Provincetown Recreation Department

File Completed form with Recreation Director

Applicant (Check One) _____School Organization ____Youth activity
_____Town Dept _____non-Profit ____Other

Organization Name:_____

Address:_____
_____

Email Address:_____

Contact and Responsible Party and Name:_____
Address:_____
_____

Telephone: Days: ( )_____ Evenings ( )_____

Requested Facility:_____

Requested Dates/
Times:_____

Will the Public be charged a fee for attending? ___Yes ___No/ Amount $_____

Purpose and description of use and anticipated number of people
_____
_____
_____

I agree to the conditions specified in the regulations for public use of Recreation Facilities as adopted by the policy set forth by the Provincetown Recreation Commission and to accept the responsibilities as set forth therein.

_____ _____
Date Signature

……

Action on Application

I herby (Approve/Disapprove) the above application.
Approval hereof is subject to payment of fees as follows:

_____ _____

Authorized by:

The Town of Provincetown is an Affirmative Action Employer. We are committed to ensuring that our programs and faculties are accessible to all members of the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation.

The Recreation Director in conformity with the following regulations; which have been approved by the recreation commission, will authorize the use of the recreation facilities, which shall include; The West End Playground, Jerome Smith Field, The Provincetown Skate Park, Suzanne's Garden, and The Provincetown Community Center.

1) Requests for the use of recreational facilities will be made at the office of the recreation director at least 14 days prior to the date of use. Permission of use of the facilities is on a first come first serve basis. The request will then be approved or disapproved at the next scheduled recreation commission meeting. Approval will need a majority vote by the recreation commission.

2) Recreational facilities may not be used for individual, private, or commercial purposes, unless the activity includes and is offered to the community at large and is educational in nature, such as instructional activities.

3) Requests for recreational facilities must be cleared with the recreation director and/or the Recreation Commission, should the nature of the request so justify.

4) Non Profit groups, town and school related groups will be permitted reasonable use of the Recreational Facilities without charge. The Recreation Department will accept voluntary donations amount to be decided by the user. Educational activities provided by an outside contractors charging for the instruction will be required to pay 25% of the total monies received by the instructor to the Provincetown Recreation Department.

5) All activities must be under competent adult supervision, and approved by the recreation director/ assistant director and the Recreation Commission. The group using the facilities will be responsible for any damage to the building or equipment and any imposed costs at the end of the event. (i.e. having to pay any personnel to come and secure the building.)

6) Groups receiving permission are restricted to the dates and hours approved and to the building, area, and facilities specified, unless requested changes are approved by the Recreation Director.

7) Groups receiving permission are responsible at all times for the observance of the fire and safety requirements.

8) Smoking, and the possession or consumption of Alcohol, or Drugs is NOT permitted anywhere on recreational facilities property, this includes open fields, and parking lots.

9) Proper liability insurance will be required of all groups given permission to use Recreational Facilities. A Certificate of Insurance is required prior to the approval and must be submitted with this form.

10) The recreation commission will approve and periodically review a fee schedule for the use of recreational facilities.

11) The recreation commission reserves the right to cancel any permission granted, with no time restrictions.