

Town of Sudbury

Park & Recreation Department

Park and Recreation Department
 40 Fairbank Road
 Sudbury, MA 01776
 978-443-1092
 fields@sudbury.ma.us

Field Request Form

All Town of Sudbury fields are available for rental through the Sudbury Park, Recreation & Aquatics Department; this includes all Town of Sudbury School Fields (after school hours), and Lincoln Sudbury High School Community Stadium Field and Softball Field (after school hours & around high school events); Feeley Tennis Courts, and Featherland Tennis Courts. To request rental of a field or fields, the following form needs to be completed in its entirety; including attaching the appropriate paperwork, certificate of liability, roster, and schedule. The completed form must be given to the Park & Recreation Director. Completing this form does not guarantee rental.

All guidelines in the field rental policy must be met or the Park and Recreation Department has the right to revoke use of field(s). Field requests are on a first come first serve basis, and following the priority list. The Park and Recreation Department will make every reasonable effort to treat all field requests in a fair and equitable manner when establishing priorities of use. Priority list is as follows:

1. Sudbury Park & Recreation
2. Sudbury School Department K-8 & LSRHS
3. Sudbury Youth Organizations –Town Sponsored
4. Sudbury Youth Organizations
5. Sudbury Adult Organizations
6. Sudbury Businesses
7. Non-Sudbury Youth Groups
8. Non-Sudbury Adult Organizations
9. Camps & Clinics/Club Teams/Other

All rentals requests must be submitted during the appropriate time frame and only for that specific season. Any request submitted before the time frame will not be reviewed until the appropriate time; any request submitted after the deadline will be considered on a case by case basis. All field rental requests will only be reviewed on Wednesdays; if your request is submitted after Wednesday in a particular week it will not be reviewed until the following Wednesday. The timeline is as follows:

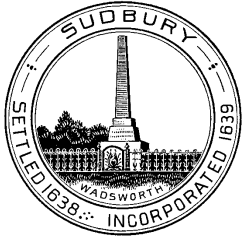
	Spring	Summer	Fall
Application Submission	January 1 – February 1	April 1 – May 1	June 1 – July 1
Season	April 1 (TBA) – June 30	July 1 – August 31	September 1 – November 30 (TBA)
Review	Wednesday's	Wednesday's	Wednesday's
Any applications submitted after the submission times will be considered on a case by case basis			

A field request will not be reviewed without all proper paperwork. All rental forms **must include a certificate of liability** listing the Town of Sudbury as additionally insured, a roster listing names and addresses, and a specific schedule (no block scheduling). Payment must be made within two weeks of the issued permit, or the permit is null in void. If a special payment deadline of special roster accommodation is needed, that must be communicated at the time of the rental request submission.

Please see the Town of Sudbury Park and Recreation Field Use Policy for full list of rules and guidelines. *I have read and understand all conditions of my rental request. I understand submitting a request does not guarantee rental.*

 Signature

 Date



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All fees and charges are based on operational and administrative costs, preparation, set-up/clean-up time, and maintenance.

For classification on the category you fall under please refer to the Town of Sudbury Recreation Facility Use Policy, located on the Sudbury Park and Recreation Department website.

YOUTH ORGANIZATIONS

SEASONAL USAGE	Per Child/Per Season	Total Participants	Total Due
Resident	\$40.00	X _____ =	
Non-resident	\$85.00	X _____ =	

ADULT ORGANIZATIONS

SEASONAL USAGE	Per Adult/Per Season	Total Participants	Total Due
Resident	\$45.00	X _____ =	
Non-resident	\$85.00	X _____ =	

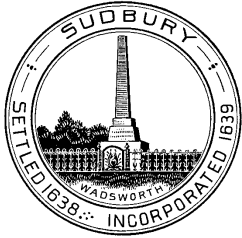
SPECIAL EVENTS

CAMPS/CLINICS	Per Child/Per Camp	Total Participants	Total Due
Resident	\$50.00	X _____ =	
Non-resident	\$50.00	X _____ =	

JAMBOREEE/ TOURNAMENT	Per child/per tournament	Total Participants	Total Due
Resident	\$10.00	X _____ =	
Non-resident	\$10.00	X _____ =	

ONE TIME USAGE

TURF FIELDS	Per Field/Per Hour	Total Hours	Total Due
Resident	\$70.00	X _____ =	
Non-resident	\$110.00	X _____ =	



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GRASS FIELDS	Per Field/Per Hour	Total Hours	Total Due
Resident	\$70.00	X _____ =	
Non-resident	\$145.00	X _____ =	

TENNIS COURTS

FEELEY & FEATHERLAND	Per Court/Per Hour	Total # of Courts	Total Due
Resident	\$15.00	X _____ =	
Non-resident	\$20.00	X _____ =	

BASKETBALL COURTS

	Per Court/Per Hour	Total # of Courts	Total Due
Resident	\$15.00	X _____ =	
Non-resident	\$20.00	X _____ =	

VOLLEYBALL COURTS

	Per Court/Per Hour	Total # of Courts	Total Due
Resident	\$15.00	X _____ =	
Non-resident	\$20.00	X _____ =	

LIGHTS

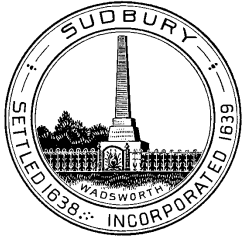
LIGHT FEE	One time Usage	Seasonal Usage	Total # of hours	Total Due
Featherland	\$75.00 per hour	\$35.00 per hour	X _____ =	
Feeley	\$75.00 per hour	\$35.00 per hour	X _____ =	

Cancellations/Refunds – The Town of Sudbury Park and Recreation Department does not give credits for fields that cannot be used due to weather or natural conditions. Users can contact the Recreation Department to see if the date can be rescheduled, however a rescheduled date is NOT guaranteed. Refunds will only be given in the event that a request is made in writing at least three weeks in advance of the event, and/or at the discretion of the Park & Recreation Director.

I have read and understand all fee structures and requirements of my rental request. I understand payment must be received no later than 5 business days after submitted request. I understand Sudbury Park, Recreation, and Aquatics Department does not invoice for payment.

Signature

Date



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Field Request Form

Rental #: _____

Organization/Group: _____

- Type of Organization:
- | | |
|---------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Sudbury Youth Organization | <input type="checkbox"/> Sudbury Adult Organization |
| <input type="checkbox"/> Sudbury Business | <input type="checkbox"/> Sudbury Residents |
| <input type="checkbox"/> Sudbury Public Schools | |
| <input type="checkbox"/> Non-Sudbury Youth Organization | <input type="checkbox"/> Non-Sudbury Adult Organization |
| <input type="checkbox"/> Non-Sudbury Business | <input type="checkbox"/> Non-Sudbury Residents |
| <input type="checkbox"/> Non-Sudbury Public Schools | |

Contact Name: _____

Contact E-mail: _____

Contact Address: _____

Home Phone: _____

Cell Phone: _____

Rental Information

- One time use Seasonal Use – Attach Schedule Program use – Attach program & schedule

Rental Start Date: _____ Rental End Date: _____

Rental Start Time: _____ Rental End Time: _____

- Field(s) Requested:
- | | | | | |
|---------------------------------------------|--------------------------------------|----------------------------------------------|---------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Crime Lab | <input type="checkbox"/> Curtis | <input type="checkbox"/> Cutting | <input type="checkbox"/> Davis | <input type="checkbox"/> FCC Backfiled |
| <input type="checkbox"/> Featherland | <input type="checkbox"/> Feeley | <input type="checkbox"/> Haskell | <input type="checkbox"/> Haynes | <input type="checkbox"/> Heritage Park |
| <input type="checkbox"/> LS Community Field | <input type="checkbox"/> LS Softball | <input type="checkbox"/> Loring | <input type="checkbox"/> Nixon | |
| <input type="checkbox"/> Noyes | <input type="checkbox"/> Ti-Sales | <input type="checkbox"/> Feeley Tennis Court | <input type="checkbox"/> Featherland Tennis Court | |

Field Type: _____ Field Size: _____ Number of Fields: _____

Reason for Rental: _____

FOR OFFICIAL USE ONLY

Date Received: _____ Date Reviewed: _____ Reviewed By: _____

Approved _____ Denied _____ Amount Due: _____ Cash: _____ Check #: _____

Copy of all documentation provided: Yes No Permit Sent: _____