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MAYOR

CITY OF SALEM, MASSACHUSETTS  
PARK, RECREATION & COMMUNITY SERVICES  
5 BROAD STREET, SALEM, MASSACHUSETTS 01970  
TEL. (978) 744-0180 OR (978) 744-0924  
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### PARK/FIELD PERMIT REQUEST

Full Name of Applicant: \_\_\_\_\_

Organization/League: \_\_\_\_\_ 501.c.3 Non-profit?  Yes  No

Organization/League Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Park or Field requesting: \_\_\_\_\_  
(For Salem Common, indicate on map, included, where ceremony/event will occur.)

Date requested: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_  
(Include setup and breakdown time. If requesting multiple dates, please list on additional page.)

**Describe event or program in detail. Use additional page if necessary:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimate number of attendees/participants: \_\_\_\_\_  Need electricity (not available at all venues)

**Check amenities you will provide:**

Tent(s)  Portable bathrooms  Food preparation/service  Vendors

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return completed application to: Parks & Recreation, 5 Broad St., Salem, MA 01970**

**For office use only:**

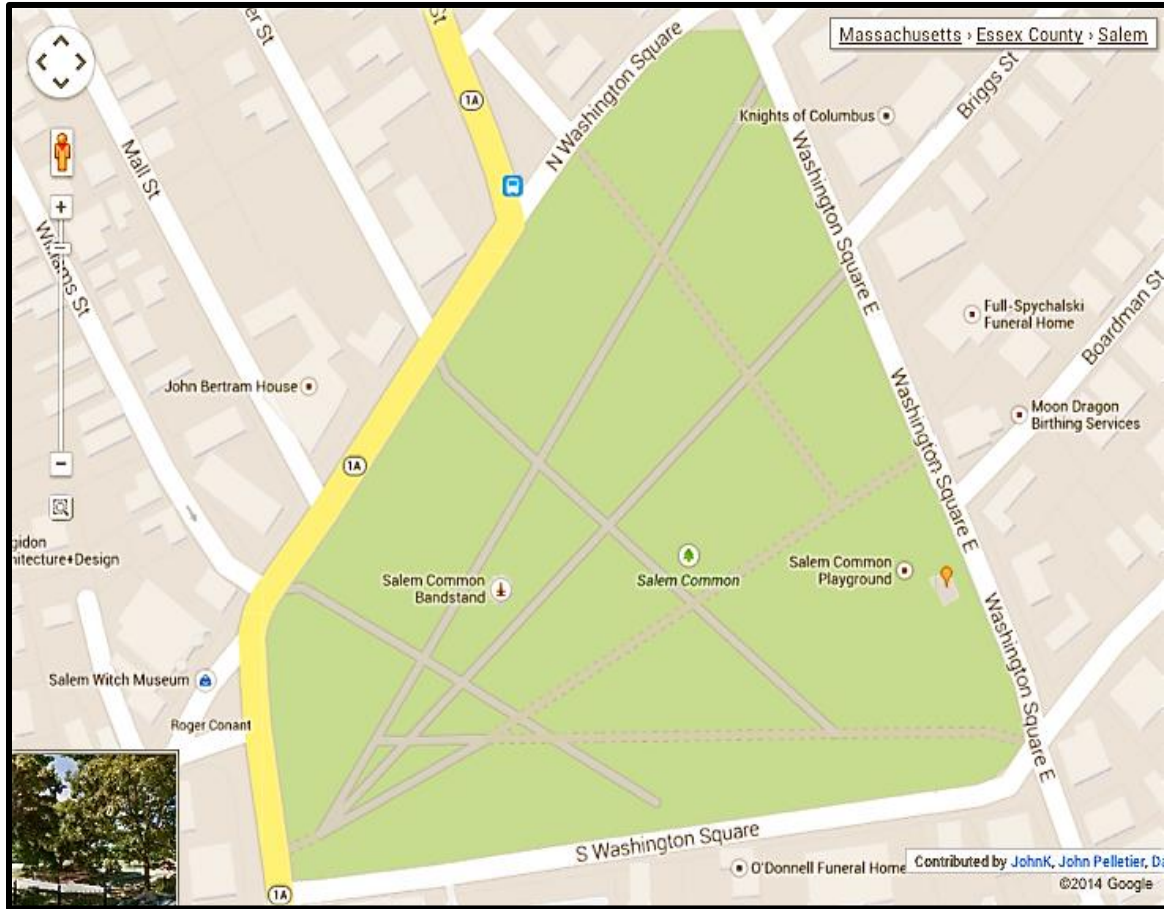
Date received: \_\_\_\_\_ Fee: \_\_\_\_\_

Director approval: \_\_\_\_\_ Date: \_\_\_\_\_

Commission decision, if needed:  Approved  Not approved

Comments/restrictions: \_\_\_\_\_

Paid? \_\_\_\_\_ Received by: \_\_\_\_\_ Date permit issued to applicant: \_\_\_\_\_



## SALEM COMMON

### Park and Field Permit Policies

- Rental fees will be determined based on information provided on application.
- If non-profit status is indicated, certification must be provided.
- Each park and/or pavilion will require an authorized permit for groups or events with anticipated attendance of 20 or more individuals.
- Permit requests must be received at least 30 days in advance of date requested, and will be responded to within five (5) business days.
- Permit preference will be given to City of Salem events and or programs, City of Salem schools, groups, non-profit organizations and residents.
- Requests outside of normal park hours will require the approval of the Park and Recreation Commission.
- Requests with amplified sound and/or alcohol consumption will require approval of the Park and Recreation Commission.
- The City of Salem Police Department will be notified of park permits and has the authority to revoke an approved permit, at its discretion.
- Groups who do not adhere to policies or have had a permit revoked may not request a park permit for one (1) year.