

Amherst Massachusetts

LEISURE SERVICES & SUPPLEMENTAL EDUCATION DEPT

170 Chestnut Street, Suite 1
Amherst, MA 01002
www.lsse.org

Phone: (413) 259-3065
Facsimile: (413) 259-2407
lsse@amherstma.gov

To: Prospective User of Town/School Fields
From: Nate Valeri, Town of Amherst Sports and Recreation Director
Re: Field Request Forms and Payment

Date: ___/___/___

Enclosed you will find two forms that will need to be filled out and returned to me ASAP:

Form #1: Fields Request Form - Please fill in all blanks that pertain to your program – don't forget to provide the names and contact information for TWO contact people if at all possible. Be as specific as possible re: exact dates, times and fields that you are seeking.

Form #2: Acceptance of Responsibility – This form must be filled out and signed by a representative from your organization or you will not be allowed to access any Town/School fields.

CORI/SORI Background checks – If your group is planning on running a program that involves school-age children on a Town/School field then a CORI/SORI background check must be conducted on every adult who will have supervisory responsibilities over the children. We will conduct this background check for you for a small fee (\$10/person) provided we are given at least three weeks notice prior to your event.

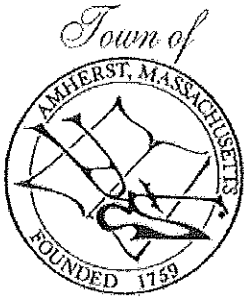
Payment of Fees – Unless arranged otherwise, payment in full will be due upon submission of the Fields Request Form. The field reservation will not be considered “confirmed” until such time as all fees have been paid in full. Checks should be made payable to “LSSE.”

Contact Information – Please direct all inquiries/questions to Nate Valeri at:

Work Phone - (413) 259-3144
Fax – (413) 259-2407
Email – valerin@amherstma.gov

All forms and payments should be mailed to:

LSSE
Attn: Nate Valeri
170 Chestnut Street, Suite 1
Amherst, MA 01002



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Fields Request Form

Date of Request: _____ Name of Event: _____

Name of Group/Organization: _____ Event Date(s): _____

Contact Person #1

Name: _____ Email: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Contact Person #2

Name: _____ Email: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Billing Address: _____

Group Designation (check one): School/Town: _____ Non-profit (*): _____ Other: _____

of people expected: _____ Admission Fee (To be charged at event): _____

Dates Needed	Field Requested	Fee	# Hours	Total
	Community	\$25/HR		
	Plum Brook	\$25/HR		
	Fort River 1	\$25/HR		
	Fort River 2	\$25/HR		
	Fort River 3	\$25/HR		
	Groff Park 1	\$25/HR		
	Groff Park 2	\$25/HR		
	Kiwanis	\$25/HR		
	Middle School	\$25/HR		
	Crocker Farm	\$25/HR		
	North Amherst	\$25/HR		
Check all that apply	Personnel Required	Fee	# of Hours/Days	Total
	Game Official(s)	\$30/HR		
	Site Supervisor	<i>Varies according to facility</i>		
	Tournament Administrator(s)	\$25/HR		

Office Use Only:

CORI checks Necessary - Yes No Total Fees: _____

Approval of Town Official _____ Date: _____

*Must Possess current 501C3 Status to be considered "Non-Profit."

Acceptance of Responsibility

As an official representative of the above-named organization, I am empowered to guarantee that this organization will fully comply with the regulations and guidelines governing this use of town or school facilities. I further agree that my organization will be responsible for any facility use costs and any costs caused by damages incurred during our use of the facilities. Also, on behalf of the organization I waive claim to any liability of the Town of Amherst, Amherst Leisure Services, the Amherst Public School District and/or the Amherst-Pelham Regional School District, its officers and employees.

Signature _____

Date _____

Print Name _____

Email _____

Home Phone _____

Work Phone _____

Cell Phone _____

Form must be returned to:

LSSE, Attn: Nate Valeri

170 Chestnut Street, Suite 1, Amherst, MA 01002

Office: (413) 259-3065 Fax: (413) 259-2407

The Town of Amherst policy of non-discrimination will extend to students, staff, the general public, and individuals with whom it does business; and will apply to race, national origin, religion, sex, economic status, political party, age, handicap and other human differences.