



**Karen Partanen**  
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Director

# *Natick Recreation & Parks*

People Driven. Service Focused.

## Natick Common Rental Guidelines

- Requests must be made in writing. Included in the request should be the Activity, Date, Time, estimated amount of people, etc. and should be as detailed as possible. Please address all requests to the **Natick Recreation and Parks Commission** at the **Recreation and Parks Department, 179 Boden Lane, Natick MA 01760** or send request via email to [recreation@natickma.org](mailto:recreation@natickma.org).
- Your plan must be submitted and approved by the Board of Health prior to putting in a request • When requests are received, a copy of the Policies Covering the Use of the Natick Common along with the Common Use Application Form will be mailed or e-mailed to the requestor to complete and return to the Natick Recreation and Parks Department Administrative Assistant.
- The Natick Recreation and Parks Commission will review the request at their next meeting (which is the first Monday of each month unless otherwise noted) then if approved, the NR&PC will send their recommendation to the Select Board. At their next meeting after the NR&PC meeting when the request was reviewed.
- This process could potentially take up to 2 months to cover all approvals so please try to plan as far in advance as you can in order to have it run as smooth as possible.
- Select Board will advise the NR&PC of their decision. If approved, the Natick Recreation and Parks Department Administrative Assistant will send a notice along with a request for the necessary paperwork. (i.e. amount owed, an Indemnification Agreement to be signed by requestor in front of a Notary then notarized and the request for the users insurance Policy naming the Town of Natick as additionally insured) to be completed by you (the requestor) and returned to the NR&PC for their records.
- Pricing will be based on the type of event, group, and their needs for the event (i.e. electricity, water or nothing) if electricity or water are needed, the fee will be higher as a DPW worker will have to be there to set it all up.
- Approval is subject to your compliance with the Governors executive orders regarding the number of participants allowed in a gathering during your event date. Please refer to <https://www.mass.gov/info-details/reopening-massachusetts> prior to your event to ensure you stay in compliance with existing guidance on your event date.