



# 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/ provide lights
- Payment** (\*amount due at time of application. Pay Online or Checks 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 playing surfaces. Never shovel/plow snow from a playing surface. Do not sublet your reservation. Users must leave facility within 30 minutes permit end 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)*

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

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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         | ~April 15                       | Last Day of WPS+1               | August 15                     | Thanksgiving                    |
| End Date           | Last Day of WPS                 | August 15                       | Thanksgiving                  | April 15                        |

**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/COURT |
|---------------------------|--------------|--|-------------------|
| <b>GRASS</b>              |              |  |                   |
| 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                        | _____             |
| <b>TURF FEES</b>          |              |  |                   |
| WAYLAND ADULT/SENIOR      |              | \$450 per season or \$60 per hour                        | _____             |
| NON WAYLAND ADULT/SENIOR  |              | \$900 per season or \$120 per hour                       | _____             |
| <b>LIGHTS</b>             |              |  |                   |
|                           |              | <b>W</b> \$35/h <b>NR</b> \$45/h billed at end of permit | _____             |
| <b>TOWN BUILDING GYM</b>  |              |  |                   |
|                           |              | \$50 per hour RES/\$110 per hour Non-Res                 | _____             |
| <b>TENNIS COURTS</b>      |              |  |                   |
|                           |              | \$10 per hour RES/ \$20 per hour Non-Res                 | _____             |
| <b>OUTDOOR COURT FEES</b> |              |  |                   |
|                           |              | \$40 per player or \$30 per hour                         | _____             |
| <b>TOTAL AMOUNT OWED</b>  |              |  |                   |
|                           |              |  | _____             |