



Town of Lunenburg

RECREATION DEPARTMENT

Recreation Department
520 Chase Road
Lunenburg, MA 01462
kwright@lunenburgonline.com
parks@lunenburgonline.com

Field Request Form

All Town of Lunenburg fields are available for rental through the Recreation Department. 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 Recreation Director; completing this form does not guarantee rental.

All guidelines in the field rental policy must be met or the 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 Recreation Department will make every reasonable effort to treat all field requests in a fair and equitable manner when establishing priorities of use.

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, and will not fall in the priority of use. Field users are not allowed on the fields until given the okay by the Recreation Department and issued a permit. The timeline is as follows:

	Spring	Summer	Fall
Application Submission	January 1 – March 1	April 1 – June 1	June 1 – August 1
Season	April 1 (TBA) – June 30	July 1 – August 31	September 1 – November 30 (TBA)
Any applications submitted after the submission times will be considered on a case by case basis			

A field request will not be reviewed without all proper paperwork. All rental forms **must include a certificate of liability** listing the Town of Lunenburg 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 or special roster accommodation is needed, that must be communicated at the time of the rental request submission. Season start and end dates are subject to change due to weather and field conditions.

Cancellations/Refunds – The Town of Lunenburg 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, and the reschedule date will not bump a previously scheduled event. 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 Recreation Director.

Please see the Town of Lunenburg Park and Recreation Field Use Policy for full list of rules and guidelines.

I have read and understand all fee structures and requirements of my rental request. I understand payment must be received no later than two weeks after permit issued. I understand Lunenburg Recreation Department does not invoice for payment. 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 Lunenburg Recreation Facility Use Policy, located on the Lunenburg Recreation Department website.

YOUTH ORGANIZATIONS

SEASONAL USAGE	Per Child/Per Season	Total Participants	Total Due
Resident	\$20.00	X _____ =	
Non-resident	\$30.00	X _____ =	

ADULT ORGANIZATIONS

SEASONAL USAGE	Per Adult/Per Season	Total Participants	Total Due
Resident	\$25.00	X _____ =	
Non-resident	\$35.00	X _____ =	

SPECIAL EVENTS

CAMPS/CLINICS	Per Child/Per Camp	Total Participants	Total Due
Resident	\$15.00	X _____ =	
Non-resident	\$15.00	X _____ =	

JAMBOREEE/ TOURNAMENT	Per child/per tournament	Total Participants	Total Due
Resident	\$10.00	X _____ =	
Non-resident	\$10.00	X _____ =	

ONE TIME USAGE

GRASS FIELDS	Per Field/Per Hour	Total Hours	Total Due
Resident	\$50.00	X _____ =	
Non-resident	\$70.00	X _____ =	

BASKETBALL COURTS

	Per Court/Per Hour	Total # of Courts	Total Due
Resident	\$15.00	X _____ =	
Non-resident	\$20.00	X _____ =	



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Rental #: _____

Organization/Group: _____

- Type of Organization: Lunenburg Youth Organization Lunenburg Adult Organization
 Lunenburg Business Lunenburg Residents Lunenburg Public Schools
 Non- Lunenburg Youth Organization Non- Lunenburg Adult Organization
 Non- Lunenburg Business Non- Lunenburg Residents Non-Lunenburg Public Schools

Contact Name: _____

Contact E-mail: _____

Contact Address: _____

Home Phone: _____

Cell Phone: _____

Rental Information

- One time use Seasonal Use – Attach Schedule For each field Program use – Attach program & schedule

Rental Start Date: _____ Rental End Date: _____ Day(s) Of Week: _____

Rental Start Time: _____ Rental End Time: _____

- Field(s) Requested: Fitzgerald Field 1 Fitzgerald Field 2 Marshall Softball Field
 Marshall Tball Field Marshall 90' Diamond Powell Field
 Wallis Court 1 Wallis Court 2 McNally Park

Field Type: _____ Field Size: _____ Number of Fields: _____

Reason for Rental: _____ Are you charging for event: Yes No

Estimated attendance: _____ Age of participants: _____

FOR OFFICIAL USE ONLY

Date Received: _____ Date Reviewed: _____ Reviewed By: _____

Approved Denied Amount Due: _____ Cash: _____ Check #: _____

Copy of all documentation provided: Yes No Permit Sent: _____



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TOWN OF LUNENBURG
RELEASE OF LIABILITY
FIELD RENTAL AND USAGE

I, _____, as _____ of _____, including its agents, employees, participants, coaches, volunteers and representatives, (collectively, "Permitted User") do hereby acknowledge and agree that the rental and use of Town of Lunenburg fields is voluntary and in consideration of the risks associated with such use:

1. I agree that this field rental is at the discretion of the Lunenburg Park & Recreation Department and if the "Permitted User" becomes a discipline problem, their permit can be revoked without refund of the fees.
2. I hereby grant permission for emergency medical procedures deemed advisable for the participation in the event of injury or illness during participation unless otherwise noted on this form.
3. I agree to forever release the Town of Lunenburg, and all their employees, agents, board members, volunteers and any and all individuals and organizations assisting or participating in any voluntary or recreation programs and/or field rentals of the Town of Lunenburg, from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or property damage resulting from my participation in voluntary programs/meetings/fields on/in Town of Lunenburg property.
4. I agree that the Town and its employees, agents, and officials, shall not be legally responsible for any loss, injury or damage resulting from any cause, including negligence of any party.
5. I agree that use of equipment which is provided is at the participant's own risk. I understand and agree that the Town shall not be liable for any loss, damage or injury resulting from the use or suitability of said equipment. The Town makes no warranties of any kind regarding this equipment.
6. I also promise to indemnify, defend, and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from personal injuries to myself or property damage from voluntary participation held in/on Town of Lunenburg property.
7. The terms of this Release shall also be binding as to any other persons, including family members, heirs, executors, participants, coaches, volunteers, or administrators. I understand that this is a binding contract that supersedes any other agreements or representations and is intended to provide a comprehensive release of liability but is not intended to assert any defenses which are prohibited by law. If any part of this Release is deemed unenforceable, all other parts shall be given full force and effect.
8. I have read the Release and am legally competent to sign this Release as the parent or legal guardian of the participant.
9. I further affirm that I have read this Consent and Release form and that I understand the contents of this Form. I understand that my participation is voluntary and that I am free to choose not to participate in said programs. I understand that field rental may expose the Permitted User or its property to risks or



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injury or damage, including but not limited to exposure to and infection by the COVID-19 virus. By signing this form, I affirm that I have full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I may suffer in voluntary activities, field rentals or programs in the Town of Lunenburg.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND THIS AGREEMENT, AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE. I SIGN THIS RELEASE AGREEMENT OF MY OWN FREE WILL

Additionally, I hereby grant permission for any photographs or video's taken during this program to be used in print or electronically, specifically for promotion matter, press, and/or future advertising.

Date: _____
Permitted User Group Name

Individual responsible for user group Name: _____

Individual responsible for user group Signature: _____