

TOWN OF WEST BOYLSTON

140 Worcester Street

West Boylston, Massachusetts 01583

FACILITIES \* USE \* REQUEST FORM

Organization Name: \_\_\_\_\_

Date Request Submitted: \_\_\_\_\_ Contact Person (name): \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facilities Requested: \_\_\_\_\_

Requested Usage – Date(s)/Time(s): \_\_\_\_\_

Purpose of Requested Use: \_\_\_\_\_

Number of expected participants: \_\_\_\_\_ Expected spectators: \_\_\_\_\_

Participation fee?: (yes) \$\_\_\_\_\_ (no) \_\_\_\_\_ Spectator fee?: (yes) \$\_\_\_\_\_ (no) \_\_\_\_\_

Special Requirements, If Any: \_\_\_\_\_

NOTE: Please fill out this form completely -- Police Department & DPW check offs MUST be completed prior to submission to the Board of Parks Commissioners. Please attach copies of event flyers or additional pertinent information to this request form.

POLICE DEPARTMENT requirements: \_\_\_\_\_

POLICE DEPARTMENT CHECK-OFF: (signature) \_\_\_\_\_

DPW Requirements: \_\_\_\_\_

DPW CHECK-OFF: (signature) \_\_\_\_\_

I have read and understand the facility use policy on the reverse side of this form and accept the responsibility for meeting the policy requirements including supervision, as well as any further requirements that may be set forth by the Chief of Police or the Director of Public Works, if request facility use is granted.

Signature of Authorized Individual \_\_\_\_\_ Title \_\_\_\_\_

Park Commission Use

Approved: / Disapproved: (Circle One)

Park Commissioner

Date Answered

Make one copy for the Parks Commission, Police Department and the DPW

Applicant should have approved request form at location during the event.

## Facilities Use Request

**Requests:** Request for the use of facilities controlled by the Board of Parks Commissioners (“the Board”) should be completed at least two weeks in advance of the anticipated date of use. Completed forms must be signed by the **authorized individual** who accepts responsibility for the actions of the group using the facility. Multiple use dates may be listed on the request form. A decision on use will be made by the Board at its next scheduled meeting and a confirmation will be sent to the authorized individual.

**Reservation:** The Board of Parks Commissioners reserves the right to determine what uses of the facilities are in the interest of the town, to require specified supervision of any activity or event, and to specifically reserve the right to accept, reject, or cancel, any facilities user’s privilege to use.

**Restrictions:**

1. All posted rules and regulations apply to the use of any facility.
2. Approval privilege shall be modified and/or cancelled if West Boylston School functions require the use of the facility or if vandalism or abuse results from use.
3. Groups of fifty (50) or more must provide for Police protection at own expense unless excused by the Chief of Police.
4. The area and time of use is limited to the sections specified on the request form.
5. Damage traceable to user will be repaired by the town and billed to the user and the organization.
6. The organization using the facility is responsible for cleaning up the area of use when the permitted use is completed.

**Questions:** Questions regarding filed use and appropriate activities will be referred to the board. Conflicts on use will be referred to the board.

**Insurance:** All organizations using facilities under the control of this board must provide proof of liability insurance, which protects the town of West Boylston in the amount of \$1,000,000.00.