



# TOWN OF TOPSFIELD

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Recreation Department

8 West Common St. | Topsfield, MA | 01983

(978) 887-0335

## COMMON AND GAZEBO RESERVATION USE POLICIES

1. The use of the Common and Gazebo area falls under the responsibility of the Topsfield Recreation Department and Topsfield DPW.
2. The Common and Gazebo is open to the public daily.
3. This area is ***not*** allowed to be reserved for personal gain without a permit. The Common/Gazebo may not be reserved for weddings, political statements or business advertisement of any kind. Any political or advertising signage will be removed. If you wish to hang banners or signage on the Gazebo, it *must* first be **approved** by the Recreation Director.
4. This area may be reserved, for no charge, by town affiliated departments, committees, boards and non-profit oriented functions. An application is still required to receive a permit.
5. No organized team sports programs are allowed to use the Common.
6. Reference the **FIELDS/FACILITIES AND RESERVATION POLICIES** for other policies that must be adhered to at the Common and Gazebo.
7. A private permit may be obtained on a case by case basis. To apply for a permit, go to Topsfield Recreation at 8 West Common St. or [www.topsfield-ma.gov/recreation-department](http://www.topsfield-ma.gov/recreation-department) to complete an application.