

Office of Auxiliary Services
Facility Rental Application | West Essex Campus Soccer Field

Program Date _____ Day _____ Program Start Time _____ to _____

Title of Program _____

Organization _____

Contact Person _____ Cell # _____

No. of Attendees (Estimate) _____ Non Profit ID (if applicable) _____

Please Note the Following Guidelines:

1. Purpose of Rental:

- Please specify the type of sport-related activity for which you are requesting the soccer field.
- Note: Nonsports-related events will not be considered.

2. Duration of Use:

- The minimum rental time is 3 hours. Requests for less than 3 hours will not be accepted.
- Indicate your desired start and end times, ensuring the request meets the 3-hour minimum.

3. Date and Time:

- List the preferred date(s) and time(s) for your event.
- Include any alternative dates/times in case your first choice is unavailable or canceled due to inclement weather.

Additional Notes:

- Event requests that fall outside of these requirements will be rejected.
- The soccer field is available for hosting practices only; game requests will need further consideration.
- Upon approval of your facility rental application, the College will forward you an agreement that shall be executed prior to the date of your event.
- The college reserves the right to reschedule, cancel, or modify scheduled events as needed to accommodate its own games and priorities, with as much advanced notice as possible.

Special Request (s) _____

_____ **DO NOT WRITE BELOW THIS LINE** _____

Auxiliary Services: 973-877-3508

Date: _____ **Approved by:** _____