

TRUSTEES OF MEMORIAL PARK
TOWN OF NEEDHAM, MASSACHUSETTS

Request to use Memorial Park Building

Please use this form if your primary use of the park is the building. If you are requesting use of the athletic fields, with or without building, please use the Special Event Form.

Name of Non-Profit Organization: _____

Contact Name: _____ Phone: _____

Date Request Submitted: _____

Provide full description of event(s) for use of building:

Requested Date(s):

Requested Time(s):

A Trustee of Memorial Park needs to lock and un-lock the building for use. Please be very specific on the time requests, below.

Set-Up: _____

Event: _____

Clean-Up: _____

Building Spaces Requested: *check all that apply*

___ meeting room

___ large meeting room

___ 2nd floor kitchen

___ Concession room

___ garage bay

___ "outside" restrooms

Is temporary storage requested prior to the day of use? If yes, explain below:

Number of expected participants:

Number of parking spaces expected to be needed:

What items do you need to bring into the building for the event?

Please list: examples - food, food servers, clothing/uniforms, tanks

Describe plan for cleaning the space(s) and leaving ready for next user. Include trash removal plan.

Please Note:

- The building does not have regular custodial services, so all users must leave the spaces used clean for the next group.
- A vacuum cleaner is available on the 2nd floor to clean up extra debris left on the floors.
- The second floor of the building is not handicap accessible
- The building does not currently have Wi-Fi connection
- Trustee approval is required for any storage
- Check with the Needham Health Department on whether a food permit is needed
- No vehicles may park in “no parking areas”
- No vehicles may park in designated handicap spaces without official ADA parking permit
- No dogs are allowed at Memorial Park, under Town By-Law Section 3.7.6
- All damage, from event, or found, should be reported to the Trustees of Memorial Park, or if a safety issue, immediately to the Needham Police Department