

**Winchester Recreation Department**  
263 Main Street  
Winchester, MA 01890 3397

**WPS affiliated field and Court Use Request Form**

All field and court use that are outside normal school hours should be coordinated with Winchester Recreation Department via this form. If the event uses any out side contracted vendors (Ex. Bounce house rental, performer etc..) the vendor must provide the town with a certificate of liability insurance that lists the Town of Winchester as additionally insured.

**Date submitted:** \_\_\_/\_\_\_/\_\_\_

**Contact Name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Group Name:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_

**Field or Court Desired:** \_\_\_\_\_ **\*Playing Area:** \_\_\_\_\_

\*Please list desired playing area of the field(s) that you are requesting.

**Days & Dates Requested\*:** \_\_\_\_\_

**Time requested:** \_\_\_\_\_

**Approximate number of people in attendance during use.** \_\_\_\_\_

*I HAVE READ, UNDERSTAND, AND WILL ABIDE BY THE TOWN OF WINCHESTER FIELD PERMIT Policy.*

**Signature of Contact Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please try and adhere to the below request deadlines for seasonal requests to ensure the field is available for your event date.

<u>Request Deadline</u>	<u>Permits Finalized by.</u>	
Spring (April 1 - June 30)	February 1	March 1
Summer weekday camp/clinics (July 1 – August 31)	March 1	March 30
Summer weeknight/weekend (July 1 - August 31)	May 15	June 15
Fall (September 1 - November 30)	July 15	August 15

Please email this form to Melissa Ross [Mross@winchester.us](mailto:Mross@winchester.us)  
Or deliver to the Recreation Department, 263 Main Street Winchester MA