



Town of Stow
Recreation Department
380 Great Rd
Stow Ma 01775

Group Requests Checklist

Please check off and send in with request form.

N/A mean not applicable to your organization.

- _____ Field/Facility Request form,
- _____ Copy of organization's liability insurance, naming the Town of Stow as an additional insured.
- _____ Current list of Board of Directors. (If applicable)
- _____ Roster of team members. (If applicable)
- _____ Signed copy of Field rules signed by President/or Group Contact
- _____ Other:

Please provide information as soon as possible. Fields/Facilities will not be assigned with out the above information.

**Stow Recreation Department
Field/Facility Reservation Policies**

The following policies apply to all Town owned fields and facilities.

- 1) Permission to begin play in the spring will be announced by the Recreation Director. It is tentatively set as the **third Saturday in April**, weather permitting, each year.
- 2) To request use of a field for practices and games you must fill out and return a field request form to the Recreation Director. Requests will be accepted prior to each season. After that date requests will be honored on a first come, first serve basis as space allows.
- 3) Fields will not be scheduled 100% of the time. Down time will be scheduled each season to rehabilitate the fields.
- 4) Sports organizations using the field must submit yearly a copy of their current board members, by-laws, and registration form.
- 5) Organizations must provide a copy of certificate of liability insurance for their organization and must list the Town of Stow as an additional insured prior to the season starting.
- 6) Proof of non-profit status must be provided when requested.
- 7) The use of the fields for personal profit is prohibited unless permission is granted by the Recreation Commission.
- 8) Special events such as road races, tournaments, and concerts require special permission from the Recreation commission. Such events may also require a fee for additional staff or service depending on the event.
- 9) Use of a field or facility in previous seasons doesn't guarantee use of a field or facility in the current year.
- 10) A group with a permit in hand has priority over a group without a permit for the specific field or facility.
- 11) Any changes, additions, and/or improvements to the fields or surrounding areas need special permission from the Stow Recreation Commission and/or director.
- 12) Fields will not be blocked scheduled. Groups must account for each hour they request.
- 13) You may not give your permitted time to another group. All changes must be done through the Recreation office.
- 14) There is NO ALCOHOL or tobacco allowed on Town owned Property.

15) The Town of Stow carries **NO MEDICAL INSURANCE** for Users of its facilities. Users participate at their **OWN RISK OF INJURY**

**Town of Stow
Recreation Department
Field/Facility priority for reservation of fields/facilities**

- 1) Town Departments
- 2) Town of Stow Youth Sports Organizations (100% residents)
- 3) Recognized Adult Organizations or teams (100% residents)
- 4) Recognized Stow based non-profits organizations, priority to youths.
- 5) Other youth organizations/teams that have 80% or higher Stow Residents
- 6) Other adult organizations/teams that have 80% or higher Stow Residents.
- 7) Stow based businesses, must be located in Stow.
- 8) Any other group that doesn't fit in the above category, is at the discretion of the Recreation Director and/or Recreation Commission.
- 9) Use of the Stow Community Park Pavilion and Pine Bluff Picnic Area are for Stow Resident and their guest only. A permit is only required for groups of 8 or more.

Verification of group and residency will be required at time of request.

Facility Reservation Fee (paid for each season of use)

Town Recreation Programs	No Charge
Youth organizations (in-town)	\$20.00/Hr./season
Adult Organizations (in-town)	\$20/Hr./season
Day/Sports Camps(for-profit)	\$45.00/Hr.
(Camps must provide operational permit from the Health Department)	
Businesses/Special Events (for profit)	\$45.00/Hr. (2 Hr. Minimum)
Non-residents (fields only)	\$30.00/Hr. (2 Hr. Minimum)
SCP Pavilion (resident only)	\$20.00/Hr. (\$200.00 deposit due at time of booking)
Pine Bluff Picnic Area (resident only)	\$20.00/Hr. (2 Hr. Minimum)

The Recreation Commission reserves the right to grant waivers to these fees based on specific, written requests for extenuating circumstances. However, it should be noted, it is not the intent of the Recreation Commission to vary from this established Fee Schedule.

Once payment has been received and field time reserved, there will be **No Refunds unless the Recreation Commission closes the fields/facilities due to poor weather conditions.**

RECREATION DEPARTMENT FIELD/FACILITY REQUEST FORM

GROUP NAME: _____ DATE: _____

ADDRESS: _____

DESIGNATED SCHEDULER: _____ PHONE: (H) _____

E-MAIL _____ (W) _____

ALTERNATIVE CONTACT: _____ PHONE: (H) _____

E-MAIL _____ (W) _____

TYPE OF ORGANIZATION (CHECK ONE):

TOWN YOUTH LEAGUE: _____

TOWN ADULT SPORT LEAGUE: _____

CAMP FOR PROFIT: _____

OTHER (PLEASE DESCRIBE): _____

SPECIFIC FIELD OR FACILITY REQUESTED: _____

CERTIFICATE OF INSURANCE ATTACHED: YES _____ NO _____

DATES, DAY AND TIME OF USE:

Do not write below, this document is for Recreation Office use only

PERMIT# _____

**STOW RECREATION COMMISSION
FIELD/FACILITY PERMIT**

Permission has been granted to use the:

FIELD/FACILITY	DATE(S)	TIME
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVED BY: _____ Recreation Director

Field Rules for the Town of Stow

- The use of the fields when standing water is present, during heavy rain, or following heavy rain will not be allowed. It is the responsibility of the organizations/coach to cancel the event during such conditions. Failure to cooperate with this will result in loss of field privileges as well as it will result in compaction of the turf and unsafe playing conditions. The Recreation Commission also has the authority to cancel field use at anytime due to rain or wet fields.
- Parking is allowed in designated areas only. It is the responsibility of the organization to make sure vehicles are parked properly. Do not park vehicles in areas that affect public safety or block abutting neighbors' property or driveways. All fields and parking areas closed at dusk, please make every effort to vacate the parking area after evening events. Failure to cooperate with this may result in your organization being required to hire a police detail for events at the organization's expense.
- All special events held on the fields require pre approval from the Recreation Director and/or the Recreation Commission.
- Organizations are required to **line their own fields**. The Recreation Commission must approve Field layouts in advance.
- Trash removal after events is the responsibility of the organization. Please make sure teams pick up water bottles and lost and found articles after practices/games. Trash barrels will be emptied weekly or as necessary. Large boxes from concession stands or boxes from equipment or uniforms must be removed to the nearest dumpster located in the park or removed from the area.
- Unscheduled events or special requests require a minimum of 5 working days notice for approval. There is no guarantee that requests will be honored with late notice.
- For safety reasons the department will not schedule events that are deemed non-compatible to each other in the space allowed.
- It is the responsibility of the league to inform all parents and coaches of the field rules.
- The department requests that communication be limited between league officials and the department only. Any calls from coaches and parents will be redirected back the league.

Please sign stating that you have read and understand the following rules. Please share these rules with all coaches in your organization.

President's Signature: _____ Date: _____

KEEP ONE COPY FOR YOUR RECORDS.

PERMITS WILL NOT BE ISSUED UNLESS THIS APPLICATION IS COMPLETE, WITH INSURANCE CERTIFICATE ATTACHED, TOTAL FEE PAYMENT ENCLOSED, AND YOU HAVE READ AND SIGNED THE THIS PAGE!