

**Topsham Parks and Recreation
Facility Use Request**

Date of Event _____ Day(s) _____ Time of
Event _____

Name of Event/Activity _____

Facility/Field Request _____

Please Specify area _____

Sponsoring Group/Club: _____ Contact Person _____

Address: _____ Phone (day) _____

Town/Zip: _____ Phone (eve) _____

Event Director (if different from above): _____

Specific Equipment/Set Up Requested:

Estimated Attendance _____ Admission/Registration Fee Charged _____

I understand that as the responsible party for the above mentioned group/club, that I am expected to have my organization follow the Rules and Expectations for the Topsham Parks and Recreation Department Facilities as listed on the reverse side of this document.

(Signature)

(Date Received)

(TPRD Director Approval)

Date of Approval

Fee Determined per Schedule

Topsham Parks and Recreation Facility Use Fees and Guidelines

- It is the policy of the Topsham Parks and Recreation Department to allow the use of the Foreside Recreation Facility to residents, and non-profit organizations that are from Topsham, pay taxes in Topsham, or have a membership/participation of 50% or more of Topsham Residents.
- The scheduling of the Facility shall be done on the following premise;
 - Departmental Programs, Activities, and Functions
 - School Functions and Activities
 - Non Profit Uses
 - First Come Basis
- The TPRD reserves the exclusive right to either deny/cancel use of the facility based upon condition, weather, and the wear of the impending activity on the Facility for any reason at any time.
- In the situation when an Organization is requesting space for more than one activity, it is the responsibility of the Organization to appoint one Individual to schedule all functions. The TPRD will not be in the role of determining priorities within another organization.
- Costs that are incurred by the Parks and Recreation Department for setting up or maintaining areas not seasonally appropriate, or that may require additional clean up/maintenance time may be charged. The Parks and Recreation Director will identify costs prior to the approval of use.
- Misuse or Abuse of the Facility may call for revocation of any further use.
- All parties requesting use of the Facility will be responsible for providing a schedule of events, and when necessary, provide a copy of a certificate of insurance naming the Town of Topsham and facility being used.
- The Topsham Parks and Recreation Department reserves first refusal of the concession area at all times, and requires appropriate permitting (through the Town Clerk's Office) for any other type of vending.
- These guidelines are relevant to Topsham Ordinance Chapter 161 – Parks and Recreation. A copy of the TPRD Facility Use Ordinance will be available for any Individuals/Groups making requests. This Ordinance shall be followed at all times.