

Spring Garden Township Parks & Recreation Department

Sports Facility Usage Policy

Procedures

Athletic organizations interested in using Spring Garden Township sports facilities are required to submit a written request to the Parks & Recreation Department prior to each sports season deadline. Priority will be given to organizations in which 50% or more of their participants reside in Spring Garden Township. Requests received after the deadline may not be considered.

Seasons

Spring/Summer (March 1 – August 31)
Fall (September 1 – February 28)

Deadlines

February 19
July 16

**Please mail all facility usage requests to:
Christine Kaufman, Director of Parks & Recreation
340 Tri Hill Rd, York, PA 17403.**

The following information must be included in your written request in order to be eligible to participate in the facility allocation program:

- A current certificate of insurance of at least \$1,000,000 combined single limit coverage must be submitted naming Spring Garden Township as an additional insured.
 - Documentation showing total number and residency status, age range of participants and required registration fees.
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- Township sponsored activities will receive first priority in scheduling.
 - The Director of Parks & Recreation will make final approval of all requests.
 - Spring Garden Township reserves the right to cancel sports facility reservations.
 - Availability of sport facilities is limited.

Use Regulations

Athletic Fields: The fields must not be used under conditions that will cause damage to the playing surface or jeopardize the safety of the user. Each organization must use the utmost discretion when determining whether field conditions are appropriate for athletic use.

Parking: Since many of the athletic fields are located in densely populated neighborhoods where parking is at a premium, it's imperative that the athletic organizations adhere to posted parking regulations and take every precaution to maintain a safe environment for park users and neighbors alike. Parking on the grass, sidewalks or blocking resident driveways is strictly prohibited and fineable under municipal laws. Parking should only be in areas designated for parking. Every attempt should be made to secure alternative means of parking such as in a nearby school or church parking lot when applicable. It is the responsibility of the applicant to make arrangements with the property owner before instructing parents, coaches, etc. to park in these areas. **Additionally, private vehicles may not be driven or parked on turf surfaces, service driveways or emergency zones.**

Each organization is required to submit its parking policy to the township prior to athletic field use. This policy should be reviewed with parents and coaches so there is a complete understanding of the policy and the consequences if it is not followed. It's recommended that the policy be signed by every parent and member of the organization to insure compliance. Failure to provide and/ or enforce the policy can result in the loss of field use privileges.

Portable Toilets: The Township provides portable toilets for township sponsored programs. Other groups may use them during its rental time. When the township sponsored activity is over we will be removing the toilets. If the group still needs a portable toilet they provide them and maintain them as needed. Any damage resulting from vandalism, damage to the athletic fields or surrounding areas of the park during the delivery of the units or units that topple over will be the responsibility of the organization. The Director of Parks and Recreation will identify the placement location of all portable units.

Practice: All Spring Garden programs will get first priority of fields. Spring Garden Township reserves the right to change/cancel dates.

Facility Care: It is the responsibility of each organization to maintain the fields and facilities used by removing and disposing of all trash and working cooperatively with the Township to keep all facilities in the best possible condition. A representative of each organization will be required to meet with Township personnel prior to field use. Please see attached coach's field maintenance and responsibilities.

Field Rotation: The revitalization of all athletic fields is crucial to the safety of the user as well as to the overall aesthetics of the parks. As a result, field maintenance including aeration, fertilization, reseeding and regular grass cutting will be done by the Township. Although some forms of turf management can be done without impacting the users, other forms require more time for the fields to stabilize.

Therefore, each year, a field(s) will undergo a process of revitalization. This will result in a particular field(s) being made unavailable for organized use for up to a year or more. Although the Township will make every effort to identify these fields in need of revitalization in advance, the schedule is subject to change depending on weather conditions, overuse, stress and other factors that can adversely affect the playing surface. The Township reserves the right to add or remove fields from the rotation schedule as the need arises.

To assist with this process and to reduce the need for more frequent turf maintenance, the athletic organizations or user groups must exercise good judgment when determining whether a field is playable based on an assessment of the playing conditions or whether there is a need to reduce excessive wear to areas of the field(s) by not practicing in one area.

Penalties

- The township will issue one written warning and if problem still persist all individuals, groups or organizations in violation of this policy or any facility regulations or Township ordinances may have their field privileges revoked immediately and/or may be issued citation(s) for ordinance violations.

Waiver of Liability

I /We understand and agree to follow the conditions and terms of the Spring Garden Township Sports Facility Usage Policy. As a user, I agree to indemnify, defend, and hold harmless Spring Garden Township, its agents and employees from and against any accident, injury, including death, and/or loss of property.

Signature of Applicant / Organization Date

Signature of Authorized Agent Date

Spring Garden Township Parks/Fees

1. Fields are available from dawn to dusk.
2. Basic Permit - \$12.50 per hour with a \$25 minimum rental.
3. Refundable Key Deposit - Resident: \$60 / Non Resident: \$80

***Fees listed above are for each day/date you reserve a Township park facility

Tri Hill Park
320 Tri Hill Rd
York, PA 17403

Elmwood Park
1759 3rd Ave.
York, PA 17403

Windsor Park/Custis Field
600 Windsor St.
York, PA 17403

COACHES' FIELD MAINTENANCE AND RESPONSIBILITIES

- 1- Replace all the field base plugs with the feather plugs, while cleaning out the infield dirt from the base plugs with the tools.
- 2- Rake in, and pack down with your feet the following areas, both sides of home plate, the pitching mound area, the catchers area, and all the base areas.
- 3- Make sure that everything is cleaned up, put away, and locked up, including the shelter, and the restroom doors.

Spring garden township responsibilities

- 1- We will be cutting the grass and dragging the fields throughout the week, meaning Monday through Friday .this will not be done on the weekends. The fields will only be drug by the township on the weekends in an emergency situation, under the townships discretion.
- 2- We will make sure that all that supplies that are needed to line the fields are available to the coaches and their staff for all home games.
- 3-We will also see that the lines that need to be painted in the grass areas are done as needed. through out the game season.
- 4- We will also make any repairs to the field as needed.
- 5- On rain situations, the decision will be made by the parks And rec. department as to whether the game will be played.

Coaches responsibilities are as follows

- 1- Rake in the infield mix to any holes that may have been created by your practice or game, and pat them down with your feet.
- 2- Friday, Saturday, and Sunday, you will also need to hand drag the infield for the team that will be playing after you that same day or even the next day.
- 3- Line the field for your home games. This means just the infields.
- 4- Installing and removing bases and plugs as needed.
These instructions will be posted on the shelter doors.