



TOWN OF TOPSFIELD

Recreation Department
8 West Common Street | Topsfield, MA | 01983
978-887-0335

RECREATION USE ONLY

Date Received _____

Field/Facility Assigned _____

Date Approved _____

Compliances Met:

- Schedule Enclosed: YES | NO
 - Rosters Enclosed: YES | NO
 - Payment in FULL: YES | NO
 - CORI for Coaches: YES | NO
 - Liability Insurance: YES | NO
 - BOH Approval: YES | NO
 - Receipt of Policy Stmt: YES | NO
- Request: ACCEPTED | DENIED

Staff Initials: _____

FIELDS/FACILITIES RESERVATION APPLICATION

GROUP/ORGANIZATION:	
CONTACT PERSON:	HOME/CELL PHONE:
MAILING ADDRESS:	WORK PHONE:
	EMAIL:
EVENT/ACTIVITY:	FIELDS/FACILITIES REQUESTED:
EVENT/ACTIVITY DETAILS (include # of people attending):	
DATE(S)/TIMES REQUESTED:	ALT. DATE(S) IF NEEDED:
ALTERNATE CONTACT:	PHONE & EMAIL:

NOTE: Water, electricity or portable toilets may not be available at a given location. *Recreational Camps require prior approval by the BOH.

SPECIAL REQUESTS/EQUIPMENT (CHECK ALL NEEDED):		
Electricity:___	Tent Setup:___ # of tents:___	Field Lining:___
Water:___	Food:___	Other (please list):
Portable Toilets:___	Trash Receptacles:___ How many?:___	

NOTE: Additional fees may apply and are to be paid by the applicant.

FOR LEAGUES ONLY

AGE GROUP:	NUMBER OF PARTICIPANTS:
NUMBER OF FIELDS/PARK(S) NEEDED:	

*Practice schedules, game schedules and rosters are *required* at the time the application is submitted. Failure to submit these items will result in a DENIED application.

Signature of Applicant

Date

Mail/Drop-Off Submission: Topsfield Recreation Department, ATTN: Stephanie Sweeney, Recreation Director 8 West Common Street, Topsfield, MA 01983

Email Submission: ssweeney@topsfeld-ma.gov

RECREATION USE ONLY:			
Calendar:___	Field/Facility Fee:_____	Other Fees/Charges:_____	Total Amount Due:_____

TOPSFIELD RECREATION DEPARTMENT

2022 Fields/Facilities Reservation Fee Schedule

	Resident	Non-Resident
Klock Park	\$20/hour	\$30/hour
Soccer Field(s)		
Softball Field #1		
Softball Field #2		
Pye Brook	\$20/hour	\$30/hour
Baseball Field #1		
Baseball Field #2		
Baseball Field #3		
Softball Field		
Multipurpose Field		
Harmer Field (Multipurpose Field)		
Paddock #1		
Paddock #2		
Disc Golf Course		
Proctor School	\$20/hour	\$30/hour
Baseball Field		
Softball Field		
Basketball Court		
Tennis Courts		
Steward School	\$20/hour	\$30/hour
Tennis Courts	<i>Currently closed to the public</i>	
Topsfield Common	\$20/hour	\$30/hour
Gazebo		
Common		
Week-Long Summer Camps	Half Day-\$250/week Full Day-\$500/week	

**If you have a one day/special event you would like to reserve a park for, contact the Recreation Director for rates.*

Adult & Youth Athletic League Fee Schedule

SEASON	SEASON DATES	APPLICATION DEADLINE
SPRING	April 1 st - June 30 th	March 10 th
SUMMER	July 1 st - August 31 st	June 9 th
FALL	September 1 st - November 30 th	August 11 th
WINTER	December 1 st - March 31 st	November 3 rd

Reservation Applications must be received by the application deadlines. Fees are required to be paid in full *at least 2 weeks prior to the league start date or first team practice, along with other required documents.*

If there are any special requests or equipment needed, the fees incurred by these requests are the responsibility of the permit holder.

At the end of each league's season the fields will be assessed and if more damage occurs than expected, outside of the normal wear and tear, there may be an additional fee at the permit holder's expense to help cover the cost of repairs.

Spring, Summer & Fall \$10.00 per participant per season