



Town of Westford PARKS, RECREATION & CEMETERY DEPARTMENT

P.O. BOX 2444 • 35 TOWN FARM ROAD
WESTFORD, MASSACHUSETTS 01886
OFFICE: (978) 692-5532
FAX: (978) 392-4471

FIELD USE APPLICATION

PLEASE PRINT

ORGANIZATION NAME _____ PERSON IN CHARGE _____

ADDRESS _____ TOWN _____ ZIP _____

HOME # _____ WORK # _____ CELL # _____

EMAIL _____

DATE(S) REQUESTED From _____ To _____

TIME OF DAY _____ DAY OF WEEK _____

CHECK FIELD SITE(S) REQUESTED

- | | | |
|--|---|--|
| <input type="checkbox"/> American Legion Field | <input type="checkbox"/> Capt. Stephen Hamilton Field | <input type="checkbox"/> Cameron Field |
| <input type="checkbox"/> Frost Field | <input type="checkbox"/> Greystone | <input type="checkbox"/> Jack Walsh |
| <input type="checkbox"/> VFW baseball | <input type="checkbox"/> VFW softball | |

SPECIFY FIELD SIZE/SPACE _____ NUMBER OF FIELDS _____

For Primary Users or Multiple Use, Please Submit a Seasonal Schedule

I realize that the Town of Westford By-laws prohibits the use or possession of drugs and/or alcoholic beverages on town property. I certify that a league representative or I will be present at the site. I, as the organization representative assume responsibility for the conduct of the group and for the condition of the area upon our departure. I have read the safety information on the back and will make players, coaches, league officials, and spectators aware of this information.

ALL USERS ARE RESPONSIBLE FOR PICKING UP AFTER THEIR EVENT AND THE REMOVAL OF TRASH FROM THE SITE INCLUDING THE FIELD, DUGOUTS AND PRACTICE AREAS.

Signature _____ DATE _____

ADMINISTRATIVE FEE STRUCTURE

1. PRIMARY USER GROUP – 50% OF ANNUAL COST OF FIELD MAINTENANCE
2. WESTFORD ADULT/WESTFORD BUSINESS - \$100/GAME
3. PRIMARY USER ALLIANCE, NON-RESIDENT YOUTH \$100/GAME
4. "CAMPS/CLINICS" \$1000/5 DAYS FOR 50 "CAMPER"; 50+, ADDITIONAL \$10/"CAMPER"
5. NON-RESIDENT GROUPS (ONE TIME OR MULTIPLE USE) \$100/FIELD/HOUR

Mail completed form to: Westford Parks & Recreation Department, PO Box 2444, Westford MA, 01886
Or Submit in person to: Recreation Office at 35 Town Farm Road

FOR PARKS AND RECREATION USE ONLY

PERMIT GRANTED _____ DENIED _____
DATE _____ CHECK # _____ AMOUNT \$ _____ CATEGORY 1 2 3 4 5
SEASON _____ PERMIT # _____

FIELD SAFETY INFORMATION

- Coaches must walk the fields and surrounding area prior to use. A potential hazard must be reported to players and opposing teams. Report hazards immediately (within 24 hours) to the Parks & Recreation Director (978) 692-5532 and League/Organization Officials.
- Serious injuries that require a doctor, hospital, or ambulance shall be reported in writing 24-48 hours to the Parks & Recreation Department. Report forms are available from the department.
- Fields may not be used for any reason when closed by the Parks & Recreation Commission.
- A field with standing water should be closed, as turf damage will occur.
- Use of a closed field jeopardizes the safety of all and will require additional maintenance to restore the field to safe conditions.
- Coaches and leagues should not do any maintenance on wet fields. Do not brush water off diamonds, as it creates tripping hazards and adds unneeded maintenance work.
- Soft toss or kicking against fences creates damage and is not allowed.
- Upon completion of a game or practice, the group is responsible for the proper removal and disposal of trash associated with their use of the property. Please leave the area clean for the next group.
- Blocking of emergency access entrances is strictly prohibited.