



MASSACHUSETTS DEPARTMENT OF
CONSERVATION AND RECREATION

ATHLETIC FIELD
SCHEDULING REQUEST FORM

4 Woodland Road Stoneham, MA 02180
Phone: 617-727-4708 x 403 Fax: 617-727-6450

Facility Information

Name of Park or Facility: _____

Field or Section of Park: _____

Activity Requested: _____

Start Date: _____

End Date: _____

Day(s) of the Week: _____

Time(s): _____

Lights Requested: Yes _____ No _____ (Light fee: \$40 per hour)

Applicant Information

Organization: _____

Name: _____ Title: _____

Address: _____

City: _____ State _____ Zip: _____

Home Phone #: _____ Work #: _____ Cell: _____

Fax#: _____ Email: _____

Secondary Contact _____ Phone: _____

DCR has established priorities for field use explained in its User Guide for Athletic Fields and Facilities. Please provide the following information to assist the Department in assigning fields for your use.

Group Type: (circle one) Youth : Adult:

Safety and Participation Policies

Does your organization have: Policies promoting participant safety? Yes No

Policies promoting affordable access to participation? Yes No

Policies promoting equitable playing time for participants? Yes No

Service to the Community

How long has your organization been providing such services to the community?

(Circle one)

0 - 1 years

2- 5 years

6- 10 years

11 or more years

Communities served: Please identify the primary cities, towns or neighborhoods in which activity participants reside. _____,

_____, _____.

All applications will be considered according to agency priorities for field use (see Community Guide for the Reservation and Use of DCR Athletic Fields and Facilities) and the field schedule. DCR will make every effort to accommodate applications however, space and time limitations may not allow the agency to grant all requests.

DCR may contact one or more groups during the scheduling period to explore alternative scheduling that will allow us to maximize field utilization and equitably accommodate as many requests as possible.

Athletic Field Use Schedule and Fees

Daily Rentals and Seasonal Rentals shall be for 2-3 hr. periods as follows:

9am-12pm; 12pm- 3pm; 3pm-5pm; 5pm-7pm; 7pm-9pm. **Note:** 9pm-11pm fields may not be available during all seasons and may only be scheduled on lighted fields when neighborhood disturbance is not a concern

Seasonal Rentals: (total weeks may vary due to weather and other factors) Spring mid-April to mid - June; Summer - mid June to late August; Fall - late August to early November

Please note, seasonal usage may be delayed or extended due to weather conditions. DCR shall have sole responsibility to determine when fields can accommodate use.

ONE TIME USE: \$25.00 for first 2-3 hr. block, then \$25.00/hr. thereafter (per field)

THREE OF MORE DAYS: \$100.00 for first 2-3 hr. block, then \$25.00 / hr. (per field)

SEASONAL RENTALS: \$100.00 for first 2-3 hr. block, then \$25.00 / hr. per field, per day for the season.*

* A season-day equals one daily rental (2 or 3 hr period as described above) per week for the activity season Examples:
Rental of one field, for a two or three hour period one day per week for the spring season would cost \$100 for the season.
Rental of one field for a two-or three hour period on each of two days per week for the spring season would cost \$200 for the season.