**Winchester Recreation Department**

263 Main Street

Winchester, MA 01890-3397

**2018 Fall Field Use Request Form**

Please fill out this Field Request Form with as much detail as possible, describing the field(s) you are requesting, and the use for which it is being requested for.

**\*\* PLEASE NOTE: For leagues requesting field usage: Each team must consist of at least 60% Winchester residents. A Winchester resident is considered to be:**

1. A person who currently lives in Winchester, OR

2. A Winchester town employee, OR

3. A person who works for a business that is located in Winchester, OR

4. A graduate of Winchester High School.

A complete roster, (including names, addresses and home phone numbers), of all players, must be returned to the Recreation Department for approval before any permit can be issued. E-mail addresses should also be supplied available.

**Today's Date: \_\_\_ / \_\_\_ / \_\_\_**

**Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is your organization a Youth or Adult Group?:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address (Home/Work):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: (Home/Work):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Use:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Field Desired:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*Playing Area:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\*Please list desired playing area of the field(s) that you would like. If no particular area is

listed, we will assign you to the first available playing area that would be suitable to your needs.

**Days/Dates Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Times requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Please do not over-book!** Only book for what you will be using. For example: If you are practicing from 3-4:30pm, Monday-Friday, **do not** book Mon-Fri from 3-6 pm to cover yourselves.

**Approximate number of cars that would be using field parking spaces, per use. \_\_\_\_\_\_\_\_\_**

**Approximate number of people in attendance during each use. \_\_\_\_\_\_\_\_\_**

***I HAVE READ, UNDERSTAND, AND WILL ABIDE BY THE TOWN OF WINCHESTER FIELD PERMIT POLICY.***

***SIGNATURE OF CONTACT PERSON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***