



**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 ? _____

Fees for field use: Please refer to the Parks & Recreation Commission’s “Field Use Policy”.

**Fees to be re-evaluated yearly.*

In lieu of fees in-kind services will be considered and deducted from field usage charges. In order to have in-kind services deducted from charges, approval must be granted from the D.P.W. **ahead of time.**

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:
Leigh-Anne Dufour, Parks Department
Phone: 978-462-7611
dpwadmin@salisburyma.gov

<p>For Parks Commission Use Date reviewed _____ Approved _____ Rejected _____ Comments: _____ _____ Fee _____</p>
