



**TOWN OF BARRE  
RECREATION DEPARTMENT  
FACILITY USE REQUEST**

**If you wish to reserve use of any recreation facility, fill out this form and return it to the Town Manager's Office.**

Recreation facilities include the Town Forest, recreation fields, disc golf course, and bike paths. Playgrounds cannot be reserved.

To reserve the picnic shelter in the Recreation Area, use this form:  
[www.barretown.org/Permits\\_Forms/picnicshelterreservationform.pdf](http://www.barretown.org/Permits_Forms/picnicshelterreservationform.pdf)

**1. TO BE COMPLETED BY REQUESTER**

GROUP REQUESTING USE: \_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

NAME OF PAYING ENTITY, IF DIFFERENT FROM ABOVE (Individual or organization):  
\_\_\_\_\_

FACILITY OR FIELD REQUESTED: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

DATES AND TIMES: \_\_\_\_\_

ADDITIONAL REQUESTS (equipment, lights, etc.): \_\_\_\_\_

*Nonprofits and fundraisers only:* Request fee be waived?  NO  YES  N/A (see instruction #2 on reverse)

**For Rec Area facility requests only:**  
Are you requesting permission for alcohol consumption?  NO  YES *If yes, see instruction #6 on reverse.*

Return completed forms to:

**Town of Barre, P.O. Box 116 Websterville, VT 05678, or [offices@barretown.org](mailto:offices@barretown.org)**

Approved users take note: **After hours contacts are** Dwight Coffrin (802)595-3333 or Elaine Wang, text (802)249-5978

**2. TO BE COMPLETED BY TOWN STAFF**

**RECREATION BOARD DECISIONS**

- Use approved by Rec Board?  NO  YES
- Certificate of Insurance needed?  NO  YES See instruction #5 on reverse.
- Fee Waived?  NO  YES  N/A
- Alcohol use permitted by Rec Board?  NO  YES See instruction #6 on reverse.

Total Due after use(s): \$ \_\_\_\_\_

Other conditions: \_\_\_\_\_

**ADMINISTRATION**

Date of approval/denial: \_\_\_\_\_ Date entered on Rec Calendar: \_\_\_\_\_

AR Code(s):  011.347.300 Field use \$ \_\_\_\_\_  011.347.200 Lights \$ \_\_\_\_\_ Authorization: \_\_\_\_\_

## Instructions for completing the Reservation Form

1. Fill out section 1. To be completed by requester, completely.
2. Use fees:
  - a. Softball, baseball and soccer fields at the Rec Area at 46 Websterville Road: \$10 per game and \$25 per night for use of lights.
  - b. The Quarries Disc Golf Course: \$50 per tournament day or other organized event day.
3. Nonprofit organizations and events held for the purposes of raising funds for a cause may request their field use fees to be waived.
4. Facility use requests are approved by the Recreation Board at their regular meetings held the first Monday of every month. If the first Monday is a holiday, then the meeting is held the following Monday. Requests received between meetings for a use to take place prior to the next meeting may be approved by the Town Manager's Office under special circumstances and if there are no conflicting approved uses.
5. Current Certificates of Insurance naming the town as an additional insured are required prior to the date of the use. The address of the additional insured is:

Town of Barre  
PO Box 116  
Websterville VT 05678

**Your insurer should provide the certificate directly to the town**, by email to [offices@barretown.org](mailto:offices@barretown.org) or by fax to 802-479-9332.

6. Alcohol use:
  - The Group and the Responsible Person requesting use of the facility shall ensure that all group members follow these conditions and shall hold the Town harmless from liability for any violations.
  - Alcohol may be consumed only in the main Recreation Area and only with the prior approval of the Recreation Board. Permission will be for specific areas with the Recreation Area and for specific times named on this form. Alcohol consumption on town recreation properties otherwise is prohibited by Barre Town Ordinance Sec. 3.5 – 28 (b)(27).
  - Anyone who is inebriated or anyone who does not cease consumption of alcohol after being instructed by a police officer or town official may be cited for violating Barre Town Ordinance Sec. 3.5 – 28 (b)(27).
  - Barre Town ordinances, and state and federal laws, must be followed regarding alcohol use, including but not limited to:
    - Anyone who engages in disorderly conduct in the Rec Area may be cited for violating Barre Town Ordinance Sec. 3.5 – 28 (b)(20), (21) or (26), including for sleeping overnight or protractedly lounging on the seats or benches or other areas; engaging in loud, boisterous, threatening, abusive, insulting or indecent language; engaging in any behavior tending to be a breach of the public peace; using loud speakers, sound amplification devices or sound making equipment without authorization; disturbing or interfering unreasonably with any person or party occupying any area or participating in any activity under sanctioned authority; exposing themselves indecently or procuring another to so expose himself/herself; acting indecently; or using indecent language as define in Title 13, chapters 59 and 63 of the Vermont Statutes Annotated.
    - No persons under the age of 21 shall consume alcohol.
    - No one under the influence of alcohol shall operate a motorized vehicle.