



**Please Note:**

Requests must be received 30 days in advance of use (whenever possible). Requests must go before the Land Use Working Group, they may also need approval from the Emergency Management Working Group and the Board of Selectmen.

**Application for Use of Public Lands  
Or Town Facilities  
Town of Raymond, NH**

Date of Application: \_\_\_\_\_ Date Received (office use only): \_\_\_\_\_

Organization Requesting Use: \_\_\_\_\_

Responsible Person's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email Address: \_\_\_\_\_

Public Land to be used: \_\_\_\_\_

Public Roads to be used: (if applicable): \_\_\_\_\_

➤ **Attach maps with routes marked to show plan for any event on public roads. (Attach extra sheets to this form, if applicable)**

Are you requesting any public road closures: **YES / NO** list roads: \_\_\_\_\_

Detailed Description of use: \_\_\_\_\_

Description of Raymond Community Impact: \_\_\_\_\_

Date(s) of proposed use: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
(Make sure to include set-up and clean-up time)

Will an inclement weather date be needed? If yes, what is the proposed date: \_\_\_\_\_

Maximum (estimated) number of people attending event: \_\_\_\_\_

**YES NO** Will sound amplifiers / PA systems / air horns be used? If yes, describe use: \_\_\_\_\_  
\_\_\_\_\_

**YES NO** Will the applicant be generating revenue of any kind for the event? If yes, describe: \_\_\_\_  
\_\_\_\_\_

**YES NO** Will there be fundraising, solicitation, or fees charged while on town property? If yes, describe: \_\_\_\_\_

**YES NO** Will food / beverages\* / merchandise be sold? If so, describe: \_\_\_\_\_

*\*Youth sports field rentals - applicants may not run concessions unless approved by the youth sports organizations.*

**YES NO** Will portable bathrooms be needed? if so, number of units: \_\_\_\_\_

**YES NO** Will the event require field preparation / painting / lining? If so, describe: \_\_\_\_\_  
\_\_\_\_\_

**YES NO** Will you require access to electricity? If yes, describe need: \_\_\_\_\_

**YES NO** All trash generated from the event must be removed – Carry In – Carry Out. Or a dumpster may be rented for the event. Will a dumpster rental be necessary? If yes, what is the amount of waste anticipated? \_\_\_\_\_

**YES NO** Will police protection / traffic control / parking management be necessary? If yes, you will need to contact the Raymond Police Department (895-4747) to schedule.

**YES NO** Are there any special provisions / requests that are not addressed? \_\_\_\_\_

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\_\_\_\_\_

- **Proof of Insurance must be provided for all organizations/vendors/businesses naming the Town as the second insured prior to event and on file with the Town Office (if not a Town sponsored event)**
- **Please fill out this application and deliver to the Town of Raymond, NH, 4 Epping Street, Raymond, NH 03077, Attention: Land Use Working Group.**
- **Please note: If you are planning on using the Recreational Rails to Trails for your event, make sure you contact DRED (Department of Resources and Economic Development) at 271-2665 to get a permit.**

*If applicable, you will be asked to meet with the Land Use Work Group and/or Emergency Mgt. Working Group for final approval at a minimum of 14 days prior to event. The organization may be asked to appear before the Board of Selectmen when the request is posted to the meeting agenda. The Town Manager's Assistant will see you on the Friday before the meeting.*

**Disclosure:** Raymond Board of Selectmen have the discretion to waive or reduce fees if the event is deemed to directly benefit the residents of Raymond.

**Land Use Working Group Approval**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Emergency Mgt. Working Group Approval**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b><i>Office Use Only</i></b>
<b>Total Fees:</b> _____
<b>Paid: CASH / Check #</b> _____
<b>Date:</b> _____
<b>Total Fines:</b> _____
<b>Paid: CASH / Check #</b> _____

**Board of Selectmen, Chair Approval**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Town of Raymond, New Hampshire Fee Schedule for Facilities/Events

Location/Event	Non-Profit Organizations		For-Profit Organizations	
Town Common	\$50		\$200	
Riverside Park	\$50		\$200	
- Disc Golf Course (Tournament)	\$6 per player		\$10 per player	
<b>Cammett Rec Area</b>	<b>Hour</b>	<b>Game Block</b>	<b>Hour</b>	<b>Game Block</b>
- CRA Baseball 1	\$25	\$50	\$50	\$100
- CRA Baseball 2	\$25	\$50	\$50	\$100
- CRA Baseball 3	\$25	\$50	\$50	\$100
- CRA Soccer U14	\$75	\$125	\$125	\$225
- CRA Soccer U12	\$50	\$75	\$75	\$125
- CRA Soccer U10	\$40	\$50	\$75	\$100
<b>107 Fields</b>	<b>Hour</b>	<b>Game Block</b>	<b>Hour</b>	<b>Game Block</b>
- 107 Football Field	\$75	\$150	\$125	\$250
- 107 Babe Ruth Field	\$75	\$125	\$125	\$225
- 107 Softball 1	\$25	\$50	\$50	\$100
- 107 Softball 2	\$25	\$50	\$50	\$100
- 107 T-ball Field	\$25	\$50	\$50	\$100
Torrent Hall	\$25 (2-hours)		\$50 (2-hours)	
Road Race Permit	\$100		\$250	

- Fees are list per hour and by a one game block unless noted.
- Painting / Lining Fees per field (\$50 discount for additional fields on same date)
- Football Field \$250
- Soccer/Lacrosse/Field Hockey \$150
- Baseball/Softball \$100

***Set-up / Clean-up / Maintenance charge is \$50 per employee per hour. To be billed following the event. Any organization who does not make payment will be prohibited from future use.***

There may be additional costs associated with Port-a-Johns, Dumpster Use/Waste Disposal, Electrical Use, and Road Closures/Police Details based on the type of event. These will be charged on an actual cost for each activity if required.

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