

2024 SPORTS APPLICATION (PERMIT)

Toda	oday's Date:		
Name of your organization:		Website:	
Nam	lame of Applicant:	Email:	
Add	.ddress:City	StateZip	
Cell	ell Phone#Al	ternate Phone #	
	Please contact parks security with	h any after hour concerns: 508-612-1121	
A A A A A A A A	 No drones, radio control vehicles (land, air, or water) witho The city reserves the right to minimize or cancel use of facil Fees are due prior to the beginning of the season Discounts will only be given to Non-profit organizations/leat For profit leagues will pay full price. Game and practice schedules must be submitted with applited Blank copy of the leagues application with cost included 	lities based on renovations or maintenance. agues based on the fee schedule. Staff fees will not be waived or discounted.	
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۶		or park other than the Worcester Common with approval for the Parks &	
\succ	> There will be no refunds or credits given for any reason as a	stated on the rules and regulations (attached: item 2)	
	League president or representative will be charged the trass based on the amount of trash, and number of times this oc	sh fee starting at \$400.00 if trash is left at the park, fee might be higher ccurs.	
	Penalties: any person violating any of the rules shall for ea chapter 45, section 24, amended May 20, 1977)	ch offense be punished by a fine not more than \$200.00 (general laws	
\succ			
	-	or you step on any portion of the field and if water squishes out from under ctice. Playing on wet fields poses a safety hazard and causes severe field	
۶	0	ss or within the confines of any park or facility unless approved by the City of	
۶	DPW & Parks, Parks, Recreation & Cemetery Division reserv time and to rule on a situation not specifically covered in the		
\succ	> League President will be the single contact for all leagues/c	organizations	
\succ	1,8,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
\succ	League will need to supply our rules & regulations to all inc	lividuals associated with the league	

Yes	No	
		Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight)
		Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply

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for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it.)

- Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms)
 - Will you be renting portable restrooms? (Please provide information on company
 - * All events with portable restroom must have a minimum of 1 accessible unit in each cluster
 - * Each accessible until must be placed with entrance facing an accessible surface/walkway.
 - Will you be having concession stands?

A permit from Inspectional Services will be required, please see page 4 for phone number and address Copy of the food permit will be required by parks. Oil will not be allowed to be disposed of in the sewer drains, a disposal plan will have to be submitted

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Sport Permit Schedule

In the event of a conflict in applications, field usage will be allocated to the highest priority applicant by applying the following schedule:

- 1. City of Worcester Schools K-12
- 2. Youth leagues Resident (nonprofit)
- 3. Youth leagues Resident (for profit)
- 4. Youth leagues Non Resident (nonprofit)
- 5. Youth Leagues Non Resident (for profit)
 - 6. Adult league Resident
 - 7. Adult league Non Resident
 - 8. Single day use

Sports permits will be broken up into 3 season and applications will need to be in by the deadline. Any person or league missing the scheduling deadlines will have access to any remaining fields on a first-come, first-served basis after the allocation process is finalized. Submission of a request does not constitute approval. Approval is given according to the allocation policy, after deposit is paid and when permit is issued. Every effort will be made to accommodate the user group's use of fields.

- All sports permits will need to put a deposit down of \$45.00 when submitting an application to hold dates. No permits will be given out if there is an outstanding balance.
- All sport leagues must give a finalized practice and game schedule by the start of the season dates below and give back all unused days.

Season	Application submitting deadline
Spring	
April 1 st -June 30 th	March 1 st
Summer	a ct
July 1 st - August 31 st	June 1 st
Fall	
September 1 st - Thanksgiving week	August 1 st

All sport leagues/organizations need to inform the Parks office when their season is over

All sport leagues/organizations need to inform the Parks office of any unused days that were originally scheduled

Please see important notes below

- 1. Synthetic Fields: All practices and games times need to start on the even hours at these fields no exceptions.
- 2. Synthetic Fields will not be plowed
- 3. Games: Games have officials at game (i.e., umpires, referees, or coach/parent acting as an official)
- 4. **Refunds:** Refunds will NOT be given. You can call or email to add a date if field conditions are unplayable.
- 5. Liability Insurance: The City of Worcester DPW & Park, Parks & Recreation Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement with indemnifies and holds harmless the City of Worcester. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to people or property resulting from the issuance of this permit.
- 6. Alcohol: Alcoholic Beverages are not allowed in city parks (See item 27 on the rules and regulations). No person shall drink any alcoholic beverage as defined in Chapter 138, Section 1, or the Massachusetts General Laws while on, in, or upon any facility under the jurisdiction of the DPW & Parks Parks, Recreation & Cemetery Division. (Exception: Worcester Common)
- 7. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces as per city ordinance is not allowed.
- 8. Facility Clean up: Cleanup of park at completion of event is expected. The Park must be left clean, clear of portable toilets, dumpsters, fencing or any material used for a specific event. Park must be left readily available for other park users.
- 9. **Parking:** Vehicles are prohibited from parking or traveling in any grass areas or any sidewalks or on the Worcester Common. You will be required to submit an alternative parking plan for those facilities that don't have parking lots. Illegal parking such as but not limited to parking on sidewalks or grass areas will not be allowed Parks Security will enforce. Event holder is responsible to notify and inform event participants/spectator of legal parking options.
- 10. Water: October 1st of each year all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
- 11. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
- 12. Administration: The City of Worcester DPW & Parks, Parks & Recreation Division reserves the right to minimize, reschedule or cancel use of facility based on renovations, maintenance, weather conditions or emergency situations. Pertaining to field use, if there are puddles on the fields and/or you step on any portion of the field and feel water squishes out from under your shoe, the field is closed with no games and/or practices. Playing on wet fields poses a safety hazard and causes severe field damage.
- 13. Transferring of permits: There shall be **No** transferring of permits from one permittee to another.
- 14. **Review Policy:** All permits will be reviewed by Parks Division for opportunities & challenges after completion of event, to enhance and make all events better. We look forward to enhancing and helping all events become better.
- 15. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.

PARKS & RECREATION

FEES & CHARGES POLICY 2024

- Fees will be charged for field use permits issued to youth groups/organizations that are city residents under the age of 18, to include but not limited to (softball, baseball, football, soccer, rugby, hockey, basketball, Lacrosse, handball, tennis, cricket, field hockey, Street Hockey or any other sport) This fee can be reduced or waived if the youth league is a 501C3 Non-profit and/or completes regular maintenance on their field. (Discounts do not apply to staff costs)
- > Fees will be charged to organizations/leagues that are for profit No discounts will apply
- > There is a two (2) hour per day minimum for all permits
- > OFF PEAK HOURS for fields/rinks/courts are 8:00 AM 6:00 PM
- PEAK HOURS for fields/rinks/courts are 6:00 PM 10:00 PM (All fields close at 10:00 PM unless approved by the city, if additional hours are approved the fees will be based on peak hour cost.)

SPORT PERMITS:

- 1. Field and court fees are as follows for **non-profit organizations** \$22.50/Hr./Field for off peak hours prior to 6:00 PM \$45.00/Hr./Field for peak hours after 6:00 PM
- 2. Field and court fees are as follows for-profit organizations \$45.00/Hr./Field for off peak hours prior to 6:00 PM 90.00/Hr./Field for peak hours after 6:00 PM (Discounts do not apply to staff cost for Non-profit or Profit organizations).
- 3. Synthetic fields fee is \$150.00 per hour with a minimum of two hours.

ADMINISTRATIVE CHARGE: A \$125.00 Administrative fee is included in the permit fee to cover staff, secretarial costs, office supplies, mailings, utility costs, etc. An additional \$125.00 fee will be charged for any changes made to your permit that have been finalized.

REFUND POLICY: City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not issue any refunds permits due to weather conditions. All will be determined on an individual basis. Sports organizations will be given the opportunity to call and change the date 24 hours prior to the assigned date.

GAME DATES

League name:	League rep:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
	Dates to exclude:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
	Dates to exclude:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
	Dates to exclude:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
	Dates to exclude:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
	Dates to exclude:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
Starting & ending times:	Dates to exclude:	

PRACTICE DATES

	League rep:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
	Dates to be excluded:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
	Dates to be excluded:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
	Dates to be excluded:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
	Dates to be excluded:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
	Dates to be excluded:	
	Type of sport:	
Starting & ending dates:	S M T W T F S (circle day/s of the week)	
Starting & ending time:	Dates to be excluded:	_

City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules & Regulations

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue or the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, but Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works and Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

- 1. No group outing/picnics will be guaranteed in any park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division has been obtained.
- 2. Permit request for fields will only be issued between 9:00AM and 3:30 PM, Monday Friday (Non-Holidays business days). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
- 3. Groups of 15 or more are required to obtain a permit
- 4. All event permit holders have the right to use the vendors/concessionaires of their choice. Daily vendor/concessionaire that have been assigned a park cannot vend unless written permission is given to the Parks office from the event permit holder.
- 5. To use permit given for something other than for the designated event/vending/sport specified on application.
- 6. Failure to have all proper permits submitted prior to the event may be fined and may incur additional cost that may occur.
- 7. To destroy, or misuse park property, or to injure or climb trees, lawns, shrubs, plants in any park, playground, beach, or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
- 8. The use of but not limited to confetti, rice, artificial flowers, paint, etc. are not allowed at any park due to environmental impact, safety of wildlife, and the debris that is left. A fine and cleanup cost may be assigned to those who disregard this rule.
- 9. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
- 10. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
- 11. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks Parks, Recreation & Cemetery Division.
- 12. To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks Parks, Recreation & Cemetery Division any reasonable direction given by any police officer or by any DPW & Parks Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks Parks, Recreation & Cemetery Division.
- To throw, deposit or leave any rubbish or litter in any park, playground, or beach area, except in container placed for such purpose. Household trash, hazardous waste, debris, or any other material can<u>not</u> be thrown/dumped into any park or park container violates the City of Worcester Ordinance, Chapter eight of the Revised Ordinances of 2008, Section 6A.
- 14. To feed waterfowl & animals is prohibited in any park, playground, or beach. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
- 15. To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
- 16. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
- 17. To operate a phonogram, bullhorns, radio, loudspeaker, amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 2008 Part One as Amended Through July 18, 2023 of the City of Worcester. Any phonogram, bullhorn, radio, speaker, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, public property or building a permit/permits from the City of Worcester will be required.
- 18. To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks, Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise Tobacco, alcohol, medication, drugs, or pornographic material.
- 19. To discharge or have any firearms in any park, playground, or beach, except with a permit for those areas specifically authorized by the DPW & Parks, Parks, Recreation & Cemetery Division.
- 20. To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM, or other set times except with a written permit from the DPW & Park, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Recreation & Cemetery Division.
- 21. To drive any Commercial vehicle into any park except on business of the DPW & Parks, Parks, Recreation & Cemetery Division, or to give driving instruction to any person in any type of vehicle in any park or to learn to drive any vehicle in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or to repair cars in a park, or to park any car on any road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.

- 22. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written event permit and staff supervision from DPW & Parks, Parks, Recreation & Cemetery Division. Only city vehicles and DPW & Parks, Parks, Recreation & Cemetery vehicles are allowed access inside park.
- 23. To erect a booth, tent, sleeping tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, without the written permit of the DPW & Parks, Parks, Recreation & Cemetery Division, or to use a tent unless stake-less and/or without the written permission of the DPW & Parks, Parks, Recreation & Cemetery Division.
- 24. To play any active ball games in any park, playground, or beach except in areas set aside for such games.
- 25. To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
- 26. To place any leaves or debris removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
- 27. Alcoholic Beverages: To possess, sell or drink any alcoholic beverages as define in Chapter 138 Section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks, Parks, Recreation & Cemetery Division permit.
- 28. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
- 29. To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
- 30. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
- 31. To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized watercrafts shall be launched within 150' of any public beach.
- 32. To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are Elm Park (3 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
- 33. The DPW & Parks, Parks, Recreation & Cemetery Division shall first approve any field, facility, or structure improvements, desired to be made by any organizations permitted to use a public park.
- 34. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field or park at their determination such use will have a negative long-term effect on the facility.
- 35. Drones (UAS) and other aircraft: Drones, other unmanned aerial vehicles including remote control aircraft, and aircraft in general cannot be flown in the City of Worcester Public Parks or open spaces; unless under special permission from the City of Worcester, Commission of the Department of Public Works & Parks, or his designee, and with an issued approved parks permit. Please refer to the Federal Aviation Administration (FAA) Rules & Regulations.
- 36. All vending/concessions must abide by the vending/ concession rules, the City of Worcester Ordinance and the Parks, Recreation, & Cemetery Division Rules and Regulations. Failure to follow all ordinances, rules and regulations may result in fines and could have vending/concession permit revoked.
- 37. All vending/concessions must have been approved by the standard city process and have an official vending/concession permit.
- 38. Any sport league or organization hosting, managing, or operating a sports tournament, must submit a Sports Tournament Permit Application for this particular event.
- 39. Itinerant musicians, street performers, buskers are not allowed without a permit from the Parks & Recreation Commission as identified in the City of Worcester Ordinance Chapter 12, Section 26 (h)(6) of the Revised Ordinances of 2008 -Part One- as Amended Through July 18, 2023 of the City of Worcester. No person shall act or perform as an itinerant musician on any public street or private way shown in the official map of the city, or in any public park, playground, or the Worcester Common. Without submitting a permit request and the written permission of the Parks & Recreation Commission.
- 40. All Parks & Recreation Commission agenda items must be submitted a minimum of 3 (three) business days before each meeting to the <u>parks@worcesterma.gov</u> email.
- 41. Additional policy for the use of the Common: To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW& Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.
- 42. Closing Hours: Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
- 43. Waiver right: The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00 plus any additional cost to the City of Worcester

The above Rules and regulations have been approved by the Parks & Recreation Commission

Initials: _____

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Human Rights Policy. It is the policy of the City to assure that every individual shall have equal access to and benefit from all public services, accommodations, and employment opportunities to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability, or source of income undermines civil order and deprives persons of the benefits of a free and open society. Nothing in this section shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this section that all persons be treated fairly and equally, and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination, and the disorder occasioned thereby.

The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the Facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

- > THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.
- > NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for ensuring the organizations compliance with these rules and terms. If I leave this organization, I will inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

PENALTIES: Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

I agree to abide by all the Parks rules and regulations, all City Ordinances, policies and procures.		
Signature of Applicant/ Representative:	Date:	
PRINT NAME OF APPLICANT/REPRESENTATIVE:	DATE:	
SIGNATURE OF APPLICANT/ REPRESENTATIVE:		