

Reservation Master Report

May 4, 2015
11:05 AM

Reservation Date: From Feb 1, 2015 through Feb 28, 2015
 Reservation Site: Longmeadow Parks and Recreation Department, Internet Site - Longmeadow Parks and Recreation De, Longmeadow Public Schools
 Facility: Greenwood Activity Room (former kinder), Greenwood Children's Center - Day Care [Day Care], Greenwood Gymnasium Stage, Greenwood Park- Camp Shed, Greenwood Playscaps [GW Play], Greenwood Pool [GW Pool], Greenwood Pre K Room, Greenwood Tennis Courts [tennis cou], GW 56 Club Room, GW After School Room [GW Rec], GW Community Room [GW School], GW Field 1 [Rehbein60], GW Field 2 [GW 75ft], GW Gym [GW Gym], GW Homework Room [GW Home], GW Parking Lot, Kindergarten Room, COA Dining Room [GW Dining], COA Computer Lab [GW Meet C], COA Game Room [GW Meet B]...(first 20 selections shown)

| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|--|--|---|--------------------|--|
| 2:45 PM - 3:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Beginner Pointe - 7001.717 | Supervisor: Bari Jarvis | 12 | |
| 3:30 PM - 4:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Technique: Ballet, Tap, Jazz, Stretching and Flex - 7001.746 | Supervisor: Bari Jarvis | 12 | |
| 4:00 PM - 5:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Senior Company Ballet & Lyrical Production 10+ - 7001.710 | Supervisor: Bari Jarvis | 12 | |
| 5:00 PM - 6:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Senior Co Triple Production: Jazz, Tap and Acro - 7001.752 | Supervisor: Bari Jarvis | 16 | |
| 6:30 PM - 7:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Mother/Daughter Session 3 - 7001.813 | Supervisor: Bari Jarvis | 12 | |
| 7:00 PM - 9:00 PM | COA Meeting Room Meeting Room Greenwood COA Wing | Community Preservation Meeting | Community Preservation Committee (Fee Waived) Arlene Miller | 3637 10 | T&S: Custodian needed to open and close room and building. |
| 7:30 PM - 9:30 PM | GW Gym Greenwood Children's Center | Activity: Men's Volleyball - 4113.501 | Supervisor: Cristina Judd | 25 | *T & S needed to open and close building* |
| Feb 12, 2015 Thursday | GW Community Room Meeting Room Greenwood Children's Center | Activity: Gymnastics and Sports, Age 2-4, Th, 9:30am Sess 2 - 2129.306 | Supervisor: Cristina Judd | 15 | |
| 9:30 AM - 10:00 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Gymnastics and Sports, Ages 2-4, Th, 10:15am Sess 2 - 2129.310 | Supervisor: Cristina Judd | 15 | |

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| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|--|---|---|--------------------|---|
| 6:00 PM - 8:30 PM | COA Meeting Room Meeting Room Greenwood COA Wing | Digital Photography Activity | Denise Smith | 3588 0 | T&S Custodian needed to open and close |
| 6:00 PM - 9:30 PM | GW Gym Greenwood Children's Center | LYBA Youth Basketball | Longmeadow Youth Basketball Association (Internal) Thomas Walbridge | 3601 0 | |
| Feb 13, 2015 Friday | GW Community Room Meeting Room Greenwood Children's Center | Activity: Preschool Dance for Ages 2.9-5 - 7001.888 | Supervisor: Bari Jarvis | 16 | |
| 4:30 PM - 5:15 PM | GW Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew | 3604 0 | |
| 6:00 PM - 9:30 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | Dean Fisher | 3524 0 | T & S needed to open and clean and close room and close up building if this is the last event |
| Feb 14, 2015 Saturday | GW Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew | 3602 0 | |
| 9:30 AM - 12:30 PM | GW Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew | 3603 0 | |
| Feb 15, 2015 Sunday | GW Gym Greenwood Children's Center | Activity: Indoor Soccer - Ages 3-5 - 2142.200 | Supervisor: Cristina Judd | 15 | |
| 9:00 AM - 11:45 AM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 3-5, 2-2:45pm - 2142.201 | Supervisor: Cristina Judd | 15 | |

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| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|---|--|--|--------------------|---|
| 3:00 PM - 4:00 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer, Ages 6-10, 3pm - 2142.202 | Supervisor: Cristina Judd | 20 | |
| 4:15 PM - 5:15 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 6-10, 4:15pm - 2142.203 | Supervisor: Cristina Judd | 15 | |
| Feb 17, 2015 Tuesday | Greenwood Children's Center - Day Care | 2014-2015 Early Risers 2 day a week | | 36 | |
| 7:15 AM - 9:00 AM | GW Gym Greenwood Children's Center | Activity: Soccer Clinic for Ages 7-11 - 1514.201 | Supervisor: Cristina Judd | 25 | |
| 9:00 AM - 12:00 PM | GW Gym Greenwood Children's Center | LYBA Youth Basketball | Longmeadow Youth Basketball Association (Internal) Thomas Walbridge | 3601 0 | |
| 6:00 PM - 9:30 PM | Greenwood Activity Room (former kinder) Meeting Room | Karate Rental #3477 Program | Dean Fisher | 3524 0 | T & S needed to open and clean and close room and close up building if this is the last event |
| 6:15 PM - 8:00 PM | Greenwood Children's Center | Cribbage Activity | Peter Vangness | 3540 0 | T & S NEEDED TO OPEN AND CLEAN AND CLOSE THIS ROOM, AND THEN THE BUILDING, IF IT IS THE LAST EVENT SCHEDULED* |
| 7:00 PM - 10:00 PM | Greenwood COA Wing | | | | |
| Feb 18, 2015 Wednesday | GW Gym | Activity: Soccer Clinic for Ages 7-11 - 1514.201 | Supervisor: Cristina Judd | 25 | |
| 9:00 AM - 12:00 PM | Greenwood Children's Center | Digital Photography #3562 Activity | Denise Smith | 3562 0 | T&S: PLEASE open and close this room and then the building, if it is the last event scheduled* |
| 6:00 PM - 8:30 PM | COA Meeting Room Meeting Room Greenwood COA Wing | | | | |

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|--|--|---|---|--------------------|--|
| 7:30 PM - 9:00 PM | COA Computer Lab Meeting Room Greenwood COA Wing | Longmeadow Republican Committee Meeting | marie andel... [REDACTED] | 3511 0 | *T&S NEEDED TO OPEN AND CLOSE THE BUILDING AND THIS ROOM* |
| 7:30 PM - 9:30 PM | GW Gym Greenwood Children's Center | Activity: Men's Volleyball - 4113.501 | Supervisor: Cristina Judd [REDACTED] | 25 | *T & S needed to open and close building* |
| Feb 19, 2015 Thursday 6:00 PM - 8:30 PM | COA Meeting Room Meeting Room Greenwood COA Wing | Digital Photography Activity | Denise Smith [REDACTED] | 3588 0 | T&S Custodian needed to open and close |
| 6:00 PM - 9:30 PM | GW Gym Greenwood Children's Center | LYBA Youth Basketball | Longmeadow Youth Basketball Association (Internal) Thomas Walbridge [REDACTED] | 3601 0 | |
| 6:15 PM - 8:00 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | Dean Fisher [REDACTED] | 3524 0 | T & S needed to open and close building if this is the last event |
| 6:30 PM - 9:00 PM | COA Computer Lab Meeting Room Greenwood COA Wing | Boys Lacrosse #3585 Sports Meeting | Greg Macdonald [REDACTED] | 3585 20 | T&S: OPEN AND CLOSE BUILDING AND ROOM PLEASE |
| 7:30 PM - 9:00 PM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Historical Commission Meeting | Longmeadow Historical Commission (Fee Waived) Beth Hoff [REDACTED] | 3482 7 | **T&S NEEDED TO OPEN AND CLOSE THIS ROOM** RENTER PLEASE NOTE: The Over 60 Media Room may, on occasion, need to be used for other programs which would bump you to another meeting room. You will be given advance notice, should this need arise. |
| Feb 21, 2015 Saturday 9:30 AM - 12:30 PM | GW Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew [REDACTED] | 3602 0 | |
| Feb 22, 2015 Sunday 9:00 AM - 11:45 AM | GW Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew [REDACTED] | 3603 0 | |

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|--|---|---|--|--------------------|--|
| 1:00 PM - 1:45 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer , Ages 3-5 - 2142.200 | Supervisor: Cristina Judd | 15 | |
| 2:00 PM - 2:45 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 3-5, 2-2:45pm - 2142.201 | Supervisor: Cristina Judd | 15 | |
| 3:00 PM - 4:00 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer, Ages 6-10, 3pm - 2142.202 | Supervisor: Cristina Judd | 20 | |
| 4:15 PM - 5:15 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 6-10, 4:15pm - 2142.203 | Supervisor: Cristina Judd | 15 | |
| Feb 23, 2015 Monday | Greenwood Children's Center - Day Care Greenwood Children's Center | 2014-2015 Early Risers 1 day | | 36 | |
| 7:15 AM - 9:00 AM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Daughters of the Nile Activity | Daughters Of The Nile (Reduced Fee) Anne Gellinas | 3663 0 | T & S needed to open and close building and this room. |
| 7:00 PM - 10:00 PM | GW Gym Greenwood Children's Center | Activity: Monday Night Volleyball - 4114.501 | Supervisor: Cristina Judd | 18 | *T & S needed to open and close building* |
| Feb 24, 2015 Tuesday | Greenwood Children's Center - Day Care Greenwood Children's Center | 2014-2015 Early Risers 2 day a week | | 36 | |
| 7:15 AM - 9:00 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Musical Notes - Infants - Session 4 - 2102.202 | Supervisor: Cristina Judd | 18 | |
| 10:00 AM - 10:30 AM | | | | | |

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|--|--|--|---|--------------------|--|
| 10:30 AM - 11:15 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Musical Notes - Toddlers - Session 4 - 2103.202 | Supervisor: Cristina Judd | 18 | |
| 3:30 PM - 4:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Triple Combo: Ballet, Tap and Jazz ages 6-8 - 7001.773 | Supervisor: Bari Jarvis | 12 | |
| 4:30 PM - 5:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Mini Company for ages 8-10 - 7001.405 | Supervisor: Bari Jarvis | 12 | |
| 5:30 PM - 7:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Junior Company - by Invitation - 7001.751 | Supervisor: Bari Jarvis | 18 | |
| 6:00 PM - 9:30 PM | GW Gym Greenwood Children's Center | LYBA Youth Basketball | Longmeadow Youth Basketball Association (internal) Thomas Walbridge | 3601 0 | |
| 6:15 PM - 8:00 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | Dean Fisher | 3524 0 | T & S needed to open and clean and close room and close up building if this is the last event |
| 7:00 PM - 10:00 PM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Cribbage Activity | Peter Vangsness | 3540 0 | *T & S NEEDED TO OPEN AND CLEAN AND CLOSE THIS ROOM, AND THEN THE BUILDING, IF IT IS THE LAST EVENT SCHEDULED* |
| Feb 25, 2015 Wednesday | GW Gym Greenwood Children's Center | Activity: Skyhawks SoccerTots, Teddies, Session 1 - 2180.201 | Supervisor: Cristina Judd | 10 | |
| 9:15 AM - 10:00 AM | GW Gym Greenwood Children's Center | Activity: Skyhawks SoccerTots, Koalas, Session 1 - 2180.203 | Supervisor: Cristina Judd | 10 | |

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|--|--|--|---------------------------|--------------------|---|
| 2:45 PM - 3:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Beginner Pointe - 7001.717 | Supervisor: Bari Jarvis | 12 | |
| 3:30 PM - 4:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Technique: Ballet, Tap, Jazz, Stretching and Flex - 7001.746 | Supervisor: Bari Jarvis | 12 | |
| 4:00 PM - 5:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Senior Company Ballet & Lyrical Production 10+ - 7001.710 | Supervisor: Bari Jarvis | 12 | |
| 5:00 PM - 6:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Senior Co Triple Production: Jazz, Tap and Acro - 7001.752 | Supervisor: Bari Jarvis | 16 | |
| 6:30 PM - 7:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Mother/Daughter Session 3 - 7001.813 | Supervisor: Bari Jarvis | 12 | |
| 7:30 PM - 9:30 PM | GW Gym Greenwood Children's Center | Activity: Men's Volleyball - 4113.501 | Supervisor: Cristina Judd | 25 | *T & S needed to open and close building* |
| Feb 26, 2015 Thursday 9:30 AM - 10:00 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Gymnastics and Sports, Age 2-4, Th, 9:30am Sess 2 - 2129.306 | Supervisor: Cristina Judd | 15 | |
| 10:15 AM - 10:45 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Gymnastics and Sports, Ages 2-4, Th, 10:15am Sess 2 - 2129.310 | Supervisor: Cristina Judd | 15 | |
| 8:00 PM - 8:30 PM | COA Meeting Room Meeting Room Greenwood COA Wing | Digital Photography Activity | Denise Smith | 3588 | T&S Custodian needed to open and close |
| | | | | 0 | |

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|--|--|---|--|--------------------|---|
| 6:00 PM - 9:30 PM | GW Gym Greenwood Children's Center | LYBA Youth Basketball | Longmeadow Youth Basketball Association (Internal) Thomas Walbridge | 3601 0 | |
| Feb 27, 2015 Friday 4:30 PM - 5:15 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Preschool Dance for Ages 2.9-5 - 7001.888 | Supervisor: Bari Jarvis | 16 | |
| 6:00 PM - 9:30 PM | GW Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew | 3604 0 | |
| 6:15 PM - 8:00 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | | 3524 0 | T & S needed to open and clean and close room and close up building if this is the last event |
| Feb 28, 2015 Saturday 9:30 AM - 12:30 PM | GW Gym Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew | 3602 0 | |

MS-1

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| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|---|---|--|--------------------|---|
| Mar 1, 2015 Sunday 9:00 AM - 11:45 AM | GW Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew | 3603 0 | |
| 1:00 PM - 1:45 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer, Ages 3-5 - 2142.200 | Supervisor: Cristina Judd | 15 | |
| 2:00 PM - 2:45 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 3-5, 2-2:45pm - 2142.201 | Supervisor: Cristina Judd | 15 | |
| 3:00 PM - 4:00 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer, Ages 6-10, 3pm - 2142.202 | Supervisor: Cristina Judd | 20 | |
| 4:15 PM - 5:15 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 6-10, 4:15pm - 2142.203 | Supervisor: Cristina Judd | 15 | |
| Mar 2, 2015 Monday 7:15 AM - 9:00 AM | Greenwood Children's Center - Day Care Greenwood Children's Center | 2014-2015 Early Risers 1 day | | 36 | |
| 7:30 PM - 9:15 PM | GW Gym Greenwood Children's Center | Activity: Monday Night Volleyball - 4114.501 | Supervisor: Cristina Judd | 18 | *T & S needed to open and close building* |
| Mar 3, 2015 Tuesday 7:15 AM - 9:00 AM | Greenwood Children's Center - Day Care Greenwood Children's Center | 2014-2015 Early Risers 2 day a week | | 36 | |
| 10:00 AM - 10:30 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Musical Notes - Infants - Session 4 - 2102.202 | Supervisor: Cristina Judd | 18 | |

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| 10:30 AM - 11:15 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Musical Notes - Toddlers - Session 4 - 2103.202 | Supervisor: Cristina Judd | 18 | |
| 3:30 PM - 4:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Triple Combo: Ballet, Tap and Jazz ages 6-8 - 7001.773 | Supervisor: Bari Jarvis | 12 | |
| 4:30 PM - 5:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Mini Company for ages 8-10 - 7001.405 | Supervisor: Bari Jarvis | 12 | |
| 5:30 PM - 7:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Junior Company - by Invitation - 7001.751 | Supervisor: Bari Jarvis | 18 | |
| 6:00 PM - 9:30 PM | GW Gym Greenwood Children's Center | LYBA Youth Basketball | Longmeadow Youth Basketball Association (Internal) Thomas Waibridge | 3601 0 | |
| 6:15 PM - 8:00 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | | 3524 0 | T & S needed to open and clean and close room and close up building if this is the last event |
| 7:00 PM - 10:00 PM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Cribbage Activity | Peter Vangness | 3540 0 | *T & S NEEDED TO OPEN AND CLEAN AND CLOSE THIS ROOM, AND THEN THE BUILDING, IF IT IS THE LAST EVENT SCHEDULED* |
| Mar 4, 2015 Wednesda | GW Gym Greenwood Children's Center | Activity: Skyhawks SoccerTots, Teddies, Session 1 - 2180.201 | Supervisor: Cristina Judd | 10 | |
| 9:15 AM - 10:00 AM | GW Gym Greenwood Children's Center | Activity: Skyhawks SoccerTots, Koalas, Session 1 - 2180.203 | Supervisor: Cristina Judd | 10 | |
| 11:15 AM - 12:00 PM | GW Gym Greenwood Children's Center | | | | |

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| 3:30 PM - 4:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Technique: Ballet, Tap, Jazz, Stretching and Flex - 7001.746 | Supervisor: Bari Jarvis | 12 | |
| 4:00 PM - 5:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Senior Company Ballet & Lyrical Production 10+ - 7001.710 | Supervisor: Bari Jarvis | 12 | |
| 5:00 PM - 6:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Senior Co Triple Production: Jazz, Tap and Acro - 7001.752 | Supervisor: Bari Jarvis | 16 | |
| 6:30 PM - 7:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Mother/Daughter Session 3 - 7001.813 | Supervisor: Bari Jarvis | 12 | |
| 7:00 PM - 9:00 PM | COA Computer Lab Meeting Room Greenwood COA Wing | LSA Soccer Board Meeting Sports Meeting | Longmeadow Soccer Association (Internal) Mary Pat O'Connor | 3628 10 | T&S: Room and building must be unlocked for the group's arrival, then locked when they leave. |
| 7:30 PM - 9:30 PM | GW Gym Greenwood Children's Center | Activity: Men's Volleyball - 4113.501 | Supervisor: Cristina Judd | 25 | *T & S needed to open and close building* |
| Mar 5, 2015 Thursday | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Wellness Cooking Class Program | Scantic Valley Regional Health Trust (Fee Waived) Lyn Hollinger | 3659 15 | T&S: Please clean and close the room and building, if this is the last event. |
| 4:30 PM - 6:30 PM | GW Gym Greenwood Children's Center | LYBA Youth Basketball | Longmeadow Youth Basketball Association (Internal) Thomas Walbridge | 3601 0 | |
| 6:00 PM - 9:30 PM | GW Gym Greenwood Children's Center | | | | |

Reservation Master Report

May 4, 2015
11:05 AM

Reservation Date: From Mar 1, 2015 through Mar 31, 2015
 Reservation Site: Longmeadow Parks and Recreation Department, Internet Site - Longmeadow Parks and Recreation De, Longmeadow Public Schools
 Facility: Greenwood Activity Room (former kinder), Greenwood Children's Center - Day Care [Day Care], Greenwood Gymnasium Stage, Greenwood Park- Camp Shed, Greenwood Playscape [GW Play], Greenwood Pool [GW Pool], Greenwood Pre K Room, Greenwood Tennis Courts [tennis cou], GW 56 Club Room, GW After School Room [GW Rec], GW Community Room [GW School], GW Field 1 [Rehbein60], GW Field 2 [GW 75ft], GW Gym [GW Gym], GW Homework Room [GW Home], GW Parking Lot, Kindergarten Room, COA Dining Room [GW Dining], COA Computer Lab [GW Meet C], COA Game Room [GW Meet B]...(first 20 selections shown)

| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|--|---|--|--------------------|---|
| Mar 6, 2015 Friday 4:30 PM - 5:15 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Preschool Dance for Ages 2,9-5 - 7001.888 | Supervisor: Bari Jarvis | 16 | |
| 6:00 PM - 9:30 PM | GW Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew | 3604 0 | |
| 6:15 PM - 8:00 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | Dean Fisher | 3524 0 | T & S needed to open and clean and close room and close up building if this is the last event |
| Mar 7, 2015 Saturday 9:00 AM - 1:30 PM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | LSA Coach Training Sports Meeting | Longmeadow Soccer Association (Internal) Mary Pat O'Connor | 3641 20 | Renter is responsible for their own set up and cleanup. Cristina Judd to open and close. |
| 9:30 AM - 12:30 PM | GW Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew | 3602 0 | |
| Mar 8, 2015 Sunday 9:00 AM - 11:45 AM | GW Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew | 3603 0 | |
| 1:00 PM - 1:45 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer, Ages 3-5 - 2142.200 | Supervisor: Cristina Judd | 15 | |
| 2:00 PM - 2:45 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 3-5, 2-2:45pm - 2142.201 | Supervisor: Cristina Judd | 15 | |
| 3:00 PM - 4:00 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer, Ages 6-10, 3pm - 2142.202 | Supervisor: Cristina Judd | 20 | |

Reservation Master Report

May 4, 2015
11:05 AM

Reservation Date: From Mar 1, 2015 through Mar 31, 2015
 Reservation Site: Longmeadow Parks and Recreation Department, Internet Site - Longmeadow Parks and Recreation De, Longmeadow Public Schools
 Facility: Greenwood Activity Room (former kinder), Greenwood Children's Center - Day Care [Day Care], Greenwood Gymnasium Stage, Greenwood Park- Camp Shed, Greenwood Playscape [GW Play], Greenwood Pool [GW Pool], Greenwood Pre K Room, Greenwood Tennis Courts [tennis cou], GW 56 Club Room, GW After School Room [GW Rec], GW Community Room [GW School], GW Field 1 [Rehbein60], GW Field 2 [GW 75ft], GW Gym [GW Gym], GW Homework Room [GW Home], GW Parking Lot, Kindergarten Room, COA Dining Room [GW Dining], COA Computer Lab [GW Meet C], COA Game Room [GW Meet B].. (first 20 selections shown)

| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|---|--|---|--------------------|---|
| 4:15 PM - 5:15 PM | GW Gym Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 6-10, 4:15pm - 2142.203 | Supervisor: Cristina Judd | 15 | |
| Mar 9, 2015 Monday | Greenwood Children's Center - Day Care Greenwood Children's Center | 2014-2015 Early Risers 1 day | | 36 | |
| 7:15 AM - 9:00 AM | COA Computer Lab Meeting Room Greenwood COA Wing | Boys Lacrosse #3585 Meeting | Longmeadow Boys Lacrosse Association (Internal) Greg Macdonald | 3688 0 | T&S must open and close building. TSS must open and close building |
| 6:30 PM - 8:00 PM | COA Meeting Room Meeting Room Greenwood COA Wing | Long. Little League Meeting Sports Meeting | Longmeadow Little League (Internal) Steve Schiffman | 3662 10 | T & S: Please open and close this building and the room. |
| 7:00 PM - 9:00 PM | GW Gym Gym Greenwood Children's Center | Activity: Monday Night Volleyball - 4114.501 | Supervisor: Cristina Judd | 18 | *T & S needed to open and close building* |
| 7:30 PM - 9:15 PM | Greenwood Children's Center - Day Care Greenwood Children's Center | 2014-2015 Early Risers 2 day a week | 413.262.9126 | 36 | |
| Mar 10, 2015 Tuesday | Greenwood Children's Center - Day Care Greenwood Children's Center | 2014-2015 Early Risers 2 day a week | | 36 | |
| 7:15 AM - 9:00 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Musical Notes - Infants - Session 4 - 2102.202 | Supervisor: Cristina Judd | 18 | |
| 10:00 AM - 10:30 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Musical Notes - Toddlers - Session 4 - 2103.202 | Supervisor: Cristina Judd | 18 | |
| 10:30 AM - 11:15 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Triple Combo: Ballet, Tap and Jazz ages 6-8 - 7001.773 | Supervisor: Bari Jarvis | 12 | |
| 3:30 PM - 4:30 PM | GW Community Room Meeting Room Greenwood Children's Center | | | | |

Reservation Master Report

May 4, 2015
11:05 AM

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 Reservation Site: Longmeadow Parks and Recreation Department, Internet Site - Longmeadow Parks and Recreation De, Longmeadow Public Schools
 Facility: Greenwood Activity Room (former Kinder), Greenwood Children's Center - Day Care (Day Care), Greenwood Gymnasium Stage, Greenwood Park- Camp Shed, Greenwood Playscape [GW Play], Greenwood Pool [GW Pool], Greenwood Pre K Room, Greenwood Tennis Courts [tennis cou], GW 56 Club Room, GW After School Room [GW Rec], GW Community Room [GW School], GW Field 1 [Rehbein60], GW Field 2 [GW 75R], GW Gym [GW Gym], GW Homework Room [GW Home], GW Parking Lot, Kindergarten Room, COA Dining Room [GW Dining], COA Computer Lab [GW Meet C], COA Game Room [GW Meet B]...(first 20 selections shown)

| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|--|--|---|--------------------|--|
| 4:30 PM - 5:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Mini Company for ages 8-10 - 7001.405 | Supervisor: Bari Jarvis | 12 | |
| 5:30 PM - 7:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Junior Company - by Invitation - 7001.751 | Supervisor: Bari Jarvis | 18 | |
| 6:00 PM - 8:30 PM | COA Meeting Room Meeting Room Greenwood COA Wing | Digital Photography Activity | Denise Smith | 3588 | T&S Custodian needed to open and close |
| 6:00 PM - 9:30 PM | GW Gym Greenwood Children's Center | LYBA Youth Basketball | Longmeadow Youth Basketball Association (Internal) Thomas Walbridge | 3601 | 0 |
| 6:15 PM - 8:00 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | Dean Fisher | 3524 | T & S needed to open and clean and close room and close up building if this is the last event |
| 7:00 PM - 10:00 PM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Cribbage Activity | Peter Vangness | 3540 | *T & S NEEDED TO OPEN AND CLEAN AND CLOSE THIS ROOM, AND THEN THE BUILDING, IF IT IS THE LAST EVENT SCHEDULED* |
| Mar 11, 2015 Wednesday | GW Community Room Meeting Room Greenwood Children's Center | Activity: Beginner Pointe - 7001.717 | Supervisor: Bari Jarvis | 12 | |
| 2:45 PM - 3:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Technique: Ballet, Tap, Jazz, Stretching and Flex - 7001.746 | Supervisor: Bari Jarvis | 12 | |
| 3:30 PM - 4:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Senior Company Ballet & Lyrical Production 10+ - 7001.710 | Supervisor: Bari Jarvis | 12 | |
| 4:00 PM - 5:00 PM | GW Community Room Meeting Room Greenwood Children's Center | | | | |

Reservation Master Report

May 4, 2015
11:05 AM

Reservation Date: From Mar 1, 2015 through Mar 31, 2015
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 Facility: Greenwood Activity Room (former kinder), Greenwood Children's Center - Day Care (Day Care), Greenwood Gymnasium Stage, Greenwood Park- Camp Shed, Greenwood Playscape [GW Play], Greenwood Pool [GW Pool], Greenwood Pre K Room, Greenwood Tennis Courts [tennis cou], GW 56 Club Room, GW After School Room [GW Rec], GW Community Room [GW School], GW Field 1 [Rehbein60], GW Field 2 [GW 75ft], GW Gym [GW Gym], GW Homework Room [GW Home], GW Parking Lot, Kindergarten Room, COA Dining Room [GW Dining], COA Computer Lab [GW Meet C], COA Game Room [GW Meet B]... (first 20 selections shown)

| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|--|---|---|--------------------|---|
| 5:00 PM - 6:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Senior Co Triple Production: Jazz, Tap and Acro - 7001.752 | Supervisor: Bari Jarvis | 16 | |
| 6:30 PM - 7:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Mother/Daughter Session 4 - 7001.814 | Supervisor: Bari Jarvis | 12 | |
| 6:30 PM - 9:00 PM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Democratic Town Committee Meeting | Democratic Town Committee (Fee Waived) Candy Glazer | 3489 10 | T&S: custodian needed to open and close |
| 7:30 PM - 9:30 PM | GW Gym Greenwood Children's Center | Activity: Men's Volleyball - 4113.501 | Supervisor: Cristina Judd | 25 | *T & S needed to open and close building* |
| Mar 12, 2015 Thursday 9:30 AM - 10:00 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Gymnastics and Sports Age 2-4, Thur, 9:30, Sess #3 - 2129.307 | Supervisor: Cristina Judd | 15 | |
| 10:15 AM - 10:45 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Gymnastics and Sports, 2-4, Th 10:15am Sess 3 - 2129.311 | Supervisor: Cristina Judd | 15 | |
| 6:00 PM - 9:30 PM | GW Gym Greenwood Children's Center | LYBA Youth Basketball | Longmeadow Youth Basketball Association (Internal) Thomas Walbridge | 3601 0 | |
| Mar 13, 2015 Friday 4:30 PM - 5:15 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Preschool Dance for Ages 2.9-5 - 7001.888 | Supervisor: Bari Jarvis | 16 | |
| 6:15 PM - 8:00 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | Dean Fisher | 3524 0 | T & S needed to open and clean and close room and close up building if this is the last event |

Reservation Master Report

May 4, 2015
11:05 AM

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 Facility: Greenwood Activity Room (former kinder), Greenwood Children's Center - Day Care (Day Care), Greenwood Gymnasium Stage, Greenwood Park- Camp Shed, Greenwood Playscape [GW Play], Greenwood Pool [GW Pool], Greenwood Pre K Room, Greenwood Tennis Courts [tennis cou], GW 56 Club Room, GW After School Room [GW Rec], GW Community Room [GW School], GW Field 1 [Rehbein60], GW Field 2 [GW 75ft], GW Gym [GW Gym], GW Homework Room [GW Home], GW Parking Lot, Kindergarten Room, COA Dining Room [GW Dining], COA Computer Lab [GW Meet C], COA Game Room [GW Meet B]...(first 20 selections shown)

| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|---|---|--|--------------------|---|
| Mar 14, 2015 Saturday 9:30 AM - 12:30 PM | GW Gym Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew | 3602 0 | |
| Mar 15, 2015 Sunday 9:00 AM - 11:45 AM | GW Gym Gym Greenwood Children's Center | CYO Youth Basketball | CYO Basketball (Regular) Rick Agnew | 3603 0 | |
| 1:00 PM - 1:45 PM | GW Gym Gym Greenwood Children's Center | Activity: Indoor Soccer , Ages 3-5 - 2142.200 | Supervisor: Cristina Judd | 15 | |
| 2:00 PM - 2:45 PM | GW Gym Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 3-5, 2-2:45pm - 2142.201 | Supervisor: Cristina Judd | 15 | |
| 3:00 PM - 4:00 PM | GW Gym Gym Greenwood Children's Center | Activity: Indoor Soccer, Ages 6-10, 3pm - 2142.202 | Supervisor: Cristina Judd | 20 | |
| 4:15 PM - 5:15 PM | GW Gym Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 6-10, 4:15pm - 2142.203 | Supervisor: Cristina Judd | 15 | |
| Mar 16, 2015 Monday 7:15 AM - 9:00 AM | Greenwood Children's Center - Day Care Greenwood Children's Center | 2014-2015 Early Risers 1 day | | 36 | |
| 7:30 PM - 9:15 PM | GW Gym Gym Greenwood Children's Center | Activity: Monday Night Volleyball - 4114.501 | Supervisor: Cristina Judd | 18 | *T & S needed to open and close building* |
| Mar 17, 2015 Tuesday 7:15 AM - 9:00 AM | Greenwood Children's Center - Day Care Greenwood Children's Center | 2014-2015 Early Risers 2 day a week | | 36 | |

Reservation Master Report

May 4, 2015
11:05 AM

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 Facility: Greenwood Activity Room (former kinder), Greenwood Children's Center - Day Care (Day Care), Greenwood Gymnasium Stage, Greenwood Park- Camp Shed, Greenwood Playscape [GW Play], Greenwood Pool [GW Pool], Greenwood Pre K Room, Greenwood Tennis Courts [tennis cou], GW 56 Club Room, GW After School Room [GW Rec], GW Community Room [GW School], GW Field 1 [Rehbein60], GW Field 2 [GW 75ft], GW Gym [GW Gym], GW Homework Room [GW Home], GW Parking Lot, Kindergarten Room, COA Dining Room [GW Dining], COA Computer Lab [GW Meet C], COA Game Room [GW Meet BJ.-(first 20 selections shown)]

| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|--|--|---------------------------|--------------------|--|
| 10:00 AM - 10:30 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Musical Notes - Infants - Session 4 - 2102.202 | Supervisor: Cristina Judd | 18 | |
| 10:30 AM - 11:15 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Musical Notes - Toddlers - Session 4 - 2103.202 | Supervisor: Cristina Judd | 18 | |
| 6:15 PM - 8:00 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | Dean Fisher | 3524 0 | T & S needed to open and clean and close room and close up building if this is the last event |
| 7:00 PM - 10:00 PM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Cribbage Activity | Peter Vangness | 3540 0 | *T & S NEEDED TO OPEN AND CLEAN AND CLOSE THIS ROOM, AND THEN THE BUILDING, IF IT IS THE LAST EVENT SCHEDULED* |
| Mar 18, 2015 Wednesday | GW Gym Greenwood Children's Center | Activity: Skyhawks Soccer/Tots, Teddies II, Session 2 - 2180.302 | Supervisor: Cristina Judd | 10 | |
| 4:55 PM - 5:40 PM | GW Gym Greenwood Children's Center | Activity: Skyhawks Soccer/Tots, Koalas, Session 2 - 2180.303 | Supervisor: Cristina Judd | 10 | |
| 5:50 PM - 6:35 PM | COA Meeting Room Meeting Room Greenwood COA Wing | Digital Photography #3562 Activity | Denise Smith | 3562 0 | *T&S: PLEASE open and close this room and then the building, if it is the last event scheduled* |
| 6:00 PM - 8:30 PM | GW Gym Greenwood Children's Center | Activity: Men's Volleyball - 4113.501 | Supervisor: Cristina Judd | 25 | *T & S needed to open and close building* |
| 7:30 PM - 9:30 PM | COA Computer Lab Meeting Room Greenwood COA Wing | Longmeadow Republican Committee Meeting | Supervisor: Cristina Judd | 3511 0 | *T&S NEEDED TO OPEN AND CLOSE THE BUILDING AND THIS ROOM* |

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11:05 AM

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| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|--|---|---|--------------------|--|
| Mar 19, 2015 Thursday 9:30 AM - 10:00 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Gymnastics and Sports Age 2-4, Thur, 9:30, Sess #3 - 2129.307 | Supervisor: Cristina Judd | 15 | |
| 10:15 AM - 10:45 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Gymnastics and Sports, 2-4, Th 10:15am Sess 3 - 2129.311 | Supervisor: Cristina Judd | 15 | |
| 6:15 PM - 8:00 PM | GW Gym Greenwood Children's Center | Karate Rental #3477 Program | Dean Fisher | 3524 0 | T & S needed to open and close building if this is the last event |
| 7:30 PM - 9:00 PM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Historical Commission Meeting Meeting | Longmeadow Historical Commission (Fee Waived) Beth Hoff | 3482 7 | **T&S NEEDED TO OPEN AND CLOSE THIS ROOM** RENTER PLEASE NOTE: The Over 60 Media Room may, on occasion, need to be used for other programs which would bump you to another meeting room. You will be given advance notice, should this need arise. |
| Mar 20, 2015 Friday 4:30 PM - 5:15 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Preschool Dance for Ages 2.9-5 - 7001.888 | Supervisor: Bari Jarvis | 16 | |
| 6:00 PM - 8:00 PM | GW Gym Greenwood Children's Center | Basket ball end of season LYBA Basketball League Play/Practice | Jerold Duquette | 3699 0 | |
| Mar 21, 2015 Saturday 12:00 PM - 6:00 PM | GW Gym Greenwood Children's Center | Girls Basketball Activity | Thomas Walbridge | 3694 0 | |
| Mar 22, 2015 Sunday 1:00 PM - 1:45 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer , Ages 3-5 - 2142.200 | Supervisor: Cristina Judd | 15 | |
| 2:00 PM - 2:45 PM | GW Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 3-5, 2-2:45pm - 2142.201 | Supervisor: Cristina Judd | 15 | |

Reservation Master Report

May 4, 2015
11:05 AM

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 Reservation Site: Longmeadow Parks and Recreation Department, Internet Site - Longmeadow Parks and Recreation De, Longmeadow Public Schools
 Facility: Greenwood Activity Room (former kinder), Greenwood Children's Center - Day Care (Day Care), Greenwood Gymnasium Stage, Greenwood Park- Camp Shed, Greenwood Playscape [GW Play], Greenwood Pool [GW Pool], Greenwood Pre K Room, Greenwood Tennis Courts [tennis cou], GW 56 Club Room, GW After School Room [GW Rec], GW Community Room [GW School], GW Field 1 [Rehbein60], GW Field 2 [GW 75ft], GW Gym [GW Gym], GW Homework Room [GW Home], GW Parking Lot, Kindergarten Room, COA Dining Room [GW Dining], COA Computer Lab [GW Meet C], COA Game Room [GW Meet B]...(first 20 selections shown)

| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|---|--|---|--------------------|---|
| 3:00 PM - 4:00 PM | GW Gym Gym Greenwood Children's Center | Activity: Indoor Soccer, Ages 6-10, 3pm - 2142.202 | Supervisor: Cristina Judd | 20 | |
| 4:15 PM - 5:15 PM | GW Gym Gym Greenwood Children's Center | Activity: Indoor Soccer for Ages 6-10, 4:15pm - 2142.203 | Supervisor: Cristina Judd | 15 | |
| Mar 23, 2015 Monday | Greenwood Children's Center - Day Care | 2014-2015 Early Risers 1 day | | 36 | |
| 7:15 AM - 9:00 AM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | LYFA #3671 Sports Meeting | Longmeadow Football Assoc. (Internal) Anthony Furnelli | 3671 | T&S to open and close building. RENTER: Table and chairs in closet. You are responsible for setting up and breaking down tables and chairs. |
| 7:00 PM - 9:00 PM | GW Gym Gym Greenwood Children's Center | Activity: Monday Night Volleyball - 4114.501 | Supervisor: Cristina Judd | 18 | *T & S needed to open and close building* |
| 7:30 PM - 9:15 PM | Greenwood Children's Center | | | | |
| Mar 24, 2015 Tuesday | Greenwood Children's Center - Day Care | 2014-2015 Early Risers 2 day a week | | 36 | |
| 7:15 AM - 9:00 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Musical Notes - Infants - Session 4 - 2102.202 | Supervisor: Cristina Judd | 18 | |
| 10:00 AM - 10:30 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Musical Notes - Toddlers - Session 4 - 2103.202 | Supervisor: Cristina Judd | 18 | |
| 10:30 AM - 11:15 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Triple Combo: Ballet, Tap and Jazz ages 6-8 - 7001.773 | Supervisor: Bari Jarvis | 12 | |
| 3:30 PM - 4:30 PM | Greenwood Children's Center | | | | |

Reservation Master Report

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 Reservation Site: Longmeadow Parks and Recreation Department, Internet Site - Longmeadow Parks and Recreation De, Longmeadow Public Schools
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| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|--|--|---|--------------------|--|
| 4:30 PM - 5:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Mini Company for ages 8-10 - 7001.405 | Supervisor: Bari Jarvis | 12 | |
| 5:30 PM - 7:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Junior Company - by Invitation - 7001.751 | Supervisor: Bari Jarvis | 18 | |
| 6:15 PM - 8:00 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | Dean Fisher | 3524 0 | T & S needed to open and clean and close room and close up building if this is the last event |
| 7:00 PM - 10:00 PM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Cribbage Activity | Peter Vangness | 3540 0 | *T & S NEEDED TO OPEN AND CLEAN AND CLOSE THIS ROOM, AND THEN THE BUILDING, IF IT IS THE LAST EVENT SCHEDULED* |
| 7:30 PM - 9:00 PM | COA Meeting Room Meeting Room Greenwood COA Wing | Community Preservation Meeting | Community Preservation Committee (Fee Waived) Arlene Miller | 3687 8 | T&S: Custodian needed to open and close the room and building |
| Mar 25, 2015 Wednesday | GW Community Room Meeting Room Greenwood Children's Center | Activity: Beginner Pointe - 7001.717 | Supervisor: Bari Jarvis | 12 | |
| 2:45 PM - 3:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Technique: Ballet, Tap, Jazz, Stretching and Flex - 7001.746 | Supervisor: Bari Jarvis | 12 | |
| 3:30 PM - 4:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Senior Company Ballet & Lyrical Production 10+ - 7001.710 | Supervisor: Bari Jarvis | 12 | |
| 4:00 PM - 5:00 PM | GW Gym Greenwood Children's Center | Activity: Skyhawks SoccerTots, Teddies II, Session 2 - 2180.302 | Supervisor: Cristina Judd | 10 | |

Reservation Master Report

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| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|--|---|---|--------------------|--|
| 5:00 PM - 6:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Senior Co Triple Production: Jazz, Tap and Acro - 7001.752 | Supervisor: Bari Jarvis | 16 | |
| 5:50 PM - 6:35 PM | GW Gym Greenwood Children's Center | Activity: Skyhawks Soccer/Tots, Koalas, Session 2 - 2180.303 | Supervisor: Cristina Judd | 10 | |
| 6:30 PM - 7:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Mother/Daughter Session 4 - 7001.814 | Supervisor: Bari Jarvis | 12 | |
| 7:00 PM - 9:00 PM | COA Computer Lab Meeting Room Greenwood COA Wing | Republican Town Commity Meeting | marie angelides | 3707 | |
| 7:30 PM - 9:30 PM | GW Gym Greenwood Children's Center | Activity: Men's Volleyball - 4113.501 | Supervisor: Cristina Judd | 0 | *T & S needed to open and close building* |
| Mar 26, 2015 Thursday 9:30 AM - 10:00 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Gymnastics and Sports Age 2-4, Thur, 9:30, Sess #3 - 2129.307 | Supervisor: Cristina Judd | 15 | |
| 10:15 AM - 10:45 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Gymnastics and Sports, 2-4, Th 10:15am Sess 3 - 2129.311 | Supervisor: Cristina Judd | 15 | |
| 7:30 PM - 9:00 PM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Historical Commission Meeting | Longmeadow Historical Commission (Fee Waived) Beth Hoff | 3482 | **T&S NEEDED TO OPEN AND CLOSE THIS ROOM** RENTER PLEASE NOTE: The Over 60 Media Room may, on occasion, need to be used for other programs which would bump you to another meeting room. You will be given advance notice, should this need arise. |
| Mar 27, 2015 Friday 4:30 PM - 5:15 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Preschool Dance for Ages 2.9-5 - 7001.888 | Supervisor: Bari Jarvis | 16 | |

Reservation Master Report

May 4, 2015
11:05 AM

Reservation Date: From Mar 1, 2015 through Mar 31, 2015
 Reservation Site: Longmeadow Parks and Recreation Department, Internet Site - Longmeadow Parks and Recreation De, Longmeadow Public Schools
 Facility: Greenwood Activity Room (former kinder), Greenwood Children's Center - Day Care [Day Care], Greenwood Gymnasium Stage, Greenwood Park- Camp Shed, Greenwood Playscape [GW Play], Greenwood Pool [GW Pool], Greenwood Pre K Room, Greenwood Tennis Courts [tennis cou], GW 56 Club Room, GW After School Room [GW Rec], GW Community Room [GW School], GW Field 1 [Rehbein60], GW Field 2 [GW 75ft], GW Gym [GW Gym], GW Homework Room [GW Home], GW Parking Lot, Kindergarten Room, COA Dining Room [GW Dining], COA Computer Lab [GW Meet C], COA Game Room [GW Meet B]...(first 20 selections shown)

| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|--|---|---------------------------|--------------------|---|
| 6:15 PM - 8:00 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | Dean Fisher | 3524 0 | T & S needed to open and clean and close room and close up building if this is the last event |
| Mar 28, 2015 Saturday | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | GrassRoots National Tournament Activity | Peter Vangness | 3657 0 | |
| 7:30 AM - 2:30 PM | GW Gym Greenwood Children's Center | Girls Basketball Activity | Thomas Walbridge | 3694 0 | |
| 12:00 PM - 6:00 PM | GW Gym Greenwood Children's Center | Girls Basketball Activity | Thomas Walbridge | 3694 0 | |
| Mar 29, 2015 Sunday | GW Gym Greenwood Children's Center | Girls Basketball Activity | Thomas Walbridge | 3694 0 | |
| 12:00 PM - 6:00 PM | Greenwood Children's Center - Day Care Greenwood Children's Center | 2014-2015 Early Risers 1 day | | 36 | |
| 7:15 AM - 9:00 AM | GW Gym Greenwood Children's Center | Activity: Monday Night Volleyball - 4114.501 | Supervisor: Cristina Judd | 18 | *T & S needed to open and close building* |
| 7:30 PM - 9:15 PM | Greenwood Children's Center - Day Care Greenwood Children's Center | 2014-2015 Early Risers 2 day a week | | 36 | |
| Mar 31, 2015 Tuesday | Greenwood Children's Center - Day Care Greenwood Children's Center | Activity: Musical Notes - Infants - Session 4 - 2102.202 | Supervisor: Cristina Judd | 18 | |
| 7:15 AM - 9:00 AM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Musical Notes - Toddlers - Session 4 - 2103.202 | Supervisor: Cristina Judd | 18 | |
| 10:00 AM - 10:30 AM | GW Community Room Meeting Room Greenwood Children's Center | | | 18 | |
| 10:30 AM - 11:15 AM | | | | | |

Reservation Master Report

May 4, 2015
11:05 AM

Reservation Date: From Mar 1, 2015 through Mar 31, 2015
 Reservation Site: Longmeadow Parks and Recreation Department, Internet Site -
 Longmeadow Parks and Recreation De, Longmeadow Public Schools
 Facility: Greenwood Activity Room (former kinder), Greenwood Children's Center - Day Care
 [Day Care], Greenwood Gymnasium Stage, Greenwood Park- Camp Shed, Greenwood
 Playscape [GW Play], Greenwood Pool [GW Pool], Greenwood Pre K Room, Greenwood
 Tennis Courts [tennis cou], GW 56 Club Room, GW After School Room [GW Rec], GW
 Community Room [GW School], GW Field 1 [Rehbein60], GW Field 2 [GW 75ft], GW Gym
 [GW Gym], GW Homework Room [GW Home], GW Parking Lot, Kindergarten Room, COA
 Dining Room [GW Dining], COA Computer Lab [GW Meet C], COA Game Room [GW Meet
 B]... (first 20 selections shown)

| Date / Setup - Ready Time / Start - End Time | Facility / Equipment / Type / Center | Event / Event Type / Schedule Type | Contact Information | Permit# Attend/Qty | Notes |
|--|---|--|---------------------------------------|-----------------------|--|
| 3:30 PM - 4:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Triple Combo: Ballet, Tap and Jazz ages 6-8 - 7001.773 | Supervisor: Bari Jarvis [REDACTED] | 12 | |
| 4:30 PM - 5:30 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Mini Company for ages 8-10 - 7001.405 | Supervisor: Bari Jarvis [REDACTED] | 12 | |
| 5:30 PM - 7:00 PM | GW Community Room Meeting Room Greenwood Children's Center | Activity: Junior Company - by Invitation - 7001.751 | Supervisor: Bari Jarvis [REDACTED] | 18 | |
| 6:15 PM - 8:00 PM | Greenwood Activity Room (former kinder) Meeting Room Greenwood Children's Center | Karate Rental #3477 Program | Dean Fisher [REDACTED] | 3524 0 | T & S needed to open and clean and close room and close up building if this is the last event |
| 7:00 PM - 10:00 PM | COA Over 60 and Media Center Meeting Room Greenwood COA Wing | Cribbage Activity | Peter Vangsness [REDACTED] | 3540 0 | *T & S NEEDED TO OPEN AND CLEAN AND CLOSE THIS ROOM, AND THEN THE BUILDING, IF IT IS THE LAST EVENT SCHEDULED* |

REG

ATTACHMENT B:
CONTRACT TERMS AND CONDITIONS

SAMPLE CONTRACT TERMS AND CONDITIONS
AGREEMENT

The following provisions shall constitute an Agreement between the Town of Longmeadow, acting by and through its Town Manager and/or Select Board, hereinafter referred to as “Town”, and VENDOR, with an address of ADDRESS hereinafter referred to as “Contractor”, effective as of the first day of July, 2015. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work in accordance with the specifications contained in Attachment A - Scope of Services: [IFB: Cleaning Services for the Town of Longmeadow Massachusetts, dated May 4, 2015](#).

ARTICLE 2: TIME OF PERFORMANCE:

The contractor shall complete all work and services required on or before June 30, 2016, with renewal at the sole discretion of the Town for up to two additional one year terms.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above, the contract sum of _____ in accordance with the provisions of the specifications, or as set forth in an attachment hereto in Attachment B, the price proposal.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Longmeadow, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys’ fees) that may arise out of or in connection with the work and/or service being performed or to be performed by the Contractor, its employees, agents, or subcontractors. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the Town of Longmeadow for damage to its property caused by the contractor, its employees, agents, subcontractors or materials. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers Compensation, and income tax laws. Further, the Contractor shall indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds. The contractor shall be obligated to provide services hereunder, only to the extent that said funds are available.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

| | |
|----------------------------|----------------------------|
| Bodily Injury Liability: | \$1,000,000 per occurrence |
| Property Damage Liability | \$1,000,000 per occurrence |
| (or combined single limit) | \$1,000,000 per occurrence |

Automobile Liability

| | |
|----------------------------|----------------------------|
| Bodily Injury Liability: | \$1,000,000 per occurrence |
| Property Damage Liability | \$1,000,000 per occurrence |
| (or combined single limit) | \$1,000,000 per occurrence |

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty day notice of cancellation to the Town.

BID SUBMISSION FORM
Invitation for Bid
CLEANING SERVICES
Town of Longmeadow, Massachusetts

This proposal is for providing cleaning services to the Town of Longmeadow for the cleaning of town buildings.

COMPANY NAME: _____

BASE BID:

The undersigned declares to the Town of Longmeadow that this proposal is made without collusion with any other person, firm or corporation; that they have carefully and thoroughly read the Invitation For Bid documents and all related contract documents and that they understand and are familiar with all the requirements of same. The bidder agrees that they attended the mandatory pre-bid tour and have familiarized themselves with the entire facilities and scope of work required; and that they propose and agree that if their proposal is accepted, to contract with the Town of Longmeadow, in the form of agreement hereto attached, to furnish and deliver cleaning services to municipal buildings during Standard Business Hours (Monday through Saturday) per the attached Scope of Work in accordance with the requirements of the contract documents and that they will take in full monthly compensation based on the monthly total cost as bid for compensation.

| | 1st YEAR PER MONTH | 2nd YEAR PER MONTH | 3rd YEAR PER MONTH |
|-------------------------|--|--|--|
| 1. Town Hall | \$ _____ | \$ _____ | \$ _____ |
| 2. Police Department | \$ _____ | \$ _____ | \$ _____ |
| 3. Fire Department | \$ _____ | \$ _____ | \$ _____ |
| 4. Old Town Hall | \$ _____ | \$ _____ | \$ _____ |
| 5. Dept of Public Works | \$ _____ | \$ _____ | \$ _____ |
| 6. Community House | \$ _____ | \$ _____ | \$ _____ |
| 7. Storrs Library | \$ _____ | \$ _____ | \$ _____ |

MONTHLY TOTAL COST \$ _____ \$ _____ \$ _____
(Total sum of items 1 thru 8=Monthly total Cost for each month. Do this for each of the 3column)

| | 1st YEAR ANNUAL TOTAL | 2nd YEAR ANNUAL TOTAL | 3rd YEAR ANNUAL TOTAL |
|--|---|---|---|
|--|---|---|---|

ANNUAL TOTAL COST \$ _____ \$ _____ \$ _____
(Monthly Total Cost for each year X 12 Months=Annual Total Cost, Do this for each of the 3 columns)

BASE BID, BASIS FOR CONTRACT AWARD \$ _____
(Annual Total Cost for 3 years of service- Add the 3 amounts in the 'Annual Total Cost' row.)

In the event that there is a discrepancy in the addition or multiplication on this bid sheet, the 'Basis for Contract Award' will be recalculated based on the individual monthly unit prices per Town facility. Bidders are required to fill in each section of unit pricing on the bid form or their bid may be rejected. **A CONDITIONAL BID WITH CONDITIONAL PRICING WILL RESULT IN A BID REJECTION.**

BID SUBMISSION FORM
Invitation for Bid
CLEANING SERVICES
Town of Longmeadow, Massachusetts

ALTERNATE NO.1: Greenwood Center

| | 1st YEAR PER MONTH | 2nd YEAR PER MONTH | 3rd YEAR PER MONTH |
|--|---|---|---|
| 1. Greenwood Center per Mo | \$ _____Mo | \$ _____Mo | \$ _____Mo |
| Greenwood Center ANNUAL TOTAL COST | \$ _____Yr 1st YEAR ANNUAL TOTAL | \$ _____Yr 2nd YEAR ANNUAL TOTAL | \$ _____Yr 3rd YEAR ANNUAL TOTAL |

(Monthly Total Cost for Greenwood Center X 12 Months=Greenwood Center Annual Total Cost. Do this for each of the 3 columns)

Alternate No.1 Total for Greenwood Center

\$ _____

(Annual Total Cost for 3 years of service at Greenwood Center- Add the 3 amounts in the 'Greenwood Center Annual Total Cost' row.)

OTHER PRICING:

Bidders are required to provide pricing for ‘On-Call Service’ and ‘Concession Stand Cleaning’. These are services to be requested at the sole discretion of the Longmeadow Facilities Director. The pricing below in the ‘Other Pricing’ category will not be formulated in the Rule of Award formula.

On-Call Service

On-call hourly pricing for service before or after Standard Business Hours, Monday through Saturday, and on-call service on Sunday.

| | <u>1st YEAR Hourly Rate</u> | <u>2nd YEAR Hourly Rate</u> | <u>3rd YEAR Hourly Rate</u> |
|-------------------------|---|---|---|
| On-call hourly service: | \$ _____ Hr | \$ _____ Hr | \$ _____ Hr |

Concession stand cleaning:

Wolf Swamp Field and Longmeadow High School Concession Stand:

Daily rate per cleaning of one concession stand location. Cleaning services to be provided as requested.

| | <u>1st YEAR Daily Rate</u> | <u>2nd YEAR Daily Rate</u> | <u>3rd YEAR Daily Rate</u> |
|---|--|--|--|
| Daily rate per cleaning of one concession stand location: | \$ _____ | \$ _____ | \$ _____ |

Date: _____

By: _____
(Signature)

(Name – Typed or Printed)

(Business name)

(Business Address)

(City and State)

(Phone)

(Fax)

(Email)

BID SUBMISSION FORM
Invitation for Bid
CLEANING SERVICES
Town of Longmeadow, Massachusetts

COMPANY NAME: _____

ADDENDUM:

Acknowledge the receipt of all addenda issued (if any). Failure to acknowledge the receipt may result in a bid rejection.

_____, _____, _____, _____, _____

MINIMUM REQUIREMENTS / QUALITY REQUIREMENTS

A ‘no’ response or a failure to respond to any of the following Quality requirements will result in a rejection of your bid. Circle Yes or No for each of the following requirements.

1. The Contractor has been in business providing Cleaning/Janitorial Services under present organization for three years or more.

Yes No
2. The Contractor will supply references demonstrating account volume capacity experience maintaining a volume customer base of service at facilities with an accumulative total of 150,000 square feet or more. These customer accounts can consist of commercial/retail business, municipal, government, and/or public educational facilities. (Exclude residential cleaning services). **SUPPLY THESE REFERENCES WITH THE BID** including complete contact information & square footage. Unfavorable references may be grounds for the Town rejecting a bid as non-responsible.

Yes No
3. The Contractor will conduct a CORI for their employees and then certify to the Town that prospective employees pass the CORI review. Contractor’s employees who have not performed a CORI or fail the CORI will not be employed at Longmeadow municipal facilities

Yes No
4. Contractor will insure satisfactory security clearance for all employees who will work on the premises. Employees who are “not a United States Citizen or have not been granted status by the United States government as a permanent resident alien will not be allowed to work.

Yes No
5. Contractor will provide an adequate number of competent properly trained personnel with qualified supervision to provide the services required at all times and the Contractor will provide all personnel with a complete set of specifications and cleaning schedules to ensure all required services are completed.

Yes No
6. Contractors will maintain an overall cleaning performance level at or above the standards listed. The cleaning standards outlined in the IFB are the minimum acceptable level of performance. Failure of the contractor to meet an acceptable performance level at any time during the contract period may result in the contractor being placed on probation or contract cancellation.

Yes No

BID SUBMISSION FORM
Invitation for Bid
CLEANING SERVICES
Town of Longmeadow, Massachusetts

COMPANY NAME: _____

7. Contractor has registered on the sign in sheet provided at the mandatory pre-bid tour.
Yes **No**
8. Is it true that the Bidder is currently not in Bankruptcy and can the bidder provide, upon request, proof of financial solvency.
Yes **No**
9. Contractor will provide Standard Business Hours on Saturdays, and will provide hourly on-call service upon request of the Town
Yes **No**

Contractor Signature: _____

Date: _____

BID SUBMISSION FORM
Invitation for Bid
CLEANING SERVICES
Town of Longmeadow, Massachusetts

REFERENCES:

Are the references supplied with the bid as instructed in the Minimum Requirements section of the Bid?

Yes_____ No_____

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean natural person, business, partnership, corporation, committee, union, club or other organization, entity, or group of individuals.

Signature_____

Date_____

Print Name & Title

Company Name

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A (b), I

_____, authorized signatory for _____

Name of individual

Name of contractor

do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts, and the Town of North Andover, relating to taxes, permit or other fees, reporting of employees and contractors, and withholding and remitting child support.

Signature

Date