



**CITY OF FITCHBURG  
RECREATION DEPARTMENT**

Nathan LaRose, Recreation Director  
Beth Robbins, Administrative Assistant

**Board of Park Commissioners**  
Jon Ricciutti, Chairman  
James McGrath, Vice Chairman  
Dave Madigan  
Andy Roy  
Mary Whitney

**REQUEST FOR RESERVATION OF COGGSHALL GAZEBO**

**RESERVATION FEE:**

- \$25.00 deposit, due at reservation request.
- \$25.00 for rental.
- One hour minimum.
- Cash, check and money order accepted. Check can be made payable to Fitchburg Recreation Department.
- There are no refunds, please plan accordingly.

**PLEASE NOTE:**

- All events in a city of Fitchburg park, Playground, and/or Field require a permit.
- All City of Fitchburg Parks, Playgrounds, and Fields are public. No groups or persons holding a permit from the Recreation Department may block off the park or close it to the public. Requests to close the park must be address with the Board of park Commissioners, via the Recreation Director.
- Requests are approved on a first come first serve basis.
- The \$25.00 fee is required at the time of booking. Reservation must be paid in full one week before the event.
- Reservations are according to park hours, if you have questions about park hours please contact Recreation Department.
- The contact person is responsible for making sure all park rules are followed and all waste is removed from the area. The Gazebo should be left in a state or better than it was before your event. A fee of \$50.00 will be charged if the area is left a mess or any damage has been done.
- No alcohol is permitted.
- This is a request form, NOT your permit. You will be contacted within a week of receipt of your request to know if it was approved or denied. If your request is approved a permit will be issued by Recreation Department.
- Please keep a copy of your permit with you during the time of usage.