

EAST PENNSBORO TOWNSHIP

Seasonal Field Usage Application

This Application is entered on this day _____, by and between East Pennsboro Parks and Recreation and _____ (Organization/League) having an address of _____ (herein "Licensee") and East Pennsboro Township, 98 South Enola Drive, Enola, Cumberland County, Pennsylvania 17025, (herein "Township"). Licensee, intending to be legally bound hereby, in requesting the land, facilities or buildings described herein, agrees to abide by all the terms and conditions of this Application, all applicable Township ordinances, and all rules and regulations of the East Pennsboro Parks and Recreation Department (herein, "Department"). Township recognizes the importance of Licensee's recreational activities; however, it deems the regulation of the use of public parks and facilities under the terms of this Application to be necessary to ensure public access to all areas and facilities, and to protect the Township against liability.

1. **Schedule of Use.** By the dates listed below for each season for which a request of field use is desired, licensee shall submit the completed seasonal field schedule provided. This schedule should include practice and regular season games. Although the Township will make reasonable efforts to honor submitted requests, it reserves the right to cancel field usage at any time. The use of storage areas shall be at the Township's sole discretion. No approved field request shall be for a term in excess of one season; ***It is the responsibility of all organizations to observe the Township events in the park.***

Season	Season Dates	Seasonal Application Due Date
Spring	March - May	January 31
Summer	June - August	April 30
Fall	September - November	July 31
Winter	December - February	October 31

2. **Modification/Alterations to Buildings or Grounds.** All changes to buildings or grounds must have approval by the Department.
3. **Fund Raising.** Any fund-raising activities conducted on Township property must have prior approval of the Department and shall comply with all Township ordinances and Department regulations. Operation of a concession stand requires approval by the Department and additional fees of **\$200.00/month per concession stand** usage. Once fees are accessed, please mail payment to the Recreation Department at the Township Building.
4. **Other Conditions.**
 - A. The use of park premises is reserved solely to the Licensee herein. Licensee shall not sub-license, sub-lease, assign or transfer its rights to any other organization or individual without the prior written approval of the Township.
 - B. Organized youth activities (under the age of 18) with 80% of the participants residing within East Pennsboro Township will have no fee applied when a roster is provided with this Application. Township leagues meeting 80% residency may request up to 6 multipurpose fields or 3 ball fields per season. **Leagues not meeting the 80% rule or failing to turn in an accurate roster will be charged \$50.00 per field, per day fee** for regular games and practices. Other fees may apply for other park usage

requests and should be sent to the Recreation Department at the Township Building. Tournament fees, \$150/day/field, apply to all leagues/organizations, regardless of residency. Special Event Application must be submitted for all tournament dates.

- C. *Rosters must be supplied with Seasonal Field Usage Application.*** Rosters must contain the player's full name, full address, and school they attend. Rosters are league based, not organizational. We must be able to see that they meet the requirements to attend school within the Township.
- D.** In addition, all organizations, leagues, and coaches must abide by the state laws of PA Department of Human Services regarding the PA Child Abuse History Clearances. Submit a full list of coach names, addresses, and clearances to the Department.
- E.** Licensee shall be responsible for the following maintenance and labor associated with park or facility being used:
- Clean the Park area after each use and place refuse and recycling in proper containers.
 - Daily field preparation as deemed necessary by Licensee.
 - Providing markings and all other equipment.
 - Concession stand will operate under East Pennsboro Township Health Codes.
 - Check Adams Ricci Park and/or email for notification of field conditions/closures.
- F.** The Township will be responsible for the following care and maintenance of the park or facility being used:
- Initial ball field preparation. Special requests for any additional field maintenance must be made through the Department.
 - Providing bases, base plates, and base plugs.
 - Mowing grass and trash removal.
 - Township Manager, Park Foreman and/or the Department have the authority to deem the fields non playable due to weather related causes. The guideline of $\frac{3}{4}$ of an inch of rain in a 24-hour period would require the fields to be evaluated and if deemed non playable the organizations will be notified by email.
- G.** Licensee and its employees, volunteers, members, and invitees using the park or facility shall abide by all rules and regulations of the Department and ordinances of the Township. This paragraph is not intended to limit the Township's right to terminate any approved request at any time as set forth in paragraph 1 herein. A copy of the East Pennsboro Township Park Rules has been included.
- H.** The use of the facility or park by the organization is limited to that activity described in the preface of this Application and will not guarantee the use of the adjacent park facilities, pavilions, ball fields, courts, grounds, or equipment.
- I.** Any other use must have prior written consent of the Township.

- J. Licensee shall maintain the park or facility in good repair and in a clean and orderly condition. All cars must be parked in the designated areas only. No glass bottles are permitted, and recycling is required.

5. Reservation Priorities.

- A. Township Residents, their families, and the public
- B. Activities, programs, and special events planned, organized and/or sponsored by East Pennsboro Township Parks and Recreation Department and/or events approved by Township Commissioners.
- C. East Pennsboro Township youth-based organizations (80% residency) such as youth sporting or athletic organizations, civic, non-profit, or volunteer organizations.
- D. East Pennsboro Township youth-based organizations under the 80% residency requirement as stated in 4B.
- E. East Pennsboro Area School District with Township Commissioner approval.
- F. All other youth and adult organizations not based in East Pennsboro Township or not referenced in above items.

6. Insurance.

- A. Licensee shall provide the Township with proof of insurance having minimum policy limits of One Million Dollars per injury to general liability any one person, One Million Dollars per property damage to any one person, and One Million Dollars per accident or occurrence, which policy shall name the Township as an additional insured. In the event Licensee intends to sell prepared foods and /or other products, it shall provide the Township with proof of products liability insurance with the same minimum policy limits as the general liability policy described herein.
- B. Licensee hereby indemnifies and holds the Township harmless from and against all claims and liability for personal injury, property damage or death, asserted by or on behalf of anyone, in any manner, either directly or indirectly, arising out of its activities or use of the licensed premises.

7. Renewal of Application.

This Application shall not extend beyond the term set forth herein above, and no automatic renewal shall be implied. Licensee shall apply to the Township for any field use extending beyond the present term.

***ON BEHALF OF _____(GROUP/ORGANIZATION),
I, _____, HAVE READ AND UNDERSTAND THE
GUIDELINES REGARDING THE USE OF EAST PENNSBORO TOWNSHIP FACILITIES
AND AGREE TO ASSUME RESPONSIBILITY FOR OBSERVANCE OF THESE
REGULATIONS.***

X _____
Group President/Representative Signature

Date

ORGANIZATION/LEAGUE SEASONAL INFORMATION

All groups or persons requesting use of facilities must provide the name and telephone number of a local contact person who will assume responsibility for administration of the activity and be available during the scheduled activity.

Organization: _____ **League:** _____

Please select one: Recreation Travel

Season: _____ **Sport:** _____ **Age Group:** _____

Local Contact: _____ **Role:** _____

Phone: _____ **Email:** _____

Address: _____

CHECKLIST (complete all tasks listed below):

- Application and seasonal field schedule completed and turned in by due date? NO YES
- Tournaments highlighted? NO YES
- Special event application filled out for all tournament dates? NO YES
- Rosters turned in (for residency consideration) to EP Recreation Department NO YES
 - Number of teams in league? _____
 - Number of total participants (estimated)? _____
- Coach information to EP Recreation Department NO YES
- League Insurance turned in with Application? NO YES
 - Concession stand requested (approval required)? NO YES
 - Will this generate revenue? NO YES
 - If yes, how is revenue used? _____
- Vehicle Access on Fields (approval required)? NO YES
 - If yes, how frequent, and what fields? _____

For any questions, please contact the Recreation Department by phone at (717) 732-0711 opt. 3 or by email at recreation@eastpennsboro.net.

Please return Seasonal Field Usage Application to:
East Pennsboro Township Recreation Department
98 S. Enola Drive, Enola, PA 17025

PARK RULES & REGULATIONS



1. Adams-Ricci Community Park hours are 6:00am until 11:00pm between April 1 and October 31; until 10:00pm from November 1 and March 31. All other Township Parks are open Dawn to Dusk.
2. The speed limit throughout the parks is 10 MPH.
3. Parking is permitted in designated areas only. No parking on the grass. Violators may be fined.
4. Unauthorized motor vehicles of any type are prohibited.
5. All pets must be on a leash not to exceed 6 feet in length. Owners must clean-up after their pet. Mutt-Mitt stations and trash receptacles are conveniently located throughout the park.
6. No littering. Refuse materials and recyclables must be placed in proper containers.
7. The reservation of a pavilion does not guarantee the use of the adjacent park facilities, ball fields, courts, grounds, or equipment.
8. Hunting, trapping, or pursuing wildlife to deliberately disturb in any manner is prohibited.
9. Fires are only permitted in the provided charcoal grills. Leave coal in grill for maintenance workers to remove the next day. No outside grills allowed, unless otherwise permitted by Township Officials.
10. No solicitation, advertising, or campaigning on park grounds without prior approval.
11. Do not intentionally interfere, attempt to obstruct, or refuse to comply with any Township Official or employee in the performance of his or her duties.
12. Vandalism, destruction of Township property, threats, obscene language, and disorderly or destructive acts are prohibited. Dismissal from the park as well as fines may be assessed.
13. Skateboards, roller skates, roller blades, and scooters are only permitted on the walking paths.
14. Golfing is not permitted on the fields.
15. No canopies, tents or hammocks are allowed, except adjacent to a rented pavilion by the lessee or adjacent to a ball field for a Township sanctioned sporting event.
16. Sound Amplification equipment (vehicle radios, portable speakers, megaphones, etc.) may not be used in a Township Park without a specific permit issued by Township Officials.
17. Alcoholic beverages are strictly prohibited anywhere in the parks.
18. In accordance with the 'Young Lungs at Play' program, please refrain from smoking.

**A COMPLETE LIST OF RULES & REGULATIONS CAN BE FOUND ON ECODE,
WWW.EASTPENNSBORO.NET**

ACKNOWLEDGMENT

I/We have read the guidelines regarding use of Township Facilities and agree to assume responsibility for observance of these regulations. I/We shall agree to assume all responsibility for any damages incurred beyond normal wear and tear and I/we also assume all liability for personal damages or injuries incurred through use of the facility and relieve East Pennsboro Township and its officials of any responsibilities for such activities. I/We understand that a portion of the rental fee may be non-refundable and may not be returned in case of cancellation.

Organization/League

East Pennsboro Township

Group President/Representative

Parks and Recreation Representative

Witness

Date

Date

TOWNSHIP USE ONLY

Date received _____

Deposit received _____ Balance due _____

Insurance received? Yes No Expiration? _____ Received (date) _____

Concession/Caterer/Vendor? Approved Not Approved

Vehicle access? Approved Not Approved

Roster? Yes No >80% residency? Approved Not Approved

Coach Information? Yes No