

080 (9) 03/21/2016



**Town of Acton Recreation Department**

472 Main Street

Acton, MA 01720

Phone: 978-264-9608

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Email: [recreation@acton-ma.gov](mailto:recreation@acton-ma.gov)

Website: [www.acton-ma.gov](http://www.acton-ma.gov)

Cathy Fochtman, Recreation Director

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Date: March 4, 2016

To: Steve Ledoux, Town Manager

From: Cathy Fochtman, Recreation Director

RE: Waiver of Fees for *Infant Toddler Children's Center*

NARA Picnic Pavilion Rental, Sunday, June 5, 12:00-4:00 p.m.

I recommend that the Board of Selectmen support *Infant Toddler Children's Center* request for a waiver of fees, with the exception of any Town out-of-pocket expenses, for their Family & Alumni event at NARA, scheduled for Sunday, June 5, 2016, 12:00 – 4:00 pm. This fundraising event marks the 35<sup>th</sup> anniversary of the Center. The value of the waiver totals \$200 for the 4-hour rental of the facilities requested.

*Peter K. Ashton  
One Olde Barn Way  
Acton, MA 01720  
(508) 873-9206*

Cathy Fochtman  
Recreation Director  
Town of Acton  
472 Main St.  
Acton, MA 01720

Re: Infant Toddler Children's Center Request for Fee Waiver

Dear Cathy:

Among my various volunteer jobs, I am the Treasurer and Board member at the Infant Toddler Children's Center (ITC) in Acton. As you know we have requested the use of the NARA Park Pavilion for June 5, 2016 to hold a fund-raising event targeted largely at alumni students and parents. We will be celebrating our 35<sup>th</sup> anniversary at this event and we hope to bring together parents and children who currently attend ITC as well as alumni parents, grandparents and children to celebrate this important milestone. We are working on building both a scholarship fund as well as a fund to support teachers develop new ideas and concepts for early childhood learning. We are highly dependent on tuition revenue as our main source of income which we supplement through various fund raising events such as this. It is important that we maximize every dollar we can raise, and therefore, we respectfully request that the fee for the use of the Pavilion be waived.

ITC is non-profit, early education and care program which provides a safe, rich, child-centered learning environment for infants, toddlers, preschoolers and school-aged children. We are a learning community where children, from infants to school age, come together with experienced and responsive teachers to learn about themselves, each other, and the world. The majority of our families live in Acton and strongly support the work of the center and its role in the community. For example, we currently provide a scholarship each year to an ABRHS senior who expresses an interest in early childhood education as a potential career. We participate in other community events and offer internships to high school students in return for community service hours.

I hope you will act favorably on our request and we look forward to a bright, sunny day at NARA Park in June.

Thank you as always for your service to the community,

  
Peter K. Ashton  
Treasurer, ITC

cc: Tom Tidman



**TOWN OF ACTON**  
**RECREATION DEPARTMENT**  
 Mailing Address:  
 472 Main Street  
 Acton, Massachusetts, 01720

**Recreation Department Location:**  
 33 Nagog Park  
 Acton, Massachusetts, 01720  
 Telephone: (978) 929-6640  
 Fax: (978) 929-6333  
 E-mail: recreation@acton-ma.gov  
 Website: www.acton-ma.gov/recreation

**2015 APPLICATION FOR USE OF RECREATION FACILITIES**

**Complete Sections I & II only, signature required on page 2.** File application with the Acton Recreation Department at least **TWO WEEKS prior to the date desired.** Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Acton Recreation Field Use Permit and Weather Policy (available online or at the Rec. Dept.) for a Permit to be granted. Incomplete applications will be returned. **Please allow up to two weeks for your application to be processed. Upon approval of application, you will be contacted via email first,** payment is due to secure your facilities rental and permit will be issued.

**SECTION I**

Application Date: 11/17/15 E-mail Address: mwsmith516@gmail.com  
 Name of Organization: Infant-Toddler Children's Center  
 Contact Person: Miriam Smith Phone: Home (978) 456-0323  
 Address: I.T.C. 149 Central St. Cell: (978) 844-1204  
 Town/City: Acton, MA State: MA Zip Code: 01720  
 Organization:  Acton Non-Resident Number of Participants: 100  
 Describe Activity: Family & Alumni event, 35th anniversary party

**SECTION II**

**DATE REQUESTED:** We do not offer rain dates; you must request an additional permit for requested alternate date.  
 1st Choice June 5, 2016 Time Requested: Start Time: 12p End Time: 4p  
 2nd Choice June 4, 2016 Time Requested: Start Time: 12p End Time: 4p

**FACILITY/ FIELD REQUESTED: (PLEASE CHECK)**

- NARA Park (25 Ledge Rock Way):**  
 Amphitheater  
 Walking Trail (1 mile)  
 New Picnic Pavilion (Please choose below):  
 Full Pavilion (20 picnic tables)   
 Wing #2 (Closest to playground)  Add Dancefloor   
 Wing #3 (Closest to pond)  Add Dancefloor   
 Bathhouse Pavilion (9 picnic tables)  
 Patio Tent (4 picnic tables)  
 Picnic Pod (2 picnic tables)  
 Group Swim Passes, # needed:   
 Large Soccer Field, # fields:   
 Small Soccer Field, # fields:   
 Miracle Field  
 Softball Field  
 Volleyball Court 1 or 2 (Please Circle)  
 Gaga Court

- Elm Street Fields (21 Elm Street):**  
 Soccer Field  
 Softball Field  
 Tennis Court, 1 or 2 (Please Circle)

- Concord Road (104 Concord Road):**  
 Soccer Field

- School Street Fields (343-347 School Street):**  
 Small Soccer Field, # of fields:   
 Large Soccer/Lacrosse Field, # of fields:

- Veterans Fields (655 Main Street):**  
 Little League Fields, 1 or 2 (Please Circle)

- Gardner Field (Route 111 near Kinsley Road):**  
 Recreational Field or Playground

- Great Hill (54 School Street):**  
 Soccer Field, 1 or 2 (Please Circle)  
 Little Great Hill Field

- Hart Field (80 Taylor Road):**  
 Little League/Softball Diamond

- MacPherson Field (80 Taylor Road):**  
 Little League/Softball Diamond

- Jones Field (Martin Street & Stow Road):**  
 Full Size Baseball/Lacrosse/Football Field

- Robbins Mill Recreation Area (61 Canterbury Hill Road):**  
 Small Soccer Field  
 Basketball Court

- T.J. O'Grady Skate Park (66 Hayward Road):**  
 Skate Park

