



# Town of Saugus Massachusetts

## Youth & Recreation Department

### FIELD PERMIT APPLICATION

Organization Name: \_\_\_\_\_  
*- The Undersigned is applying on behalf of -*

Field Requested: \_\_\_\_\_  
*- A Separate form is required for each field -*

Purpose of Request / Sport: \_\_\_\_\_

➤ Single Date Request \_\_\_\_\_  
*Check*

Date of Requested Field Use: \_\_\_\_\_  
*Day Month Date Year*

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Rain Date: \_\_\_\_\_  
*Day Month Date Year*

➤ Multi Date Request \_\_\_\_\_  
*Check \**

From (Date): \_\_\_\_\_ To (Date): \_\_\_\_\_  
*Day Month Date Year Day Month Date Year*

\* For a multi- day request, please attach a separate document / league schedule, which includes the following information;

- ✓ **Specific Dates of your Request**
- ✓ **Specific Times per Date**
- ✓ **Specific Activity per Date & Time (Practice / Game / Event)**

By signing below, I am acknowledging that I expressly understand and agree that the regulations specified in the "Saugus Youth & Recreation Permit Policy" are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damages to, or loss of, Saugus Town property, in consequence of such use of the accommodations described above, and engages to make the same good without expense to the Town. The undersigned also further agrees to pay promptly, such charges as may be made for the accommodation requested.

Applicants Name: (Print) \_\_\_\_\_ Position in Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Info: Cell #: \_\_\_\_\_ | Home #: \_\_\_\_\_ | Work #: \_\_\_\_\_

*Please indicate best way to reach you by placing a check mark before the appropriate number*

Email Address: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

- Internal Use -

Application Approved By: \_\_\_\_\_ Approved: \_\_\_\_\_ Declined: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*Saugus Youth & Recreation Department*

Insurance Certificate Received / On File: \_\_\_\_\_ Permit Fee if applicable: \$ \_\_\_\_\_



## **Town of Saugus Massachusetts Youth & Recreation Department**

### **FIELD PERMIT REQUEST INSTRUCTIONS**

Please forward the following documents;

- ✓ Field Permit Application - Completed & Signed
- ✓ Separate Detailed Schedule with Dates & Times listed *(If multiple dates are requested)*
- ✓ Copy of Insurance Binder
- ✓ Copy of your program roster(s) to include the name of the participants, and their addresses
  - *In some instances you may be asked to provide proof of residency for some or all of your participants*
    - *May be required after application is submitted*

To the Saugus Youth & Recreation Department

- EMAIL:      [youthrec@saugus-ma.gov](mailto:youthrec@saugus-ma.gov) *(if application is scanned with your Signature)*

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Once your application & information has been reviewed, you will be contacted with the result;  
**APPROVED / DECLINED** and if approved, the appropriate fee due. *(If applicable)*

**Fees must be paid by check or money order - made payable to: Town of Saugus MA**  
*All fees must be paid in full before the permit will be issued*

**You may pay the fee (if applicable) & pick up your permit at the Youth & Recreation Center on Central Street**

**If you have any questions at all, you may contact the Youth & Recreation Center: 781-232-4022**