

Falmouth Recreation Department
Gus Cnty Community Center
790 Main Street, Falmouth Ma. 02540

Falmouth Recreation Playing Field Reservation Form

Complete each section

Applicant Information:

1. Name of Applicant/Organization: _____
2. Contact Person: _____
3. Contact Person's Mailing Address:

4. Contact Person's Phone Number: _____
5. Contact Person's E-mail: _____
6. Will you be charging a fee? Y / N If yes, how much? _____
7. Percent of Falmouth Residents: _____

Field Use Details:

1. Field Requested: _____
2. Alternative Field Requested (if first choice is unavailable): _____
3. Purpose of Use: _____
4. Date(s) of Use: _____
5. Day(s) of the Week: _____
6. Start Time: _____ End Time: _____

Insurance:

1. Is your certificate of general liability attached? Y / N
2. If no, please note: A Certificate of Insurance (COI) is required for all events and must be submitted to the Recreation Department prior to use.

Field Allocation:

Field use allocation prioritizes schools first, followed by the Recreation Department's programs, and then residents, ensuring fair and efficient access to our community's recreational spaces.

For field requests at Falmouth High School please contact Falmouth High School directly. The Recreation Department does not schedule fields at the High School.

Waiver of Liability:

I, _____ (Name of Contact Person), on behalf of the organization above, hereby release and discharge the Town of Falmouth, its officers and employees of and from any and all actions, causes of action, claims, demands, costs, loss of service, expenses and compensation, on account of or in any way arising from any act or omission related to any activities related to the use of Falmouth Recreation Playing Fields in connection with this application. By signing below, I attest that I am authorized to execute this document on behalf of the applicant.

Contact Person's Signature _____ Date: _____

PLAYING FIELD POLICIES

Regular meetings of a group of individuals are considered organized use and require the issue of a field permit from the Town of Falmouth Recreation Department.

Field Use Fees:

1-day field use fee (for teams not made up of 100% Falmouth residents): \$100/day (\$500 maximum per season)

1-day field use fee if charging admission: \$300/day

Exercise classes: \$25/hour

Any group charging a fee for a camp/league must pay the following rate. Rate is based on the weekly registration fee. If a league is using a field one day a week for 5 weeks that constitutes a week's fee.

Registration fee	Charge for field use
\$10.00-\$25.00	\$100.00
\$25.00-\$50.00	\$150.00
\$50.00-\$100.00	\$200.00
Over \$100.00	\$250.00

Fees may be waived for some non-profit organizations at the discretion of the Recreation Director.

A field permit is not in force until all the following information has been provided, fees paid (if applicable) and signed.

1. You must be a Falmouth resident to reserve a field in the Town of Falmouth.
2. All camps/leagues using Town of Falmouth fields for children must provide documentation to the Recreation Director that their staff/volunteers have been C.O.R.I. checked as required by MA. State laws.
3. Certificate of general liability insurance naming the Town of Falmouth as an additional insured party for a minimum of 1 million dollars per incident is required.
4. Signed Waiver of Liability
5. All permit groups/individuals are responsible to remove all trash from the field and dug-out areas.
6. **No alcohol or controlled substances at field sites/facility. No open fires. No charcoal or Gas Grills**
7. No parking or driving cars on any Town of Falmouth fields.
8. Use of foul or abusive language is prohibited.
9. Use of fields when wet is prohibited. (defined below)
 - a. When field has standing water.
 - b. When field is saturated with water, meaning a footprint is left in field after walking on it.
 - c. **All field users must sign up for the Recreation Departments Notify Me Text-email about field cancellations. Log into the Town website and click on the Notify Me link to sign up.**
10. You are responsible to repair any damage to a field beyond normal wear and tear caused by your program/event.
11. If field you are using does not have restroom facilities available, it is your responsibility to rent a porta potty for your program/event. **The Recreation Department requires Handicapped accessible Porta Potties be used at Town owned Fields.**
12. If a field with lights is requested, payment for lights is required. See Recreation Director for details.
13. Permit applicant or the responsible adult (league representative, coach, or parent), must be present at all times while field/facility is being used.

I acknowledge that I have read and agree to comply with the policies listed by the Recreation Department regulations for field use.

Contact Person's Signature _____ Date: _____