

TOWN FACILITIES REQUEST FORM

INSTRUCTION SHEET

Town of Adams Facility Use Form

Please read the instructions prior to filling out the facility use form.

1. Print your name, address and a telephone number at which you can be reached during 8:00 a.m. to 5:00 p.m.
2. Circle the number of facility or facilities you wish to use.
3. Requested use – please be specific as to the nature of the use and/or if you are representing a specific league or organization.
4. Special circumstances – (a) address your needs which may not be currently available, i.e., need for a tent, chairs, bleachers, decorations, etc. (b) give an estimated attendance which is needed to determine such things as crowd control and parking.
5. Provisions for cleanup – there is no charge for normal field maintenance such as lining fields or mowing grass. However, if you plan on decorating or placing items on the field, the town will assess a fee if town workers are required to provide the service to restore the facility to its original state.

If there are no conflicts with other activities or fees assessed, the Town Administrator or representative should be able to authorize this request within three (3) working days. If a conflict is determined or fees are required, this request will be presented at the next meeting of the Board of Selectmen. Special meetings can be arranged for extenuating circumstances.

Applicant name: _____

Address: _____ **Town/City** _____ **State** _____

Telephone: _____ **HOME** _____ **WORK** _____ **CELL** _____

Facility Requested: (circle number)

- | | |
|---------------------------|------------------------------------|
| 1. Town Common | Commercial and Center Streets |
| 2. Renfrew Field | Columbia, Friend and Burt Streets |
| 3. Russell Field | Fisk Street |
| 4. Reid Field | Sparrow Street |
| 5. Valley Street Field | Lincoln Street |
| 6. Beaver Bard Park | Valley and Lincoln Streets |
| 7. Quality Street Field | Quality Street |
| 8. Siara Street Field | Siara Street |
| 9. Memorial Park – East | Columbia Street |
| 10. Memorial Park – West | Columbia Street |
| 11. Town Hall Lawn | Park Street |
| 12. Bowe Field Playground | Howland Avenue/Old Columbia Street |

TOWN FACILITIES REQUEST FORM

Date(s) of Use: _____

Hour(s) of Use: _____

Requested Use: (please be specific as to the nature of the event)

Special Circumstances: (i.e., chairs on lawn, decorations at gazebo, tents, etc.)

Number of Participants/Attendees: _____

Provisions for Cleanup: (a fee will be assessed if none provided)

Insurance: Policy number or Insurer: _____

Alcoholic beverages are not allowed on premises unless a special license has been obtained from the Board of Selectmen. Do you want to obtain a special license? Yes No

Special Fees:	Town Common Use for non residents		\$ 10.00
	Daytime field use (6 hours maximum)		\$ 50.00
	Nighttime field use		\$ 75.00
	Police officers	x (per patrol person)	
		Subject to town policy	\$_____
	Field maintenance	Subject to town policy	\$_____
Total cost			\$_____

NOTE: The Town of Adams allows "free" use of its facilities to:

Non-profit town affiliated functions (i.e. youth/high school sports programs, PAL field day, etc.)

Town residents: (i.e. weddings at the town common, etc.)

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RULES GOVERNING USE OF TOWN FACILITIES

- 1. Absolutely no liquor to be consumed on premises unless a special license has been obtained from the Board of Selectmen.
- 2. No alterations to structures or grounds.
- 3. Property must be kept clean and returned in clean useable form.
- 4. Events and activities must be conducted in a well-controlled, responsible manner.

I/We hereby, by myself, heirs, executors, administrators and officials, release and hold harmless the Town of Adams from all liability arising out of my/our use of the town facilities as requested above. I/We accept responsibility for damages to the property.

I/We waive and release any and all rights and claims for damages I/We or my/our guests may have against the town of Adams for injuries as a consequence of my/our use of the town facilities.

Signature: _____ **Date:** _____

Chief of Police

Comments: Approve Disapprove

Initialed: _____

Town Administrator

Approve Disapprove

_____ **Date:** _____

Signature

Parks Commission

Approve Disapprove

Comments:

Chairperson

_____ **Date:** _____

Signature

Board of Selectmen

Approve Disapprove

Comments:

Chairperson

_____ **Date:** _____

Signature