

Memorial Field Usage Application

1. If field is wanted for a small event for less than a week's time, simply contact the Rec Dept. to ensure no conflicts.
2. If field is wanted for a large block of time (Sports seasons) or for larger groups of people, schedule a meeting with the rec department to discuss the details.
3. Be sure to include NOT JUST DATE of event- but also setup and clean up time.
4. If applicable please attach a copy of liability insurance for all non Rec events.

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

Name of Applicant and Organization: _____

Email of Applicant: _____

Start Date: _____ **End Date:** _____ **Times:** _____

Status: (circle one) Profit Non Profit **Insurance:** Yes No N/A

Field(s) Requested (circle those that apply): Lower Field Upper Field Babe Ruth Field Open Area
 Open field (playground road) Smithville Basketball Courts Tennis Courts

Estimated number of People: _____ **Estimated number of cars:** _____

General Description of Activity/Event: _____

Notes: _____

Applicant Signature: _____ **Date:** _____

----- **Office Use Only** -----

Date Received: _____

AUTHORIZATIONS		
DEPARTMENT	SIGNATURE	DATE
Recreation		
Police		
SVAS		
Fire		
DPW		
Town Administrator		

Authorization Notes (Including but not limited to Restrictions and Limitations): _____
