

# TOWN OF WESTFORD PARKS, RECREATION, CEMETERY DEPARTMENT

## FIELD USE APPLICATION

### ***PLEASE PRINT***

ORGANIZATION NAME: \_\_\_\_\_ PERSON IN CHARGE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
BEST NUMBER TO REACH YOU: HOME# \_\_\_\_\_ WORK# \_\_\_\_\_ CELL # \_\_\_\_\_  
EMAIL: \_\_\_\_\_ Additional contact email for field closure notification: \_\_\_\_\_  
NAME & CELL PHONE # OF PERSON ON SITE \_\_\_\_\_  
DATE(S) REQUESTED: from \_\_\_\_\_ to \_\_\_\_\_ TIME OF DAY: \_\_\_\_\_ DAY(S) OF WEEK \_\_\_\_\_

(Please use back of form if necessary)

### CHECK FIELD SITE(S) REQUESTED

\_\_\_\_ American Legion Field    \_\_\_\_ Capt. Stephen Hamilton Field    \_\_\_\_ Cameron Field    \_\_\_\_ Frost Field  
\_\_\_\_ Greystone    \_\_\_\_ Jack Walsh    \_\_\_\_ VFW Baseball    \_\_\_\_ VFW Softball  
Community Fields @Nutting Road    \_\_\_\_ Field #1 – front    \_\_\_\_ Field #2 – back  
SPECIFY FIELD SIZE/ SPACE \_\_\_\_\_ NUMBER OF FIELDS \_\_\_\_\_

*For Primary Users or Multiple uses please submit a seasonal schedule*

I understand the Town of Westford By-laws prohibits the use or possession of drugs and/or alcoholic beverages on Town property. I certify that a league representative or I will be present at the site. I as the organization representative assume responsibility for the conduct of the group and for the condition of the area upon our departure. I have read the safety information and will make players, coaches, league officials, and spectators aware of this information.

ALL USERS ARE RESPONSIBLE FOR PICKING UP AFTER THEIR EVENT AND FOR THE REMOVAL OF TRASH FROM THE SITE INCLUDING THE FIELD, DUGOUTS, AND PRACTICE AREAS.

**NO FOOD OR BEVERAGES EXCEPT FOR PLAIN WATER ARE ALLOWED  
ON THE COMMUNITY FIELDS AT NUTTING ROAD**

SIGNED \_\_\_\_\_ AND DATED \_\_\_\_\_

### Fee Structure: Circle one

1. Primary User Groups – up to 50% of annual cost of field maintenance
2. Westford Adult/Westford Business \$100/game;
3. Community Fields @Nutting Road: Resident \$80/hr, non-resident \$120/hr
4. Primary User Alliance, Non-resident youth \$100/game
5. Camps/Clinics \$1,000/up to 5 days for <50 campers; >50 Additional \$10/camper (Jack Walsh)
6. Camps/Clinics \$1,200/up to 5 days for <50 campers; >50 Additional \$10/camper (Nutting Road)
7. Nonresident Groups (one time use or multiple use) \$100/hour/field

*Mail completed form to: Westford Parks & Recreation Dept. PO Box 2444 Westford, MA. 01886  
Or drop off at the department office 22 Town Farm Road Westford, MA. 01886*

### FOR OFFICE USE ONLY:

PERMIT: \_\_\_\_ GRANTED \_\_\_\_ DENIED \_\_\_\_ CANCELED      DATE: \_\_\_\_\_      SEASON \_\_\_\_\_

PAYMENT RECEIVED: CHECK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_ PERMIT # \_\_\_\_\_

Town of Westford  
Parks, Recreation, & Cemetery Department  
35 Town Farm Road  
Westford, MA. 01886  
(978) 692-5532; Fax (978) 392-4471

## **Field Safety Information**

- Coaches must walk the fields and surrounding area prior to use. A potential hazard must be reported to players, opposing team, and officials. Report hazards within 24 hours to the Parks and Recreation Director (978) 692-5532 and to League Officials.
- Serious that require a doctor, hospital, or ambulance shall be reported in writing 24-48 hours to the Parks and Recreation Department. Report forms are available from the department and on-line
- **Fields may not be used for any reason when closed. Use of a closed field jeopardizes the safety of all and will require additional maintenance to restore the field to safe conditions.**
- A field that is saturated (water logged and feels like walking on a wet sponge), or has standing water in the playing area should be closed as damage to the turf will occur.
- Frost on the field – field should not be opened until frost has melted. If a footstep leaves an impression on the turf or if the grass is removed easily with a cleat this is considered a wet field and should be close until conditions change.
- Lightening, heavy/downpour of rain, thunder is present, or severe weather warnings are present activity should be canceled and field closed.
- Field is frozen = field closed
- Field should be closed when the footing is unsure and or slippery.
- Coaches and leagues are not allowed to do any maintenance work on wet fields. Do not brush water off water/clay onto grass areas. This creates a major problem and unnecessary problem in maintaining the grass around the base areas. The clay settles in the grass creating an uneven base path or lip resulting in a potential tripping hazard.
- Soft toss or kicking against fences creates damage and is not allowed.
- **CARRY IN/CARRY OUT WASTE POLICY**  
Board of Selectmen Town Policy adopted February 22, 2011– users are responsible for removing their trash while using Town owned property. Users are to take trash with them and not leave it at the field.  
Upon completion of a game or practice the group/team is responsible for the proper removal and disposal of trash associate with their use of the property. The area should be left clean for the next group/team.
- Blocking of Emergency Access entrances is strictly prohibited.
- **COMMUNITY FIELDS AT NUTTING ROAD**
  - Due to the nature of synthetic turf and its recovery ability the Community Fields at Nutting Road may stay open when the grass fields are closed. They will be closed if snow covered and permit holders are not allowed to remove snow from any field. The field is closed with standing water until it has drained and surface has dried.
  - No beverages /drinks other than plain water is allowed on the synthetic turf fields
  - No food is allowed on the synthetic turf fields
  - No dogs allowed on synthetic turf
  - No chewing gum or similar substance is allowed as gum may damage the synthetic turf.
  - No staking of any object into the synthetic turf.
- All the recreation fields are located in residential areas please be respectful of neighbors and the neighborhood.