Name of Applicant Organization:

Type of Organization:

Sponsor of Applicant Organization if Any:

Point of Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
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</tr>
</tbody>
</table>

Facility Requested | Dates and Days of Week Requested | Times
---|---|---
Picnic Shelter(s) | | |
Horseshoe Pits | | |
Farmer's Market | | |
Events Pavilion | | |
Green Bingo Stand | | |
Concession Stand | | |
Other | | |

Knick Field | Dates and Days of Week Requested | Times
---|---|---
Lights (Y/N) | | |
Lights (Y/N) | | |
Lights (Y/N) | | |
Lights (Y/N) | | |
Responsibilities & Duties

<table>
<thead>
<tr>
<th>Town</th>
<th>Reservation Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain the outfield and facility grass ensuring the appearance is kept in suitable condition for use of play.</td>
<td>Payment for reservation of the facility must be made in full by no later than 24 hours of the reservation date.</td>
</tr>
<tr>
<td>Town has restroom facilities cleaned before practices and events. Town also grants necessary access for use of these facilities.</td>
<td>Picking up softballs, equipment, and trash in the outfield and grounds of the facility after the use of the facility.</td>
</tr>
<tr>
<td>Town will provide access to electrical outlets for use of equipment related specifically to the activity or sport held at the venue.</td>
<td>Makes sure bathrooms are being used in a respectable manner and for its designed purpose (no smoking, drinking, drugs, sex, etc.).</td>
</tr>
<tr>
<td>The Town will grant access to lights for the field, only if requested by the reservation party. The Town however will charge an additional $25 an hour for use of these lights.</td>
<td>Reservation party is responsible for the transportation of any equipment necessary to execute the activity or sport.</td>
</tr>
<tr>
<td>The Town will be responsible for turning the lights on and off.</td>
<td>Providing notice to the Town if the need for lights is required for the activity or sport.</td>
</tr>
<tr>
<td>The Town will provide temporary fencing for the reservation party, only if requested by the reservation party.</td>
<td>The Town is responsible for weed killing the infield.</td>
</tr>
<tr>
<td>The reservation party will be responsible for picking up, setting up, and taking down temporary fencing.</td>
<td>The reservation party is responsible for grading and other preparation for use of infield, including chalk on the foul line.</td>
</tr>
</tbody>
</table>

The above information is true to the best of my knowledge and belief. I understand that this reservation is not confirmed until written approval and payment in full is received at least 24 hours before the requested reservation time. I understand the responsibilities and duties and agree to them as stated above and any breech / violation of them may result in fine and denials of future use of any public facilities.

Applicant Signature and Date

Applicant Signature and Date

Recommendation:

Approve
Disapprove

Approve
Disapprove

Town Manager

IF NECESSARY
Council / Mayor Representative