



# OUTDOOR Reservation Form

## SCARBOROUGH COMMUNITY SERVICES

P.O. Box 360  
Scarborough, ME 04070-0360  
(207) 730-4150 Fax: (207) 730-4165

<http://www.scarborough.me.us/commserv/index.html>

Revised 06-22-2010

### Important Information

- **All Turf Field Requests:** Please complete the form entitled *Turf Request Form*.
- Please complete entire form. *This includes completion on Page 2 for sports fields (see other side).*
- Applicant is considered the authorized representative and does agree to ensure that all Community Services policies will be followed and, further, does agree to pay all costs pertaining to event use.
- Any group anticipating over 500 in attendance at an event must have Scarborough Police approval in writing before Community Services approval.
- Rainouts must be rescheduled through the Office of Community Services.
- We ask that all facility requests be submitted at least seven days in advance so that we may better meet your needs.
- **Lighting Information:** On the following fields -- McFarland Baseball Field, Multi-Use Softball Field, Varsity Softball Field, and Multi-Use Field/Route 114 -- a strobe light will flash at the conclusion of the applicant's requested scheduled light time. At that point, lights will remain on for an additional 10 minutes (only) for safety purposes. The light may be extended by the applicant by calling a specific telephone number.\* Each applicant must first obtain a MUSCO ID through the Community Services Office (730-4150). It is important to get the ID prior to the event.  
\*Lights may be extended for no more than 30 minutes maximum.

### Applicant Information

\_\_\_\_\_ Youth \_\_\_\_\_ Adult \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Name of Organization \_\_\_\_\_

P.O. Box (if applicable) \_\_\_\_\_ Street \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Organization Representative \_\_\_\_\_ Street \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_ E-mail Address \_\_\_\_\_ Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

### Facility Information

Activity \_\_\_\_\_ Age Group \_\_\_\_\_

Facility Requested: Park/Beach \_\_\_\_\_ Field # \_\_\_\_\_ Court # \_\_\_\_\_

Light Use Fee: • **Fields** (McFarland Baseball Field, Varsity Softball Field, Multi-Use Softball Field, Multi-Use Field/114) \$70 per hour • **Basketball/Tennis Courts and Track** \$15 per hour

Mark appropriate day/s facility will be needed:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Date/s Requested	TIME		Lights Requested	Fee
	Start	End		
1.				
2.				
3.				
4.				
5.				
			Total Fee	

**Estimated Attendance:** Participants \_\_\_\_\_ Spectators \_\_\_\_\_

### Signature Required

I have read the above information and agree to follow all Community Services policies and pay all costs pertaining to event use.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### For Community Services Staff Only:

Reservation # \_\_\_\_\_ Date Entered \_\_\_\_\_ Time Entered \_\_\_\_\_

MUSCO Date Entered \_\_\_\_\_ Reserved by \_\_\_\_\_

**Paid:** \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check # \_\_\_\_\_ Credit \_\_\_\_\_

\_\_\_\_\_  
Bruce Gullifer, Director, or Designee

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Receipt Sent to Applicant: \_\_\_\_\_

Name

\_\_\_\_\_  
Date

To be completed by applicant.

Please check the Town's Web site for detailed maps/diagrams at the following site:

[http://www.scarborough.me.us/commserv/documents/field\\_res/index.html](http://www.scarborough.me.us/commserv/documents/field_res/index.html) These may also be reviewed at the Community Services Office on the third floor of the Municipal Building.

<p>Clifford Mitchell Sports Complex</p> <p>___ McFarland Field Multi-Use</p> <p>___ Multi-Use Field -- Route 114</p> <p>___ Multi-Use Softball Field</p> <p>___ Soccer Field -- Route 114</p> <p>___ Varsity Softball Field</p> <p>___ McFarland Baseball Field</p> <p>___ Concession</p>	<p>Tennis/Basketball Courts</p> <p>___ Tennis #1</p> <p>___ Tennis #2</p> <p>___ Tennis #3</p> <p>___ Tennis #4</p> <p>___ Basketball #1</p> <p>___ Basketball #2</p>
<p>Middle School Fields</p> <p>___ Multi-Use Field #1</p> <p>___ Multi-Use Field #2</p> <p>___ Baseball Field #1</p> <p>___ Softball Field #1</p>	<p>Memorial Park Sports Complex</p> <p>___ Field #1</p> <p>___ Field #2</p> <p>___ Field #3</p> <p>___ Gazebo</p> <p>___ Concession</p>
<p>Peterson Field</p> <p>___ Little League #1</p> <p>___ Multi-Use Field #1</p> <p>___ Multi-Use Field #2</p> <p>___ Multi-Use Field #3</p> <p>___ Softball Field #1</p> <p>___ Softball Field #2</p>	<p>Springbrook Park</p> <p>___ Multi-Use Field #1</p> <p>___ Multi-Use Field #2</p> <p>___ Multi-Use Field #3</p> <p>___ Multi-Use Field #4</p> <p>___ Multi-Use Field #5</p> <p>___ Softball Field #1</p> <p>___ Softball Field #2</p> <p>___ Concession</p>
<p>Wiley Recreation Area</p> <p>___ Baseball Field #1</p> <p>___ Little League Field #1</p> <p>___ Multi-Use Field #1</p> <p>___ Multi-Use Field #2</p> <p>___ Concession</p>	<p>Miscellaneous</p> <p>___ Blue Point School Little League</p> <p>___ Oak Hill School Field</p> <p>___ Bessworth Field</p> <p>___ Ferry Beach</p> <p>___ Hurd Park</p>

**To be completed by Scarborough Community Services:**

	FEE	TOTAL
Season field use—league play per team (15 games or less)	\$200	\$ _____
Application fee (i.e., weddings, special events, etc.)	\$100	\$ _____
Field use per individual use (non-resident) -- 3-hour maximum	\$75	\$ _____
Field light fee charge per hour (track/turf/McFarland Field/softball fields)	\$70 (per hour)	\$ _____
Application fee for non-profit or service group	\$50	\$ _____
Field use per individual use (if non-seasonal) -- 3-hour maximum	\$50	\$ _____
All Premier teams (i.e., ASA, Premier Soccer, etc.) -- 3-hour maximum	\$50	\$ _____
Field lining per field	\$50	\$ _____
Court light fee charge per hour (basketball/tennis courts and track only)	\$15 (per hour)	\$ _____

**Damage deposit as required by Director, if applicable.** \$ \_\_\_\_\_

All fees must be paid seven days in advance. TOTAL FEES ..... \$ \_\_\_\_\_

**We ask that all facility requests be submitted at least seven days in advance so that we may better meet your needs.**

