



Field & Facility Use Application

Wayland Recreation Department
41 Cochituate Road | Wayland, MA 01778
(508) 358-3660 | waylandrec.com

LEAGUE, GROUP, ORGANIZATION, RENTERS INFO TODAY'S DATE: _____

Name of person submitting request _____ Date of Birth _____

Sponsoring Organization _____

Address of Organization/Requestor _____ Town _____ Zip _____

Phone _____ Email _____

For weather and / or scheduling conflicts - Contact _____

Phone _____ Email _____

For billing (if different) - Contact _____

Phone _____ Email _____

CIRCLE PRIORITY LEVEL

- (1) Wayland Schools (2) Wayland Youth (3) Wayland Senior (3) Wayland Adult
- (4) Non-Wayland Youth (5) Non-Wayland Senior (6) Non-Wayland Adult

Please submit a completed application that includes:

- This signed & dated **Field & Facility Use Request Application** form.
- Certificate of Insurance** (COI) listing the 'Town of Wayland' as additionally insured.
- Roster** of user group that includes residency information (*to verify priority, rates and/or youth fees)
- Game Schedule**, if applicable so Town can mow/line/chalk/unlock facility
- Payment** (*amount due at time of application. Checks can be made to 'Town of Wayland')
- Light Usage Fee** Acknowledgement – Light Fees charged at end of reservation, based on actual usage.

I have read, understand, agree and assume all responsibility for use of requested Town of Wayland facility and the fulfillment of the regulations of the Facility User Policies for the Wayland Recreation Department:

REQUESTOR SIGNATURE
TITLE/POSITION
DATE

No Smoking, Drugs or Alcohol allowed at any municipal/recreation property. Litter must be removed by the users. Dogs are not allowed on recreation playing surfaces. Do not sublet your reservation. Users must leave facility within 30 minutes of the permitted time.

FOR OFFICE USE ONLY	SEASON/HOUR YOUTH	LIGHTS	PRIORITY
REQUEST RECEIVED _____	<input type="checkbox"/> COIEXP. _____	<input type="checkbox"/> ROS# _____	<input type="checkbox"/> SCHED <input type="checkbox"/> SPMN <input type="checkbox"/> SENT
FACILITY CHARGE DUE _____	AMOUNT PAID: _____	DATE PAID _____	CHECK# _____



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FACILITY/FIELD REQUESTING *(Submit a separate request for each facility)*

PURPOSE / INTENDED USE *(Specify sport/activity, practice/games, training, try-outs, playoffs, tournament, pre-season, etc.)*

IF YOUR SEASON SPANS MORE THAN ONE OF OUR SEASONS, SUBMIT SEPARATE APPLICATIONS, FEES APPLY TO ALL SEASONS

START DATE _____ **END DATE** _____

SEASON	<input type="checkbox"/> SPRING	<input type="checkbox"/> SUMMER	<input type="checkbox"/> FALL	<input type="checkbox"/> WINTER
Application Period	February 1-14	April 1-14	July 1-14	September 1-14
Start Date	March 17	June 23	August 19	November 25
End Date	June 22	August 18	November 24	March 16

SPECIFY TIME SLOTS **MORE INFO** (Weekly, Bi-Weekly, Omit Holidays, etc.)

Monday Time _____ to _____ _____

Tuesday Time _____ to _____ _____

Wednesday Time _____ to _____ _____

Thursday Time _____ to _____ _____

Friday Time _____ to _____ _____

Saturday Time _____ to _____ _____

Sunday Time _____ to _____ _____

PAYMENT INFORMATION

_____ **# OF PLAYERS** _____ **# OF HOURS** _____ **# OF FIELDS**

GRASS

WAYLAND YOUTH \$40 per player or \$30 per hour _____

WAYLAND ADULT/SENIOR \$300 per season or \$30 per hour _____

NON WAYLAND YOUTH \$60 per player or \$60 per hour _____

NON WAYLAND ADULT/SENIOR \$600 per season or \$60 per hour _____

TURF FEES

WAYLAND ADULT/SENIOR \$450 per season or \$60 per hour _____

NON WAYLAND ADULT/SENIOR \$900 per season or \$120 per hour _____

LIGHTS

W\$35/h **NR**\$45/h billed at end of permit _____

TOWN BUILDING GYM

\$50 per hour RES/\$110 per hour Non-RES _____

OTHER FEES

TOTAL AMOUNT OWED
