

**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.*

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Name of Non-Profit Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Request Submitted: \_\_\_\_\_

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**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

\_\_\_ 2<sup>nd</sup> 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 2<sup>nd</sup> 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