

<b>Lower Southampton Township</b> 1500 Desire Avenue Feasterville, PA 19053		<b>Request for Baseball/Soccer Fields, Sarah Mitchell Community Center or Tennis Courts</b>	
<b>Applicant</b>		<b>Contact Person</b>	
<b>Applicant Mailing Address</b>		<b>Contact Person Mailing Address</b>	
<b>Phone #</b>		<b>Email Address</b>	
<b>Facility</b>	<b>Dates Needed</b>	<b>Day of the Week</b>	<b>Time</b>
	to		to
	to		to
	to		to
	to		to
<b>Activity</b>	<b>Number of Township Residents</b>		<b>Number of Teams</b>
<p><b>It is understood that the applicant shall:</b></p> <ul style="list-style-type: none"> <li>A. Have at all times, while the permit is in effect, a general liability insurance policy with minimum limits of liability in the amount of \$1,000,000 combined single limit for each occurrence and \$1,000,000 combined single limit for general occurrence</li> <li>B. Provide a certificate of insurance to Lower Southampton Township, 1500 Desire Avenue, Feasterville, PA 19053, named as an additional insured</li> <li>C. Save, defend, keep harmless, and indemnify the Township and its appointed and elected officials, officers, servants, agents, and employees from and against any and all attorney fees, charges, liability or exposure, however caused, resulting from or arising out of or in any way connected with the applicant's activities</li> <li>D. Upon request, provide a complete roster, with names and addresses, of all members of the applicant's organization, and be kept current throughout the year</li> <li>E. Comply with all Township rules, regulations, resolutions, and ordinances governing the use of the fields.</li> </ul>			
<p><b>Applicant Signature:</b> _____ <b>Date:</b> _____</p>			
_____		_____	
<b>Parks &amp; Rec Director Signature</b>		<b>Date</b>	

## **LOWER SOUTHAMPTON FIELD USE POLICY**

**Introduction: The purpose of this policy is to make Lower Southampton Township Parks and Recreation facilities available to organizations and individuals for recreational purposes and to provide an equitable allocation of fields and facilities. It is a goal of this policy to establish clear-cut guidelines, rules, and regulations for field and facility use.**

### **I. Method of Allocation of Township Facilities and Fields**

- a. The Lower Southampton Township Recreation Board will use diligence to find playing fields and facilities for all groups and individuals that apply
- b. Accredited Athletic Associations will have priority use of fields and concession stands for seasonal use. The Lower Southampton Township Recreation Board will accredit sports organizations on a yearly basis
- c. Residents, groups, or organizations wishing to use a field or facility for a Special Event at a particular time must apply for a Special Event Permit from the Director of Parks and Recreation. Requests should be made at least 30 days before the event. Fees may be assessed
- d. Lower Southampton Township sponsored events, programs, and activities have preference over all requests for fields and/or facilities
- e. Field and facility users must adhere to all Township ordinances and facilities rules and regulations
- f. The Township reserves the right to revoke any approval of application or to cancel the proposed event/activity which has been previously approved

### **II. Method of Accreditation of Sports Groups**

- a. The Recreation Board will accept requests from sports organizations for accreditation. Requests must be received by the Parks and Recreation Director by the 2nd Tuesday of July each year. All requests will be reviewed at the Recreation Board's August Recreation Board's meeting.
- b. Sports organizations requesting accreditation must show evidence of the following:
  - i. Community Participation: Organization includes a minimum of 75% Lower Southampton Township residents. Residents shall be substantiated by the organization's past year's rosters complete with names, addresses, and phone numbers of all participants for each sport.
  - ii. Organizational Administration: Organization to provide:

1. List of Board of Directors to include names, positions, and phone numbers
  2. Organizational by-laws and mission statement
  3. Certificate of liability insurance in the amount of \$1,000,000 with Lower Southampton Township named as additionally insured.
  4. Current budget
- iii. Non-profit group
  - iv. National Affiliations: Provide information and policies pertaining to coach training, certifications, and affiliations (e.g. National Little League, National Association of Youth Sports, etc)

### III. Special Permits

- a. The Parks and Recreation Department will issue Special Permits subject to the following standards:
  - i. Eligible groups include community groups, resident groups, non-profit groups, sports groups, business groups
  - ii. Eligible activities include sports tournaments, picnics, games (softball, baseball, etc), meetings, clubs, camps
  - iii. Activity is a 'not for profit' activity
  - iv. Activity does not seriously impact traffic or parking
  - v. Activity does not conflict with any Township ordinance
- b. The Lower Southampton Township Recreation Board will review applications from groups and or for activities **not meeting** these standards with final approval from the Board of Supervisors

### IV. Seasonal Field Use

- a. Applications for seasonal field use must be received by the Parks and Recreation Director 30 days prior to the start of when the field is requested
- b. The Lower Southampton Township Recreation Board will review applications at the monthly Parks & Recreation board meetings with final approval and allocations to be made following the meeting
- c. Applications must include the following for review:
  - i. Facility/Field Use Request Form signed by an authorized person
  - ii. List of Board of Directors
  - iii. Updated rosters
  - iv. Copy of current season's practice and game schedules, listing all fields used including non-township fields

- v. Copy of certificate of insurance for prior year. Current year certificate must be submitted to the Parks and Recreation Department prior to the start of the season

**V. Responsibilities and Limitations of Applicants**

- a. All field and facility users must adhere to all park rules and regulations
- b. Users are responsible for trash and litter during use
- c. Users are responsible to lock up building and turn off any lighting
- d. Users are responsible for the restrooms while using the facility including daily inspection and cleaning the restrooms
- e. Users are required to report any problems, damage, or dangerous conditions associated with field or facility being used immediately to the Township Parks & Recreation Department.
- f. Users may not transfer use of field or facility without written consent from the Parks and Recreation Director
- g. No temporary or permanent structure can be erected on Township property without written consent from the Township
- h. No alterations are to be made to any Township property without written consent from the Township
- i. All requests for alterations must be made in writing to the Parks and Recreation Department to be reviewed by the Public Works Department, Licenses and Inspections, and/or the Recreation Board. Major alterations must be approved by the Board of Supervisors; major alterations are those which may require permits

**VI. Responsibility of Township**

- a. Township will perform all necessary maintenance to ensure the safety of users of fields and facilities
- b. Township will perform routine maintenance including mowing of fields, weed and feed, and periodic cleaning of restrooms. All other preparations or maintenance of fields or facilities will be the responsibility of accredited organizations.
- c. Township will provide in-field mix for ball fields
- d. Township will close a field or facility in the event of poor or hazardous conditions
- e. Township will keep records of schedules and availability of fields or facilities for use
- f. Township will schedule a meeting with representatives of accredited athletic associations prior to seasonal use to address maintenance issues, improvements, and other concerns

**VII. Fees and Charges**

- a. Fees and charges may be charged for field and facility use
- b. Fees will be applied to the Recreation Fund to be used for field and facility maintenance and improvements
- c. No fees will be charged to accredited athletic associations or to Township organizations unless activity generates extra expense for the township
- d. A minimum fee of \$50.00/day will be charged to groups wishing to use a field or facility. If there is increased expense to the Township as a result of use of the field or facility, the fee may be greater
- e. Businesses requesting use of Township fields for profit will be assessed fees as per agreement, based on recommendations of Recreation Board with final approval by Board of Supervisors
- f. Fees may be waived with approval of Recreation Board or Township Manager

I understand the field use policies, responsibilities, and rules of the Township.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Organization

\_\_\_\_\_

Signature

\_\_\_\_\_

Date