

Tentative Field/Facility Reservation Form

ACTIVITY RESERVATION & SCHEDULING FORM

Town of Milford
Recreation Department
1 Union Square
Milford, NH 03055
603-245-0625 (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 Department

NEW ACTIVITY & SCHEDULE

Contact Person:	Telephone:
Organization/Sponsor:	Email:
Mailing Address, Town, Zip:	
Activity:	Number of Participants:
Requested Field or Facility:	Age Group:
	Number of 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.	
Applicant Signature: X _____	

FOR OFFICE USE ONLY:

DATE:

INITIAL:

COMMENTS:

	1. Entered on Facility Calendar			
	2. Insurance Certificate			
	3. Other fees/charges			\$
	4. Field/Facility use fee			\$
	5. Signed Permit received			#

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



Town Hall
1 Union Square
Milford, NH, 03055-4240
(603) 249-0625
Fax (603) 673-2273
www.milford.nh.gov

Town of Milford Recreation Department Fee Schedule Fields and Pool

	Residents		Non-Resident	
	M-F	Sat/Sun*	M-F	Sat/Sun*
Keyes Field				
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
Shepard Park				
Baseball	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Field-Multipurpose	\$15/hour	\$20/hour	\$25/hour	\$35/hour
Kaley Park				
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
Heron Pond				
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
Pool		
Pool Pass	\$25/person **	\$50/person**
	\$100 family max	\$200 family max
Day Pass	\$5/person**	\$10/person**
Replacement Pass	\$5/pass	\$5/pass

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

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

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

TOWN OF MILFORD

RECREATION DEPARTMENT



Field and Facility Use Conditions and Information

1. No alcoholic beverages or other illegal substances.
2. No glass containers.
3. Please keep our parks and facilities clean. General cleaning of assigned area after use is expected.
4. All parties agree to observe and adhere to all Town and State Ordinances, Policies, Rules and Regulations regarding the use of these facilities, and are also liable for conditions requiring special cleanup or equipment, or the use of maintenance personnel beyond assigned working hours, damages to property and grounds. Refer to the specific Rules and Regulations.
5. All parties agree to adhere to the Governor's guidelines regarding COVID-19 for the specific activity or event.
6. Responsible for cleanliness of the area. Adequate supervision at all times.
7. Rake and drag ball diamond after use.
8. All motorized vehicles are not allowed on fields and must remain in parking lots. This applies to unloading and loading also.
9. Nothing may be staked into the ground without written permission.
10. Tents larger than 200 square feet are prohibited unless written permission is obtained and require a separate application
11. Food trucks are prohibited unless written permission is obtained. This also requires a separate application.
12. A valid certificate of insurance listing the Town of Milford as an additional insured must be provided at least 2 weeks before activity unless waived in writing by the Recreation Director
13. Must notify Milford Recreation Department if activity is cancelled and/or needs to be rescheduled.
14. Activities above are subject to change due to weather or other conditions.
15. Milford Recreation Department games and practices take priority.
16. Must use Town provided portable toilets. The pool house toilets will not be available for use.

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TDD Access: Relay NH 1-800-735-2964

website: www.milford.rec.com

e-mail address: recreation@milford.nh.gov