

**CITY OF LOWELL
RECREATION DEPARTMENT
CITY HALL, ROOM 7
375 MERRIMACK STREET
LOWELL, MA 01852
(978) 674-4175
Fax : (978) 970-4065
Email: Recreation@lowellma.gov**

Kevin J. Murphy
City Manager

Thomas R. Bellegarde
Commissioner of Parks & Recreation

John J. Linnehan
Chairman, Board of Parks

Peter Finnegan
Vice Chairman, Board of Parks

FACILITY REQUEST

FACILITY REQUESTED: _____ SPORT/EVENT: _____

GAME _____ PRACTICE _____ TOURNAMENT _____ OUTING _____ SPECIAL EVENT _____

DATES & TIMES REQUESTED:

FEES: Permits are issued in increments of 2-hour blocks. Please be specific and only request the dates and times that you will definitely use. Schedules must be attached and submitted with this form. Cawley Stadium turf/fields and the Shedd Park Pavilion are issued in 4-hour blocks and are not operated from the fee structure below. Requests pertaining to these locations will require you to attend a Board of Parks meeting for approval where fees will be determined based on amenities needed. Unless otherwise noted on the City of Lowell Website, Lowellma.gov, the deadline to get on a Board of Parks agenda to attend a meeting is 5:00PM on the Wednesday prior to a meeting. Refunds/credits are not issued under all circumstances and will be handled on an individual basis. Fees are subject to change.

Resident Adult	\$ 25.00 / 2 hours
Non-Resident Adult	\$100.00 / 2 hours
Non-Resident Youth	\$ 50.00 / 2 hours

The Parks & Recreation Department accepts payments in the form of cash, money order or Treasurer's Check. No personal checks accepted.

ORGANIZATION: _____

CONTACT INFORMATION

NAME: _____ NAME: _____

ADDRESS: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: (H) _____ (W) _____ PHONE: (H) _____ (W) _____

(CELL) _____ (FAX) _____ (CELL) _____ (FAX) _____

E-MAIL: _____ E-MAIL: _____

*The permit holder is responsible for following the guidelines of the permit.

CITY SERVICES

Special Events:	Henri Marchand	(978) 674-1481	Health Inspector:	Dave Ouellette	(978) 674-1458
Detail Police Officer:	Ken Shaw	(978) 937-3205	Liquor License:	Ryan Winn	(978) 674-4156
Fire Prevention:	Deputy Thomas Gilligan	(978) 459-5554			

SIGNATURE OF APPLICANT: _____ DATE: _____

OFFICE USE ONLY

RECEIVED BY: _____ DATE: _____

Signature