

To: All groups requesting the use of town fields
From: Stoughton Recreation Department
Re: Application for Town Fields Permit

Enclosed are application forms for the use of town fields. Please submit an application fee in the form of check or money order, made payable to Town of Stoughton, in the amount of **\$20.00** for a single event or **\$50.00** for multiple events. **The application fee must be submitted with your application for seasonal field use.** We are unable to process applications which are not accompanied by the application fee.

Be advised that the high school football field, football stadium, and soccer field inside the track area adjacent to the high school are controlled by the School Department.

Please fill out a form for the field request and return the form and application fee to the Recreation Department office by **February 25th, 2013.**

Due to the increasing number of applications we receive each year, the following policies will remain in effect:

1. If your organization used the facility last year and are 100% Stoughton Residents, you will have first preference this year.
2. All applications received by the deadline will receive consideration.
3. Any group applying after the deadline must accompany their request with a roster including names and addresses of all participants.
4. The Recreation Department will attempt to resolve conflicts in a just manner. Conflicting groups may be called to meet with the Recreation Director to resolve the conflicts.
5. Abuse of town fields (i.e. littering, vehicle trespassing, drinking of alcoholic beverages) will not be tolerated. Groups in violation of this rule may have their permit revoked.
6. Groups who failed to pay fees from a previous year will not be given consideration for field use.
7. Checks for application or usage fees that are returned to the town for insufficient funds are assessed a \$25.00 fee. Subsequent payment will only be accepted in cash or money order.

Thank you for your cooperation

Stoughton Recreation Department

Athletic Field User Fee Rates

Application Fee for Fields and Halloran Park

1. Single Event: **\$20.00**
2. Multiple Events/Fields/day **\$50.00**

West School Athletic Complex User Fee

1. In-town organized adult league: **\$15.00** per person/permit
2. In-town business group: **\$30.00** per game/activity
3. Out of town group: **\$50.00** per game/activity
4. Non-Stoughton group event (multiple fields):
 - a. One Day: \$250.00
 - b. Two Days: \$500.00
 - c. Three Days: \$750.00
5. Any group playing under the lights at Diamond #1 must pay an additional fee in the amount of: **\$15.00** per game/activity

Trash Removal

Groups exceeding thirty (30) people are responsible for removing their own trash as a result of their event. Private trash services, such as dumpster services, are permitted so long as the dumpster is removed the day after the event.

Application fees are to be paid at the time of application.

User fees are to be paid at the time of the issuance of field permit.

Checks are made payable to: Town of Stoughton

Town of Stoughton Stoughton Recreation Department Facility Permit Application

Responsible Person: _____ Group: _____

Address: _____ Phone: _____

Date: _____

I. Fields Requested (circle) _____ Day(s) (circle)

Hansen	
Gibbons I (behind school)	
Gibbons II	Monday
Gibbons Soccer	
Dawe	Tuesday
South	
	Wednesday
West School Athletic Complex*	
Diamond I	Thursday
Diamond II	
Diamond III	Friday
Diamond IV	
	Saturday
Baseball Field	
Practice Baseball Diamond	Sunday
Multi-Purpose Field (Flag Football Field)	
Halloran Park	

II. Dates Requested: _____

III. Times Requested: _____

*Please note attached fee for facility use.