



Town of Woodstock
WOODSTOCK RECREATION DEPARTMENT
 Sports Fields Application Form



ORGANIZATION					
Full Name of Organization or Team:					
Type of Request	Seasonal	One Time	Tournament		
ACTIVITY <i>(Please check one)</i>	<input type="checkbox"/> Baseball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Other		
	<input type="checkbox"/> Softball	<input type="checkbox"/> Rugby			
	<input type="checkbox"/> Slo-Pitch	<input type="checkbox"/> Football			
PARTICIPANTS <i>(Please circle one)</i>					
	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Co-Ed		
	<input type="checkbox"/> Youth (under 12)	<input type="checkbox"/> Teens (13-19)	<input type="checkbox"/> Adult (over 19)		
Participant numbers	_____ approximate number of total players				
CONTACT INFORMATION					
<u>Main Contact</u>			<u>Treasurer / Scheduler Contact</u>		
Name:			Name:		
Position :			Position :		
Address:			Address:		
City:			City:		
Postal Code:			Postal Code:		
Phone:			Phone:		
Email:			Email:		
FIELD REQUEST					
Field Requested	Level/Group	Day	Dates (from-to)	Time (from-to)	# weeks



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Application form

1. Each user group will designate one person to be listed as the group's contact. One scheduler can also be named. A full mailing address, phone number(s) and email are required for this contact. All information requested is to be provided. Failure to comply will result in scheduling delays. Please indicate the type of activity, the number of participants and their age range.
2. Indicate the first and last dates the activity will be held. Do not use September 1st to June 30th. Please ensure that each date is listed and is consistent with the day of the week. If a booking involves one day each month use specific dates not "third Saturday of each month". Applications must be renewed each year by *March 31st*.
3. New requests and/or additions must allow five (5) business days for processing. Existing bookings or regular users must allow five (5) business days for processing any amendments and must include the rental contract number in writing to charlotte.bernard@town.woodstock.nb.ca
4. Facility rental applications are complete when a user is scheduled into the MaxGalaxy booking system and a rental contract is sent out.

Payment

1. One time field rentals will not be booked until payment has been received. AYR Motor Centre Reception Staff will contact applicants to notify that the application has been received and how payment can be made. Until payment is received the rental time is open to the public.
2. League and/or recurring bookings must be paid according to the payment schedule on the Rental Contract. Payment for the first booking of the season must be made one month before the booking begins. Failure to comply with payment schedule will result in loss of field time.

Cancellations

1. Users must provide the AMC Reception Staff with a minimum of seven (7) business days notice to cancel a weekend event and a minimum of five (5) business days notice to cancel a weekday event. Continued requests for cancellation of recurring block times may result in loss of time to another rental group.

Rain storm Policy

1. The Woodstock Recreation Department will cancel the field time due to inclement weather by 4:00 pm (during week days) and 10 am (weekends) by notifying the main contact & scheduler. It will also be posted on our social media page.

Unacceptable Facility Use

In the event that rules are not followed three warnings will be levied:

1. A phone call with a follow up e-mail/letter.
2. Loss of rental for two (2) consecutive weeks.
3. A letter from the Director of Recreation confirming immediate and permanent loss of field rental.

Please report all problems or concerns to AYR Motor Centre Reception Desk (506)325-4671