

## SPRING TOWNSHIP PARKS & RECREATION DEPARTMENT

### USE POLICY

for

### ATHLETIC FACILITIES

- A. An Administrative Service/Variance Permit must be secured prior to utilizing any Township facilities.
- B. Administrative service and variance applications will not be approved without full payment of all charges and approval of the required insurance documentation and waivers. **All checks shall be made payable to Spring Township Parks & Recreation Department.**
- C. Misrepresentation of any information supplied to the Department may be reason for denial or revocation of a permit. Furthermore, non-compliance of any portion of Ordinance 163 may be reason for revocation of permit.
- D. All individuals utilizing an athletic facility within a park or playground owned and operated by the Township of Spring shall be responsible for adhering to the rules and regulations set forth in the Township's park system, Ordinance 163. This ordinance is available upon request from the Parks and Recreation Department. **The applicant of the Administrative Service-Variance Form will be held responsible for their guests including the visiting team and spectators.**
- E. Your security deposit will be returned within 30 calendar days of your last rental date if the facility and equipment are found to be in satisfactory condition. Damages incurred over \$100.00 will be charged to the party securing the Administrative Service-Variance Permit.
- F. Cancellation of your "Administrative Service-Variance Permit" will be accepted by this Department if written notice is received 14 days prior to your scheduled date from the individual who completed the permit. Reimbursement will be paid for only those unused dates after the effective cancellation date. Twenty Dollars (\$20.00) of your Administrative Service charge will be deducted for administrative costs prior to reimbursement.
- G. **CERTIFICATES OF INSURANCE** must be submitted prior to the issuance of your team's or league's facility permit. All certificates of insurance shall list the "Township of Spring" as a Certificate Holder, as an Additionally Insured and shall provide a minimum of \$1,000,000.00 per occurrence liability insurance. **THERE WILL BE NO EXCEPTIONS. THIS IS A REQUIREMENT BY THE TOWNSHIP'S INSURANCE CARRIER.** Any misrepresentation in filing a certificate of insurance shall result in the denial of a field permit and/or the forfeiture of team's/league's permit in addition to your team's/league's administrative service fees for the season.
- H. Approved Administrative Service-Variance Permits must be presented to police and Township personnel upon request.

- I. Pets are **PROHIBITED** in all Township park facilities.
- J. Alcoholic beverages are **PROHIBITED** within the Parks System unless a Variance Application has been completed and approved. There is a \$30.00 fee for a Variance Permit. Individuals found to be in possession of alcohol in the park without a permit may be fined \$300.00.
- K. No additional facility time shall be permitted beyond that which is approved on the permit. Exceptions will include extra inning games due to a tie score, overtime or a rain delay. Permits are required for all organized play including practices, games, workshops and camps.
- L. IN THE EVENT OF INCLEMENT WEATHER financial reimbursement or rescheduling games will be permitted if this Department is notified within 48 hours of the cancellation or the Monday after a weekend playing date. Reimbursement or rescheduling will not be approved for any other reason.
- M. Red Caboose Park - please park in designated parking areas. If players must park along the curb, please do not park in front of driveways. 1<sup>st</sup> complaint - warning to all teams; 2<sup>nd</sup> complaint – loss of permit for 4 weeks; 3<sup>rd</sup> complaint – loss of permit for the season.
- N. Cacoosing Meadows Recreation Area - parking is available in the State Hill Road Parking Lot and the Reedy Road Parking Lot.
- O. Keys are needed and available for restrooms and the room containing the electric panel box at Red Caboose Park. Your security deposit will be returned when the key is returned to this Department. You are responsible for securing the restrooms immediately after your game(s). You will be held responsible for the condition of the restrooms.
- P. Teams utilizing the athletic facilities for night games are responsible for:
1. Obtain the necessary information from this Department on operating the lights.
  2. Turning the lights on only when lighting is needed.
  3. Turning off the lights immediately after your game and securing the room where the panel box is located.
- Q. If you are the last ball game of the evening, you are responsible for raking out the batter's box and the pitching rubber areas.
- R. Please do not litter. Trash receptacles are located at all facilities.
- S. Athletic facilities are rented on an hourly basis.
- T. All parks open at dawn and close at 9:00 p.m. except Cacoosing Meadows and Red Caboose Parks which close at 11:00 pm. **All guests must be out of the park by this time, no exceptions.**