

TOWN OF SOUTHBRIDGE



SOUTHBRIDGE RECREATION DEPARTMENT

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Recreation Director Michael Brunelle

TOWN OF SOUTHBRIDGE

APPLICATION FOR USE OF TOWN FACILITY/FIELDS

Individual or groups requesting to use Town Property under the jurisdiction of the Recreation Committee – i.e. Henry Street Park, Joe Capillo Park, Morris Street Park or the West Street Fields and Tennis Courts and the Rez, must complete and submit this application no later than 30 days prior and no more than 90 days prior to the date of requested use. The following guidelines have been established by the Southbridge Recreation Department for the use of these Town facilities.

*Any non-profit organization or any recreation group may request to use these facilities*Each group shall make sure the facility is cleaned and left in good condition*Any damage to the area will be the responsibility of the said group*Any open flame must have a permit from the Fire Department*Use of electrical outlets at the area is allowed*Use of PA system is allowed between 9AM and 9PM, provided noise is kept at a reasonable level*Any structures (tents, portable toilets, amusement rides, etc.) must have permission from the Town's Building Inspector & Fire Department. Portable toilets must be handicap accessible*The group must check with the Police Department to see if it is necessary to have an Officer on Duty*No parking is allowed on the grass of Town facilities*Field use subject to availability

Name: _____ Title: _____

Name of Organization: _____

Email: _____ Phone(Day): _____ (Evening): _____

Address: _____

Start Date & Time: _____ End Date & Time: _____ Rain Date: _____

FACILITY REQUESTED (Check ALL that apply):

<input type="checkbox"/> Henry Street <input type="checkbox"/> Basketball Court #1 <input type="checkbox"/> Little League Field <input type="checkbox"/> Major Little League Field <input type="checkbox"/> Softball Field	<input type="checkbox"/> Joe Capillo Park <input type="checkbox"/> Basketball Court <input type="checkbox"/> Skate/BMX Park	<input type="checkbox"/> Morris Street Park <input type="checkbox"/> Basketball Court <input type="checkbox"/> Lassie League #1 <input type="checkbox"/> Lassie League #2
<input type="checkbox"/> The REZ	<input type="checkbox"/> West St. Fields and Tennis Courts <input type="checkbox"/> Lower Field #1 <input type="checkbox"/> Lower Field #2 <input type="checkbox"/> Major little league Field <input type="checkbox"/> Little League Field	

Description of use:

Is your organization/activity insured? Yes No (If yes, by whom?)

Certificate of Insurance must accompany this application. The Town of Southbridge to be named as additional insured.

Will food or beverages be served? Yes No
(If yes, has a Health Permit been obtained?) Yes No

Permits must be picked up through the Board of Health one week prior to the event. BOH: 508 764-4252

Is electricity needed the day of the event? Yes No (If yes, a \$50 deposit for the keys are required at time of request. Check made payable to the Town of Southbridge and mailed or brought to Town Manager's Office 41 Elm Street, Southbridge, MA 01550. Keys may also be picked up from this office.

Approximate # of people attending this event _____(If this activity involves more than 100 people coming and going, then you must obtain prior approval from the Southbridge Police Department.)

Will the event require a Police Officer? Yes No Will a fire permit be necessary? Yes No

Tent Size _____ will be on Town Facility from _____ to _____. **Tent must be removed within 24 hours.** For assistance with Tent guidelines please contact the Building Inspections Dept. 508 764-5412.

Describe special equipment required or any other special instructions: _____

Waiver: All organizations must recognize the fact that accidents can and do happen and that injuries can range from mild to severe. In extreme cases, death may occur. By signing this paperwork I, the requestor for myself and the organization acknowledge these facts and agree to abide by all rules and regulations. I/We assume all risks associated with this event. Having read this waiver and knowing these facts, and in consideration of your accepting my request, I/we and anyone entitled to act on my/our behalf, waive and release the Southbridge Recreation Committee and the Town of Southbridge and its employees, its officers, board members, agents and volunteers, all sponsors, their representatives and successors, as well as any other association connected with this event, their representatives, successors, and assignees from all claims or liabilities of any kind arising out of this event including death, even though that liability may arise out of my/our negligence or carelessness on the part of any person named in this waiver. I/We grant permission to all of the foregoing to use any photograph, motion pictures, recordings or any other record of this event for any legitimate purpose. I will abide by these guidelines.

I understand that the Town Manager for the Town of Southbridge or the Recreation Director is authorized to grant or deny permission to use any Town facility. I certify that I have read and understand the conditions for use of Town Property as included with this application. I further certify that the purpose for which this application is made will not violate any of the conditions.

Signature: _____ **Date:** _____

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FOR OFFICE USE ONLY

APPROVED: _____ **YES** _____ **NO**

REASON: _____

If Applicable:

CERTIFICATE OF INSURANCE PROVIDED:	_____ YES	_____ NO
BUILDING INSPECTORS PERMIT PROVIDED:	_____ YES	_____ NO
POLICE OFFICER WILL BE IN ATTENDANCE:	_____ YES	_____ NO
FIRE PERMIT HAS BEEN PROVIDED:	_____ YES	_____ NO
ELECTRICITY NEEDED:	_____ YES	_____ NO
HEALTH PERMIT NEEDED:	_____ YES	_____ NO
KEY DEPOSIT REQUIRED:	_____ YES	_____ NO

If yes, Check # is _____

SPECIAL INSTRUCTIONS:

Authorized Approval: _____ Date: _____

Cc: Town Manager
Police Department
Fire Department
Recreation Department
Department of Public Works
Director of Inspections
Board of Health

Revised June 2021