

Approvals of the applications for the use of the Common will be governed by this document.

The following is a list of requests for events on the Westford Town Common which can be approved by agreement of the Town Administrator and the Chair of the Town Common Committee, without direct approval by the Selectboard. Any unusual circumstances, such as excessive size, meaning over 50 expected attendees, times outside of regular hours as defined in the Westford Common Use Policy, or an appeal of the decision of the Town Administrator and Chair of the Common Committee will be referred to the Selectboard.

1. Family/friend gatherings including birthday parties, retirement, memorials, showers, etc. as long as there are no unusual circumstances.
2. Routine music events such as the Sunday music series and Coffee house.
3. Use of the area to the east of the Gazebo (i.e. where the ice rink usually is) is allowed for most sporting events, especially those hosted by town organizations. The organization must hold insurance.
4. Sale events such as farmers market, craft sales, are allowed on specified days with the goal to consolidate these events. Items to be sold must be grown, made, created, baked, or otherwise homemade in Vermont. Insurance may be required.
5. The selectboard has agreed to waive insurance requirements for artisan vendors including jewelry, knitted goods, sewn goods, Drawings/paintings/photographs/cards/calendars, Wooden objects-bowls, spoons, etc, glass art and others after consideration. These vendors will need to apply through the standard Common Use application.

A calendar will be maintained with access from the Chair of the Common Committee and the Town Administrator for the events. Included will be Town events so that all activities are recorded and considered for any time conflicts.

Approved by the Selectboard at the meeting of July 9, 2026. Reference from the minutes “N. Nichols motioned to approve the approvals of use for application of the Common. J. Andrews seconded. Motion passed 5-0.”