



Berlin Parks and Recreation Field Reservation Request

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1. Fill out Field request form, print legibly, - **one form page 1 per sport**, and **one form, page 2 per field**. To be used for all fields except Scalise Field.
2. If Concessions/Vending Services are requested, a separate Concession form must be completed and applicable vendor and Health District application and fees must be paid to the appropriate Departments. **See section XXII, Concessions of the Field Allocation Policies and Procedures.**
3. Spring requests must be submitted by **February 29th, (next year February 15)**. Fall requests must be submitted by **June 15th**. After these dates, requests will be processed on a first come first serve basis consistent with priority group classifications as described in the **Field Allocation and Policies and Procedures**.
4. Confirmation of requests will be returned to the attention of the contact person provided on this form. No request will be finalized until request form is complete and applicant is in receipt of permit.
5. Permit holders are responsible for reviewing the **Field Allocation Policies and Procedures**, and the **Confirmation Reservation Sheet**, carefully. Some requested dates may not be available.
6. All changes, postponements and cancellations must be arranged and confirmed in writing through the Parks and Recreation Office 860-828-7009.

ORGANIZATION APPLICATION INFORMATION

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person Information:

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone # (H) _____ (WK) _____ (Cell) _____

Email address: _____

Event Title (if applicable): _____

Number of Persons Attending: _____ Explain: _____

Town of Berlin
Parks & Recreation Division, 230 Kensington Rd.
Berlin Connecticut, 06037
860-828-7009
www.town.berlin.ct.us

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Organization: _____ Sport: _____

Park: _____ Facility: _____ Field: _____

Date(s) of activity: _____

Times requesting: Start _____ Ending _____

If submitting for multiple dates or months, please attach a separate sheet and include the following: Specific dates you are requesting the use of the facility, start and end times, if use is for games or practice, and which nights you are requesting to use lights (if any). Incomplete information will delay confirmation of your request.

Field rental fees, light use fees, and/or deposit fee information, are available upon request. All groups will be charged a \$105 deposit fee when booking. If applicable, key agreement sheet and deposit, (Schools and Youth Leagues), must be provided and all keys given out must be returned within one month of the end of your reservation or your deposit will be forfeited. Deposit will be returned upon completion of reservation if all previous conditions fees are paid.

I have read and understand the Allocation Policies and Procedures, and agree to abide by the rules and regulations contained in that document and all subsequent directives provided to me by the Parks & Recreation office.

Print Name: _____

Signature: _____ Date: _____

OFFICE USE ONLY

FEES: FIELD: _____ LIGHTS: _____ TOTAL: _____

FEE WAIVED: _____ DATE WAIVED: _____

DEPOSIT: _____ DATE PAID: _____

FEE PAID (amount): _____ DATE PAID: _____

CERTIFICATE OF INSURANCE Provided: Yes: _____ No: _____

EXPIRATION Date: _____

ADDITIONAL INSURED ENDORSEMENT RECEIVED: Yes: _____ No: _____

Approved: _____ Date: _____

Department of Parks & Recreation