Stowe Parks & Recreation is responsible for the scheduling, reservation, use and management of the Town’s athletic and recreational facilities. To reserve space for exclusive use, please review the following and submit Form 2 Field Use Application with required documents.

All Applicants

All applications must meet the following requirements:

- Submit Field Use Application Form 2 to Stowe Parks & Recreation. Forms that are illegible or incomplete will be returned for clarification.

- Applications are considered on a first-come, first-serve basis with priority given to current and return users if submitted by the March 2nd deadline.

- Indicate specific days, dates and times on your application or attach a separate calendar or schedule. Include time needed for set-up and break down as well as any known date exceptions in block scheduling (i.e. all Wednesdays in July except July 4th).

- Submit proof of liability insurance.

- After processing, applicants will be notified of their reservation status and given a quote with confirmed dates.

- Payment is due at the time of invoicing and prior to use.

- Additional fees for clean-up and damage to the facility will be invoiced separately.

- Changes or cancellations must be made prior to the event date to be eligible for a refund or credit.

Large Events (300+ Attendees) - Additional Requirements

In addition to the above requirements, Large Event applications must also:

- Submit a Special Event Permit with Form 2. Permit applications are available at the Town Manager’s Office or online at www.townofstowevt.org.

- As part of the Special Event Application, users are responsible for all required permits including zoning, health, liquor, public assembly, etc.

- Only 8 Special Event Permits are allowed on the Mayo Events Fields each year. The Selectboard makes the final approval and has authority for Special Events.

- Include a site plan describing the layout of field space including a description or map indicating placement of porto-jets, dumpsters, power supply, vendors, entrances, exits, parking, security, water, tents and other amenities.

- Attend a mandatory pre-event meeting at least two weeks prior to the event date. Applicant, Parks & Recreation and any necessary Municipal Departments must be present.

- A post-event meeting is also required to evaluate the event.

Revised 1/09/12
I have read and understand Stowe Parks & Recreation Field and Facility Forms and understand my responsibilities as outlined in Forms 1, 2 and 3. I understand that payment for use must be made in advance and that I will be invoiced separately for additional clean-up and repair costs related to any damage to the facility during my reservation.

Signature: ___________________________ Print: ___________________________ Date: ________________
Athletic Fields & Facilities

Form 3: Rates

FACILITIES

DAVID GALE RECREATION CENTER

- $75 full day
- $50 half day, for a maximum of four hours

FIELDS

LARGE EVENT (Over 300 in Attendance as per Mayo Farm Plan)

- $750 /day/ field of the event for the Event Field itself
- $100 /day for each auxiliary field when it is used e.g. (parking)
- $100 /day during set up and tear down time for any field occupied that cannot be used for other activities
- Plus any cleanup costs and repair of damages to the facility
- The possible costs of having an employee of the Town of Stowe on site to facilitate needs
- The rate of $40 / hr. may be charged if deemed necessary and agreed upon in advance of the event

SMALL EVENT (Less than 300 in attendance)

- $300/day/ field
- $100 /day for each auxiliary field when it is used e.g. (parking)
- $100 /day during set up and tear down time for any field occupied that cannot be used for other activities
- Plus any cleanup costs and repair of damages to the facility
- The possible costs of having an employee of the Town of Stowe on site to facilitate needs
- The rate of $40 / hr. may be charged if deemed necessary and agreed upon in advance of the event

YOUTH BASED SPORTS & ATHLETIC ACTIVITIES

- No rental fee to Stowe youth activities
- $250 fee for costs related to field care for the entire season
- Plus any cost from resultant damages

ADULT BASED SPORTS & ATHLETIC ACTIVITIES

- $250 fee for the costs related to field care for the entire season
- Plus a $25/ time of usage fee up to ⅛ day.
- Tournaments and Jamborees of greater duration will be considered Small Events as stated above
- Plus any costs from resultant damages

SPORTS CAMPS & SPECIAL ACTIVITIES

- $50 / day / field at the High School, Polo fields, and all others
- $100/ day for fields at the Mayo Farm A, B, or C
- Plus any costs from resultant damages

ONE-TIME ATHLETIC USE

- $25 / use, for a maximum of four hours
- Plus any costs from resultant damages

FIELD LINING/ MARKING

Fees for field lining or marking are in addition to rental fees. Requests must be made at least two weeks prior to the event date. Approximate fee per marking $150-$175