

# 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:

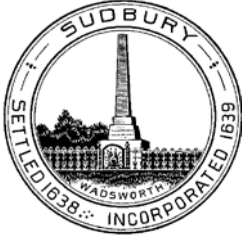
|   | Spring                  | Summer             | Fall                            |
|---|-------------------------|--------------------|---------------------------------|
| Application Submission  | January 1 – February 1  | April 1 – May 1    | June 1 – July 1                 |
| Season  | April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

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       | \$49.45              | X =                |           |
| Non-resident   | \$104.65             | X =                |           |

### ADULT ORGANIZATIONS

| SEASONAL USAGE | Per Adult/Per Season | Total Participants | Total Due |
|----------------|----------------------|--------------------|-----------|
| Resident       | \$55.20              | X =                |           |
| Non-resident   | \$104.65             | X =                |           |

### CAMPS/CLINICS

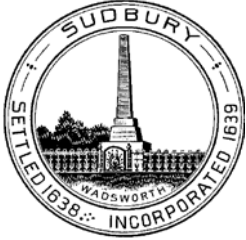
| CAMPS/CLINICS | Per Hour/Per Camp/per Field | Total Hours | Total Due |
|---------------|-----------------------------|-------------|-----------|
| Resident      | < 50 \$86.25                | X =         |           |
| Non-resident  | < 50 \$86.25                | X =         |           |

**< 50 \$86.25 base rate per hour per Field**  
**50-100 1.5 X base rate to \$129.50 per Hour per Field**  
**100 plus 2 X base rate to \$172.50 per hour per Field**

| JAMBOREE/<br>TOURNAMENT | Per child/per tournament | Total Participants | Total Due |
|-------------------------|--------------------------|--------------------|-----------|
| Resident                | \$12.65                  | X _____ =          |           |
| Non-resident            | \$12.65                  | X =                |           |

### ONE TIME USAGE

| TURF FIELDS  | Per Field/Per Hour | Total Hours | Total Due |
|--------------|--------------------|-------------|-----------|
| Resident     | \$86.25            | X =         |           |
| Non-resident | \$135.70           | X =         |           |



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## Park & Recreation Department

| GRASS FIELDS | Per Field/Per Hour | Total Hours | Total Due |
|--------------|--------------------|-------------|-----------|
| Resident     | \$86.25            | X =         |           |
| Non-resident | \$178.25           | X =         |           |

### TENNIS/ PICKELBALL COURTS

| FEELEY & FEATHERLAND | Per Court/Per Hour | Total # of Courts | Total Due |
|----------------------|--------------------|-------------------|-----------|
| Resident             | \$18.40            | X =               |           |
| Non-resident         | \$24.15            | X =               |           |

### BASKETBALL COURTS

|              | Per Court/Per Hour | Total # of Courts | Total Due |
|--------------|--------------------|-------------------|-----------|
| Resident     | \$18.40            | X =               |           |
| Non-resident | \$24.15            | X =               |           |

### LIGHTS

| LIGHT FEE   | One-time Usage   | Seasonal Usage   | Total # of hours | Total Due |
|-------------|------------------|------------------|------------------|-----------|
| Featherland | \$92.00 per hour | \$42.55 per hour | X =              |           |
| Feeley      | \$92.00 per hour | \$42.55 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     |  |
| <input checked="" type="checkbox"/> Non-Profit          | <input checked="" type="checkbox"/> For Profit (Please check all that apply) |

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  
Updated 0/1/07/2023

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Approved  Denied  Amount Due: \_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_

Copy of all documentation provided: Yes  No  Permit Sent: \_\_\_\_\_