

TOWN of LYNNFIELD PUBLIC PARKS/ GROUNDS

FACILITIES USE PERMIT APPLICATION

LYNNFIELD COMMONS

JORDAN PARK

NEWHALL PARK

GLEN MEADOW PARK

PILLINGS POND PARK

☐ Use of Town Hall Parking lot
☒ Electricity 1 outlets
☐ Need to block off
S. Common St.
☒ Trash barrels needed 1

Parking lot for cars
 Tot lot
 Baseball field1
 Baseball field2
 Soccer field

Parking lot for cars
 Tot lot
 Baseball Field
 Back field area
 Tennis Court1
 Tennis court2

Parking lot for cars
 Tot lot
 Baseball Field
 Picnic/hut area
 Tennis Court1
 Tennis Court2
 Tennis Court3

☐ Use of canoe landing
 List of chemicals, fuels, or other
 potentially harmful materials
 to be used for this event

ONLY THOSE FACILITIES OR EQUIPMENT REQUESTED ON THIS APPLICATION MAY BE USED

DATE(S) WANTED July 22, 2017

TIME IN & OUT of Event 9:00 - 11:30

ORGANIZATION Lynnfield Public Library

PURPOSE (Explain fully) 125th Birthday Party

We will ☒ will not be providing food/ beverages We will need dumpster * We expect 50 people We will need 1 hours before
 and 1 after event for setup and cleanup We will will not charge admission We will will will not need traffic barrels/signs
 We ☒ will will not be using electricity We will will will not be providing Port-a-Potty**
 * fee of \$100 per dumpster
 **to be supplied by organization

PLEASE BE AWARE OF THE FOLLOWING RULES AND REGULATIONS FOR USE OF ANY LYNNFIELD PUBLIC PROPERTY: NO USE OF TOBACCO PRODUCTS, NO ALCOHOLIC BEVERAGES ON PREMISES, AT ANY TIME. WE ASK YOU TO ANNOUNCE THESE RULES TO YOUR PATRONS EITHER ORALLY OR IN WRITING. Please initial that you have read the attached Rules & Regulations with this permit

USER'S PRINTED NAME Holly Mercer DATE 7 / 18 / 17

ORGANIZATION Lynnfield Public Library DAYTIME PHONE# 781-334-6404

ORGANIZATIONS AUTHORIZED SIGNATURE Holly Mercer CELL PHONE# 870-318-5714

ADDRESS (For Billing Purposes) Summer St. Lynnfield Town: Lynnfield State: MA DATE 7 / 18 / 17

DIRECTOR OF PUBLIC WORKS SIGNATURE DATE / /

Note: All Rental Applications must be approved by the Recreation Committee before submitting to the Director of Public Work's Office.

REQUESTS MUST BE MADE AT LEAST ONE WEEK PRIOR TO THE EVENT

05/07

Note: There will be a minimum three hour charge if a DPW employee is required