

**CITY OF LOWELL  
RECREATION DEPARTMENT  
CITY HALL, ROOM 7  
375 MERRIMACK STREET  
LOWELL, MA 01852  
(978) 674-4175  
Fax : (978) 970-4065  
Email: [Recreation@lowellma.gov](mailto:Recreation@lowellma.gov)**

Kevin J. Murphy  
City Manager

Thomas R. Bellegarde  
Commissioner of Parks & Recreation

John J. Linnehan  
Chairman, Board of Parks

Peter Finnegan  
Vice Chairman, Board of Parks

**FACILITY REQUEST**

FACILITY REQUESTED: \_\_\_\_\_ SPORT/EVENT: \_\_\_\_\_

GAME \_\_\_\_\_ PRACTICE \_\_\_\_\_ TOURNAMENT \_\_\_\_\_ OUTING \_\_\_\_\_ SPECIAL EVENT \_\_\_\_\_

DATES & TIMES REQUESTED:

**FEES:** Permits are issued in increments of 2-hour blocks. Please be specific and only request the dates and times that you will definitely use. Schedules must be attached and submitted with this form. Cawley Stadium turf/fields and the Shedd Park Pavilion are issued in 4-hour blocks and are not operated from the fee structure below. Requests pertaining to these locations will require you to attend a Board of Parks meeting for approval where fees will be determined based on amenities needed. Unless otherwise noted on the City of Lowell Website, Lowellma.gov, the deadline to get on a Board of Parks agenda to attend a meeting is prior to 5:00PM on the Wednesday prior to a meeting. Refunds/credits are not issued under all circumstances and will be handled on an individual basis. Fees are subject to change.

Resident Adult	\$ 25.00/2 hours
Non-Resident Adult	\$100.00/2 hours
Non-Resident Youth	\$ 50.00/2 hours
Custodial Fee (if applicable)	\$100.00/4 hours

The Recreation Department accepts payments in the form of check or money order only.

ORGANIZATION: \_\_\_\_\_

**CONTACT INFORMATION**

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

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(CELL) \_\_\_\_\_ (FAX) \_\_\_\_\_ (CELL) \_\_\_\_\_ (FAX) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

\*The permit holder is responsible for following the guidelines of the permit.

**CITY SERVICES**

Special Events:	Henri Marchand	(978) 674-1481	Health Inspector:	Dave Ouellette	(978) 674-1458
Detail Police Officer:	Ken Shaw	(978) 937-3205	Liquor License:	Ryan Winn	(978) 674-4156
Fire Prevention:	Deputy Thomas Gilligan	(978) 459-5554			

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Signature