

Town of Holland
Hitchcock Field

Application for use of fields/buildings

Application must be made by the first Sunday of the month preceding the request.

Today's Date _____

Name of Organization _____

Type of Event Planned _____

Facility requested _____ Adult in charge _____

Date(s) requested	Starting time	Closing time
_____	_____	_____
_____	_____	_____

The above dates and times should include time for warm up, field prep and/or other preparation, set up and clean up.
Organizations may use the field during the approved times only. Organizations must be sure the field is clean and free of any equipment or trash before leaving.

I agree to pay all bills and to observe all regulations appearing in the Rules and Regulations (see page 2) for use of Hitchcock property.

Name address

Contact information cell phone email

Signature of person making application

Authorized member of Recreation Committee Date

Are you requesting the concession stand? _____ If yes, rate paid _____

Rules and Regulations for Use of Hitchcock Property

1. Town of Holland sponsored functions take precedence over outside organization functions. Application must be made by the first Sunday of the month preceding the request.
2. The Holland Recreation Committee reserves the right to approve or deny all requests which may interfere with any town function including team practices, field maintenance or building maintenance or which does not meet the intended purpose of this policy.
3. Organizations using the property must provide the proper supervision, must agree to protect the field and all buildings and must agree to pay for all damages incurred as a result of its use.
4. Use of the concession stand must be specifically requested in the application. Organizations using the concession stand must agree to supervise the stand at all times it is open. All personnel must be over the age of 21 and must keep the stand clean, all food must be stored securely and locked after the function is over. A key must be obtained from the recreation committee and returned promptly after the function is over.
5. Smoking and the use of alcoholic beverages are prohibited on the Hitchcock field property or in any of the buildings.
6. Town of Holland sponsored groups and organizations may use the property without charge. All other organizations need to provide an insurance binder before the application can be approved.
7. Outside organizations or organizations using the concession stand more than five times per year for any function must agree to pay fees set by the Recreation Committee to partially defray the cost of maintenance and electricity. This may include porta potty fees.