



One Day Field Reservation Permit

Name: _____ Home Phone _____

Address: _____ Cell Phone _____

Email Address: _____ (Permit will be sent via email)

Date: _____ Start time: _____ End Time: _____

First date will have to be cancelled in order to secure a rain date. There will be a \$15 charge for each change of request after that. Office hours are Monday to Friday, 9:30 am to 4:30 pm.

Use of : Fayville Park – Pavillion & Picnic Tables _____
 Woodward Field _____
 Neary Field – Pavillion & Picnic Tables _____
 Finn Field – Pavillion & Picnic Tables _____
 Trottier Track and Fields _____
 Liberty Field _____

GROUP IS RESPONSIBLE FOR REMOVING ANY TRASH AND WASHING TABLES AFTER USE

Keep permit with you and post on the pavilion during use.

The user agrees to follow all park rules for the facility. No smoking on fields or grounds. No switching permits without authorization from Recreation Director. **A new permit will be issued for a \$15 charge.** A person with a permit has priority over the pavilion. Please present to any town official upon request.

Applicant's Signature _____ Date: _____

Authorized by _____ Date: _____

Southborough Recreation Director, Doreen Ferguson (OR)
Facilities Coordinator, Jennifer Hom

Please report any incidences or damages to Recreation Office at 508-229-4452

Resident: no charge for resident, max of 2 hour rental, must provide proof of residency

Non-Resident: \$55 (minimum of 2 hours) \$25 for each additional hour by the hour only

Date Rec'd _____ Check No. _____ Amount _____

POLICIES FOR USE OF SOUTHBOROUGH TOWN FIELDS.

- Groups are responsible for bringing their own trash bags and placing any trash in the dumpster.
- Wash tables after use
- Please post permit on the entrance to the pavilion during use
- A group with a permit has priority over a group without a permit
- Reservations are a first come, first serve basis. No phone reservations are accepted.
- Please call in to cancel your original requested date if you would like to schedule a rain date. There will be a \$15 charge for every request change after that.
- Balloons must be removed from the pavilion at end of use. Any broken balloon pieces should also be picked up.
- Alcoholic beverages are not permitted at Recreation facilities.
- Charcoal and gas grills and other fires are not permitted.
- The applicant must receive adequate supervision for the event.

Event organizers must comply with all laws, rules, and regulations regarding use of the Town's outdoor recreation facilities. Groups that violate laws of Recreation Department regulations, or use facilities without authorization, may be denied future use of the Town's outdoor recreation facilities or may be subject to fines or other legal action.