

# Town of Sudbury

## Park & Recreation Department

Park and Recreation Department  
40 Fairbank Road  
Sudbury, MA 01776  
978-443-1092  
fields@sudbury.ma.us

### Field Request Form

All Town of Sudbury fields are available for rental through the Sudbury Park, Recreation & Aquatics Department; this includes all Town of Sudbury School Fields (after school hours), and Lincoln Sudbury High School Community Stadium Field and Softball Field (after school hours & around high school events); Feeley Tennis Courts, and Featherland Tennis Courts. To request rental of a field or fields, the following form needs to be completed in its entirety; including attaching the appropriate paperwork, certificate of liability, roster, and schedule. The completed form must be given to the Park & Recreation Director. Completing this form does not guarantee rental.

All guidelines in the field rental policy must be met or the Park and Recreation Department has the right to revoke use of field(s). Field requests are on a first come first serve basis, and following the priority list. The Park and Recreation Department will make every reasonable effort to treat all field requests in a fair and equitable manner when establishing priorities of use. Priority list is as follows:

- |  |                                     |
|--|-------------------------------------|
| 1. Sudbury Park & Recreation                   | 5. Sudbury Adult Organizations      |
| 2. Sudbury School Department K-8 & LSRHS       | 6. Sudbury Businesses               |
| 3. Sudbury Youth Organizations –Town Sponsored | 7. Non-Sudbury Youth Groups         |
| 4. Sudbury Youth Organizations                 | 8. Non-Sudbury Adult Organizations  |
|  | 9. Camps & Clinics/Club Teams/Other |

All rentals requests must be submitted during the appropriate time frame and only for that specific season. Any request submitted before the time frame will not be reviewed until the appropriate time; any request submitted after the deadline will be considered on a case by case basis. All field rental requests will only be reviewed on Wednesdays; if your request is submitted after Wednesday in a particular week it will not be reviewed until the following Wednesday. The timeline is as follows:

	Spring	Summer	Fall
Application Submission	January 1 – February 1	April 1 – May 1	June 1 – July 1
Season	April 1 (TBA) – June 30	July 1 – August 31	September 1 – November 30 (TBA)
<b>Any applications submitted after the submission times will be considered on a case by case basis</b>			

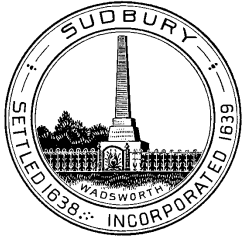
A field request will not be reviewed without all proper paperwork. All rental forms **must include a certificate of liability** listing the Town of Sudbury as additionally insured, a roster listing names and addresses, and a specific schedule (no block scheduling). Payment must be made within two weeks of the issued permit, or the permit is null in void. If a special payment deadline of special roster accommodation is needed, that must be communicated at the time of the rental request submission.

Please see the Town of Sudbury Park and Recreation Field Use Policy for full list of rules and guidelines.

***I have read and understand all conditions of my rental request. I understand submitting a request does not guarantee rental.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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All fees and charges are based on operational and administrative costs, preparation, set-up/clean-up time, and maintenance.

For classification on the category you fall under please refer to the Town of Sudbury Recreation Facility Use Policy, located on the Sudbury Park and Recreation Department website.

### YOUTH ORGANIZATIONS

SEASONAL USAGE	Per Child/Per Season	Total Participants	Total Due
Resident	\$49.45	X =	
Non-resident	\$104.65	X =	

### ADULT ORGANIZATIONS

SEASONAL USAGE	Per Adult/Per Season	Total Participants	Total Due
Resident	\$55.20	X =	
Non-resident	\$104.65	X =	

### CAMPS/CLINICS

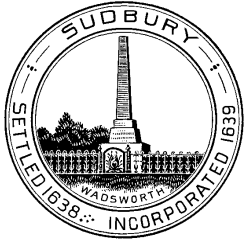
CAMPS/CLINICS	Per Hour/Per Camp/per Field	Total Hours	Total Due
Resident	< 50 \$86.25	X =	
Non-resident	< 50 \$86.25	X =	

**< 50 \$86.25 base rate per hour per Field**  
**50-100 1.5 X base rate to \$129.50 per Hour per Field**  
**100 plus 2 X base rate to \$172.50 per hour per Field**

JAMBOREE/ TOURNAMENT	Per child/per tournament	Total Participants	Total Due
Resident	\$12.65	X =	
Non-resident	\$12.65	X =	

### ONE TIME USAGE

TURF FIELDS	Per Field/Per Hour	Total Hours	Total Due
Resident	\$86.25	X =	
Non-resident	\$135.70	X =	



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GRASS FIELDS	Per Field/Per Hour	Total Hours	Total Due
Resident	\$86.25	X =	
Non-resident	\$178.25	X =	

### TENNIS COURTS

FEELEY & FEATHERLAND	Per Court/Per Hour	Total # of Courts	Total Due
Resident	\$18.40	X =	
Non-resident	\$24.15	X =	

### BASKETBALL COURTS

	Per Court/Per Hour	Total # of Courts	Total Due
Resident	\$18.40	X =	
Non-resident	\$24.15	X =	

### LIGHTS

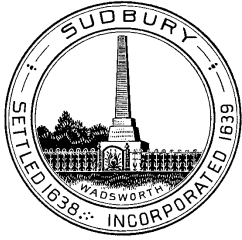
LIGHT FEE	One-time Usage	Seasonal Usage	Total # of hours	Total Due
Featherland	\$92.00 per hour	\$42.55 per hour	X =	
Feeley	\$92.00 per hour	\$42.55 per hour	X =	

**Cancellations/Refunds** – The Town of Sudbury Park and Recreation Department does not give credits for fields that cannot be used due to weather or natural conditions. Users can contact the Recreation Department to see if the date can be rescheduled, however a rescheduled date is NOT guaranteed. Refunds will only be given in the event that a request is made in writing at least three weeks in advance of the event, and/or at the discretion of the Park & Recreation Director.

*I have read and understand all fee structures and requirements of my rental request. I understand payment must be received no later than 5 business days after submitted request. I understand Sudbury Park, Recreation, and Aquatics Department does not invoice for payment.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### Field Request Form

Rental #: \_\_\_\_\_

Organization/Group: \_\_\_\_\_

Type of Organization:  Sudbury Youth Organization  Sudbury Adult Organization  
 Sudbury Business  Sudbury Residents  Sudbury Public Schools  
 Non-Sudbury Youth Organization  Non-Sudbury Adult Organization  
 Non-Sudbury Business  Non-Sudbury Residents  Non-Sudbury Public Schools  
 Non-Profit  For Profit (Please check all that apply)

Contact Name: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

#### Rental Information

One-time use  Seasonal Use – Attach Schedule  Program use – Attach program & schedule

Rental Start Date: \_\_\_\_\_ Rental End Date: \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_

Field(s) Requested:  Crime Lab  Curtis  Cutting  Davis  FCC Backfiled  
 Featherland  Feeley  Haskell  Haynes  Heritage Park  
 LS Community Field  LS Softball  Loring  Nixon  
 Noyes  Ti-Sales  Feeley Tennis Court  Featherland Tennis Court

Field Type: \_\_\_\_\_ Field Size: \_\_\_\_\_ Number of Fields: \_\_\_\_\_

Reason for Rental: \_\_\_\_\_

FOR OFFICIAL USE ONLY

(Updated 04/28/2022)

Camp/Clinic Rate

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Approved  Denied  Amount Due: \_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_

Copy of all documentation provided:  Yes  No Permit Sent: \_\_\_\_\_