

**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.
- |   |  |
|---|--|
| <input type="checkbox"/> Barron diamond                         | <input type="checkbox"/> Palmer Field diamond      |
| <input type="checkbox"/> Bryan Memorial diamond                 | <input type="checkbox"/> Morse diamond             |
| <input type="checkbox"/> DiBenedetto diamond                    | <input type="checkbox"/> Morse soccer              |
| <input type="checkbox"/> Fisk diamond                           | <input type="checkbox"/> Woodbury baseball diamond |
| <input type="checkbox"/> Haigh diamond                          | <input type="checkbox"/> Woodbury soccer           |
| <input type="checkbox"/> Haigh soccer                           | <input type="checkbox"/> Woodbury t-ball           |
| <input type="checkbox"/> Hedgehog Park                          |  |
| <input type="checkbox"/> Lancaster diamond                      | <input type="checkbox"/> SHS baseball diamond      |
| <input type="checkbox"/> Michelle Memorial baseball diamond     | <input type="checkbox"/> SHS diamond               |
| <input type="checkbox"/> Michelle Memorial softball diamond     | <input type="checkbox"/> SHS field hockey          |
| <input type="checkbox"/> Michelle Memorial Joe Bergeron diamond | <input type="checkbox"/> SHS JV soccer             |
| <input type="checkbox"/> Michelle Memorial soccer               | <input type="checkbox"/> SHS varsity soccer        |
| <input type="checkbox"/> No. Salem diamond                      | <input type="checkbox"/> SHS practice football     |
| <input type="checkbox"/> No. Salem soccer                       |  |

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.*

\*A deposit is required for keys for the use of any locked facilities\*

# 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 \_\_\_\_\_ to use the \_\_\_\_\_

I/We do[es] 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 \_\_\_\_\_.

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 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:  
\_\_\_\_\_  
\_\_\_\_\_