

# CITY OF MEDFORD

## APPLICATION FOR USE OF PARKS

(use one application per park/field/court requested)

Note: for teams, leagues or other sports organizations, submit with your application:

- 1) Roster/list of participants - submit prior year if current year is not finalized (include names & addresses)
- 2) Schedule - submit prior year schedule if current year is not finalized (list if home or visitor)
- 3) Financial Report - for most recent fiscal year (or copy of budget for new entities)

Note: If permit is approved, the following will be required prior to issuance of any permit:

- Proof of Insurance - naming city of Medford as additional insured
- Full payment of permit fee
- Also, for teams, leagues or other sports organizations: Current year roster/list of participants and schedule of games and practices will be required if prior year was submitted with application.

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
 Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
 Cell Phone : \_\_\_\_\_ email address: \_\_\_\_\_  
 Website Address: \_\_\_\_\_

FIELD/PARK/COURT requested: \_\_\_\_\_

Purpose/Use (please circle one):

- |                  |                                 |
|------------------|---------------------------------|
| 1. Baseball      | 5. Football                     |
| 2. Little League | 6. Tennis                       |
| 3. Softball      | 7. Basketball                   |
| 4. Soccer        | 8. Other (please specify) _____ |

Day(s) of the Week:

- |              |                            |
|--------------|----------------------------|
| 1. Monday    | <u>Dates:</u>              |
| 2. Tuesday   | Starting : _____           |
| 3. Wednesday | Ending: _____              |
| 4. Thursday  |                            |
| 5. Friday    | <u>Time:</u>               |
| 6. Saturday  | From: _____ AM to _____ AM |
| 7. Sunday    | From: _____ PM to _____ AM |

Deadline: Applications received at least 7 days prior to the 3<sup>rd</sup> Tuesday of the month will be reviewed at that month's meeting, otherwise it will be reviewed at the following month's meeting.

Return completed applications and other required/supporting documentation to Judy Johnston, Park Commission secretary, in the Treasurer's office, first floor of City Hall or fax to 781-393-2533. If you wish to appear before the board contact secretary, Judy Johnston at 781-393-2496, to be placed on the agenda. Applications are reviewed by the Board of Park Commissioners at meetings, which are generally held on the 3rd Tuesday of the month in room 201. After the Board of Park Commissioners meeting, at which your application was reviewed, contact Judy Johnston, Park Board Secretary at 781-393-2496. If you are informed that the Board of Park Commissioners has approved your permit request you must then provide proof of insurance and pay the permit fee before your permit can be issued. Further instructions can be found at [www.medford.org](http://www.medford.org) (click "Parks & Playgrounds" or "Boards and Commissions" then "Park Commission").

COMMISSION USE ONLY:    APPROVED    DENIED    FEE: _____ PERMIT FEE CATEGORY:    A   B   C   D   E _____ RECEIVED: <input type="checkbox"/> Roster <input type="checkbox"/> Schedule <input type="checkbox"/> Financial Report <input type="checkbox"/> Insurance <input type="checkbox"/> Payment
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