

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

Other (please list)

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	<u>DATE REQUESTED</u> : 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:				
NARA Park: Amphithe Walking Tell Pavil Wing #1 10 tab Wing #2 10 tab Patio Ter Picnic Pote Group Sv Multipurp Miracle Form Softball Form Street Field	2 nd Choice Time Requested: Start Time: End Time: FACILITY/ FIELD REQUESTED: (PLEASE CHECK)					
	NARA Park:	Concord Road (104 Concord Road):				
	Amphitheater	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):				
	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)	Small Multipurpose Field, 1 or 2 (Please Circle)	
				Patio Tent (4 picnic tables / up to 30 people)	MacPherson Field (80 Taylor Road): Little League Field Jones Field (54 Martin Street):	
				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):		
	Multipurpose Field					
	Robbins Mill Recreation Area (61 Canterbury Hill Road):					
	Small Multipurpose Field Basketball Court					
			Picnic Shelter (1 table / up to 20 people)			
	Picnic Shelter (1 table / up to 20 people)	Other: Goward Playground				
				Multipurpose Field		
				Softball Field		
		Tennis or Basketball Court, 1 or 2 (Please Circle)	Skate Park			

	* The NARA Picnic Areas are not available for rental during the NARA Summer Camp hours (8:00 AM – 4:00 PM, Monday-Friday). Permits v 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 Bo	pard of Selectmen?
	Effective Jan. 1, 2020, group swim pass	Swim Passes? No Yes Approx ses must be purchased no less than three (3) bus rrchased by this date, regular daily beach rate will	siness days in advance of your permit date at the
	application is filed with the Board of Sele Picnic table availability is noted for e	quor license is obtained through the Town Manage ectmen and is needed no less than one month preach area. Additional tables are not provided less permit. NARA Park restrooms are open during apper parking lot.	rior to your event. by the Town of Acton.
		cel a facility/field reservation, you get a 50% root refundable. Refunds are not issued due to	refund; if less than 30 days notice, no refund will o 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)
ECTION III	REQUIRED SERVICES ASSIGNED:		
For Office Use Only	Fire – All commercia	al use of propane tanks need permit. (Over 50 ga	allons)
	Police Health Department F Swimming—all group may be pure Portable Toilets Req Dumpster Required		
	Bldg. Rental \$ Electrical Fee \$	Field Rental \$ Security Deposit (required) \$	Swimming Fee \$
	PERMIT FOR USE OF RECREATION I	FACILITIES:	
	() THIS APPLICATION IS APPROVE	ED FOR USE OF FACILITIES AS SCHEDULED).
	() THIS APPLICATION IS DENIED F	FOR THE FOLLOWING REASONS:	
	Permit Issued By:Recreation Depar	rtment Signature	 Date
		and bring all trash to the dumpster by the	e volleyball courts at the end of your event. and clean-up.
	COPY TO:	•	·
	Grounds (NR Crew) Health Department Authorized Rep.	Police Fire Town Manager	Finance Park Ranger
	Application Approved / Der Applicant Contacted on: /_ Second Contact on: /_ Payment by: Cash M		Mail Office