

PUBLIC NOTICE

Applications are now being accepted for review for the use of the Baseball Field at St. John's University for Community Board #8 ONLY. The Application Deadline for public use for the period May 20 – August 15, 2008 must be delivered or post marked to the Public Access Committee by April 7, 2008.

The following criteria must be met in order to be considered for the use of the field:

- 1) An entity must be a school, public organization, community group or amateur baseball league within CB#8, Queens County.
- 2) Use is limited to recreational baseball.
- 3) Use for Little League games is confined to the outfield area.
- 4) Any approved entity, must abide by the rules and regulations adopted by the Public Access Committee. *

For further information and the application, please call (718) 990-6091 or write to:

***Public Access Committee
for the use of the Baseball Field
c/o Office of Community Relations
St. John's University
8000 Utopia Parkway – Newman Hall Rm. 155
Queens, NY 11439
(718) 990-1941
Fax: (718) 990-1920***

Applications will be reviewed on a first come, first serve basis and date availability.

Following the Application Deadline, the Public Access Committee will meet to review the applications submitted for use of the Baseball Field. Thereafter, the Public Access Committee will provide the applicant with written determination of its conditional approval or denial of the application. Applicants must also comply with the University's policy regarding minors on campus (Policy #711).

* Public Access Committee members include the Vice-President for Community Relations of St. John's University, and representatives of the Office of Athletics at St. John's University.



Office of Community Relations

Application for Public Use of the Baseball Field for
Community Board 8 Only

Name of Applicant Organization: _____

Address of Applicant: _____

Responsible Officer(s) or Individual(s) (Name/Title): _____

Address: _____ Telephone: () _____

_____ Fax: () _____

_____ Email: _____

Address: _____ Telephone: () _____

_____ Fax: () _____

_____ Email: _____

Proposed Date(s) & Time(s) of Event: _____

Nature of Event (Please describe): _____

1. Please state the purpose, goal, mission and/or objective for which the Applicant is organized.
Applicant may provide a separate written statement in response to this question.

2. On the Applicant's letterhead, describe in detail the complete activities and schedule of its proposed event.
Include in this description any equipment or set-up the Applicant may need.

3. Is the Applicant a non-profit, tax-exempt organization pursuant to Federal tax laws? Yes No

If YES: Please furnish a photocopy of your tax exemption certificate.

4. Does the Applicant intend to charge admission or collect any monies in conjunction with this event? Yes No

If YES: Indicate the purpose for which these funds are being collected:

5. Is the Applicant willing to operate its proposed event at the Baseball Field on a not-for-profit basis? Yes No

6. Is the Applicant involved in any political campaign or movement supporting the passage or defeat of any pending legislation? Yes No

If YES: Explain Applicant's participation:

7. Indicate into which category the Applicant belongs:

Local State-wide Other (please explain)

Regional National

8. Will the Applicant enter into a contract with any party (e.g., concessionaire) other than St. John's University concerning its proposed event? Yes No

If YES: Please indicate other party or parties and the nature of such contract(s).

Please initial your agreement to the following items in the space provided:

- 9. If permission is granted for use of the Baseball Field, the Applicant shall reimburse the University for any damage or destruction to the Baseball Field in connection with the Applicant's Event. _____
- 10. If permission is granted for use of the Baseball Field, the Applicant shall grant the University the right of prior review and approval of all advertising and publicity concerning its proposed event. _____
- 11. If permission is granted for use of the Baseball Field, the Applicant shall furnish liability insurance coverage in the amount of at least \$1,000,000 per occurrence; \$5,000,000 aggregate, as further specified by the University, prior to the proposed event. _____
- 12. If permission is granted for use of the Baseball Field, the Applicant shall abide and comply with the Rules and Regulations regarding Hazing during its proposed event. _____
- 13. If permission is granted for use of the Baseball Field, the Applicant shall abide and comply with the Rules and Regulations Governing Public Access Use of the Baseball Field. _____

I, the undersigned, certify that the description on the accompanying letter is accurate and complete. I understand that no changes in the proposed event will be accepted by St. John's University unless they are received from me in writing and approved in writing by an officer of the University.

PRINT NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

Return completed application to:

Public Access Committee for use of the Baseball Field
Office of Community Relations
St. John's University
8000 Utopia Parkway
Queens, New York 11439
Phone: (718) 990-1941 Fax: (718) 990-1920

(For St. John's University Use)

Event Date

DATE/TIME: _____

FACILITY: _____

GENERAL COUNSEL OFFICE: _____

AMOUNT OF INSURANCE: _____

DIRECTOR OF CALENDAR CLEARANCE: _____

Organization Name

CONTRACT RECEIVED: _____

INSURANCE RECEIVED: _____

INSURANCE APPROVED: _____

ST. JOHN'S UNIVERSITY POLICY ON MINORS ON CAMPUS

Effective Date: 1/1/07

1) Any group or person(s) (including University groups, departments, etc.) bringing minors to campus for any event must provide to the University a signed certification that the group/person(s) has received and reviewed appropriate parental consent forms from each minor's parent or guardian permitting that minor's attendance on campus under the group leader's supervision. Such certification is due no later than five (5) business days prior to the event. The *Parental Consent Certification* form can be obtained from the Office of General Counsel or printed off the General Counsel's web page on the St. John's Intranet.

2) Any group or person(s) (including University groups, departments, etc.) bringing minors to campus for any event must provide a signed certification setting forth the names of all persons who will be supervising minors, and that such group or person(s) has conducted a background investigations on such persons. Such certification is due no later than five (5) business days prior to the scheduled event. The *Background Investigation Certification* form can be obtained from the Office of General Counsel or printed off the General Counsel's web page on the St. John's Intranet.

The background investigation shall not be required for supervisors of minors who come to campus for one-day (with no overnight stay) to participate in a purely educational event, such as a lecture, theatrical performance or educational testing that is University sponsored and run by University personnel or students. In such instances, the overall group sponsor must certify that he/she knows of no reason why the individuals responsible for supervising the minors should not be permitted to supervise the minors. The *Supervision of Minors Certification* form can be obtained from the Office of General Counsel or printed off the General Counsel's web page on the St. John's Intranet.

3) An Affiliation Agreement or, if compensation will be paid to the University, a Contract, is required for all activities or events on St. John's campuses run by an external entity. Obtain the required provisions for affiliation agreements and contracts from the Office of General Counsel. Deviations from these forms must be approved in advance by the Office of the General Counsel. These required elements include the following:

- a) proof that the entity has obtained minimum levels of insurance, including for sexual abuse
- b) a certification that the entity will comply with all applicable laws related to the running of the event