

## PRINCETON FORRESTAL CENTER – RECREATIONAL FIELDS

### CHECK LIST FOR SPECIAL EVENTS

The following is a list of items to be provided/obtained by the company requesting the use of Princeton Forrestal Center athletic fields for a corporate event:

- Please have person in charge of the event write a letter requesting use of the recreational fields. Be sure to include date and times of event, if any tents, grills, port-o-johns, etc. will be used and when setup and take down would take place

**Email or fax letter to:**

Princeton Forrestal Center  
105 College Road East  
Princeton, NJ 08540

(609) 452-7720  
(609) 452-7485 Fax  
picus@picusassociates.com

- CERTIFICATE OF INSURANCE** – Required! - Evidence of general liability insurance in a **minimum amount of \$2,000,000** for the day of the event. **The Trustees of Princeton University must be listed as additional insured.**

**Please email or fax certificate to:**

The Trustees of Princeton University  
c/o Princeton Forrestal Center  
105 College Road East  
Princeton, NJ 08540

**\*This office must receive the certificate before the scheduled event.\***

- Contact Plainsboro Township Police Department and Fire Department\* and inform them of the event. (609-799-2333)
- Contact Plainsboro Township to determine if permits are necessary (e.g. tents\*, grills, port-o-johns) and obtain all required permits. (609-799-0909)
- Contact Plainsboro Township for the Middlesex County Board of Health Inspector. (609-799-0909 Ext. 219)
- Contact National Business Parks to request the use of the parking lots. (609-452-1300)
- No bathroom facilities are available - arrangements need to be made for port-o-johns.
- YOU ARE RESPONSIBLE FOR ALL TRASH REMOVAL.** All trash, grills, coolers, etc. **MUST** be removed by the **NEXT** business day or by the end of the event.
- YOU ARE LIABLE FOR ANY & ALL DAMAGES** and if necessary, any repairs that may need to be made to the field.

**\*Please note** - Request for a tent 20' x 20' or larger, or 400 square feet or larger will require a fire certificate from Plainsboro Township.

Information for Plainsboro Township Building Sub Code Form 20120: Block 702, Lots 13 & 14

*Work Site Location:* Research Way & Schalks Crossing Road Recreational Fields

*Owners:* The Trustees of Princeton University  
Real Estate Department, MacMillian Building  
Princeton University  
Princeton, NJ 08543