



**TOWN OF SALISBURY
PARKS & RECREATION COMMISSION**
FIELD AND PARK USE PERMIT APPLICATION

DATE OF EVENT _____ START & END TIMES _____

TYPE OF EVENT _____ LOCATION OF EVENT _____

IS THIS A NON-PROFIT EVENT? ☐ OR FOR-PROFIT? ☐

Non-profit organizations must provide proof of status

NAME OF ORGANIZATION _____

STREET ADDRESS _____ CITY/TOWN _____

CONTACT PERSON _____ DAY PHONE # _____ EMAIL _____

DESCRIPTION OF EVENT AND COMPLETE LIST OF ACTIVITIES:

HOW MANY PEOPLE ARE EXPECTED? _____

CONCESSION STAND RENTAL? _____

Fees for field use: Please refer to the Parks & Recreation Commission's "Field Use Policy".

**Fees to be re-evaluated yearly.*

ALL APPLICATIONS MUST INCLUDE A COPY OF CURRENT CERTIFICATE OF INSURANCE.

IF YOUR ORGANIZATION SERVES YOUTH UNDER 18 YEARS OLD PLEASE INCLUDE THE FOLLOWING ITEMS WITH YOUR APPLICATION:

- A statement of your organization's purpose including, if applicable, website, program information , brochures
- A Copy of a Certificate of Insurance
- A notarized letter stating that the organization runs criminal history, CORI checks, on all staff and volunteers
- A copy of proof that the organization is certified to perform CORI checks through the State of Massachusetts

It is expressly understood and agreed that the regulations and field use policy of the Parks Commission are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to, or loss of, Town Property, in consequence of such use of the accommodations described above, and engages to make the same good without any expense to the Town. The undersigned also further agrees to promptly pay such charges as may be made for the accommodations requested.

Authorized Applicant Signature _____ **Date** _____

Direct further inquiries to:

Jennifer Roketenetz

Parks, Recreation, and Community Events

Phone : 978-462-8232

JRoketenetz@Salisburyma.gov

For Parks Commission Use

Date reviewed _____

Approved _____

Rejected _____

Comments: _____

Fee _____