



Indoor Facilities Application

Gym: \$25/Hour, Function Rooms/Conf. Room: \$10/ Hour

Applicants for use of the Parks & Recreation Department indoor facilities should complete and return this form to the Parks & Recreation Department office at the Center for Human Services or mail to: Parks & Recreation Department, Town Hall, Burlington, MA 01803.

When approved and signed by a Parks & Recreation Department official, this application serves as a permit to use the named facility as specified. Reservations will be confirmed for only one season (approximately three months). Groups wishing to extend use for additional seasons must contact the Parks & Recreation Department to request an extension.

ORGANIZATION _____

PERSON-IN-CHARGE _____ **Evening Phone** _____

ADDRESS _____ **Day Phone** _____

1. Facility requested _____
Room(s) _____
2. Day of week _____
Date(s) _____
3. Starting time _____ Ending Time _____
4. Describe activity _____
5. Estimated attendance: Children _____ Adults _____ %Residents _____
6. What food, if any, will be brought in? _____
7. What equipment, if any will be brought in? _____
8. Parks & Recreation Department equipment requested _____
9. Will there be an admission charge? _____
10. Other requests or additional information _____

USER'S RESPONSIBILITIES:

Before signing this request, please review the Recreation Department Policy
+Use of Indoor Facilities.+

Signature of person making request _____

Date _____

FOR RECREATION DEPARTMENT USE

USER FEE: \$_____ KEY DEPOSIT \$_____

Number of supervisors and salary rate _____

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Other financial responsibilities _____

Special instructions or conditions _____

APPROVED _____ DATE _____