



**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

**2025 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.

1<sup>st</sup> Choice \_\_\_\_\_ Time Requested: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
2<sup>nd</sup> 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)

**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: \_\_\_\_