

## **SPRING TOWNSHIP PARKS & RECREATION DEPARTMENT**

### **USE POLICY for PARK PAVILIONS**

- 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 a pavilion 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.**
- E. Your security deposit will be returned within 30 calendar days of your picnic 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. Twenty Dollars (\$20.00) of your Administrative Service charge will be deducted for administrative costs prior to reimbursement.
- G. A release waiver provided by the Township or a Certificate of Insurance naming the Township of Spring as "Certificate Holder" and as "Additionally Insured" must be provided prior to this Department approving your rental.
- 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. Swimming is **PROHIBITED** at any Township park with a water feature. Fishing is permitted however, all PA Fish and Boat Commission regulations apply.
- K. 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.

- L. **THIS IS THE ONLY NOTICE YOU WILL RECEIVE REGARDING THE KEYS.**  
It is your responsibility to pick up the keys for the facility you have rented. You may pick up the keys the week of your picnic Tuesday through Friday, 8:00 a.m. to 5:00 p.m. If staff is required to make special arrangements on a weekend to provide keys for a facility, an assessment of \$75.00 will be made against your security deposit. Keys shall be returned three (3) working days after your picnic and must be clearly marked with the name of the party who secured the facility. For your convenience, a drop box is located next to the front door of the Township. If keys are not returned within the designated time, a \$5.00 per day assessment will be made against your security deposit.
- M. Music from a band or disc jockey **is only permitted** at Cacoosing Meadows Recreation Area and Red Caboose Park during operating hours of the park. Out of respect for our neighbors, music shall not leave the boundaries of the park. Complaints received by the Parks and Recreation Department or the Police Department will result in the revocation of your Administrative Service Permit.
- N. Pavilion reservations include use of all other park amenities (rest rooms, play equipment, volleyball courts, basketball courts, electric, water, etc.) unless previously rented. Athletic fields may be used if available. Fields may be reserved for guaranteed playing time. An additional Administrative Service fee will be charged for reserving the field.
- O. Fire, for the purpose of cooking, must be maintained in fire receptacles, portable charcoal or gas grills. Please be sure your fire is extinguished prior to leaving the park.
- P. Please do not litter. Trash receptacles are located at this facility.
- Q. In the event of inclement weather credit will be given for another date if this Department is notified within 48 hours of the cancellation or the Monday after a weekend picnic. Credit will not be approved for any other reason.
- R. At Cacoosing Meadows Park, prior to securing the kitchen area when your picnic is concluded, please sweep out the enclosed area and remove all items from the cooler unless prior arrangements have been made with this Department. Failure to remove items will result in a \$35.00 charge against your security deposit.
- S. 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.**
- T. Additional portable toilets may be secured for use during your rental period however, they must be obtained from the same vendor that the Township has contracted for that calendar year.
- U. The installation of tents is permissible with prior approval. A Certificate of Insurance naming the Township as the Certificate Holder and as the Additional Insured must be provided in addition to the appropriate fees.