

TOWN OF WEST BOYLSTON

120 Prescott Street

West Boylston, Massachusetts 01583

FACILITIES * USE * REQUEST

Date Request Submitted _____

Organization Name _____

Address _____ City/Town _____

Contact Person (name) _____ Telephone _____

Requested Usage- Date/Dates: _____

Facilities Requested _____

Times Requested _____ from _____ until _____

Purpose of Request _____

Number of expected participants _____ Expected spectators _____

Participation fee (yes) \$ _____ (no) _____ Spectator fee (yes) \$ _____ (no) _____

Special Requirements _____

POLICE DEPARTMENT CHECK-OFF (signature) _____

Police Department requirements _____

DPW CHECK-OFF (signature) _____

DPW requirements _____

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 _____

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.

Please fill out form completely-- Police Department & DPW check offs must be completed prior to submission to the Board of Parks Commissioners.

Facilities Use Request

Requests: Request for the use of facilities controlled by the Board of Parks Commissioners should be completed at least two weeks in advance of the anticipated date of use. Completed forms must be signed by a resident of West Boylston 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 registrar.

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 specifically reserves 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 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.

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.