

BOROUGH OF MENDHAM - PARKS AND RECREATION

Council Approval Field REQUEST FORM

Group / Organization Name: _____

Person(s) Responsible: _____

Phone: Day _____ **Evening** _____ **Cell #** _____

E-Mail _____

Mailing Address: _____

EVENT	
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DATES	
TIMES	

LOCATION REQUESTED (1-first preference, 2-second preference): Field Options: Boro Park (Doubleday field), Boro Park Upper Field (Elliot Field), Boro Park Lower Field (Lenape), Boro Park Turf Field, Botti Park Upper Field (Small), Botti Park Lower Field (Small), Botti Park Lower (Full), Franklin Field, Pastime Field, Basketball Court

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APPROXIMATE # OF PARTICIPANTS: _____ **BORO %:** _____

<u>Age Range?</u>	<u>Fee Charged?</u>	<u>*Non-Profit?</u>	<u>*Alcohol?</u>	<u>Insurance Attached?</u>
	\$	yes no	yes no	Yes no

ATTACH CURRENT INSURANCE CERTIFICATE.

Please submit an Insurance Certificate at least THREE WEEKS before your request date.

ALL OFFICIALS/COACHES/TRAINERS/COUNSELORS:

Rutgers Certified? (Y/N)	Background Check Completed? (Y/N)	Fingerprinted (Y/N)

On behalf of the organization listed above, we agree to abide by the Mendham Borough rules and regulations.

SIGNATURE: _____

FACILITY REQUESTOR

DATE

APPROVED: _____

RECREATION DIRECTOR

DATE

***APPROVED:** _____

Borough Council (if applicable*)

DATE

For office use: _____ insurance certificate not applicable

cc: Department of Public Works