

# Tentative Field/Facility Reservation Form

# ACTIVITY RESERVATION & SCHEDULING FORM

Town of Milford  
 Recreation Department  
 1 Union Square  
 Milford, NH 03055  
 603-249-0625 (PH)  
 603-673-2273 (FAX)

INITIAL CONTACT DATE:

***Field or facility space is not reserved until this form, payment, and \*insurance certificate have been received and permit approved by Milford Recreation Dept.***

## NEW ACTIVITY & SCHEDULE:

Contact Person:	Telephone:(Day)
Organization/Sponsor:	Telephone:(Evening)
Mailing Address, Town, Zip:	
Activity:	Number Participants:
Requested	Age Group:
Field or Facility:	Number Teams:
Day(s) & Date(s):	
Time(s) of Activity:	
All start dates contingent upon season opening date of the park. Notice will be given from the Town allowing access to fields.	
<b>Special Needs/Equipment (check all requested):</b>	
<input type="checkbox"/> Electricity: [110V] [220V] # circuits: _____ <input type="checkbox"/> Water: # Connections: _____ <input type="checkbox"/> Portable Toilets: [Addl. Cleaning] [Addl.Units-2 per 500] <input type="checkbox"/> Tent setup: # and Size of Tents: _____ <input type="checkbox"/> Other (Please List): _____	<input type="checkbox"/> Trash: [Carry Out] [Town Removal] Schedule: _____ <input type="checkbox"/> Keys: [Gate] [Facility] Which Facility: _____ <input type="checkbox"/> Parking: [Town] [Other] Written Permission: _____
Applicant Signature: _____	
<b>OFFICE INSTRUCTIONS:</b>	DATE: INITIAL: COMMENTS:
1. Entered on Facility Calendar	
2. Insurance Certificate	
3. Other fees/charges	\$
4. Field/Facility use fee	\$
5. Recreation Approval/Permit #	#
<b>DEPARTMENTAL SIGN OFF:</b>	YES/NO: DEPT DESIGNEE: REASON:
1. Public Works (673-1662): location access & needs/equipment	
2. Police (249-0630): event notification, traffic, security	
3. Fire (249-0640): event notification, special events requirements	
4. Ambulance (249-0610): event notification, health, safety	
5. Code Enforcement (249-0620): special events, health	
6. Conservation (249-0628): special events, health	
7. Water Utilities (249-0660): water hook up	
8. BOS (249-0600): insurance, vending/concessions and event approval	
9. Recreation Commission - event approval	

\*Insurance certificate required 30 days prior to field use if affiliated with a group/organization. Individual/personal reservations not subject to insurance provisions



## Town of Milford Recreation Department 2020 Fee Schedule Fields and Pool

Town Hall  
1 Union Square  
Milford, NH, 03055-4240  
(603) 249-0625  
Fax (603) 673-2273  
[www.milford.nh.gov](http://www.milford.nh.gov)  
TDD Access:  
Relay NH 1-800-735-2964

	Residents		Non-Resident	
	M-F	Sat/Sun*	M-F	Sat/Sun*
<b>Keyes Field</b>				
Baseball	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Softball #1	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Softball #2	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Field-Multipurpose	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Playground	n/c	n/c	n/c	n/c
Volleyball Sand Ct.	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Basketball Court	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Tennis Courts	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Skate Park	n/c	n/c	n/c	n/c
Pavillion	\$20/hour \$100/day	\$25/hour \$125/day	\$20/hour \$100/day	\$25/hour \$125/day
Stage	\$20/hour \$100/day	\$25/hour \$125/day	\$20/hour \$100/day	\$25/hour \$125/day
<b>Shepard Park</b>				
Baseball	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Field-Multipurpose	\$15/hour	\$20/hour	\$25/hour	\$35/hour
<b>Kaley Park</b>				
Field-Multipurpose	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Softball	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Adams Field	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Emerson Park	\$15/hour	\$20/hour	\$25/hour	\$35/hour
<b>Heron Pond</b>				
Field 1 -Multipurpose	\$20/hour	\$25/hour	\$30/hour	\$40/hour
Field 2 -Multipurpose	\$20/hour	\$25/hour	\$30/hour	\$40/hour

\*Weekend rates apply to all reservations on holidays.

**NOTE:** Fee waiver requests must be submitted in writing to MRD & will be reviewed on case by case basis by MRC. Fee waivers are based on hourly reservation fees and require a donation of equal dollar amount to the Town and/or Recreation Commission. Field fees offset the cost of operating and improving the facilities. A 20% non-waivable field/facility charge will be assessed.

	Residents	Non Residents
<b>Pool</b>		
Pool Pass	\$20/person **	\$40/person**
	\$80 family max	\$160 family max
Day Pass	\$5/person**	\$5/person**
Replacement Pass	\$5/pass	\$5/pass
Parent/Child Swim	\$20/child/session	\$30/child/session
Swim Lessons	\$30/person/session	\$40/person/session
	(4-two week sessions w/ 8-30 min. lessons)	
Swim Team	\$80/person***	\$90/person***
Senior Water Fit	\$15/person	\$25/person

\*\* Children ages 4 and under & Senior Citizens ages 62 and over are free

\*\*\* \$10 Sibling discount available for each child after the first registered.

NOTE: Pool programs require the purchase of a pool pass for the participant.

NOTE: Pool passes are non-refundable unless extenuating circumstances apply.