



**TOWN OF ACTON
RECREATION DEPARTMENT**

Mailing Address:
472 Main Street
Acton, Massachusetts, 01720

Recreation Department Location:

50 Audubon Drive
Acton, Massachusetts, 01720
Telephone: (978) 929-6640
Fax: (978) 929-6333
E-mail: recreation@actonma.gov
Website: www.actonrec.com

2024 APPLICATION FOR USE OF RECREATION FACILITIES

Complete Sections I & II only, signature required on page 2. File application with the Acton Recreation Department at least **TWO WEEKS prior to the date desired.** Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Acton Recreation Field Use Permit and Weather Policy (available online or at the Rec. Dept.) for a Field Permit to be granted. Incomplete applications will be returned. **Please allow up to two weeks for your application to be processed. Upon approval of application, you will be contacted via email first,** payment is due to secure your facilities rental and permit will be issued. There are additional requirements for events over 250 people.

SECTION I

Application Date: _____ E-mail Address: _____
Name of Organization: _____
Contact Person: _____ Phone: Home (_____) _____
Address: _____ Cell: (_____) _____
Town/City: _____ State: _____ Zip Code: _____
Organization: Acton Non- Resident Expected Number of Participants/Guests: _____
Describe Activity: _____

SECTION II

DATE REQUESTED: We do not offer rain dates; you must request an additional permit for requested alternate date. Setup and cleanup must be performed within the specified start and end times requested.

1st Choice _____ Time Requested: Start Time: _____ End Time: _____
2nd Choice _____ Time Requested: Start Time: _____ End Time: _____

FACILITY/ FIELD REQUESTED: (PLEASE CHECK)

NARA Park:

- ____ Amphitheater
- ____ Walking Trail (1 mile)
- ____ Full Pavilion (20 picnic tables / up to 200 people)
- ____ Wing #1 (Closest to playground:
10 tables / up to 50 people)
- ____ Wing #2 (Closest to pond:
10 tables / up to 50 people)
- ____ Bathhouse Pavilion (8 picnic tables)
- ____ Patio Tent (4 picnic tables / up to 30 people)
- ____ Picnic Pod (2 picnic tables / up to 15 people)
- ____ Group Swim Passes (min. 10), # needed: _____
- ____ Multipurpose Field
- ____ Miracle Field
- ____ Softball Field
- ____ Volleyball Court, 1 or 2 (Please Circle)

Elm Street Fields (21 Elm Street):

- ____ Picnic Shelter (1 table / up to 20 people)
- ____ Multipurpose Field
- ____ Softball Field
- ____ Tennis or Basketball Court, 1 or 2 (Please Circle)

Concord Road (104 Concord Road):

- ____ Soccer Field

School Street Fields (343-347 School Street):

- ____ Cricket Field; 1, 2, or 3 (Please Circle)
- ____ Multi-Use Field

Veterans Fields (655 Main Street):

- ____ Little League Fields, 1 or 2 (Please Circle)

Great Hill (54 School Street):

- ____ Small Multipurpose Field, 1 or 2 (Please Circle)

MacPherson Field (80 Taylor Road):

- ____ Little League Field

Jones Field (54 Martin Street):

- ____ Multipurpose Field

Robbins Mill Recreation Area (61 Canterbury Hill Road):

- ____ Small Multipurpose Field
- ____ Basketball Court
- ____ Picnic Shelter (1 table / up to 20 people)

Other:

- ____ Goward Playground
- ____ Gardner Playground
- ____ Skate Park
- ____ Other (please list)

* The NARA Picnic Areas are not available for rental during the NARA Summer Camp hours (8:00 AM – 4:00 PM, Monday-Friday). Permits will not be available at NARA Park during dates that have sponsored recreation events.

Will Food/Beverages be Served? _____ If Yes, be specific _____

Will Alcohol be Served?* _____ If yes, has a permit been obtained by the Board of Selectmen? _____

Will you be purchasing Group Rate Swim Passes? No _____ Yes _____ Approx. quantity if known (min. 10): _____.
 Effective Jan. 1, 2020, group swim passes must be purchased no less than three (3) business days in advance of your permit date at the Recreation Department office. If not purchased by this date, regular daily beach rate will apply.

**A separate application and fees for liquor license is obtained through the Town Manager's Office (978-929-6611)—please note this application is filed with the Board of Selectmen and is needed no less than one month prior to your event.

Picnic table availability is noted for each area. Additional tables are not provided by the Town of Acton.

Grills are only allowed with an approved permit. NARA Park restrooms are open during normal beach operation hours. Portable toilets are onsite by the volleyball courts and upper parking lot.

CANCELLATION POLICY: If you cancel a facility/field reservation, you get a 50% refund; if less than 30 days notice, no refund will be issued. Group swim passes are not refundable. Refunds are not issued due to weather related conditions.

The Lessee or user of the facility/field will hold the Town of Acton and all its agents harmless from any problem resulting from the leasing or utilization of the premises. The Town of Acton reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable, and permits are subject to change. Picnic tables available are noted on form, additional tables needed are the responsibility of the renter.

 (Representative's Signature)

 (Date)

SECTION III
For Office
Use Only

REQUIRED SERVICES ASSIGNED:

- _____ Fire – All commercial use of propane tanks need permit. (Over 50 gallons)
 Contact the Acton Fire Dept. 978-929-7722
- _____ Police
- _____ Health Department Permit (Obtained at the Board of Health-separate fee with BOH) 978-929-6632
- _____ Swimming—all group swim passes must be purchased 3 business days in advance (min. 10). Additional passes may be purchased at the group rate onsite if permit holder has received permission in advance from Rec. Dept.
- _____ Portable Toilets Required Location Required: _____
- _____ Dumpster Required
- _____ Liquor License (*see Section II*) Approved _____ Denied _____

ESTIMATED RENTAL FEES:

Bldg. Rental \$ _____ Field Rental \$ _____ Swimming Fee \$ _____
 Electrical Fee \$ _____ Security Deposit (required) \$ _____

PERMIT FOR USE OF RECREATION FACILITIES:

() **THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED.**

() **THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:** _____

Permit Issued By: _____ Date _____
 Recreation Department Signature

Special Instructions: Please bag and bring all trash to the dumpster by the volleyball courts at the end of your event.

Time indicated on the permit includes set-up and clean-up.

COPY TO:

- _____ Grounds (NR Crew)
- _____ Health Department
- _____ Authorized Rep.
- _____ Police
- _____ Fire
- _____ Town Manager
- _____ Finance
- _____ Park Ranger

Office use only: Application Received on: ____/____/____		By: _____	
Application Approved / Denied on: ____/____/____		Withdrawn on: _____	
Applicant Contacted on: ____/____/____		By: Phone Email Mail Office	
Second Contact on: ____/____/____		By: Phone Email Mail Office	
Payment by: Cash Money Order		Check #: _____	
Amount Paid \$ _____		Date Paid ____/____/____ Received By: _____	