

# **READING RECREATION DIVISION-** **FIELD USE REQUEST**

The field fees collected by Reading Recreation serve two functions:

1. A portion of the fees collected are used to recondition and improve Recreation Facilities during the Capital Improvements process.
2. A portion of the fees collected are used to cover administrative cost of field scheduling by the Reading Recreation Division.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Request field use for: \_\_\_\_\_  
(Organization)

Purpose for Use: \_\_\_\_\_

Field Requested: \_\_\_\_\_

\*Date(s) Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Number of People: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

I have read and understand the Reading Recreation Field Fee and Permitting Policy.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## RULES AND REGULATIONS FOR FACILITIES

**By signing below I am certifying that the organization I represent has completed the necessary background checks on all staff and volunteers working for the purpose of providing activities or programs for children under the age of 18. By signing below I am also agreeing that the organization I represent will read and abide by the COVID-19 guidelines outlined in the State of Massachusetts Executive order:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. All groups must receive a written permit form the Recreation Committee, or the Recreation Administrator, for the reserved use of a facility under the Committee's jurisdiction. These facilities include the: Tennis Courts, Basketball Courts, Parks, Fields, and Skating areas.
2. All groups who receive such a permit must pay the applicable fee as adopted in the current Fee Schedule.
3. Use of any facility before noon on Sunday is prohibited, except by special permit approved by the Recreation Committee.
4. Alcoholic Beverages are not permitted at Recreation Division Facilities. If found in violation:
  - A. Permits may be revoked.
  - B. Violators may be subject to arrest and prosecution.
5. All groups must dispose of own trash.
6. Conducted the necessary background checks on coaches and volunteers. (if applicable)
7. If necessary these regulations shall be enforced by the Reading Police Department, who shall cause the immediate termination of any activity that violated these rules and regulations.