

TOWN FACILITIES REQUEST FORM

INSTRUCTION SHEET



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. Monday through Thursday.
2. Check off the facility/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 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 his/her Representative, will make every effort to authorize this request within three (3) business 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: _____ **CELL:** _____ **EMAIL:** _____

Facility Requested: (CHECK LOCATION)

- | | |
|---|---|
| ☐ Adams Visitors Center , Hoosac Street | ☐ Siara Street Field , Siara Street |
| ☐ Town Common , Commercial, Center St. | ☐ Memorial Park East , Columbia Street |
| ☐ Renfrew Field , Columbia, Friend, Burt St.
Games Only, No Practice | ☐ Memorial Park West , Columbia Street |
| ☐ Beaver Bard Park , Valley, Lincoln Streets | ☐ Town Hall Lawn or Building , Park Street |
| ☐ Russell Field , Fisk Street | ☐ Bowe Field Playground , Howland Ave & Old Columbia Street |
| ☐ Reid Field , Sparrow Street | ☐ Memorial School , Columbia Street |
| ☐ Valley Street Field , Lincoln Street | ☐ Greylock Glen |
| ☐ Armory Court , Park Street | ☐ Adams Train Station , E. Hoosac Street |
| ☐ Quality Street Field , Quality Street | ☐ Other Town Property _____ |

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Date(s) of Use: _____

Hour(s) of Use: _____

Requested Use: _____

Special Circumstances: _____

Number of Participants/Attendees: _____

Provisions for Cleanup: _____

This application will not be processed without the following information. Liability insurance is required by our insurance carrier.

Insurance: _____ (Attach certificate of active policy)

Name of Insured: _____

Policy number or Insurer: _____ Policy Expiration Date: _____

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 \$ _____

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 Alcohol* 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.

Applicant Signature _____ Date: _____

Applicant Name (Printed) _____ Date: _____

Chief of Police Approve ☐ Disapprove ☐

Signature: _____ Date: _____

Comments: _____

Town Administrator Approve ☐ Disapprove ☐

Signature: _____ Date: _____

Comments: _____

Property or Building Manager Approve ☐ Disapprove ☐

Signature: _____ Date: _____

Comments: _____

DPW/Parks/Building Mgr. Approve ☐ Disapprove ☐

Signature: _____ Date: _____

Comments: _____

Parks Commissioner Signature Approve ☐ Disapprove ☐

Signature: _____ Date: _____

Comments: _____

Board of Selectmen Approve ☐ Disapprove ☐

Chairperson Signature: _____ Date: _____

Comments: _____

TOWN FACILITIES REQUEST FORM

SPORTS REQUESTS

Board of Directors: (Name and Phone Number):

1. _____
2. _____
3. _____

Number of Coaches: _____

☐

Concession Stand Needed

Number of Participants: _____

☐

Bathrooms Needed

Financial Summary:

Income

a) Fundraising Total: _____

b) Fees Collected: _____

c) Other: _____

Total Income: _____

Expenses

d) Insurance, Charter Fees _____

e) Tournament Fees _____

f) Equipment, Supplies Fees _____

g) Maintenance Fees _____

h) Officials Fees _____

i) Other Costs _____

Total Expenses: _____