

Hopkinton Parks & Recreation Town Common Use Request Form

It is the Parks & Recreation (P&R) Commission's desire that the citizens of Hopkinton enjoy use of the Town Common. It is the Commission's intent that such use should take place with proper regard to the safety of the participants and with respect for the preservation of the Town Common for the Town of Hopkinton use. Permission for use of the Town Common will be granted for a period of time as described within the permit acquired by the intended party, at the discretion of the P&R Commission.

In all cases, permission to use the Town Common is granted with the understanding that the use shall be subject to cancellation for weather and/or any other P&R decision.

Requests for use of the Town Common will be considered in the following order of priority:

Park & Recreation Programs

Events of an educational, recreational, social, civic or philanthropic purpose sponsored by Hopkinton-based organizations where at least half of the organization's members are Hopkinton residents;

Events of an educational, recreational, social, civic or philanthropic purpose sponsored by all other organizations.

Organization:

Contact Name:

Address:

Town:

Zip:

E-mail:

Daytime Telephone:

Event/Purpose:

Dates:

Times:

Estimated Attendance:

Will food be served?

Will a grill or open flame be used?

Will Items be sold?

If food is served to the public, you must contact the Board of Health. No alcoholic beverages allowed on the Town Common.

Applicants Signature:

Date:

Applicants must be over 21 years of age to request use of the Town Common.

The above named person accepts responsibility for any bills or damage incurred and assures proper use of facility. I have read and understand the Facilities Use Manual available at www.hopkintonrec.org and will be responsible for my organizations use of facility requested and all regulations in the manual.

A Hold Harmless Agreement between the Town of Hopkinton and Applicant must be filled out before application can be approved, see page 2. Nonprofit groups must verify status, see page 2. Hopkinton residents must sign page 3.

Any questions please call Parks and Recreation at 508-497-9750. Return form via email or directly to the office.

HOPKINTON PARKS AND RECREATION COMMISSION
STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE

ITS OFFICERS AND MEMBERS

Name of Lessee

THROUGH THE SIGNING OF THIS DOCUMENT BY AN AUTHORIZED PARTY OR AGENT, INDEMNIFY, HOLD HARMLESS AND DEFEND THE TOWN OF HOPKINTON AND THEIR AGENTS AND EMPLOYEES FROM ALL SUITS AND ACTIONS, INCLUDING ATTORNEY'S FEES AND ALL COSTS OF LITIGATIONS AND JUDGMENTS OF EVERY NAME AND DESCRIPTION BROUGHT AGAINST THE TOWN OF HOPKINTON AS A RESULT OF LOSS, DAMAGE OR INJURY TO PERSON OR PROPERTY BY REASON OF ANY ACT OR FAILURE TO ACT BY ITS AGENTS, SERVANTS, OR EMPLOYEES.

Name of Lessee

AUTHORIZED AGENT:

DATE:

HOPKINTON PARKS AND RECREATION COMMISSION
CERTIFICATION OF ORGANIZATION'S NON-PROFIT STATUS

ITS OFFICERS AND MEMBERS

Name of Organization

THROUGH THE SIGNING OF THIS DOCUMENT BY AN AUTHORIZED PARTY OR AGENT, HEREBY CERTIFY THAT SAID ORGANIZATION IS A NON-PROFIT ORGANIZATION.

AUTHORIZED AGENT:

DATE:

HOPKINTON PARKS AND RECREATION COMMISSION
HOPKINTON RESIDENT PERCENTAGE CERTIFICATION

ON BEHALF OF

Name of Organization

I,

Name of designnated officer

CERTIFY THE PERCENTAGE OF HOPKINTON RESIDENTS IN THE

IS AT LEAST 75%.

Name of Organization, Group or Team

I UNDERSTAND THIS PERCENTAGE IS USED FOR FEE DETERMINATION IN ACCORDANCE WITH THE FEE SCHEDULE AND ANY MISREPRESENTATION MAY RESULT IN LOSS OF FACILITY USE PRIVILEGES.

DESIGNATED OFFICER:

DATE: