

# 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 Pool

**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		
Fire		
DPW		
Town Administrator		

**Authorization Notes (Including but not limited to Restrictions and Limitations):** \_\_\_\_\_

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