



The Adirondack Sports Complex will need to know the following before booking any event:

**Game/Scrimmage/Practice**

Warm-up start time:

Game time:

Length of game:

Opponent:

Opponent's contact email:

Sharing cost with opponent:

Non-heat rate, if possible:

Included for Games/Scrimmages: Goals, benches, scorer's table and chairs, field markers, scoreboard. Access to electricity, limited spectator seating (they may bring own chair).

**Event**

Set-Up start time:

Show time:

Length of event – hours/days:

Show layout:

Breakdown time:

\* The event space will be made available at the requested start time of the game/event.

Please share your start time with all teams, staff, volunteers, participants.

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Proof of insurance (i.e.: Certificate of Insurance) must be provided listing Adirondack Sports Complex, LLC as additional insured.

Please send COI to one of the following:

Email: [info@adksc.com](mailto:info@adksc.com)

Fax: 518-743-1247

Reminders:

- Leave the field clear of all equipment and trash after each rental
- No gum/food/drink, other than water, allowed on the field
- No spitting allowed
- No spikes or cleats allowed on fields (turf and flats only)
- No horseplay allowed
- Events – see contract for specifics