



**BOYS & GIRLS CLUB**  
OF LANCASTER

## **Roberto Clemente Field** **Annual Field Agreement**

In accordance with the following guidelines, the Boys & Girls Club of Lancaster (BGCL) is pleased to make available Roberto Clemente Field for use by community organizations. Please follow the instructions below to prepare and submit your facility use request.

### **Instructions**

1. Review and sign this form (**Annual Field Agreement**). The Annual Field Agreement is valid for **one** calendar year.
2. Complete the **Field Use Application**. A Field Use Application must be submitted for each event. However, if the same event is held over an extended period of time on the same day(s) and time(s) the event will not require more than one Field Use Application per season.
3. Submit your Annual Field Agreement and Field Use Application with your Certificate of Insurance (see attached example for limit amounts) and PA Tax Exemption Certificate, if applicable, to **Mary Reidy at mreidy@bgclanc.org**. All requests including required forms must be submitted via email to Mary Reidy.
4. Once your request is approved, a representative from your organization will be required to participate in a field orientation before using Roberto Clemente Field.

Please note that the Boys & Girls Club of Lancaster reserves the right to refuse approval or to cancel any and all agreements issued for the use of the facility when it is deemed that such action is necessary for the best interests of the Boys & Girls Club of Lancaster.

### **Guidelines for Use**

1. BGCL will make the facility available for community use on a priority basis from Group I to Group III according to the following guidelines:
  - Group 1:** Crispus Attucks, Mix at Abor Place, San Juan Bautista Lancaster and the School District of the Lancaster. In order to qualify for Group I status the community organization must be approved in advance by BGCL and agree to charge nothing for events
  - Group 2:** Lancaster Recreation Commission, and other non-profit groups or community organizations not charging fees
  - Group 3:** Commercial organization or organizations charging fees for profit or businesses/individuals operating outside Lancaster city boundaries
2. User groups interested in reserving the field can do so on a seasonal basis. Although the field can be reserved at any time during a particular season, priority allocation is given to user groups based on their group designation as identified above, i.e., Groups 1-3. All requests must be submitted to the BGCL at least thirty (30) days in advance of the requested date of use.
3. An approved member of the organization must be present when the facility is in use by the organization.
4. BGCL staff will be the approving and scheduling authority for use of the facility.
5. Any organization using the facility shall designate one member of its group to be in charge of and responsible for the program or activity. This person shall be the contact person and responsible for application. All groups using the facility must be properly supervised.



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6. Facility use time is defined as hours when the planners and others associated with an event have access to the facility and will include both entry and exit time for the facility, setup or practice times needed prior to the scheduled event as well as breakdown and cleanup times.
7. Organizations are responsible for their own setup and cleanup.
8. It will be the responsibility of the applicant to see that all persons have vacated the facility promptly at the time specified on the agreement.
9. The use of the facility does not include the use of equipment unless requested and approved on the application. Organization agrees to use the field in accordance with the proposed use stated on the approved field use application. Organization agrees to the terms of use attached to application which are incorporated herein by reference.
10. Organizations are to refer to the schedule set by BGCL regarding deadlines for submitting applications for the use of the field (see attached).
11. It may be necessary for BGCL to rescind approvals when conflicts arise.
12. Approved use of the facility will be cancelled for inclement weather, emergency situations or safety conditions.
13. The BGCL Administration holds the right to rescind use as a result of facility misuse including lack of notice of the cancellation of an event.
14. Organizations not affiliated with the BGCL must secure and maintain at all times commercial general liability insurance, which shall be issued on an occurrence basis, with a limit of not less than one million dollars (\$1,000,000) per occurrence and in the aggregate for bodily injury, death and property damage. The organization must submit a certificate of insurance evidencing the required commercial general liability insurance policy, which shall list the organization's name as the insured party and listing BGCL as an additional insured party. In addition, the certificate of insurance must also include a waiver of subrogation.
15. Participants/attendees must park in the designated parking areas only.
16. Alcoholic beverages, smoking, improper conduct and illegal activities are prohibited on BGCL property.
17. Weapons of any kind are prohibited on BGCL property.
18. The sale of food and beverages is prohibited unless special permission is approved with all appropriate City of Lancaster permits.
19. Any exceptions to these guidelines may be made only through a review and decision by the BGCL's Administration.

My signature below indicates I have read the instructions for completion of this application and rules for use of BGCL facilities and grounds. I understand and agree to comply with these rules for use of BGCL facilities and grounds. I have received and reviewed a copy of the Terms of Use of the Field prior to signing this agreement and agree to abide by those terms, all of which are incorporated herein by reference. In addition, I hereby grant permission for the BGCL to take photographs and/or video and use in publications, news releases, online, and in any other communications related to the mission of the BGCL.

Name (Please Print): \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

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