

RECREATION FACILITY RESERVATION FORM

Date: _____

Organizations or Persons Name: _____

Address: _____

Insurance Certificate: _____ attached _____ will be faxed or emailed
(Certificate must indicate Town of Southborough as the certificate holder)

Roster of coaches and players: _____ attached _____ will be faxed or emailed

School rental agreement: _____ attached _____ will be faxed or emailed

CONTACT INFORMATION

Person(s) responsible for scheduling and attending scheduled events.

Name	Home Phone	Cell Phone	Email

DESCRIPTION OF ORGANIZATION

Youth	
Adult	
Type of sport/event	
Number of players	
Number of spectators	
Drop In	
Other	

SCHEDULING REQUEST (In preferential order if necessary)

	Day(s)	Dates	Hours	Facility
1				
2				
3				
4				

Additional Comments:

FEES:

Public Schools/Town Recreation Programs ARHS Booster events (1 day)	No Charge
Youth organization Multi Day Booster events	\$15/person/sport/season
Adult organizations	\$20/person/sport/season
Select Teams	\$40/person/sport/season
Non-Resident Select Teams	\$70/person/sport/season
Outdoor/Indoor Sports Camps	\$20.00 per child/camp
Businesses/Special Events	\$50.00/hour (2 hour minimum)
Non-Resident (field only)	\$50.00/hour (2 hour minimum)
Lights (not to exceed 10pm)	\$30.00/hour

CONDITIONS THAT MUST BE FOLLOWED: (please initial each line after reading)

- _____ Keep your permit on you while at the facility
- _____ Sneakers and/or basketball shoes only in gyms
- _____ Upon leaving the facility be sure all trash is picked up, equipment is set back into their place
- _____ Lift, (not drag) all equipment
- _____ Use appropriate goal nets for your sport
- _____ Town facilities are for Southborough residents, groups or organizations
- _____ The Town of Southborough does not carry Medical Insurance for Users of its facilities. Users participate at their own risk of injury.
- _____ The local Police Department will take action if policy rules are violated or a permit has not been obtained for use of field

NOT ALLOWED:

- _____ Do not charge any admission for your event
- _____ No alcohol or tobacco
- _____ No animals
- _____ Do not shovel any snow
- _____ Do not paint any lines with out permission
- _____ Jumping the fence
- _____ Do not drag equipment on the field

I have read the policy and agree to abide by all provisions set forth in the policy and this document. I understand that repeated violation of the rules will result in immediate loss of permit.

A permit will be emailed to you with approved dates and times.

Print name

Signature

Additional Information:

Field Status during bad weather: 508-485-0710 press 8
 Website (forms and policies): www.southboroughtown.com
 Recreation Office: phone 508-229-4452 fax 508-480-0161
 Email: dferguson@southboroughma.com