

Town of Sudbury

Park & Recreation Department

Park and Recreation Department
40 Fairbank Road
Sudbury, MA 01776
978-443-1092
recreation@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 are also available for rental.

To request use of one or more fields, the field rental application must be completed in full and submitted with all required supporting documentation, including the appropriate paperwork, certificate of liability insurance, team roster, and schedule. Completed applications must be submitted to the Park & Recreation Department. Submission of an application does not guarantee approval or rental of a field.

All requirements set forth in the Field Rental Policy must be followed. The Park & Recreation Department reserves the right to revoke use of any field if the policy guidelines are not met. Field requests are reviewed on a first-come, first-served basis, subject to the established priority schedule. The Park & Recreation Department will make every reasonable effort to review and allocate field use in a fair and equitable manner. The priority order for field use 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 field rental requests must be submitted within the designated timeframes and only for the applicable season. Requests submitted prior to the opening of a season's submission window will not be reviewed until that window begins. Requests submitted after the stated deadline will be considered on a case-by-case basis.

| | Spring | Summer | Fall |
|------------------------|------------------------|--------------------|----------------------|
| Application Submission | January 1 – February 1 | April 1 – May 1 | June 1 – July 1 |
| Season | April – June 30 | July 1 – August 31 | September – November |

A field rental request will not be reviewed unless all required documentation is submitted in full. Each application **must include a certificate of liability insurance** naming the Town of Sudbury as an additional insured, a roster listing participant names and addresses, and a detailed schedule. Block scheduling will not be accepted. Payment must be received within two (2) weeks of the issuance of the permit. Failure to submit payment within this timeframe will render the permit null and void. Any requests for special payment deadlines or roster accommodations must be clearly communicated at the time the rental application is submitted.

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 established based on operational and administrative costs, including preparation, set-up, clean-up time, and ongoing maintenance.

For information regarding user classification categories, please refer to the Town of Sudbury Recreation Facility Use Policy, available on the Sudbury Park & Recreation Department website.

YOUTH ORGANIZATIONS

| Seasonal Usage | Per Adult/Per Season | Total Participants | Total Due |
|----------------|----------------------|--------------------|-----------|
| Resident | \$60.00 | x = | |
| Non-resident | \$127.00 | x = | |

ADULT ORGANIZATIONS

| Seasonal Usage | Per Adult/Per Season | Total Participants | Total Due |
|----------------|----------------------|--------------------|-----------|
| Resident | \$67.00 | x = | |
| Non-resident | \$127.00 | x = | |

CAMPS / CLINICS

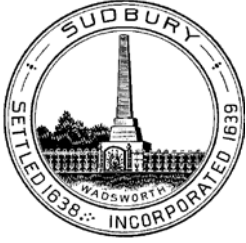
| Camps/Clinics | Per Field/Per Hour | Total Hours | Total Due |
|----------------------------|--------------------|-------------|-----------|
| <50 per camp, per field | \$105.00 | x = | |
| 50-100 per camp, per field | \$157.00 | x = | |
| >100 per camp, per field | \$210.00 | x = | |

JAMBOREE/TOURNAMENT

| Jamboree Tournament | Per Child/Adult | Total Participants | Total Due |
|---------------------|-----------------|--------------------|-----------|
| Resident | \$15.00 | x = | |
| Non-resident | \$17.00 | x = | |

ONE-TIME USAGE – TURF FIELDS

| Turf Fields – One-Time Usage | Per Field/Per Hour | Total Hours | Total Due |
|------------------------------|--------------------|-------------|-----------|
| Resident | \$105.00 | x = | |
| Non-resident | \$216.00 | x = | |



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ONE-TIME USAGE – GRASS FIELDS

| Grass Fields – One-Time Usage | Per Field/Per Hour | Total Hours | Total Due |
|-------------------------------|--------------------|-------------|-----------|
| Resident | \$105.00 | x = | |
| Non-resident | \$216.00 | x = | |

TENNIS / PICKELBALL COURTS (Feeley & Featherland)

| One Time Usage | Per Court/Per Hour | Total Hours | Total Due |
|----------------|--------------------|-------------|-----------|
| Resident | \$22.00 | x = | |
| Non-resident | \$29.00 | x = | |

BASKETBALL COURTS

| One Time Usage | Per Court/Per Hour | Total Hours | Total Due |
|----------------|--------------------|-------------|-----------|
| Resident | \$22.00 | x = | |
| Non-resident | \$29.00 | x = | |

LIGHT FEES

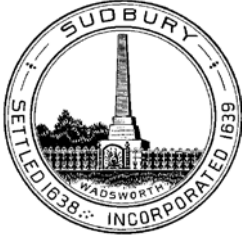
| Light Fee | Per Hour | Total Hours | Total Due |
|----------------------------|----------|-------------|-----------|
| One-Time Usage Featherland | \$112.00 | x = | |
| Seasonal Usage Featherland | \$52.00 | x = | |
| One-Time Usage Feeley | \$112.00 | x = | |
| Seasonal Usage Feeley | \$52.00 | x = | |

Cancellations/Refunds – The Town of Sudbury Park & Recreation Department does not provide credits for field cancellations due to weather or other natural conditions. Users may contact the Department to request a rescheduled date; however, rescheduling is not guaranteed. Refunds will only be issued if a written request is submitted at least three (3) weeks prior to the scheduled 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 2 weeks after submitted request. I understand Sudbury Park, Recreation, and Aquatics Department does not invoice for payment.

Signature

Date



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Rental #: _____

Organization/Group: _____

Type of Organization:
(Check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Sudbury Youth Organization | <input type="checkbox"/> Non-Sudbury Youth Organization |
| <input type="checkbox"/> Sudbury Adult Organization | <input type="checkbox"/> Non-Sudbury Adult Organization |
| <input type="checkbox"/> Sudbury Resident | <input type="checkbox"/> Non-Sudbury Resident |
| <input type="checkbox"/> Sudbury Business | <input type="checkbox"/> Non-Sudbury Business |
| <input type="checkbox"/> Sudbury Public Schools | <input type="checkbox"/> Non-Sudbury Public Schools |
| <input type="checkbox"/> Sudbury Adult Organization | <input type="checkbox"/> Non-Sudbury Adult Organization |
| <input type="checkbox"/> Non-Profit | <input type="checkbox"/> For Profit |

Contact Name: _____

Contact E-mail: _____

Contact Address: _____

Home Phone: _____

Cell Phone: _____

Rental Information

- One-Time Use Season Use – Attached Schedule Program Use – Attach Program & Schedule

Rental State Date: _____

Rental End Date: _____

Rental State Time: _____

Rental End Time: _____

Field Request

- | | | | | |
|--|---|----------------------------------|--|--|
| <input type="checkbox"/> Crime Lab | <input type="checkbox"/> Curtis | <input type="checkbox"/> Cutting | <input type="checkbox"/> Davis | <input type="checkbox"/> FCC Backfield |
| <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 Commuity 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 Courts | | <input type="checkbox"/> Featherland Tennis Courts | |

Field Type: _____

Field Size: _____

Number of Fields: _____

Reason for Rental: _____

For Official Use Only

Date Received : _____

Date Reviewed : _____

Reviewed By : _____

Approved Denied

Amount Due: _____

Paid Date: _____

Copy of documentation provided Yes: No:

Permit Sent: _____