

**BOROUGH OF MENDHAM - PARKS AND RECREATION**

**Outdoor Field REQUEST FORM**

**Group / Organization Name:** \_\_\_\_\_

**Person(s) Responsible:** \_\_\_\_\_

**Phone: Day** \_\_\_\_\_ **Evening** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

<b>EVENT</b>	
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<b>DATES</b>	
<b>TIMES</b>	

**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:**

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

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*