

TOWN OF ARLINGTON

RECREATION STAFF
Joseph Connelly, Interim Recreation Director
JJ O'Sullivan, Rink Manager



Recreation Department

PARK COMMISSIONERS
Shirley Canniff
Sarah Carrier
Leslie Mayer, Chair
Phil Lasker
Jen Rothenberg
Scott Walker
Josh Fenollosa

ED BURNS ARENA: ICE TIME REQUEST FORM

Please fill out section below specific to this request (Organization Request or Individual/Independent Request)

The Ed Burns Skating Arena is an indoor ice facility operated by the Arlington Recreation Department. The facility includes a regulation size with spectator seating for 1,000 people, multiple locker rooms, snack bar and vending machine services (hours vary), and with skate rental and sharpening services. Team rooms are provided for those renting ice time.

Organizations and individuals interested in renting ice time must submit a completed copy of this form to the Ed Burns Arena Facility Supervisor, JJ O'Sullivan, at JOSullivan@town.arlington.ma.us. All Ice Time Request Forms will be reviewed and then ice times will be approved accordingly. Please each group must present a Certificate of Insurance in the amount of 1,000,000.00 naming the Town of Arlington as an Additional Insured. If your group does not have insurance, please indicate below. Submission on an Ice Time Request Form does not guarantee access. Space will be assigned based off availability, policies, and the order outlined below. Group rental fees are as follow: \$270 per 50-minute block and \$290 per 60 minute block. For additional information or if you have questions, please contact Rink Facility Supervisor JJ O'Sullivan, at JOSullivan@town.arlington.ma.us or (781)-316-3882.

ORGANIZATION ICE TIME REQUEST

Organization Name: _____ Organization Website: _____

Name of Individual Requesting/ Primary Contact: _____

Primary Contact Cell Phone Number: _____ Primary Contact Email: _____

Organization Billing Contact Name (If different): _____

Billing Contact Cell Phone: _____ Billing Contact Email: _____

Organization Billing Address: _____

Is this a private organization or a Non-Profit (501 c3) organization? _____

The Town has adopted the following user priority:

1. General public skating: minimum of 12 hours per week with Friday Evenings and Sunday Afternoons receiving top priority.
2. Non-profit local youth groups
3. School hockey
4. Youth groups other than non-profit groups
5. Adult organizations or informal groups
6. Individual private requests

Do you have insurance/can you provide a certificate of insurance? Yes No

Type of Organization: _____

Any additional organization information we should know? _____

ICE TIME REQUEST

Individual's Name: _____ Organization: _____ Date: _____

Email: _____ Address: _____

Any additional information we should know about you? _____

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- Indicate exact use times (50 minute -4 pm – 4:50 pm or 60 minute 4 pm – 5 pm)

DAY OF WEEK	DATE(S)	START TIME	END TIME	TOTAL HOURS
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

Date(s) Flexibility? : Yes No Alternative Dates: _____

Time(s) Flexibility?: Yes No Alternative Times: _____

Details on usage/event: _____

Ice Cut Needed? Yes No If yes, when? _____ Estimated # of skaters? _____

Will a program fee charged to participants and/or admission fee charged for guests? Yes No If so, how much? _____

Total number of hours requesting: _____

ACKNOWLEDGEMENT

Once awarded hours, the organization will be held responsible for payments of all hours awarded, except if cancelled by the Ed Burns Arena.
Please note this includes inclement weather, scheduling changes, or any unforeseen circumstances. Users will not be allowed to reserve future ice times until all payments have been settled. First invoices will be attached with reservation confirmation. Arlington Recreation is not responsible for any loss or theft of property. All players use the facility at their own risk. Group leaders, coaches, and organization leaders are responsible for the conduct of their participants on and off the ice. Loss of ice time will result if the participants do not follow Arena Rules or any reasonable request from the Rink Staff. Organizations and Group Leaders will be held responsible for any Damage or Vandalism occurred to the rink during your designated ice time. Players and groups will be held responsible for damage to the Boards, Plexiglas or any part of the Arena which results from actions stemming from unwarranted actions, i.e. breaking glass with a stick, spitting on floors or vandalism.

Signature: _____ Date: _____

For Office Use Only: Date Received: _____		Approved: _____		Initials: _____	
Total Hours: _____		Total Fees: _____		Deposit Amount: _____	
Date Entered: _____		Notes: _____			
(\$270 per 50-minute block and \$290 per 60 minute block)					