



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: \$ _____ | Fee Collected: \$ _____ Check # / Cash: _____ Collected By: _____



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*

To the Saugus Youth & Recreation Department

- MAIL: Town of Saugus Massachusetts
Youth & Recreation Center
400 Central Street
Saugus, MA 01906

- FAX: 781-231-4100

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

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