

TOWN of LYNNFIELD PUBLIC PARKS/ GROUNDS
FACILITIES USE PERMIT APPLICATION

| | | | | |
|--|---|---|---|---|
| <u>LYNNFIELD COMMONS</u> | <u>JORDAN PARK</u> | <u>NEWHALL PARK</u> | <u>GLEN MEADOW PARK</u> | <u>PILLINGS POND PARK</u> |
| <input type="checkbox"/> Use of Town Hall Parking lot | Parking lot for <input type="checkbox"/> cars | Parking lot for <input type="checkbox"/> cars | Parking lot for <input type="checkbox"/> cars | <input type="checkbox"/> Use of canoe landing |
| <input type="checkbox"/> Electricity <input type="checkbox"/> outlets | <input type="checkbox"/> Tot lot | <input type="checkbox"/> Tot lot | <input type="checkbox"/> Tot lot | List of chemicals, fuels, or other |
| <input type="checkbox"/> Need to block off | <input type="checkbox"/> Baseball field1 | <input type="checkbox"/> Baseball Field | <input type="checkbox"/> Baseball Field | potentially harmful materials |
| <input type="checkbox"/> S. Common St. | <input type="checkbox"/> Baseball field2 | <input type="checkbox"/> Back field area | <input type="checkbox"/> Picnic/hut area | to be used for this event _____ |
| <input type="checkbox"/> Trash barrels needed <input type="checkbox"/> | <input type="checkbox"/> Soccer field | <input type="checkbox"/> Tennis Court1 | <input type="checkbox"/> Tennis Court1 | _____ |
| | | <input type="checkbox"/> Tennis court2 | <input type="checkbox"/> Tennis Court2 | |
| | | | <input type="checkbox"/> Tennis Court3 | |

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

DATE(S) WANTED _____ TIME IN & OUT of Event _____

ORGANIZATION _____ PURPOSE (Explain fully) _____

We will will not be providing food/ beverages We will need dumpster * We expect _____ people We will need hours before and after event for setup and cleanup We will will not charge admission We will will not need traffic barrels/signs

We will will not be using electricity We 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 _____ DATE ____/____/____

ORGANIZATION _____ DAYTIME PHONE# _____
 CELL PHONE# _____

ORGANIZATIONS AUTHORIZED SIGNATURE _____ DATE ____/____/____
 ADDRESS (For Billing Purposes) _____ Town: _____ State: _____ Zip: _____

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