

SUFFIELD PUBLIC SCHOOLS
350 Mountain Road Suffield, CT 06078

APPLICATION FOR THE USE OF SUFFIELD HIGH SCHOOL'S
TED W. BENESKI FIELD

Today's Date: \_\_\_\_\_

APPLICANT INFORMATION:

Organization's Name: \_\_\_\_\_ Sport: \_\_\_\_\_
Contact Person/Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_
Additional Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

RESERVATION INFORMATION:

Table with 6 columns: Dates Requested, Game, Practice or Tournament, Time (incl. am/pm) (From to), Amenities Needed (a fee may apply) "X" Scoreboard, Lights, PA System. Includes four rows of blank lines for data entry.

Will an admission fee be charged? \_\_\_\_\_ If yes, the proceeds will be devoted to: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

Agreement: I/We (Organization ) \_\_\_\_\_ by ("Contact Person") \_\_\_\_\_

(Title) \_\_\_\_\_ hereby agree to indemnify and save harmless the Suffield Board of Education (Suffield Public Schools), the Town of Suffield, their agents, employees and elected officials from and against all damages, expenses and claims which the Suffield Board of Education, the Town of Suffield, their agents, employees and elected officials may suffer because of the use of the Ted W. Beneski Field by (organization name) \_\_\_\_\_.

I acknowledge receipt of the following attachments: Field Use Information, Field Use Regulations, Schedule of Fees

Contact Person (printed name) \_\_\_\_\_ Contact Person (signature) \_\_\_\_\_ (date) \_\_\_\_\_

\*\*\*\*\*Office Use Only\*\*\*\*\*

Insurance Certificate Received (date) \_\_\_\_\_ Police presence \_\_\_\_\_

Estimated Fee: \_\_\_\_\_ Actual Fee: \_\_\_\_\_

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**SUFFIELD PUBLIC SCHOOLS**  
350 Mountain Road Suffield, CT 06078

<b>Contact Person Initials</b>  _____
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**Ted W. Beneski Field  
Field Use Information**

**RENTAL FEES:**

The rental fee for the use of the field is due at least 48 hours prior to the date of use. A supplemental invoice will be sent to the contact person for additional charges, such as clean up costs, additional staff and lighting time. The check must be made payable to "Suffield Public Schools". Please note that we cannot accept cash payments. The payment is to be sent/delivered to the Suffield Public Schools Business Office 350 Mountain Road Suffield, CT 06078

**INSURANCE:**

All groups must provide proof of Insurance naming Suffield Public Schools as an "additional insured" to the Business Office at least 48 hours before the date of use. Required coverage is as follows:

- Commercial General Liability Insurance on an occurrence form basis  
     \$1,000,000 Each Occurrence   \$3,000,000 General Aggregate  
     Damage to Rented Premises \$300,000   Medical Expense \$10,000   Personal & Adv Injury \$1,000,000
- Automobile Liability – Combined Single Limit \$1,000,000 – scheduled autos, hired autos, non-owned autos  
     \$1,000 Deductible Comprehensive   \$1,000 Deductible Collision
- Excess/Umbrella Liability Insurance on an occurrence form basis
- Workers Compensation Insurance (Statutory Limits) – each occurrence and Disease, each employee \$100,000  
     Disease – policy limit \$500,000

The certificate must cover the date you expect to use the field. Certificate can be faxed to 860-668-3805.

**TERMS AND CONDITIONS:**

1. All applications for the use of the Ted W. Beneski Field are to be made on the forms provided by the Suffield Public Schools (SPS) and the approval or denial of the request will be communicated to the Contact Person.
2. SPS will appoint a Field Coordinator to act as its representative. The Field Coordinator is to supervise the activity and enforce the rules and regulations.
3. The field is to be used only on the date(s) and times specified and for the purposes named in the approved application.
4. All applications and permits are based on tentative approval and are subject to revocation at the discretion of SPS.
5. Approved applications are not transferable.
6. No equipment/furnishings of anykind are to be installed without the approval of the Athletic Director or his or her designee.
7. A copy of the approved application must be in your possession while you are at the field.
8. Any group granted permission to use the field shall be responsible for the following:
  - a. Conduct of the participants and/or guests
  - b. Return of any equipment or fixtures to their proper place
  - c. Replacement or repair of any damaged equipment or fixtures
  - d. Payment of any invoice rendered within 30 days of receipt
  - e. Adherence to state and local ordinances
  - f. Any other specific requirement deemed appropriate for the particular activity
9. We will not reserve any date(s) before the application is received, so please return the application promptly
10. If police attendance is necessary (to be determined by SPS), the Contact Person will be required to arrange for coverage directly with the Suffield Police Department (860-668-3870). Please ask that the Police Department confirm their attendance with the Business Office. It is expected that the police officer(s) will remain at the field during the entire time that the field is in use or that the majority of spectators and players have left the premises.
11. All activities must be completed by 9:30 pm so that all lights may be shut off no later than 10:00 pm.

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**Ted W. Beneski Field**  
**Field Use Regulations**

Contact Person  
Initials

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Suffield Public Schools is proud to be the recipient of the synthetic turf field from the Ted W. Beneski Foundation. In an effort to keep the field in excellent condition, we want to be sure that the field is treated with care and respect. It is the responsibility of the coaches, supervisors and event organizers to ensure that the athletes and fans adhere to the established rules and guidelines set forth below. Failure to follow the guidelines will result in the loss of your privilege of using the facility. Please help us keep the field in excellent condition.

**RULES AND REGULATIONS**

**ALL PERSONS ARE EXPECTED TO ABIDE BY THE FOLLOWING:**

- THE CONSUMPTION OF ALCOHOL, USE OF ILLEGAL DRUGS AND SMOKING ARE PROHIBITED ON SCHOOL GROUNDS
- NO DOGS OR PETS OF ANY KIND ALLOWED WITHIN THE FACILITY
- NO VEHICLES OF ANY KIND ALLOWED ON THE FIELD
- NO FOOD, GUM, CANDY, TOBACCO PRODUCTS OR SUNFLOWER SEEDS ALLOWED ON THE FIELD
- NO BEVERAGES, EXCEPT WATER ALLOWED ON THE FIELD
- NO THROWING OF JAVELINS, SHOT-PUT, HAMMER, DISCUS ALLOWED ON THE FIELD
- NO SPITTING ON THE FIELD
- NO GLASSWARE OR BOTTLES ALLOWED IN THE FACILITY
- NO GOLFING ON THE FIELD OR WITHIN THE FACILITY
- DO NOT PUNCTURE THE SYNTHETIC FIELD SURFACE FOR ANY REASON
- NO PORTABLE PRACTICE NETS (WITHOUT PRIOR PERMISSION)

**FOOTWEAR ON THE FIELD:**

- TURF SHOES
- PLASTIC MOLDED AND RUBBER CLEATS
- RUNNING SHOES
- SNEAKERS
- NO METAL SPIKES OR CLEATS
- NO HIGH HEEL SHOES

**SPECTATORS**

- ALL SPECTATORS MUST REMAIN OUTSIDE OF THE FENCED AREA. THE PLAYING FIELD AND SIDELINES ARE FOR PLAYERS, COACHES, OFFICIALS AND MEDICAL PERSONNEL ONLY

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<b>Contact Person</b> <b>Initials</b>  <hr/>
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**The Ted Beneski Turf Field**  
**Fee Schedule**

Practice/Game	\$ 75.00 per hour Resident (2 hour minimum) \$150.00 per hour Non-resident (2 hour minimum)
Field Coordinator (Required)	\$ 50.00 per hour
Scoreboard Operator	\$ 20.00 per hour
Public Address System Operator	\$ 20.00 per hour
Ticket Sellers/Ticket Takers	\$ 20.00 per hour
Lighting	\$ 50.00 per hour
Clean-up	\$ 50.00 per hour
Police Officer (if required)*	Per Suffield Police Department

\* 3 hour minimum charge for police and additional time will be billed at a per hour rate. Police coverage will be determined by the Suffield Police Department.

If facility will not be used, cancellation must be made seven (7) days prior or teams will be charged the full amount of rental, custodians, and field coordinator.

Field Coordinator must be present at all events. If a high school coach is named as Field Coordinator for an organization renting the field, the fee may be waived.

A building usage form must be completed before the use of the field is approved and signed by the Athletic Director or his/her designee. Use of the field is subject to the approval of the Board of Education.

Renter shall furnish a Certificate of Insurance with the Town of Suffield named as the additional insured. Renter must be in possession of the approved application while using the field.

The Superintendent of Schools or his/her designee will determine the number of support personnel, including but not limited to, field coordinator, security guards, police officer(s) and any other support personnel required for any event.

All games must be completed by 9:30 pm.

The CIAC has a fee schedule that is instituted each year and that fee schedule will be followed for CIAC games that are played on the field.