



**CITY OF FITCHBURG  
RECREATION DEPARTMENT**

Nathan LaRose, Recreation Director  
Beth Robbins, Administrative Assistant

**Board of Park Commissioners**  
Jon Ricciutti, Chairman  
James McGrath, Vice Chairman  
Dave Madigan  
Andy Roy  
Mary Whitney

**FIELD & PARK ONE TIME USE REQUEST FORM**

GROUP NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

FIELD OR PARK REQUESTED: \_\_\_\_\_

REASON FOR USEAGE: \_\_\_\_\_

EXPECTED NUMBER OF ATTENDANTS: \_\_\_\_\_

DATE OF USAGE \_\_\_\_\_

TIME OF USAGE: \_\_\_\_\_

Do you plan to bring anything into the field or park? (Tables, chairs, stage, tents, music, bounce house, etc.) Please list below:

\_\_\_\_\_

Do you plan to grill: YES NO Do you plan to sell drinks or food: YES NO

Have received the okay from the Board of Health regarding any and all food: YES NO

Have you completed a public assembly request with the Fire Department: YES NO

**OFFICIAL USE ONLY**

Request received: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Fee Required: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Permit Issued: \_\_\_\_\_

Cash / Check / Money Order Check #: \_\_\_\_\_ Permit #: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_