



Amherst Massachusetts

LEISURE SERVICES & SUPPLEMENTAL EDUCATION DEPT

Amherst Leisure Services
170 Chestnut St. 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: Nick Walas, Town of Amherst Sports 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 Town of Amherst.”

Contact Information – Please direct all inquiries/questions to Nick Walas at:
Work Phone - (413) 259-3144
Fax – (413) 259-2407
Email – walasn@amherstma.gov

All forms and payments should be mailed to:
LSSE
Attn: Nick Walas
170 Chestnut Street, Suite 1
Amherst, MA 01002



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Facilities Request Form

Date of Request: _____ Name of Event: _____

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

Billing Address: _____ Email: _____

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

School Facility Requested: _____ # of people expected: _____ Admission Fee: _____

Check all that apply	Field Requested	Fee	# of Hours	Total
<input type="checkbox"/>	Community Field - Softball	\$30 per hour		
<input type="checkbox"/>	Community Field - Baseball	\$30 per hour		
<input type="checkbox"/>	Community Field - Football	\$30 per hour		
<input type="checkbox"/>	Plum Brook	\$30 per hour		
<input type="checkbox"/>	Fort River 1	\$30 per hour		
<input type="checkbox"/>	Fort River 2	\$30 per hour		
<input type="checkbox"/>	Fort River 3	\$30 per hour		
<input type="checkbox"/>	Groff Park Upper Field	\$30 per hour		
<input type="checkbox"/>	Groff Park Lower Field	\$30 per hour		
<input type="checkbox"/>	Kiwanis Park Fields	\$30 per hour		
<input type="checkbox"/>	Crocker Farm Fields	\$30 per hour		
<input type="checkbox"/>	Wildwood Fields	\$30 per hour		
<input type="checkbox"/>	Other: [Please specify]			
Check all that apply	Personnel Required	Fee	# of Hours/Days	Total
<input type="checkbox"/>	Field Lined and painted	Field Dimensions will determine cost		
<input type="checkbox"/>	Tournament Administrator(s)	\$25 per hour		
<input type="checkbox"/>	Game Official(s)	\$30 per hour		

Office Use Only:
 CORI Checks Necessary _____ Yes _____ No **Total Fees:** _____

Approval of Town Official _____ **Date:** _____

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 and 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, its officers and employees.

Signature _____ Date _____

Print Name _____ Email _____

Home Phone _____ Work Phone _____

Form must be returned to:
Amherst Leisure Services: Nick Walas, Sports Director
170 Chestnut Street Suite 1, Amherst, MA 01002
Office: (413) 259-3144 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 race, national origin, religion, economic status, political party, age, handicap, and other human differences.