



**TOWN OF TEWKSBURY
TOWN MANAGER'S OFFICE**

**1009 MAIN STREET
TEWKSBURY, MA 01876
978-640-4300 * FAX 978-640-4302
E-MAIL - aryan@tewbury-ma.gov**

FIELD PERMIT APPLICATION 2025

Group/Individual/Organization Name and Type:

Field:

Date(s):

Day/Start-End Time:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start/End Time							

RAIN DATE(S):

PRIMARY Contact Person:

Address:

Telephone:
(Home)

(Work)

(Cell)

Email:

SECONDARY Contact Person:

Address:

City/Town:

Telephone:
(Home)

(Work)

(Cell)

Attach to permit request the following required documents:

_____ CORI Certification Letter – required for all organizations servicing youth under 18 years of age indicating that all Coaches and Assistant Coaches are CORI certified.

_____ Team roster with players names, address and phone numbers.

_____ List of all coaches names, addresses and phone numbers.

_____ The Recreation Department requires a Certificate of Insurance naming the Town of Tewksbury as an additionally insured. The Town of Tewksbury requires all groups that use the parks, athletic fields or other facilities owned by the Town to show proof of insurance.

- The General Liability Insurance shall at a minimum be in the amount of \$1,000,000 single and \$3,000,000 aggregate.
- Insurance Certificate must be submitted annually with Permit application.
The Town of Tewksbury requires all groups that use the parks, athletic fields or other facilities owned by the Town to show proof of insurance.
- The Town of Tewksbury Recreation Department shall be listed as the Certificate Holder.
- The Insurance Certificate must be submitted annually with Permit application.
- (The Town may waive or adjust these requirements if deemed in the Town’s Interest)

_____ Camps must be approved by the Town Board of Health and a certificate attached.

_____ Signed acknowledgement of Tewksbury Recreation field/facility policies and procedures.

_____ Permit Fee: Check Payable to **Town of Tewksbury**

Signature of Applicant

Organization

Date

Disclaimer

The person whose name appears above is responsible for the action of all persons using the field site in association with this permit. This includes responsibility for the removal of all litter, and all damages to the site. The permit will immediately be revoked for the use of alcohol, any illegal substance, and violation of the law and any behavior deemed inappropriate by the Town Manager or his/her duly appointed representative. If at any time an unfavorable condition exists or conduct by a participant or participants is deemed inappropriate, the Town Manager or his/her duly appointed representative reserves the right, in the interest of public safety, to discontinue all activities or dismiss the person or persons detrimental to the activity. As a condition of use the permit holder agrees to furnish at their own expense, Police or other protection, if deemed necessary by the Town Manager or his/her duly appointed designee, and to reimburse the Town of Tewksbury for any damages done to the site.

***My signature above indicated that I have read and agree to the above Disclaimer, received and read a copy of the “Town of Tewksbury Playing Field and Related Facilities Permit Policies and Procedures”, and the information listed on the back of this application and understand and will fully abide by the terms, conditions and provisions contained or referred to therein. I further agree to release and save harmless the Town of Tewksbury, its officers, employees, agents, and attorneys from any and all liability or expenses arising out of any incident occurring at the permitted facility.**