

Winchester Recreation Department
263 Main Street
Winchester, MA 01890 3397
781-721-7125

Field and Court Use Request Form

Alcoholic beverages and smoking are NOT permitted at any Winchester parks or field facilities.

Applicant Name: _____ Date: _____

Organization Name (if applicable): _____
Is your organization a Youth or Adult Group

Phone Number: _____

E-mail: _____

Address: _____

Activity Type: _____

Field or Court Requested: _____

Dates: _____ Time: _____ to _____

Approximate number of people in attendance during use: _____
Events Exceeding 100 participants are considered a special event and requires a special event permit

For programs that have participants under the age of 18:

I _____ certify that all our coaches, volunteers, and staff have been subject to a CORI and National Background Check to comply with Massachusetts State requirements.

Signature of Contact Person: _____ **Date:** _____

Insurance and Indemnification Requirement

As a condition of use, the named organization shall maintain during the period of any entry upon the Town-owned field(s) general liability insurance, including coverage for bodily injury, wrongful death, and property damage, naming the Town of Winchester as additional insured. Such insurance shall include coverage for any equipment brought on the property by the organization, and any damage or claims relating thereto. In no event shall such insurance coverage be less than \$1,000,000 for an individual event and \$3,000,000 in the aggregate. The insurance coverage required hereunder shall be placed with insurance companies authorized to conduct business in Massachusetts.

Prior to using any Town-owned field, the organization shall provide the Town with a certificate of insurance indicating the Town is an additional insured on the policy(ies) and showing compliance with the foregoing provisions. The policy shall remain in effect during the term of use.

The named organization shall relieve, protect, indemnify, defend and hold harmless the Town of Winchester, and each of its officers, employees, volunteers, agents and assigns from any and all liability, loss, damage, costs, expenses (including, without limitation, reasonable attorneys' fees and expenses), causes of action, suits, claims, demands or judgments of any nature whatsoever, in law and equity, which are or may be brought against the Town or the organization or their agents, employees, successors and assigns under any existing or future claims involving death, injury or property damage suffered by any person relating in any way to the organization's use of Town-owned property or by the negligence of the organization, its invitees, agents, officers or employees.

Failure to provide the requisite insurance shall not relieve the organization of the foregoing provisions. Such indemnification shall survive the expiration or termination of use.

I AGREE THAT I AM USING THE TOWN-OWNED PROPERTY VOLUNTARILY AND OF MY OWN ACCORD AND HAVE READ, UNDERSTAND, AND WILL ABIDE BY THE REQUIREMENTS CONTAINED IN THIS ATTESTATION FORM AND THE TOWN OF WINCHESTER FIELD PERMIT GUIDELINES.

Signature of Contact Person: _____ **Date:** _____

Please send completed form to Michelle Blumsack at mblumsack@winchester.us.

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Field Fee Chart

	Grass (no light)	Light fee for Ginn Field (per hour)	Turf (per hour)	Knowlton Turf & Press Box (per hour)
Tier 1 Town Winchester Public Schools and Town Department	No charge	\$30	No charge	No charge
Tier 2 Winchester Youth Organizations	\$12 per participant/per season	\$30	\$125	\$150
Tier 3 non-Winchester Non-Winchester organizations	\$50 per participant/per season	\$45	\$125 (plus Personnel Maintenance Fee)	\$200
Tier 4 Winchester Adult Sports, casual 1-time users	\$20 per hour	\$45	\$125 (plus Personnel Maintenance Fee)	\$200
Tier 5 non-Winchester Tournaments, private for-profit organizations and casual non-Winchester 1-time users	\$40 per hour	\$65 per hour	\$150 (plus Personnel Maintenance Fee)	\$200

*Personnel Maintenance fee is charged for rentals at Knowlton Stadium Turf for custodial costs billed at a 3-hour minimum.

- Field fees are for a one-hour reservation. Ginn Light Fee is charged only one time per evening per organization (reservations until 10:00 P.M.).
- Private camps and tournaments may be required to rent portable toilets and pay police details and DPW overtime for their event.
- Private Camps, Clinics, and Tournaments: Full payment must be received before the date of the event to have a permit issued.

Additional fees may be assessed by the Recreation Director for staffing, portable toilets and other incurred expenses and are the responsibility of the permitted.