



## Athletic Fields & Facilities

# Form 1: Use Information

Town of Stowe  
Parks & Recreation  
PO Box 730  
336 Park Street  
Stowe, VT 05672

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 2<sup>nd</sup> 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.townofstovevt.org](http://www.townofstovevt.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-lets, 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



# Athletic Fields & Facilities Form 2: Application

**Town of Stowe  
Parks & Recreation**  
PO Box 730  
336 Park Street  
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**Organization:**  Resident  Non-Resident |  Non-Profit  Profit

**Name of Event:**

**Contact Person:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Billing Address:**

## FIELD/FACILITY INFORMATION

**Facility Requested:**

Mayo Events Field \_\_A \_\_B \_\_C     
  Moscow Field     
  David Gale Recreation Center  
 Polo Field     
  Memorial Park     
 Memorial Park Tennis Courts

**Description of Use:**

**Anticipated number of people in attendance:**

**Proof of Liability Insurance:**  Enclosed  Will be mailed separately  None (waiver required)  
\*with Town of Stowe listed as the additional insured\*

**Event Type:**

Small Event (less than 300 attendees)     
  Sport Camps & Special Activities     
  Large Event (300 people or more)  
 Youth Based Sports & Athletic Activities     
  One-time Athletic Use     
 \_\_\_\_\_ **Special Event Permit attached**  
 Adult Based Sports & Athletic Activities     
  Other: \_\_\_\_\_     
 (See additional requirements on Form 1)

## RESERVATION

Calendar or schedule attached -OR-  List specific dates and times:

Day(s) of the week	Date(s) <small>(month and day, including set-up and break-down dates)</small>	Time(s) <small>(including time for set-up and break-down)</small>	Use(s) <small>(i.e. game, practice, set-up, break-down, main event etc.)</small>

**List any date exceptions to block reservations:**

**Additional services needed:**

Electric     
  Water     
  Field Lining \* Field lining or marking requests must be made at least two weeks prior to the event.

**Other Comments:**

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

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### FACILITIES

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#### DAVID GALE RECREATION CENTER

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

### FIELDS

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#### 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 ½ 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