



PARKS & RECREATION USE

Date received _____

Field Assigned _____

Circle one for each

- Request: ACCEPTED / DENIED
- Schedule Enclosed: YES / NO
- Payment in full: YES / NO

PARKS – RECREATION – CEMETERIES

FACILITIES USE REQUEST FORM

NAME OF TOWN DEPARTMENT OR ORGANIZATION _____

COACH / CONTACT PERSON _____

ADDRESS _____

HOME/CELL PHONE _____ BUSINESS PHONE _____

EMAIL ADDRESS _____

ALTERNATIVE CONTACT PERSON _____

ADDRESS _____

HOME/CELL PHONE _____ BUSINESS PHONE _____

EMAIL ADDRESS _____

TOWN COMMON / FIELD / PARK REQUESTED _____

DATE(S) AND TIME REQUESTED _____

INTENDED PURPOSE _____

HOW MANY FIELDS NEEDED? _____

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**NOTE: Water, Electricity or portable toilets may not be available at a given location.**

Please submit the application early to avoid delays. Your request will be reviewed by the Parks and Cemeteries Superintendent. All applications need to include a check payable to the Town of Topsfield and a copy of the sport schedule or event prior to the start of the program. Failure to submit early may result in loss of use of the field. All coaches and/or sponsoring organizations shall be responsible for the participants' adherence to the rules and regulations. The Superintendent reserves the right to deny requests that are received late or not properly completed and, to remove any group which does not comply with all the Rules and Regulations of the Parks and Cemeteries. Note the attached Topsfield Parks and Cemeteries Rules and Regulations.

We, \_\_\_\_\_, agree to comply with the Rules & Regulations  
(Name of Department or Organization)

governing the use of the grounds and fields, to take utmost care in the use of the property, and to make good on any damages to or loss of the Town's property arising from the use of Town property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parks & Cemeteries Superintendent

\_\_\_\_\_  
Date

All items and/or labor to be donated (i.e., paint, painting contractor for lines, portable toilets, etc.) need to be approved by the Select Board, and the petitioner needs to provide usage needs, statistics on the percent (%) of Topsfield residents vs. total registrants, CORI certification and a copy of Liability Insurance Coverage Binder with \$1 Million limits naming the Town of Topsfield as an additional insured party, per Policy (See attached). Failure to submit a field schedule, a statement of CORI certification from the sport director and a copy of the liability insurance certificate will result in the immediate forfeit of fees paid and field space.

**SPORTS TEAMS, NOTE:** A check payable to the Town of Topsfield must accompany this application or the application will not be processed.

- Spring sports must return **application, CORI, insurance binder, schedule and check by March 15<sup>th</sup>**.
- Fall sports must return **application, CORI, insurance binder, schedule and check by July 15<sup>th</sup>**.

If there is a schedule conflict or sign-up issue, an exception and/or extension may be granted by the Parks and Cemeteries Superintendent.

**Please mail all documentation to:**

**Topsfield Department of Public Works, 279 Boston Street, Topsfield, MA 01983**

**If questions, please call 978-887-1542, extension 4101.**