

CITY OF MEDFORD
APPLICATION FOR USE OF PARKS
(Use one application per park/field/court requested per season)

Note: for teams, leagues or other sports organizations, submit with your application:

Roster/list of participants - submit prior year if current year is not finalized (include names & addresses)

Schedule - submit prior year schedule if current year is not finalized (list if home or visitor)

Financial Report - for most recent fiscal year (or budget for new entities)

Permit Fee - Checks payable to City of Medford

Note: If permit is approved, the following will be required prior to issuance of any permit:

Proof of Insurance

Also, for teams, leagues or other sports organizations: Current year roster/list of participants and Schedule of games and practices will be required if prior year was submitted with application.

Date: _____

Name of Organization: _____

Contact: _____ Title: _____

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ email address: _____

Website Address: _____

FIELD/PARK/COURT requested: _____

Purpose/Use (please circle one):

- | | |
|------------------|---------------------------------|
| 1. Baseball | 5. Football |
| 2. Little League | 6. Tennis |
| 3. Softball | 7. Basketball |
| 4. Soccer | 8. Other (please specify) _____ |

Day(s) of the Week:

1. Monday
2. Tuesday
3. Wednesday
4. Thursday
5. Friday
6. Saturday
7. Sunday

Dates:

Starting: _____

Ending: _____

Time:

From: _____ AM to _____ AM

From: _____ PM to _____ AM

Deadline: Applications received at least 7 days prior to the 3rd Tuesday of the month will be reviewed at that month's meeting otherwise it will be reviewed at the following months meeting.

Return completed applications, fees, and other required/supporting documentation to Judy Johnston, Park Board Secretary, in the Treasurer's office. – First floor of City Hall or Phone-781-393-2496. If you wish to appear before the board, contact Secretary, Judy Johnston, to be placed on the agenda. Applications are reviewed by the Board of Park Commissioners at meetings, which are generally held on the 3rd Tuesday of the month in room 201. After the Board of Park Commissioners meeting, at which your application was reviewed, contact Judy Johnston, Park Board Secretary at 781-393-2496. If you are informed that the Board of Park Commissioners has approved your permit request you must then provide proof of insurance before your permit can be issued. Further instructions can be found at www.medford.org under Parks and Playgrounds.

COMMISSION USE ONLY: APPROVED DENIED FEE:
PERMIT FEE CATEGORY: A B C D _____
RECEIVED: <input type="checkbox"/> Roster <input type="checkbox"/> Schedule <input type="checkbox"/> Financial Report <input type="checkbox"/> Insurance <input type="checkbox"/> Payment

