

**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 (1<sup>st</sup>), check off second choice (2<sup>nd</sup>) 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 Tennis Courts
- 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.*

-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 our group to use its facility:

I/We do 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/her heirs, executors or administrators hereafter can, shall or may have against the Town for any matter relating to use of their facility.

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 reviewed the Salem Recreation Department's Facility Request Policy \_\_\_\_\_ (Initial)  
I certify that this organization, if it qualifies with RSA 485, has complied with all parts of this law inclusive of certifying to the New Hampshire Department of Environmental services that all coaches, volunteers, and/or teachers have been background checked \_\_\_\_\_ (signature)

**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:  
\_\_\_\_\_  
\_\_\_\_\_