

**Whitemarsh Township Parks and Recreation
Facility Reservation Request**

4021 Joshua Road, Lafayette Hill, PA 19444 Phone: (610) 828-7276/Fax: (610) 828-7391
www.whitemarshparks.org

Date Submitted: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Name of Group (if applicable): _____

E-MAIL: _____

Site Requested (CIRCLE ONE)

Miles Park
Cedar Grove Park
Leeland Park
Valley Green Park
Cedar Grove Barn
Parks and Recreation Building

Facility Requested: (CIRCLE ONE)

Softball/Baseball Field
Soccer Field
Basketball Court
Room Rental
Fitness Rental
Pavilion

Date(s) and Time(s): _____

Activity Description: _____

Age Range of Participants: _____ Number of Adults: _____

Fee Charged per participants (if any): _____

Insurance Requirements:

We understand all procedures associated with this request and accept the legal and financial responsibilities involved in the use of Township facilities. We also verify that the above activity is fully insured and are providing a **CERTIFICATE OF INSURANCE** evidencing:

(FOR GROUPS): Commercial general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000.00, which names Whitemarsh Township, its agents, servants, and employees as additional insured.

(FOR PRIVATE INDIVIDUALS): Homeowners/Liability insurance with per occurrence and aggregate limits of not less than \$300,000.00 which names Whitemarsh Township, its agents, servants, and employees as additional insured.

We understand that if the regulations governing the use of this facility are violated in any way, the permit is revoked and all fees are forfeited.

We assume all risks and hazards incidental to the activity related to this use. To the extent permitted by law, we hereby release, absolve, indemnify, defend and hold harmless the Township of Whitemarsh, the Whitemarsh Parks and Recreation Department, and their agents, servants and employees, from any and all liability due to any damage or injury to any person or property arising from our use of the Township facilities.

Signature: _____ Printed Name: _____

On behalf of: _____

Approved by: _____ Date: _____ Fee: _____

Rules and Regulations

Whitemarsh Township Parks and Recreation Areas

The following rules and regulations are applicable to all Whitemarsh Township Parks and Recreation Areas and Buildings.

- A. The parks are open to all Township residents and guests from sunrise until sunset throughout the year, except during special events authorized by the Parks and Recreation Board.
- B. The Township Parks and Recreation office shall schedule use of the ball fields or other facilities by organized groups, and a permit shall be issued specifying the date, time, and location of the group's use.
- C. The following are prohibited:
 1. **Possession or consumption of alcoholic beverages. Except under special permit in certain parks or facilities. An alcohol allowance permit may be secured from the Parks and Recreation Department.**
 2. Boisterous, immoral, or indecent behavior.
 3. Discarding of trash, garbage, or other litter, except into containers provided for that purpose.
 4. Damaging, defacing, destroying, or removing Township-owned property, signs, structures, equipment or other material.
 5. Operating any vehicle on a park road in a reckless or negligent manner, in excess of the posted speed limit or in such a manner as to become a nuisance to other park users.
 6. Operating, stopping, or parking of any vehicle except on designated roads, trails or parking areas.
 7. Possession or discharge of any type of firearms.
 8. Fires, except as permitted by the Township Fire Marshal. **GRILLS MAY BE USED WITH A PROPER PERMIT FROM THE TOWNSHIP FIRE MARSHAL. GAS GRILLS ONLY!**
 9. **NO PETS!**
 10. Playing or practicing golf of any Township Park.
 11. Vehicle repairs or maintenance of any kind.
 12. Playing or reproducing loud music or amplified sound unless approved in writing in advance by the Park and Recreation Department.
 13. Operation of any unlicensed motor vehicle within the park.
 14. Possession or use of any fireworks, firearms or explosives of any nature.
 15. Use of self-propelled, peddled, or pushed wheeled devices, including, but not limited to: roller skates, inline skates, with the exception of wheelchairs, strollers and baby carriages, is prohibited on the jogging/walking trail in Miles Park.
 16. No balloons may be tied to any of the playground equipment.
 17. Soliciting Prohibited: No soliciting of any kind, including but not limited to, the sale or vending of food, on Township-owned properties, parks, facilities, and Township-sponsored programs or activities, is permitted without a seasonal or annual permit issued by the Township Parks and Recreation Department. Use of any Township property, park, facility, or program for commercial or profit-making activities without a seasonal or annual permit issued by the Township Parks and Recreation Department is prohibited.
 18. Smoking Prohibited

19. Park Hours; Temporary Closures: Township Parks and Open Spaces will be open 6:00am until 10:00pm daily. In the event the Township determines it is necessary to close a Township Park or recreational facility for any reason, notice of such closure shall be posted. Any person entering a Township Park or recreational facility subject to closure shall be in violation of these Rules and Regulations and subject to penalties set forth in Section 80-2 of the Code of the Township of Whitmarsh.

Please sign below stating that the Parks rules and regulations have been read and are understood.

Signature: _____ Date: _____

Printed Name: _____

Whitemarsh Township Parks and Recreation
Field Rental Procedure for Adult Leagues and Youth Leagues

The following is the rental procedure for Adult League use of Township owned fields. These procedures are in place to allow for the maximum use of the fields and the opportunity for multiple users. Please follow these procedures to allow the Recreation Department to best meet the needs of your league.

1. Please notify the Whitemarsh Township Parks and Recreation Department at least one month before the start of your league to allow the department to check schedules and to quote an official price to your league.
2. Once the final quote has been given to your league, you have two weeks to make a 50% deposit on the field. 25% of the deposit is non-refundable if the league is cancelled.
3. The week that your league is to begin the final 50% is due. Final payment is due before the first game played.
4. The league is limited to the use of one field per park.
5. The league is responsible for its own equipment such as bases, and playing equipment.
6. No equipment maybe left at the field, if equipment is left it will be removed.
7. If there is a field issue please call the Whitemarsh Township Parks and Recreation Department at 610-828-7276 from 9 to 5 pm and 8:30 to 4:30 between Memorial Day and Labor Day, Monday through Friday.
8. The league is responsible for having an insurance certificate to the Township one week prior to the beginning of the season.
9. ***Leagues must have full season schedule for all teams to the Parks and Recreation Department 2 weeks prior to the start of the season.***

Please review all of these procedures and sign and date at the bottom.

(Signature)

(Printed Name)

(Approved By)

(Date)

(Field Location)

(Fee Paid)

(Date Insurance Certificate was received)

**Whitemarsh Township Parks and Recreation
Facility Reservation Procedure**

1. Verbal reservations will be held for five (5) working days. No permit will be issued until the Appropriate fee is paid in full. Any request to waive the appropriate fee must be submitted, in writing, to the Park and Recreation Board. The Park and Recreation Board will consider the request at their regular monthly meeting.
2. If there is any damage or breakage during your event, you will be responsible for the cost of any necessary repairs. This also includes any and all wall hangings and decorations that are on display.
3. All facilities must be left clean and orderly. All trash must be disposed of properly. Failure to comply may result in additional charges for maintenance and clean up.
4. A \$200.00 security deposit is required on all barn rentals. If the key is not returned to the Park and Recreation Department on the first workday following the event, the deposit will not be refunded to the lessee.
5. Rules for the use of the Cedar Grove Barn (in addition to the rules governing all open space areas, parks and buildings):
 - a. No eating utensils are provided.
 - b. There is no refrigeration.
 - c. There is a limited table and chair supply that is offered for use; any arrangements will need to be made with a minimum of five (5) working days notice to the Park and Recreation Department. Otherwise, these arrangements are the sole responsibility of the lessee (FOR INDOOR USE ONLY).
 - d. If a caterer is used, the Recreation Department must be notified of the specific arrangements, particularly any change in entry time.
 - e. Smoking is prohibited in the Cedar Grove Barn and Farmhouse.

Please sign below to indicate that these procedures and rules have been read and are understood.

Signature: _____ Date: _____

Printed Name: _____

Tally Sheet:

Site: _____

Facility: _____

Dates: _____

Times: _____

Day(s): _____

Rental Cost: \$ _____

Park Watch Fee: \$ _____

Alcoholic Bev. \$ _____

***Security Deposit:** \$ _____

Total: \$ _____

***Security Deposit needed for all indoor and pavilion rentals.**