



Town of Skowhegan
Skowhegan Parks & Recreation Department

Fields, Parks & Public Space Application Form

Location: 39 Poulin Dr / Mailing: 225 Water St
Skowhegan, ME 04976
Phone: 474-6901/Fax: 474-6913
skowrec@skowhegan.org

APPLICANT INFORMATION

Organization or Individual Name: _____
Applicants Name: _____
Address: _____ Town _____ Zip _____
Telephone _____ Cell _____
Email _____ Fax _____

FACILITY INFORMATION

Facility Requesting: _____
Areas Requesting: _____
Purpose of Use: Camp Clinic Practices Tournament Games
 Other _____

RESERVATION INFORMATION

Day/Date Requested: _____
Arrival Time: _____ Departure Time: _____

(Please include a specific explanation of Event)

Max # of participants: _____ Age of Participants: _____ Sport to be played: _____
Expected Attendance: _____ Expected Spectators: _____ Entry Fee: _____

User groups are responsible for supplying the following items: Please indicate items you will be using:

Team/Sport Equipment Litter Pick-Up Hand Raking/Striping of Fields Rec. Approved Field Materials
 Other: _____

Any Specific or Special Requests:

(Fees will be associated for town staff and/or equipment assistance as well as materials if requested-upon availability)

POLICIES AND GUIDELINES

- * All users must provide insurance certificate with a minimum of \$1,000,000 liability coverage naming the Town of Skowhegan as Additionally Insured.
- * Applicant must pick up trash around area after use-trash/recyclable are available at facility.
- * All Town Recreation Facilities are tobacco and alcohol free zones.
- * All cancellations must be given at least one week prior to scheduled date of use. (weather permitting)
- * All requests must be submitted no later than 2 weeks prior to date of use.
- * Town programs and school teams have priority on all town facilities, applicant will be contacted on any schedule changes.
- * No inflatable structures, dunking tanks, petting zoos, amusement rides or barbecues allowed in the park.
- *Parking allowed in designated areas only. No driving vehicles beyond the gate or in the park area.
- *Fields will be closed due to weather. To confirm field status, user must call the Rec. Dept at 474-6901 or Field Maintenance Supervisor at 614-4350.
- * Groups requesting field use are responsible for the safety of the people participating in their activity.
- * Groups are responsible for any damage that occurs during use.

RESERVATIONS WILL BE CONFIRMED AFTER APPLICATION HAS BEEN COMPLETED, RETURNED AND AFTER YOU HAVE RECEIVED A RESERVATION CONFIRMATION BY EMAIL OR PHONE.

Please submit facility use application to: Location: Skowhegan Community Center 39 Poulin Drive Skowhegan or Mail to the Skowhegan Recreation Department c/o Denise LeBlanc, Director, 225 Water Street Skowhegan, ME 04976/ Fax: 207 474-6913 or email at skowrec@skowhegan.org

Thank you for your interest in using the Town of Skowhegan facility. We hope to be able to grant your request. By submitting this application, I agree that I am the person referenced above as the Primary Contact and that I have read, understand and will adhere to the rental policies and procedures.

Signature:_____ **Date:**_____

*****OFFICE USE ONLY*****

Date Received:_____ Reviewed By:_____

Approved:_____ Certificate of Insurance:_____