

Town of Salem, New Hampshire
RECREATION DEPARTMENT
Town Hall, 33 Geremonty Drive, Salem, New Hampshire 03079

RECREATION FIELD & FACILITY REQUEST FORM

DATE: _____

1. Name of Agency/Organization _____
Address _____ City _____
Telephone # _____
e-mail address: _____

2. Facility/Field you are requesting (check first choice (1st), check off second choice (2nd) etc.

- ___ DiBenedetto diamond
- ___ Hedgehog Park
- ___ Morse/Soule diamond
- ___ Morse Multipurpose Field
- ___ Michelle Memorial 90' diamond
- ___ Michelle Memorial Joe Bergeron diamond
- ___ Michelle Memorial Veterans Field
- ___ Michelle Memorial Multipurpose Field
- ___ Palmer Field diamond
- ___ Walmart Multipurpose Field

If you are interested in using one of the school facilities, please contact the SAU office at (603) 893-7040

3. Give exact date(s) requested _____ beginning time _____ ending time _____
Rain date(s) _____ beginning time _____ ending time _____

4. Expected attendance amount _____ Salem residents _____ Non-residents _____
How many automobiles are expected _____ buses _____ vans _____

5. Program content _____

6. Is your organization within the Town of Salem, NH? ___ yes ___ no
type of organization: ___ private ___ non-profit ___ municipal
___ educational ___ charitable ___ other

7. Is your organization open to the general public ___ yes ___ no

8. Does your organization require dues? ___ yes ___ no If yes, amount \$ _____

9. Do you plan on charging admission? ___ yes ___ no If yes, amount \$ _____

10. Notes/comments or additional information

11. Does your organization have liability insurance?

*Please include a copy of the certificate of insurance detailing coverage and expiration dates to
Town of Salem, NH, attention Recreation Department.*

A deposit is required for keys for the use of any locked facilities

-continued on next page

General Release and Indemnification Agreement

This Agreement dated _____ is between _____ and _____ the Town of Salem, NH (hereinafter referred to as Town). I/We are requesting permission to use the _____. In consideration of the Town permitting _____ to use the _____

I/We do[es] hereby knowingly and voluntarily remise, release, acquit, and forever discharge and further agree to hold harmless and indemnify the Town, its boards, officers, agents, employees, volunteers, and their successors and assigns, of and from any and all manner of action and actions, cause and causes of action, suits, damages, judgments, executions, claims for personal injuries, property damage and demands whatsoever, in law or in equity which he/she had, now has or which her/hers, executors or administrators hereafter can, shall or may have against the Town for any matter relating to use of _____.

The requesting organization assumes any and all responsibility when using the facility for special use and will see that the facility is cleaned and made presentable before leaving the premises and will immediately report any damage(s) incurred.

No vehicle traffic is permitted on the grass areas of the park grounds. The Town of Salem reserves the right to bill your organization for any unforeseen expenses or damages to our property. There are NO alcohol beverages allowed on School or Town property. No smoking is permitted on school property per NHRSA 126-K:7.

I understand that the Town of Salem, NH reserves the right to remove any signs, banners, tents, etc. that are NOT removed by the specified date on this permit. A fee shall be charged for this.

**I HAVE READ THE ABOVE INFORMATION AND UNDERSTAND IT IN FULL.
I UNDERSTAND THAT THE POLICIES ARE STRICTLY ENFORCED.**

Signature of authorized agent Telephone number Date

Mailing address City/Town State/Zip code

SPECIAL NOTES:

Do not fill in below (FOR OFFICE USE ONLY)

Approved _____ Date _____

Denied _____ Date _____

Rental charge _____

Conditions and requirements: No alcoholic beverages or glass containers allowed in area. Clean facility/field and observe the park ordinance. When large crowds are expected, you may have to hire a police officer.

Recreation Department comments:
