVER CATERERS: Exclusive provider of food services – snack bar or catered events (e.g. Breakfast, lunch, coffee break…). Phone number is (516) 933-4444.

PAYMENT OF FEES:

_____ (ORGANIZATION) agrees to accept responsibility for the payment of fees indicated on the enclosed schedule and for any other charges resulting from the organization's use of College facilities. The organization also agrees to promptly pay for any loss of damage to College property arising out of or as a result of the organization's use of facility Use Policy.

_____ (ORGANIZATION) further agrees to abide by the attached Regulations Governing the Use of College Facilities by Off-Campus Organizations and the College Facilities Use Policy.

INSURANCE and INDEMNIFICATION:

- A certificate of insurance naming both Suffolk County and Suffolk Community College as additional insured will be required. Such certificate is to certify that a policy of insurance issued to the insured organization contains comprehensive general liability coverage in the amount of $2 million (per occurrence) for the period of the proposed event.
- The organization shall indemnify and hold harmless the County and their College, their consultants, employees, agents and other persons from and against all claims, costs, judgments, liens, encumbrances and expenses, including attorneys' fees, arising out of the organization's use of the College facilities or out of the acts or omissions or negligence of the organization, its agents, employees or sub consultants in connection with the organization's use of the College facilities.

APPROVAL:

You may not commit your organization to any expenditure, prepare or send invitations or make any public announcements of the proposed event until you have received a confirmation that your application has been approved. Upon approval, your organization will be required to sign a contract for use of the facilities at the Sports and Exhibition Complex.

I show by my signature that I understand the terms of this agreement. I am an authorized representative of the above- mentioned organization.

Applicant's Signature: _____

Date

Please return this form to the Special Events office at the Sports and Exhibition Complex, Room MC106, SCCC-Grant Campus, Crooked Hill Road, Brentwood, NY 11717.

Manager of Facility: _____

Date