



North Berwick Comm. Center Outside Usage Form

Area(s) being used:

- ☐ Upper Field (Located to the left of the basketball court)
- ☐ Lower Field (Located behind the Community Center)
- ☐ Corner Field (Located to the right of the basketball court)
- ☐ Basketball Court
- ☐ Pavilion

Name of Organization: _____

Date(s) _____ **Use back of form to list several dates and times Type of Event: _____

Time of Event: Begin: _____ AM/PM End: _____ AM/PM (Use Back to list more dates) Confirm Dates and Times: _____ (Director)

Approx. number of people attending event(s): _____ Non-Profit (501C) #: _____

Responsible Person: _____
First Last Position

Organization Mailing Address City State Zip

Responsible Persons Email Address Responsible Persons Cell Phone

Terms and conditions:

- The North Berwick Community Center and outdoor facilities are available to North Berwick and SAD #60 based non-profit groups at no charge. Must have a 501c Non-Profit Number to use the facilities for free.
- Damage must be reported to the Parks and Recreation Director immediately.
- Please do not make changes to any part of the outdoor facility area without prior permission from the Recreation Director. Ex: Moving picnic tables, benches, etc.
- Trash removal policy: all trash must be removed by the responsible parties at the conclusion of the event or practices. This includes the playground trash can and any other cans around the facility. Replace can liners with 33 gallon bags. Please check the entire area to ensure it is clean and picked up, including bench areas.
- **No smoking or alcohol permitted on premises. No Dogs** are allowed around the Community Center area. (Your group is responsible for helping keep dogs out of the facilities, not letting people park in the front circle or smoke)
- Please make certain no one in your group or a group you are playing parks in the circle area. It is a Fire Lane and they could be ticketed.
- Port-a-potty(s) are around the backside of the Center from April 1st- Nov. 1st. Please make certain your group and other group personnel use them and NOT the woods.
- Your group is responsible for the people who are there for your event, practice, etc.
- You can only use the facilities during the times you have been approved for. No starting early or staying later.
- **Failure to follow the rules & regulations may result in lose of facility usage in the future.**

***Please make sure your group is aware that there are several meetings and paid rentals taking place inside the community center so please do not use the inside of the facilities. You may be interrupting someone else's important event.

I have read and understood the terms and conditions of this outdoor usage agreement.

Responsible Persons Signature: _____ Date: _____

Recreation Director Signature: _____ Date: _____

Approval: _____ Date: _____ Comments: _____

Field Usage Agreement Required: _____ Filled out , Attached and Approved _____ Date: _____

NOTE: The Rec. Director is not available after 5pm during the week or generally anytime on the weekends.

Kaylyn Bell
North Berwick Parks & Recreation Director
nbrec@maine.rr.com Office: 207-676-3206

Type of Event(s): _____

List all dates and times that your group will be utilizing the facility area that you checked off:

Date: _____ Time: _____ Team: _____

Date: _____ Time: _____ Team: _____

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