

New Ipswich Parks & Rec Department

Application for usage of Town Fields

****** COMPLETED FORM WITH SIGNATURES MUST BE RECEIVED AT LEAST 1 WEEK PRIOR TO EVENT ******

1. If field is wanted for a small event for less than a week time, simply contact the Rec Dept to ensure no conflicts.
2. If field is wanted for a large block of time (ie. Soccer Season, Baseball Season) or for a large group of people, schedule a meeting w/ rec department to discuss.
3. Be sure to include NOT JUST DATE of event – BUT ALSO setup and clean up time.

DISCLAIMER: The APPLICANT is responsible for any and all damages which arise during their time of scheduled use.

Name of Applicant: _____

Email of Applicant: _____ **Cell Phone:** _____

Start Date: _____ **End Date:** _____ **Home Phone:** _____

Weekday Start / End Time: _____ **Weekend Start / End Time:** _____

Name of Organization: _____

Status: Profit _____ Not-for-profit _____

Field Requested: Lower Field Upper Field Babe Ruth Field Open Area Smithville

Other Facilities: Tennis Courts Basketball Courts

Utilities Needed: (applies to open area only) Water Electric

Estimate number of people: _____

General description of activity: _____

Restrictions / Limitations: _____

Applicant Signature: _____ **Date:** _____

By signing this, the applicant agrees to REMOVE and CLEANUP all fields requested.

* All sport equipment used (soccer goals, batting cages, bases) must be removed from the field and stored.

* ALL ITEMS are to be removed prior to October 30th.

AUTHORIZATION SIGNATURES—AFTER written ok from Rec Director that field is available (copy of email)			
Department Head	Signature	Date	Recommendations
Police			
SVAS/Ambulance			
Fire			
Board of Selectmen			
Rec. Dept			
Insurance Binder Rcvd			