



Town of Leicester
Leicester, MA 01524-1333
Leicester Fields and Facilities Request Form

Name of Organization: _____ Contact Name: _____

Address _____

Contact Phone # _____ Email address: _____

Field or Facilities to be used: _____

Date(s) desired: _____

Time(s): From: _____ a.m./p.m. To: _____ a.m./p.m. (include prep time-clean up time)

Purpose for use: _____ admission charge if appl. _____

Alternate Field or Facilities that could be used: _____

Is your group a town organization? YES NO

Is your group a nonprofit organization? YES NO

Review and Sign Below

I, _____ as official representative of the organization named above, have read the policy governing the use of town fields and facilities, and am empowered to guarantee that this organization will comply with it in full. I understand further that should the policy not be adhered to, permission to further use the fields or facilities may be denied. I also understand that should the fields, grounds, or facilities not be left in the condition to which they were found, a fee will be assessed and due in full prior to any subsequent approvals. The field and facilities committee reserves the right to deny or rescind approval of the fields or facilities use based on good cause. I have received and read a copy of the Leicester fields and facilities Use Policy and understand the guidelines of this rental/use agreement.

Signed: _____ Title: _____

I, _____ will provide the Town of Leicester with a Certificate of Insurance.

All spring sport requests must be made by March 1st. All Fall sports requests must be made by August 1st.

Organizations should list games time and practice times separately.

All fields/facilities users must put the fields/facilities back the way they were found which includes raking the infield, putting away bases, and tools, shutting of any lights used, and picking up all trash. Failure in completing these tasks will result in a \$ 50.00 surcharge, for the 1st offense, \$ 75.00 surcharge, for the 2nd offense, \$ 100.00 surcharge for the 3rd offense, and possible loss of use at the next scheduled use. All field cancellations that are not pertaining to weather must notify the field/facilities scheduler 24 hours prior to scheduled time. Failure to do so will result in the full fee being charged. Unscheduled School Department needs, caused by cancellations or playoffs, will be given priority scheduling by the RFO.

Submit application and checks to: Recreational Field Organizer Town of Leicester, 3 Washburn Square, Leicester, MA 01524

Contact the RFO via Email at schedule@leicesterma.org or (999)999-9999 with any questions.

Group Category: _____ Total Cost for this use of field/facility is: _____

Scheduler Signature: _____ Date: _____

Field/Facilities Rep. signature: _____ Date: _____

Remarks: _____

FOR OFFICIAL USE ONLY