



# HAMPDEN-SYDNEY COLLEGE

## Athletic Facility Rental Application



Name of Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Contact Email \_\_\_\_\_

Group's Mailing Address: \_\_\_\_\_  

Mailing Address
City
State
ZIP

Description of Event: \_\_\_\_\_

**PLEASE PROVIDE INFORMATION PERTAINING TO YOUR GROUP AND THE EVENT.**

Is your group a non-profit agency? Yes \_\_\_ No\_\_\_ (non-profit must provide tax exempt certificate)

Date of Event: \_\_\_\_\_

Time Event Starts: \_\_\_\_\_ (College adds one hour to scheduled start time for set up)

Time Event Ends: \_\_\_\_\_ (College adds one hour to scheduled end time for take down)

Anticipated Attendance for Entire Event: \_\_\_\_\_

Is Your Group Made Up of Mostly: Youth \_\_\_ Adults \_\_\_

What are the ages of the Youth? \_\_\_\_\_ Number of Adult Supervisors: \_\_\_\_\_

Will Concessions be Required? \_\_\_

Will a Certified Trainer be at the Event? \_\_\_

Special Setup Arrangements (describe): \_\_\_\_\_

**Please Circle Requested Area(s):**

Bottom Practice Football Field

Hellmuth-Pritzlaff Field (turf)

Lagoon Field

Practice Baseball

Rostan Field

Tennis Courts

Top Practice Football Field

Venable Field (rugby)

Manor XC Trail

**Ty Cobb Ballpark** (includes baseball field, restrooms, press box, concourse and stadium seats). The upstairs lounge is not included - rented for special events and tournaments.

**Fleet Gymnasium's** NCAA court (in Kirby Field House) Includes spectator stands, Fitness Center locker rooms, officials' locker room and the two downstairs restrooms - rented to groups with events involving 100+ participants.

The possession or use of alcohol or illegal drugs (steroids, inhibitors, etc.) is not permitted. The use of tobacco products including smokeless tobacco is not permitted in College buildings.

### **APPLICANT'S CERTIFICATION & AGREEMENT**

The undersigned hereby represents himself/herself as an authorized agent of the aforementioned organization and, as such, makes application to Hampden-Sydney College for the use of College facilities. The undersigned warrants that the applicants will observe all regulations of Hampden-Sydney College, will promptly pay any agreed rental fee and any other charges and that the applicant will exercise the utmost care in the use of the school premises and property. It is further agreed that the group will indemnify, defend and hold the College harmless of any loss, damage, liability, expense, claim or demand that may arise or be caused in any ways by such use of the College facilities. The applicant will make necessary arrangements to ensure that the area is cleaned up after the event and see that no motor vehicles will drive onto the fields.

All non-affiliated groups are required to provide Hampden-Sydney College certificates of insurance naming "The President and Trustees of Hampden-Sydney College" as an additional insured. This must be provided to the College's Business Operations Manager five (5) days prior to the beginning of the event. Insurance requirements (minimum): liability \$1,000,000/occurrence; fire damage \$50,000; personal and injury \$1,000,000; general aggregate \$2,000,000; personal injury \$5,000; Worker's Compensation (state statutory).

Applicant's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Group Name: \_\_\_\_\_

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

### **Please return completed application to:**

Betsy Leonard  
Director of Athletic Facilities  
Hampden-Sydney College  
Box 698  
Hampden-Sydney, VA 23943  
Fax: 434-223-6348  
eleonard@hsc.edu