

MONROE COUNTY FIELD USAGE REQUEST FORM

Sporting event requests for the Monroe County Athletic Fields & Burley Fields must be submitted to the Monroe County Planning Commission (MCPC) . **Field Usage Requests will be accepted from February - October** and will be reviewed within two weeks of the submission date.

The request & approval process, outlined below, requires the applicant to follow up with payment and insurance documents after MCPC's initial review. Timing for receiving final approval is dependent on the applicants response time to MCPC's invoice requirements. **Reservations are not final until MCPC issues a Field Usage Approval Form.**

Request & Approval Process

Step One

Applicant submits a fully executed Monroe County Field Usage Request Form to MCPC.

Step Two

MCPC reviews request, if dates are available a temporary hold is placed on behalf of the applicant and MCPC issues an invoice with a deadline for securing desired dates.

Step Three

Applicant submits payment, and certificates of liability to MCPC by deadline listed on the invoice.

Step Four

If payment and insurance requirements are satisfied by the deadline on the invoice, MCPC finalizes the reservation and sends applicant a Field Usage Approval Form as confirmation of the reservation.

Before completing this request form it is essential that all applicants read the Monroe County Recreation Field; Reservation Request & Rental Guidelines.

Check here to certify that you have received, read and agree to abide by the Monroe County Recreation Field; Reservation Request & Rental Guidelines

Date

ORGANIZATION

Name of Organization

Address

Type of Sport

Youth or Adult

Check here if the organization is a registered 501C3

DESIGNATED CONTACT

Name

Phone #

E-mail

RATES & AVAILABILITY

Daily: Dusk to Dawn, includes set up & breakdown - \$40

Field may be used for practice and/ or up to two games

Economy Rentals: Dusk to Dawn, includes set up & breakdown - \$265

7 days or more per month, dates must be provided in advance. Field may be used for practice and/ or up to two games per day

Tournament Rate: Dusk to Dawn, includes set up & breakdown - \$150

Field may be used for three or more games

Reservations are available for Fields 6 & 7

Daily - Dusk to Dawn

Reservations are available for Fields 1, 1A, 3, 4, 5

Weekdays - 5pm- Dawn

Weekends - Dusk to Dawn

FIELD REQUEST & SCHEDULE

	Preferred Field	Activity	Date/ Date Range	Start Time	End Time
Monday/s					
Tuesday/s					
Wednesday/s					
Thursday/s					
Friday/s					
Saturday/s					
Sunday/s					

FIELD PREPARATION & EQUIPMENT

Guidelines on field preparation and equipment can be found in Section XI of the the Monroe County Recreation Field; Reservation Request & Rental Guidelines. All plans for field preparation must be submitted in writing below.

Is there any additional information you would like to share about your request?

RESPONSABILILTY OF RENTER

Renters must abide by the rules and regulations, property access policy, sales and fundraising policy, and equipment and field preparation policy outlined in the **Monroe County Recreation Field; Reservation Request & Rental Guidelines**; further, renter must notify all participants and spectators at their event of all rules, regulations and policies and agree to monitor their compliance. The renter will be held responsible for the conduct of participants, as well as their spectators.

Failure of the renter, participants or spectators to abide by the rules, regulations and policies outlined in the **Monroe County Recreation Field; Reservation Request & Rental Guidelines**; will result in immediate dismissal of all participants and spectators of the renter's organization, as well as permanent or temporary loss of field-use privileges without refund of usage fees. Any cost incurred by Monroe County to repair damages caused by a violation to will be the responsibility of the renter.

Check here to certify that you have received, read and agree to abide by the Monroe County Recreation Field; Reservation Request & Rental Guidelines.

NAME OF DESIGNATED CONTACT

SIGNATURE OF DESIGNATED CONTACT

DATE

Fully executed Field Usage Request Forms can be submitted by mail to the Monroe County Planning Commission, 701 Main St; Suite 405, Stroudsburg, PA 18013 or electronically to mcpc@monroecountypa.gov

PLEASE NOTE YOUR SIGNATURE IS ALSO REQUIRED ON THE LAST PAGE

**MONROE COUNTY HOLD HARMLESS AGREEMENT:
FOR BUILDING AND GROUNDS USE**

We, the undersigned, hereby request permission from the County of Monroe to use county fields for the purpose of:

We, agree to leave the areas in the same condition, clean and orderly, and in the manner they were found, and to Hold Harmless and the County of Monroe from any damages, loss, claim, suit, or action resulting from the entity's, their attendees or any third parties use of the area for the purpose outlined in this agreement.

It is understood that the Commissioners approval is contingent upon receipt of the fully executed agreement and a certificate of insurance naming Monroe County as Additional Insured. In the comments section, the Term "no participants exclusions applies to general liability" must be included. These must all be received by no later than two weeks before first field usage date.

NAME OF ORGANIZATION

NAME OF DESIGNATED CONTACT

SIGNATURE OF DESIGNATED CONTACT

DATE