

# TIGER HOLLOW STADIUM Facility Use Application

2013-2014

**ATTENTION:**

Carl Charles  
Athletics Director  
*ccharles@ridgefield.org*

Ridgefield High School  
700 North Salem Road  
Ridgefield, CT 06877  
Phone#: (203) 438-3785  
Fax#: (203) 431-2820

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1. **Date of Application** \_\_\_\_\_

2. **Name and Address of Organization requesting use of facility:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

3. **Name and Address of Supervisor/Coach/Director (person responsible for supervision):**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

4. **Organization Classification (Check one of the following):**

Private or for Profit \_\_\_\_\_

Non-Profit: (Cat A) \_\_\_\_\_ (Cat B) \_\_\_\_\_ (Cat C) \_\_\_\_\_ (Cat D) \_\_\_\_\_ (Cat E) \_\_\_\_\_

If Category D is checked, indicate TYPE OF PROOF: \_\_\_\_\_

5. **Facility use date(s) requested** \_\_\_\_\_

6. **Requested hours of use:** OPEN: \_\_\_\_\_ AM / PM CLOSE: \_\_\_\_\_ AM / PM

7. **What areas of the stadium will you be using?** (Field Turf/ Track/ Pavilion/ ALL)

Please List: \_\_\_\_\_

8. **Type of activity at the stadium?** (Football/ Soccer/ Lacrosse/ Field Hockey/ Track/ Jamboree/ Other)

Please list: \_\_\_\_\_

9. **For what purpose will you be using the facility?** (Game/Practice/Tournament/Camp/Other)



Please list: \_\_\_\_\_

**10. Will you need access to any of the other surrounding fields for tournament games?**

If yes, please list: \_\_\_\_\_

**11. Estimated Attendance** \_\_\_\_\_

**12. Will you be charging admission?** No \_\_\_\_ Yes \_\_\_\_ Cost of Admission \$ \_\_\_\_\_

**13. SPECIAL FACILITY REQUIREMENTS:**

Field/Track Lighting? No \_\_\_\_ Yes \_\_\_\_ If yes, keep lights on until: \_\_\_\_\_ PM

Sound System? No \_\_\_\_ Yes \_\_\_\_ Specify \_\_\_\_\_

Do you plan on concessions? \* No \_\_\_\_ Yes \_\_\_\_ Specify \_\_\_\_\_

Scoreboard or other Electronics? No \_\_\_\_ Yes \_\_\_\_ Specify \_\_\_\_\_

Police Services Required? No \_\_\_\_ Yes \_\_\_\_ Contact \_\_\_\_\_ Date \_\_\_\_\_

Fire/EMT Services Required? No \_\_\_\_ Yes \_\_\_\_ Contact \_\_\_\_\_ Date \_\_\_\_\_

Please list any other requirements for your event (lines painted, benches, cones, nets, etc.):

\_\_\_\_\_

**\* NOTE: The Tiger Hollow Concession is contracted with Tony's Deli who has the right of first refusal on the sale of all food and beverages sold at the stadium.**

**14. INCLEMENT WEATHER CLARIFICATION:**

In the event of severe or inclement weather, the Tiger Hollow Stadium is not responsible to put *stadium* user groups inside the high school unless indoor gym space or locker facilities are part of the signed agreement to use the stadium. There are buildings on the stadium grounds but they are used for storage and concession purposes only. Further, all programs are expected to comply with the Ridgefield Public School Facility Use Guidelines.

**15. INSURANCE:**

Program directors must provide a valid insurance certificate from a qualified insurer in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. This certificate must name the Town of Ridgefield and The Ridgefield Board of Education as additional insured. In addition, the company must notify the Ridgefield Public Schools 30 days prior to cancellation of the policy.



**16. CERTIFICATION:**

I, (print) \_\_\_\_\_, am the duly elected or official officer of (print) \_\_\_\_\_ . As such, I have the power and authority to indemnify and hold harmless the Town of Ridgefield and Ridgefield Board of Education, their agents, employees and elected officials from and against all damages, expenses and claims which the Town of Ridgefield, Ridgefield Board of Education, their agents, employees and elected officials may suffer because of my organization's use of the facility requested. I further agree that the person in charge will inspect the facility prior to each use to insure that they are free of conditions that may cause injury to our Clients/members as a result of this application. I have read the Facilities Use Manual, fully understand the requirements and agree to the terms and conditions as defined. I further agree to inform all Clients associated with this application of these terms and conditions.

I have given accurate answers and information above and will follow the guidelines stated in the Facilities Use Manual and Tiger Hollow protocol. If any of the information changes before I use the stadium, I will contact the stadium manager to inform him of these changes. I assume full responsibility for fees incurred or damages sustained.

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

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**FOR SCHOOL OFFICE USE ONLY:** Date Application Received \_\_\_\_\_

**Athletics Director:** Approved \_\_\_ Denied \_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**Stadium Manager:** Approved \_\_\_ Denied \_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

**Business Manager:** Approved \_\_\_ Denied \_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_



**TIGER HOLLOW**  
**FACILITY USE CHECKLIST**

Attach this Checklist to the Facility Use Application	YES	NO	N/A
Have you read the Facility Use Manual?			
Do you have any questions regarding the Facility Use Manual?			
Are the required insurance certificates attached to the application?			
Is the Prepayment Calculation Form completed and attached to the Facility Use Application?			
Is there a check attached to the application, made payable to Ridgefield Public Schools, for the total amount reflected on the Prepayment Calculation Form?			
Is proof of Non-Profit Status attached to the Facility Use Application?			
Are arrangements for Police Services completed?			
Are arrangements for Fire/EMT Services completed?			
Are all special requirements specified on the application?			
Are all spaces and questions on the Facility Use Application?			
Has an appointment with the person designated for scheduling Tiger Hollow been set up to drop off the Facility Use Application?			



## Tiger Hollow Stadium Facility Use Fees FOR 'NON PROFIT' ORGANIZATIONS ONLY

**SCHEDULE OF RENTAL FEES – Per hour basis:**

**Category C:** Ridgefield-based 501(c)(3) organizations, a majority of whose members reside in Ridgefield, holding events that incur additional net expenses (including instructional camps).

**Category D:** Ridgefield-based commercial entities or outside-based 501(c)(3) organizations.

**Category E:** All other organizations based outside Ridgefield.

<u>Fee Structure (per hour)</u>	<u>Category C</u>	<u>Category D</u>	<u>Category E</u>
Tiger Hollow – Turf Field	\$125.00	\$125.00	\$150.00
Tiger Hollow – Pavilion	\$50.00	\$60.00	\$75.00
Tiger Hollow – Weight room	\$25.00	\$30.00	\$45.00
<b>Total Rental \$:</b>			_____ (A)

<b>PAVILION USE CHARGES:</b>	<b>Hourly Rate</b>	<b>Min. #Hours</b>	<b># Hours Requested</b>	<b>Total \$ Due</b>
<b><i>Custodial Fees:</i></b>				
Monday – Saturday	\$45.84/hr	2	_____	_____
Sundays & Holidays	\$60.76/hr	2	_____	_____
<b><i>On Site Support Fees:</i></b>				
Stadium Manager (opening/closing)	\$30.00/hr	1	_____	_____
Student Help (setup/cleaning)	\$10.00/hr	_____	_____	_____
			<b>Total:</b>	_____ (B)

<b>ENERGY CHARGES:</b>	<b>Hourly Rate</b>	<b>Min. #Hours</b>	<b># Hours Requested</b>	<b>Total \$ Due</b>
Turf/Field Lighting Fees:	\$50.00	2	_____	_____ (C)

<b>TOTAL (A) –Rental Fee Charges Due:</b>	<b>\$ _____</b>
<b>TOTAL (B) –Pavilion Use Charges Due:</b>	<b>\$ _____</b>
<b>TOTAL (C) – Energy - Lighting Charges Due:</b>	<b>\$ _____</b>
<b>TOTAL AMOUNT DUE:</b>	<b>\$ _____</b>