

Town of Salem, New Hampshire
RECREATION DIVISION
Ingram Senior Center, 1 Sally Sweet's Way, 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 Multipurpose Field
☐ Michelle Memorial Tennis Courts
☐ Palmer Field diamond
☐ Walmart Multipurpose Field

*Michelle Memorial Multipurpose Field is currently under a lease agreement between the Town of Salem, New Hampshire and the Salem Youth Soccer organization.

*Michelle Memorial 90' diamond, Michelle Memorial Joe Bergeron diamond, & Michelle Memorial Veterans Field are all currently under lease agreements between the Town of Salem, New Hampshire and the Salem Youth Baseball organization.

**Field/facility requests must be submitted to Salem Youth Soccer or Salem Youth Baseball dependent upon the field space request.

***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:

