



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 (4) Wayland Adult
- (5) Non-Wayland Youth (6) Non-Wayland Senior (7) 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 _____ COIEXP. _____ ROS# _____ SCHED SPMN 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 21	June 25	August 15	November 28
End Date	June 24	August 14	November 27	March 20

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	_____
OTHER FEES			_____
TOTAL AMOUNT OWED			_____