

# TOWN OF MILFORD

RECREATION DEPARTMENT



## Field Procedures for Seasonal Reservations

The following outlines procedures for groups, organizations, teams, and schools that request use of the Town of Milford fields continuously throughout a season.

- Fields cannot be reserved before the first business day of the calendar year the request is for. (Example: Jan 2<sup>nd</sup> or 3<sup>rd</sup>)
- A field reservation form must be completed for all requests. This can be found on the Milford Recreation Department website ([milfordrec.com](http://milfordrec.com)) or by calling the department at 603-249-0625. Once received and approved a field permit will be issued that requires a signature and to be returned to the department with payment for any fees if applicable.
- The contact person on the reservation for should be the one person who is authorized to make changes throughout the season.
- If you reserve a field and then are not going to use it, please notify the Milford Recreation Department so it may be released for other users.
- A Certificate of Insurance listing the Town of Milford as an additional insurance must be received before the first day of usage.
- Preference is given to Town of Milford and Milford Recreation Department programs and events.
- All fields are to be considered closed at the beginning of the spring season until released by the Milford Recreation Department. Each field is released as it is ready.
- Milford does not determine if a field should be closed during the season due to rain. If we have rain and the fields should not be played on we ask you to refrain from using them until they have dried out. If you have questions or are unsure at any point in the season please feel free to reach out to the Milford Recreation Department. Please consider practicing to shift things around if a particular area of the field is getting too much use.

If anyone has any questions at all please feel free to contact the Milford Recreation Department.

Arene Berry  
Recreation Director